REGULAR BOARD MEETING
OF THE BOARD OF TRUSTEES
Monday, May 16, 2022 – 6:00 PM

AGENDA

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Opportunity for Citizens to Address the Board
   A. Citizens who desire to address the Board on any matter listed on the agenda may sign up to do so prior to this meeting. Public Comments will be received during this portion of the meeting. Please limit comments to three minutes. No discussion or final action will be taken by the Board.
4. Consideration of Approval of Consent Agenda
   A. Consideration of Approval of Minutes from the Regular Meeting on April 18, 2022
   B. Consideration of Approval of the Appointment of Full-Time Professional Staff
   C. Consideration of Approval of the Appointment of Adjunct Faculty
   D. Consideration of Approval of Policy Manual Revisions-(LOCAL)
      The following policies have been reviewed and approved by the Board Policy Committee:
      BBD (LOCAL) Board Members-Orientation and Training (new LOCAL)
      CF (LOCAL) Purchasing and Acquisition
      CM (LOCAL) Facilities Construction
      DEC (LOCAL) Compensation and Benefits-Leave and Absences
      DIAA (LOCAL) Freedom from Discrimination, Harassment, and Retaliation-Sex and Sexual Violence
      DK (LOCAL) Professional Development
      DMAB (LOCAL) Term Contracts-Nonrenewal
      DMD (LOCAL) Termination of Employment-Rsignation
      ECC (LOCAL) Instructional Arrangement-Course Load and Schedules
      FFDA (LOCAL) Freedom from Discrimination, Harassment, and Retaliation-Sex and Sexual Violence
      FLB (LOCAL) Student Rights and Responsibilities-Student Conduct
      GCB (LOCAL) Public Information Program-Request for Information
   E. Consideration of Approval of Public Funds Investment Act Disclosure Report-April 2022 and the Cumulative budget April 2022
   F. Appoint Bob Browder to Serve as the Temple College Representative on the Board of the Temple Tax Increment Reinvestment Zone for the 2022-2024 Term

5. Consideration of Approval of Disbursements for April 2022
6. Outstanding Student/Employee Spotlight
   Student Spotlight
   Temple College Skills USA STEM Club Students
Outstanding Faculty Spotlight
Arthur Fields, Associate Professor, Visual Arts

7. President's Report

8. Reports
   A. Faculty Council
   B. Provost Report
   C. Workforce Development
   D. Board Committees
      1. Building/Facility Planning Committee
      2. Finance Committee Report
      3. Policy Committee Report

9. New Business
   A. Consideration of Approval for Ratification of a Turnkey Mobile Go
      Educational Trailer from Magnum Custom Trailer Manufacturing Co., Inc.
   B. Consideration of Approval of an Amendment to President's Employee Contract
   C. Consider an Order Canvassing of election Returns for the May 7, 2022 Election
   D. Administration of the Oath of Office to Newly-elected Members of the Board of Trustees
   E. Consideration of Election of Officers for the Board of Trustees

10. Miscellaneous

11. Executive Session to Consider Personnel, Legal Matters, and Real Estate

12. Adjournment
A Regular Board Meeting of the Board of Trustees of Temple College was held Monday, April 18, 2022 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, Secretary
Dr. Alejandro Arroliga
Dr. Andrejs Avots-Avotins
Katie Burrows
Lydia Santibanez-Farrell

ADMINISTRATION
Dr. Christy Ponce, President
Judy Dohnalik, Assistant to the President and Board of Trustees.
Dr. Susan Guzmán-Treviño, Vice President, Academic Affairs and Student Services
Brandon Bozon, Vice President, Administrative Services (Virtually Attended)
Dr. Evelyn Waiwaiole, Vice President, Development, and Executive Director of the Foundation (Virtually)
Dede Griffith, Vice President of Workforce Development
Dr. Robbin Ray, Associate Vice President and Chief of Operations, East Williamson County Centers
Susan Allamon, Associate Vice President, Finance (Virtually)

OTHERS PRESENT
Sara Baker
Rosa Berreles-Acosta
Tracey Cooper
1. Call to Order
   Chairman Browder called the Board of Trustees meeting to order at 6:00 p.m.

2. Invocation and Pledge of Allegiance
   Lydia Santibanez-Farrell offered the invocation.
   Katie Burrows recited the Pledge of Allegiance.

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

4. Presentation
   Dr. Melinda Golden, Deputy Superintendent, Belton Independent School District, made a presentation regarding the Belton Independent School District Bond 2022 election. The Belton Independent School District Board of Trustees voted to call a bond election for Saturday, May 7, 2022 to be presented to voters in 2 propositions.

5. Consideration of Approval 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 Katie Burrows, seconded by Harry Adams, and without negative vote, the Board approved the Consent Agenda as presented.

Items for consideration were:

A. Consideration of Approval of Minutes from the Regular Meeting on February 21, 2022 and the Regular Meeting on March 21, 2022

B. Consideration of the Appointment of Full-Time Faculty
   The following individual is being recommended by the President for appointment as a member of the Full-Time Faculty
   ★ Michael Saluto—Assistant Professor-Computer Information Systems (CIS)-Business and Career Professions Division

C. Consideration of the Appointment of Full-Time Professional Staff
   The following individuals are being recommended by the President for appointment as members of the Full-Time Professional Staff.
   ★ Susan Allamon – Associate Vice President, Finance and Human Resources, Administrative Services Division
   ★ Elvis Bromley – Coordinator, Human Resources, Resource Management Division
   ★ Monique Gibson – Coordinator, Evening and Remote Testing, Student and Enrollment Services Division
   ★ Alicia Hover – Associate Director, Human Resources, Resource Management Division
   ★ Monica Lefner – Executive Director, Human Resources, Resource Management Division
   ★ Eva Margarita Munguia, Ed.D. – Executive Director of Student Success & Hispanic Serving Institution Project Director – Grant Funded, Academic Affairs Division
   ★ Terri Reynolds – Coordinator, Human Resources, Resource Management Division
   ★ Julie Weaver – Data Analyst, Business and Continuing Education Division

D. Consideration of the Appointment of Adjunct Faculty
   The following individual is being recommended by the appropriate departmental and divisional supervisors, and by the Vice President of Academic Affairs for appointment as a member of the Adjunct Faculty.
   ★ Young Kee Cho, Ph.D. – Adjunct Professor-Philosophy-Liberal Arts Division

E. Consideration of Approval of the 2022-2023 College Catalog
The Board was asked to approve Temple College’s 2022-2023 Catalog which is managed by the software system, Acalog.

F. Consideration of Approval of the Spring 2022 Part-Time/Overload Salaries, 2nd 8-Weeks
The Board was asked to approve the Spring 2022 Part-Time/Overload Salaries for the 2nd 8-Weeks as submitted by the Vice President of Academic Affairs and Student Services with any necessary corrections.


H. Consideration of Approval of Texas Commission on Law Enforcement Standards and Education (TCLEOSE) Mandated Racial Profiling Report for 2021

I. Consideration of Approval of an Adjustment to a Previously Budgeted Grant Program

6. Consideration of Approval of Disbursements for February 2022 and March 2022

On a motion by Harry Adams, seconded by Andrejs Avots-Avotins, and without negative vote, the disbursements for February 2022 and March 2022 were approved as presented.

7. Outstanding Student/Employee Spotlight
   Student Spotlight
   TBI Students-Mariana Mancillas, Alysia Ramirez, Emma Salazar, and Hermione Kanady participated in ecological restoration at Tortuga Springs Wildlife Ranch with the Wade family. The main objective for ecological restoration is to preserve and restore the prairie ecosystem and manage wildlife. The students participated in uprooting prickly pears, building trencheras, making teepees, wrapping trees for beaver protection, creating “seed balls” and building stairs to create a safe way to travel and protect against erosion by using all natural resources. These activities relate to STEM in that Students further developed their knowledge in ecology by helping create and preserve the diversity of the flora and fauna that they were exposed to on the ranch. By participating in this event, students gained experience about restoration, restoration practices, general ecology and history about Texas’ land practices.
Outstanding Employee Spotlight
Wendy Fettig, Dual Credit Student Success Navigator, reported on methods she uses to help students, e.g. focusing on finding ways to reduce stress, emphasizing the importance of communicating with professors, and types of available services to help students succeed.

8. President's Report
   - Imagine Temple College Strategic Planning/Pathways Sessions were held Monday, April 11th, and were joined by Dr. Martha Ellis and Dr. Diane Troyer. Dr. Ellis and Dr. Troyer also hosted 3 additional sessions for a few teams.
   - Texas Pathways Institute is keeping students on the path SGT and Bachman asked to present chose TC to participate research on dual credit students TC was selected as pilot school
   - The Temple College Jazz Festival celebrated its 30th anniversary by hosting a three-day signature event on March 31-April 2.
   - Temple College was chosen as one of 15 rural community colleges to be part of a three-year project in which a national cohort who will work with each other — and with community partners in their regions — to implement evidence-based, institution-wide reforms grounded in the guided pathways framework.
   - Temple College Graduation will be held Saturday, May 16, 2022, at the EXPO Center, 10:00 a.m.
   - The Alumni Association will host the Leopard Festival, Wednesday, April 27, 2022, 11:30 a.m.-1:30 p.m.
   - Temple College is partnering with Rockdale ISD on creating a regional career center and technical center in the Rockdale Hospital building.

9. Reports
   A. Faculty Council
      The Faculty Council report was included in the Board materials. The report included information regarding the Faculty Advancement Committee awards to Lisa Keil, Business; Priscilla Santana, Music; and Nancy Eaton & Audra Xenakis, Nursing. A department award was granted to the Biology Department. Claudia Turner thanked this year's selection committee for its diligent work in reviewing the applications and making the decisions regarding the funding. Claudia also extended congratulations to the faculty receiving tenure in fall 2022.

   B. Academic Affairs and Student Services Reports
      The Academic Affairs and Student Services Reports were included in the Board materials. Tracey Cooper, Executive Director, Associate Degree Nursing, presented an End of Project Report Spring 2022 for the Collaborative ADN Expansion Project. With a goal to double enrollment in
5 years she reported that in 2017 there were 101 students enrolled with 70 graduates; in 2022 there were 194 students enrolled with 101 graduates, and in 2023 there will be 250 enrolled with 142 graduates. The main challenge the program is faced with is faculty shortages.

C. Resource Development and External Relations
Eric Eckert and Zach Oldham presented a new branding and visibility plan that embraces the concept that Temple College is the community’s own institution of higher learning. “Your Community’s College” will promote recruitment, community engagement, and brand building. The word “your” implies ownership and lets each individual know that Temple College is theirs. "Your Community’s College” will lead a culture of change. The new marketing conversion will include website freshening, billboards, print advertisements, campus banners, social media, and video to promote the idea of “Your Community’s College.

D. Workforce Development
DeDe Griffith reported that The Temple College Skills USA STEM Club presented at the SkillsUSA Texas College/Post-Secondary competition in Houston was named a Gold Chapter of Distinction. Chapter members also won first-place honors in four areas, including Engineering Technology Design, Additive Manufacturing, Photography and Chapter Business Procedure. Awards were received in Engineering Technology Design – First Place, Additive Manufacturing – First Place, Photography – First Place, Chapter Business Procedure – First Place, Quiz Bowl – Third Place, Faciliton – Third Place, and Technical Drawing – Fourth Place. At the national competition in Atlanta this summer, they will share their projects and compete in Engineering Technology Design and Additive Manufacturing.

E. Board Committees
1. Building/Facility Planning Committee
   There was no Building/Facility Planning Committee meeting so there was no report this month.

2. Finance Committee Report
   The Board Finance Committee met on March 7, 2022. The minutes will be presented at the May 16, 2022 Board of Trustees meeting. The Finance Committee has not met since the March 7, 2022 meeting.

3. Policy Committee Report
   The Policy Committee has not met since the last Board meeting so there was no report.
10. New Business
   A. Consideration of Approval of Faculty Recommended for Tenure Fall 2022
      The Board was asked to approve the following faculty who have met all
      requirements for the granting of tenure for Temple College. The administration
      recommends that tenure be granted for fall 2022.
      **Health Professions Division**
      - Megan Strmiska, Assistant Professor, Vocational Nursing
      - Niomi Quinteros, Assistant Professor, Vocational Nursing
      **Mathematics, Science, and Physical Education Division**
      - Michael Foote, Associate Professor, Mathematics
      - Dr. Felix Greco, Assistant Professor, Biology

      On a motion by Lydia Santibanez-Farrell, seconded by Katie Burrows,
      and without negative vote, the Faculty Recommended for Tenure Fall 2022
      were approved as presented.

   B. Consideration of Approval of a Renewal of the TASB Risk Management Fund
      Interlocal Participation Agreement
      The Board was asked to consider an Interlocal Agreement with the Texas
      Association of School Boards (TASB) Risk Management Fund. The Texas
      Interlocal Cooperation Act within the Texas Government Code 791 permits
      joint participation by local governments, states, state agencies, and certain
      non-profit corporations. The TASB Interlocal Agreement for the Risk
      Management Fund is structured where participating members may choose
      what types of coverages they want. Temple College is currently a member of
      the risk fund and has auto, property, liability, cyber, and workers’
      compensation coverages with the fund. TASB has updated their Interlocal
      participation agreement and they have requested the College to approve the
      new agreement.

      On a motion by Harry Adams, seconded by Andrejs Avots-Avotins, and
      without negative vote, the Renewal of the TASB Risk Management Fund
      Interlocal Participation Agreement was approved as presented.

   C. Consideration of Approval of the Adoption of the Tuition and Fee Schedule for
      the 2022-2023 Academic Year
      The Board was asked to consider approval of four recommendations for
      tuition and fees for the 2022-2023 academic year.
      - Recommendation 1: General Fee and Technology Fee.
        For the coming academic year, staff recommended, and was approved by
        the Board Finance Committee, to increase both the general and
        technology fee by $3 per semester credit hour, to $5 and $25 per semester
        credit hour, respectively.
      - Recommendation 2: Increase Health Science Course Fee.
For the coming academic year, staff recommended, and was approved by the Board Finance Committee, to increase the health science course fee by up to $20 per hour, to a total of $70 per hour.

- **Recommendation 3: Increase Dual Credit Waiver**
  For the upcoming year, staff recommended, and was approved by the Board Finance Committee, to increase the dual credit waiver to $54 per semester credit hour for dual credit students within its taxing district and $95 per semester credit hour for dual credit students that live outside its taxing district.

- **Recommendation 4: Eliminate EWCHEC Fee for courses taken at the Hutto Center**
  College staff recommended, and was approved by the Board Finance Committee, to eliminate the EWCHEC fee.

On a motion by Andrejs Avots-Avotins, seconded by Katie Burrows, and without negative vote, the Tuition and Fee Schedule for the 2022-2023 Academic Year was approved as presented.

D. Consideration of Approval of the following actions with regard to RFP 22-02 for construction manager at-risk services

1. **Approval of the final rankings of the construction management firms, as submitted by the RFP Committee.**
   Brandon Bozon reviewed the process and final rankings of the submissions for construction manager at-risk services under RFP 22-02. It was determined by the RFP Committee and the administration that Cloud Construction Co., Inc. presented the best value to the College.

2. **Delegation to the President (or her designee) the authority to negotiate with the top ranked firm to execute all documents necessary to secure construction manager at-risk services for the 2022 Capital Improvement Plan.**
   Brandon Bozon introduced Harry Cloud, President, Cloud Construction, Co., Inc. and asked the Board to approve the delegation to the President (or her designee) the authority to negotiate with the top ranked firm, Cloud Construction Co., Inc., to execute all documents necessary to secure construction manager at-risk services for the 2022 Capital Improvement Plan.

On a motion by Alejandro Arroliga, seconded by John Bailey, and without negative vote, the approval of the final rankings of the construction management firms, as submitted by the RFP Committee, and delegation to the President (or her designee) the authority to negotiate with the top ranked firm to execute all documents necessary to secure construction manager at-risk services for the 2022 Capital Improvement Plan were approved as presented.
11. Miscellaneous
   There were no miscellaneous items for discussion.

12. Executive Session to Consider Personnel, Legal Matters, and Real Estate
   Chairman Browder announced that an Executive Session would not be called as there were no items for discussion.

13. Adjournment
   There being no further business, the Meeting of the Board of Trustees was adjourned on a motion by John Bailey, and seconded by Katy Burrows, at 8:38 p.m.

NEXT BOARD OF TRUSTEES MEETING:

A Regular Meeting of the Temple College Board of Trustees will be held Monday, May 16, 2022, 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
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.

**Michael Hein—Full-Time—Coordinator-Math & Writing Tutoring Center-Student and Enrollment Services Division.** Mr. Hein received a Master of Arts in Linguistics degree from California State University. He has been employed with Temple College since August 2021. Michael’s most recent position was as Coordinator for the Writing Center.

**Billie Logiudice—Full-Time—External Relations & STEM Advisor-Academic Affairs Division (Grant Funded Position)-Ms. Logiudice received a Bachelor of Arts in Elementary Education degree from Western Governors University. She has a history of building relationships and serving students. Billie would like to continue her passion for serving students here at Temple College**

**William Velazquez—Full-Time—Facilities Manager-EWCHEC Hutto-Physical Plant Division.** Mr. Velazquez has an Electrician Certificate from Ponce Electricity School in Ponce, Puerto Rico. He has been working for Temple College since March of 2020. William’s most recent position was Maintenance Technician.
AGENDA ITEM-4-C

Consideration of Approval of Appointment of Adjunct Faculty

Staff Recommendation: Approval

The following individual is being recommended by the appropriate departmental and divisional supervisors, and by the Vice President of Academic Affairs for appointment as a member of the Adjunct Faculty.

★ Kacey Batten—Adjunct Faculty-Clinical Teaching Assistant-EMS-Health Professions Division—Ms. Batten received her Masters in Nursing Education degree from West Coast University. She is eager to share her nursing experience and insight with her students. Kacey has most recently worked for McLane Children’s Medical Center.
AGENDA ITEM 4-D

Consideration of Approval of Policy Manual Review Committee Revisions

Staff Recommendation: Approval

Dr. Guzmán-Treviño will ask the Board to approve the Local Policy Manual Revisions, as submitted to the Policy Manual Review Committee and are included in the Board Materials.

- BBD (LOCAL) Board Members-Orientation and Training (new LOCAL)
- CF (LOCAL) Purchasing and Acquisition
- CM (LOCAL) Facilities Construction
- DEC (LOCAL) Compensation and Benefits-Leaves and Absences
- DIAA (LOCAL) Freedom from Discrimination, Harassment, and Retaliation-Sex and Sexual Violence
- DK (LOCAL) Professional Development
- DMAB (LOCAL) Term Contracts-Nonrenewal
- DMD(LOCAL) Termination of Employment-Rsignation
- ECC (LOCAL) Instructional Arrangement-Course Load and Schedules
- FFDA (LOCAL) Freedom from Discrimination, Harassment, and Retaliation-Sex and Sexual Violence
- FLB (LOCAL) Student Rights and Responsibilities-Student Conduct
- GCB (LOCAL) Public Information Program-Request for Information
Orientation

The Board and the College President shall provide an orientation for new Board members within the calendar year of their election to assist them in understanding the Board’s function, policies, and procedures. Assistance given in the orientation of new Board members may include the following, as appropriate or available:

1. Selected materials on the responsibilities of being a contributing member of the Board.
2. Material pertinent to meetings and an explanation of its use.
3. Invitations to meet with the College President and other administrative personnel designated by the College President to discuss services the administration performs for the Board.
4. Access to a copy of the Board’s policies and administrative regulations and other documents and information currently in use by other Board members.
5. Information regarding appropriate meetings and workshops.
6. A formal orientation on legal and budgetary oversight responsibilities of the Board.
7. Other information and activities as the Board or the College President deems useful in fulfilling the role of Board member.

Annual Training Plan

The College President shall work with the Board to develop and implement an annual plan to address the training needs of Board members.

Cybersecurity Training

The College President or designee shall determine, from the list of cybersecurity training programs certified by the Department of Information Resources (DIR) and published to DIR’s website, the cybersecurity training program to be used in the College District. The College President may remove access to the College District’s computer systems and databases for noncompliance with training requirements as appropriate.

The College President shall require an annual internal review of the College District to ensure compliance with the cybersecurity training requirements.

Public Information Coordinator

The College President or designee shall fulfill the responsibilities of the public information coordinator and shall receive, on behalf of Board members, the training specified by Government Code 552.012.
### Purchasing Authority
The Board delegates to the College President or designee the authority to make budgeted purchases for goods and services.

### Emergency Exception
In the event of a catastrophe, emergency, or natural disaster affecting the College District, the Board delegates to the College President the authority to contract for the replacement, construction, or repair of College District equipment or facilities in accordance with law if emergency replacement, construction, or repair is necessary for the health and safety of College District students and staff. The College President shall report to the Board at the next regular meeting any contract made under this authority.

### Purchasing Procedures
The College President shall develop purchasing procedures to implement the requirements of state and federal law. [See CAA (LOCAL) Appropriations and Revenue Sources – State and Federal Revenue Sources, CAAB (LEGAL) State and Federal Revenue Sources - Federal, and CH (LEGAL) Site Management]

### Purchasing Method
The Board delegates to the College President or designee the authority to determine the method of purchasing in accordance with state and federal law.

### Responsibility for Debts
The Board shall assume responsibility for debts incurred in the name of the College District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the College District's purchasing procedures. [See CC (LOCAL) Annual Operating Budget] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control; persons making unauthorized purchases shall assume full responsibility for all such debts.

### Purchase Commitments
All purchase commitments shall be made by the College President or designee, in accordance with administrative procedures, including the College District's purchasing procedures.

### Personal Purchases
College District employees shall not be permitted to make purchases for personal use through the College District's business office.

### Delinquent Franchise Taxes
Each corporation contracting with the College District shall certify that its franchise taxes are current. If the corporation is exempt from payment of franchise taxes or is an out-of-state corporation not subject to Texas franchise tax, it shall certify a statement to that effect. Making a false statement as to corporate franchise tax status shall be considered a material breach of the contract and shall be grounds for cancellation of the contract.
The College President or designee shall establish procedures ensuring that all facilities within the College District comply with applicable laws and local building codes.

Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above $50,000. To assist the Board, the College President shall recommend the project delivery/contract award method that the College President determines provides the best value to the College District. [See CM Facilities Construction series]

For construction contracts valued at or above $50,000, the College President shall also submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the College President and consistent with law and policy. [See also CF Purchasing and Acquisition]

In the event of a catastrophe, emergency, or natural disaster affecting the College District, the Board delegates to the College President the authority to contract for the replacement, construction, or repair of College District equipment or facilities in accordance with law if emergency replacement, construction, or repair is necessary for the health and safety of College District students and staff. The College President shall report to the Board at the next regular meeting any contract made under this authority.

Change orders permitted by law shall be approved by the Board or its designee prior to executing any changes in the approved plans or in the actual construction of the facility.

All construction projects shall be administered by the College President or designee.

The College President or designee shall keep the Board informed concerning construction projects and also shall provide information to the general public.

The College District shall not make final payments for the construction or the supervision of construction until the work has been completed and the College District has accepted the work.
COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

Note: For College District contribution to employee insurance during leave, see CKD(LOCAL) Insurance and Annuities Management – Health and Life Insurance. For additional provisions addressing the Family and Medical Leave Act (FMLA), see DECA(LEGAL) Leaves and Absences – Family and Medical Leave.

Leave Administration
The College President or designee shall develop administrative regulations associated with employee leaves and absences and ensure the procedures are used to implement the provisions of this policy.

Definitions
Immediate Family
1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.
3. Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee.
5. Grandparent and grandchild.
6. Any person residing in the employee’s household at the time of illness or death.

For purposes of the FMLA, the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL) Leaves and Absences – Family and Medical Leave.

Family Emergency
The term “family emergency” shall be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

Leave Day
A “leave day” for purposes of earning, use, or recording of leave shall mean the number of hours per day equivalent to the employee’s usual assignment, whether full-time or part-time.

Academic Year
An “academic year” for purposes of earning, use, or recording of leave shall mean the term of an employee’s annual employment as set by the College District for the employee’s usual assignment, whether full-time or part-time.

Earning Leave
An employee shall not earn any form of paid leave when the employee is in unpaid status. An employee using full or proportionate paid leave shall be considered to be in paid status.
Deductions

**Leave Without Pay**

The College District shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee’s pay.

**Leave Proration**

If an employee separates from employment with the College District before the employee’s last scheduled workday, or begins employment after the first scheduled workday, paid leave shall be prorated based on the actual time employed.

**Medical Certification**

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than five consecutive workdays because of personal illness or illness in the immediate family;
2. The College District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or College President; or
3. The employee requests FMLA leave for the employee’s serious health condition; for a serious health condition of the employee’s spouse, parent, or child; or for military caregiver leave.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL) Leaves and Absences – Family and Medical Leave]

**Sick Leave**

Each full-time employee shall earn eight hours of paid sick leave per month in accordance with administrative regulations.

Each part-time employee who works 30 or more hours shall earn a prorated number of hours of paid sick leave per month in accordance with administrative regulations.

Sick leave shall accumulate to a maximum of 1,040 hours. Temporary full-time faculty shall accumulate sick leave to a maximum of 32 hours.

Sick leave shall only be used after any applicable compensatory time has been exhausted for the following:

1. Illness or medical appointment of the employee.
2. Illness or medical appointment of a member of the employee’s immediate family.
3. Family emergency.
4. Birth or placement of a child when taken within the first year after the child’s birth, adoption, or foster placement.

Mental Health Leave for Peace Officers

A College District peace officer who experiences a traumatic event in the scope of employment shall be granted a maximum of five days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee’s pay or leave balance.

The College President shall develop regulations regarding mental health leave that address the following:

1. Circumstances or reasons under which a peace officer may use mental health leave;
2. Procedures for requesting mental health leave and maintaining the anonymity of the requester;
3. The administrator authorized to approve requests for mental health leave; and
4. Other procedures deemed necessary for administering this provision.

Quarantine Leave for Peace Officers and Emergency Medical Technicians

A College District peace officer or an emergency medical technician on staff shall be granted quarantine leave when ordered by the local health authority or the person’s supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee’s pay or leave balance.

The College President shall develop regulations regarding quarantine leave that address the following:

1. Continuation of all employment benefits and compensation for the duration of the leave;
2. Reimbursement for reasonable costs related to the quarantine; and
3. Other procedures deemed necessary for administering this provision.

Family and Medical Leave

FMLA leave shall run concurrently with applicable paid leave or compensatory time, as applicable.

For purposes of an employee’s entitlement to FMLA leave, the 12-month period shall be measured backward from the date an employee uses FMLA leave.
When both spouses are employed by the College District, the College District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The College District shall limit military caregiver leave to a combined total of 26 weeks.

The College District shall permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.

When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave.

In accordance with administrative regulations, when an employee takes FMLA leave due to the employee’s own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.

Each full-time faculty member who does not earn vacation leave shall earn 20 hours of paid leave per academic year to conduct personal business in accordance with administrative regulations. Personal leave shall be noncumulative.

The employee shall submit a written request for use of personal leave to the employee’s immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee’s absence on the educational program or College District operations.

Vacation Leave

Each full-time, 12-month employee shall earn paid vacation in accordance with administrative regulations, as follows:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Accrual Rate (Maximum Hours Per Month)</th>
<th>Accrual Rate (Maximum Hours Per Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 through 5</td>
<td>8</td>
<td>96</td>
</tr>
<tr>
<td>6 through 10</td>
<td>10</td>
<td>120</td>
</tr>
<tr>
<td>10+</td>
<td>12</td>
<td>144</td>
</tr>
</tbody>
</table>

Each part-time employee who works greater than a 0.8 full-time employee, but less than a 1.0 full-time employee, shall earn paid vacation leave prorated based on actual hours worked.
Vacation leave shall accumulate to a maximum of 240 hours.

The employee shall submit a written request for use of vacation leave to the employee’s immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny vacation leave, the supervisor or designee shall consider the effect of the employee’s absence on the educational program or College District operations.

Earned compensatory time shall be used before any available vacation leave.

A faculty member [see definition at DEC(LEGAL) Compensation and Benefits - Leaves of Absence] may be granted faculty development leave for study, research, writing, field observations, or other suitable purpose.

To qualify for development leave, a faculty member must serve at least three consecutive academic years performing full-time academic duty as an instructor or as an assistant, associate, or full professor, or an equivalent rank. The work need not include teaching.

Alternatively, the faculty member may qualify for development leave as an administrator if the faculty member has had significant administrative duties relating to the operation of the College District for more than four years.

To be granted development leave for the subsequent academic year, a faculty member must apply to the College President by March 1 on a signed and dated form created by the administration. The application shall contain:

1. The requested effective date and duration of leave.
2. A description of the specific purpose for which the leave is requested.
3. An explanation as to how the leave is consistent with the mission and purpose of the College District and the benefit of the leave to the College District.
4. An assurance that the faculty member intends to return to the College District following the completion of the development leave to serve for a period equal to the amount of time the faculty member received for development leave, if approved, and that, if the faculty member does not return, the employee shall repay the College District for any benefits paid to or on behalf of the employee during the leave period.
5. Any other information deemed appropriate by the College President.

Approval Procedure
A development leave committee shall be elected annually from the general faculty membership on a date determined by the College President to be no later than the application deadline. The committee shall be composed of ten members and shall elect a chair during the first meeting. The chair shall be responsible for scheduling and presiding over each meeting of the committee.

After reviewing the applications for development leave, the committee chair shall forward the committee’s recommendation to the College President. After review of the committee’s recommendation, the College President shall make a recommendation as to which applications should be granted for consideration at a Board meeting to occur before the end of the spring semester. No more than six percent of the College District’s faculty members may be on development leave at any one time.

The College President shall inform the applicants of the final determination by the Board.

Duration and Compensation
Development leave shall be for one academic year at one-half of the faculty member’s regular salary or for one-half academic year at full regular salary.

Exception
If the faculty member qualifies for development leave as an administrator, the Board may grant development leave at the faculty member’s full, regular salary for one year.

Outside Employment
A faculty member granted development leave is prohibited from accepting employment with another employer without permission of the Board.

Return to Work
The faculty member must agree to return to the College District following the conclusion of the development leave to serve for a period equal to the amount of time the faculty member received for development leave and if not, to repay the College District for any benefits paid to or on behalf of the faculty member during the leave period.

Report
Upon returning from development leave, the faculty member must report to the Board in person and in writing regarding whether the purpose of the leave was fulfilled with a description regarding the manner in which it was fulfilled or if it was not fulfilled, the reasons why the leave was not fulfilled.

Bereavement Leave
An employee shall be granted up to seven days (56 hours) of paid bereavement leave per fiscal year upon the death of a member of the faculty, administration, or staff.
the employee’s immediate family. Bereavement leave shall be non-cumulative.

**Note:** Workers’ compensation is not a form of leave. The workers’ compensation law does not require the continuation of the College District’s contribution to health insurance.

An absence due to a work-related injury or illness shall be designated as FMLA leave.

The College District shall not permit the option for paid leave offset in conjunction with workers’ compensation income benefits.

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the College District and shall not be deducted from the employee's pay or leave balance.

An employee who terminates their employment with the College District in good standing shall be eligible for payment for accumulated vacation leave based on the employee’s years of service and in accordance with the table below.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Maximum Hours Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 through 5</td>
<td>96</td>
</tr>
<tr>
<td>5 through 10</td>
<td>120</td>
</tr>
<tr>
<td>10+</td>
<td>144</td>
</tr>
</tbody>
</table>

An employee who separates from employment with the College District shall be eligible for payment for accumulated sick leave based on the employee’s years of service.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Maximum Hours Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>10+</td>
<td>173.33</td>
</tr>
</tbody>
</table>

Workers’ Compensation

No Paid Leave Offset

Court Appearances

Payment for Accumulated Leave Upon Separation
Note: This policy addresses complaints of sex and gender discrimination, sexual harassment, sexual violence, dating violence, domestic violence, stalking, and retaliation targeting employees. For additional legally referenced material relating to discrimination, harassment, and retaliation, see DAA(LEGAL) Employment Objectives – Equal Employment Opportunity. For sex discrimination, sexual harassment, sexual violence, dating violence, domestic violence, stalking, and retaliation targeting students, see FFDA Freedom From Discrimination, Harassment, and Retaliation – Sex and Sexual Violence.

Statement of Nondiscrimination

The College District prohibits discrimination, including harassment, against any employee on the basis of sex. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Definitions

Employee

Discrimination

Discrimination against an employee is defined as conduct directed at an employee on the basis of sex that adversely affects the employee’s employment.

In accordance with law, discrimination on the basis of sex includes discrimination on the basis of biological sex, gender identity, sexual orientation, gender stereotypes, or any other prohibited basis related to sex.

Sexual Harassment

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee’s employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee’s work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Sexual Violence

Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol or due to an intellectual or other disability.
 Dating Violence

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

 Domestic Violence

“Domestic violence” means violence committed by:

- A current or former spouse or intimate partner of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- Any other member of the victim’s family as defined by state law;
- Any other current or former member of the victim’s household as defined by state law;
- A person in a dating relationship with the victim as defined by state law; or
- Any other person who acts against the victim in violation of the family violence laws of this state or the jurisdiction where the conduct occurs.

 Stalking

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress.

For the purposes of this definition:

1. “Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

2. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.

Examples

Examples of sexual harassment of an employee may include (but are not limited to) sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; sexual assault as defined by law; offensive or
derogatory language directed at another person’s gender identity; and other sexually motivated conduct, communication, or contact.

Examples may also include (but are not limited to) forms of dating violence, domestic violence, or stalking, such as physical or sexual assaults; name-calling; put-downs; or threats directed at the employee, the employee’s family members, or members of the employee’s household; destroying the employee’s property; threatening to commit suicide or homicide if the employee ends the relationship; tracking the employee; attempting to isolate the employee from friends and family; threatening an employee’s spouse or partner; or encouraging others to engage in these behaviors.

In this policy, the term “prohibited conduct” includes discrimination, sexual harassment, dating violence, domestic violence, stalking, and retaliation as described by this policy, even if the behavior does not rise to the level of unlawful conduct.

In this policy, the term “complainant” refers to an employee who is alleged to have experienced prohibited conduct.

In this policy, the term “respondent” refers to a person who is alleged to have committed prohibited conduct.

A “confidential employee” is a person who holds a professional license requiring confidentiality, such as a counselor or medical provider, who is supervised by such a person, or a person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source.

A victim of prohibited conduct has the right to report the incident to the College District and to receive a prompt and equitable resolution of the report.

An employee who believes that the employee has experienced prohibited conduct may report the alleged acts to the employee’s immediate supervisor, to the Title IX coordinator, or to the College President or designee.

Reports against the Title IX coordinator may be directed to the College President. A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation. An employee shall not be required to report prohibited conduct to the person alleged to have committed the conduct.

Alternatively, the employee may report electronically through the College District’s website.
A victim of a crime has the right to choose whether to report the crime to law enforcement, to be assisted by the College District in reporting the crime to law enforcement, or to decline to report the crime to law enforcement.

It is important that a victim of prohibited conduct go to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after the incident.

Reporting by Other Employees

Any employee who believes that another employee has experienced prohibited conduct, regardless of when or where the incident occurred, shall immediately report the alleged acts to the Title IX coordinator. Additionally, the employee may report to the College President or designee.

A report against the College President must also be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Exceptions

A person who received the information solely from a disclosure at a sexual harassment, sexual assault, dating violence, or stalking public awareness event sponsored by a postsecondary educational institution or by an employee organization affiliated with the institution is not required to report the prohibited conduct unless the person has authority to institute corrective measures on behalf of the College District.

Absent the employee’s consent, or unless required by law, a confidential employee shall only be required to disclose the type of incident reported and may not disclose information that would violate the employee’s expectation of privacy. If multiple confidential employees receive information about the same alleged incident, then only one report disclosing the type of incident must be submitted.

A College District peace officer who received information regarding the incident from an employee who chooses to complete a pseudonym form as described by law shall only be required to disclose the type of incident reported and may not disclose the employee’s name, phone number, address, or other information that may directly or indirectly reveal the employee’s identity.

A person who has either learned of an incident of prohibited conduct during the course of the College District’s review or process, or has confirmed with the person or office overseeing the review or process that the incident has been previously reported, is not required to report the prohibited conduct.

Title IX Coordinator

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The College District designates the following person to coordinate its efforts to
comply with Title IX of the Education Amendments of 1972, as amended, and related state and federal laws:

Title IX Coordinator: Dr. Eva Munguia, Executive Director, Student Success and HSI Project Director, Title IX Coordinator Services

Address: Nigliazzo Administration Building, Room 909, 2600 South First Street, Temple, TX 76504

Telephone: (254) 298-8591

Email: Title IX Coordinator email

Webpage: Title IX/Sexual Misconduct webpage

Responsible Employees
All employees, with the exception of confidential employees, are designated as responsible employees for purposes of compliance with Title IX.

Timely Reporting
A failure to immediately report prohibited conduct may impair the College District’s ability to investigate and address the conduct.

Consolidate Reports
When the allegations underlying two or more complaints arise out of the same facts or circumstances, the College District may consolidate the complaints.

Advisor
Each party to a complaint may be assisted by an advisor of the party’s choice who may participate in the proceedings in a manner consistent with College District procedures.

Conflict of Interest
No person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall have a conflict of interest or bias.

Training
A person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall receive training as required by law and College District procedures.

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.”

Extension of Timelines
Timelines established by this policy and associated procedures may be subject to a limited extension if good cause, as defined in this policy and College District regulations, exists. The College District shall promptly provide written notice to the parties of an extension and the reason for the extension. A limited delay determined
to be necessary so as not to impede a criminal or regulatory investi-
gation shall constitute good cause for an extension of timelines
established by this policy and associated procedures.

Investigation of the Report

The College District may request, but shall not insist upon, a writ-
ten report. If a report is made orally, the Title IX coordinator or de-
signee shall reduce the report to written form.

Initial Assessment

Upon receipt or notice of a report, the Title IX coordinator shall de-
termin whether the allegations, if proven, would constitute prohib-
ited conduct as defined by this policy. If so, the Title IX coordinator
shall promptly offer supportive measures to the complainant. The
Title IX coordinator shall explain the process for filing a formal com-
plaint and assess any request not to investigate. If the College Dis-
trict moves forward with the investigation, the Title IX coordinator
shall immediately provide notice to the known parties to the com-
plain.

If the Title IX coordinator determines that the allegations, if proven,
would not constitute prohibited conduct as defined by this policy
but may constitute a violation of other College District rules or reg-
ulations, the Title IX coordinator shall refer the complaint for con-
sideration under the appropriate policy.

Request Not to Investigate

The complainant may request that the College District not investi-
gate the allegations. If the complainant requests that the allega-
tions not be investigated, in deciding whether to initiate the investi-
gation, the College District must consider the factors described by
law and any other factors the College District considers relevant.

The College District shall promptly notify the complainant of the de-
cision regarding whether it will conduct the investigation. If the Col-
lege District decides not to investigate the allegations, the College
District shall take reasonable steps to protect the health and safety
of the College District community.

Formal Complaint

To be considered a formal complaint under Title IX, the complain-
ant or the Title IX coordinator must sign the written report.

Notice to Parties

The notice to the parties must describe the allegations and the for-
mal and informal options for resolution of the complaint. The notice
must state that the respondent is presumed not responsible until a
determination regarding responsibility is made. The notice must
also include information regarding the option to select an advisor,
the opportunity to inspect and review evidence, and the prohibition
on knowingly making false statements or submitting false infor-
mation during the investigation and any ensuing proceedings.

If the allegations are subsequently amended, the College District
shall provide an updated notice reflecting the new allegations.
Informal Resolution

The College District may offer to the parties a process for the informal resolution of a formal complaint as defined by law. If the parties voluntarily agree in writing to participate in informal resolution of a formal complaint, the Title IX coordinator shall determine within three days if informal resolution is appropriate for the complaint. If the Title IX coordinator determines that informal resolution is appropriate, then the Title IX coordinator or designee may facilitate that resolution within ten days. If the Title IX coordinator does not determine informal resolution to be appropriate, then the complaint will be subject to the formal resolution process.

Formal Resolution

If the complaint is not subject to the informal resolution process, the Title IX coordinator shall authorize or undertake an investigation.

Supportive Measures

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the Title IX coordinator shall promptly provide supportive measures intended to prevent prohibited conduct, protect the safety of the parties and others, and protect the parties from retaliation prior to the completion of the investigation. Examples of possible supportive measures include work accommodations, such as leaves of absence or administrative leave; mutual restrictions on contact between the parties; counseling and health services; and increased security and monitoring of certain areas of the campus.

College District Investigation

The investigation may be conducted by the Title IX coordinator or a designee or by a third party designated by the College District, such as an attorney. When appropriate, the supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the complainant, the respondent, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The parties shall be provided an equal opportunity to present witnesses and evidence and to inspect and review any directly related evidence obtained by the College District so that the parties may meaningfully respond during the investigation process. The parties expected to participate in an investigative interview or other meeting shall be provided written notice in enough time to prepare to participate.

At least ten days prior to the completion of the investigation report, the College District must send each party and the party’s advisor evidence subject to inspection and review. The parties may submit a written response for consideration by the investigator.
The investigation shall be completed within a reasonable time, not to exceed 30 days from the date of the report.

The investigator shall prepare a written report of the investigation. The investigation report shall be filed with the Title IX coordinator within five days following the completion of the investigation.

The Title IX coordinator shall provide the investigation report, within the extent permitted by law, to the complainant and the respondent promptly following receipt. The parties shall be given ten days to respond to the report.

The Title IX coordinator shall submit the investigation report to the vice president for administrative services and chief financial officer promptly after receipt of the parties’ response but no later than the expiration of the parties’ deadline to respond.

The vice president for administrative services and chief financial officer or designee shall summon the parties for a hearing to be held within a reasonable time, not to exceed ten days. The hearing shall be conducted in accordance with law and College District procedures.

After the hearing, the vice president for administrative services and chief financial officer or designee shall determine whether each individual allegation of prohibited conduct occurred using a preponderance of evidence standard and determine the appropriate disciplinary or corrective action. In making the determination, the vice president for administrative services and chief financial officer or designee shall evaluate all relevant evidence objectively and shall not make credibility assessments based on a person’s status as the complainant, the respondent, or a witness. The vice president for administrative services and chief financial officer or designee shall create a written determination regarding responsibility in accordance with law and College District procedures within five days following the hearing and submit the determination to the parties simultaneously.

If the vice president for administrative services and chief financial officer or designee determines that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The College District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

Examples of disciplinary or corrective action may include:
- Implementing the disciplinary measures described in DH Employee Standards of Conduct and the DM Termination of Employment series for employees or FM Discipline and Penalties for students;
- Providing a training program for those involved in the complaint;
- Providing a comprehensive education program for the College District community;
- Providing counseling for the victim and the student who engaged in prohibited conduct;
- Permitting the victim or student engaged in the prohibited conduct to drop a course in which they both are enrolled without penalty;
- Conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred;
- Involving employees in efforts to identify problems and improve the College District climate;
- Increasing staff monitoring of areas where prohibited conduct has occurred;
- Reaffirming the College District’s policy against discrimination and harassment; and
- Taking other actions described in College District regulations.

Exception

The College District shall minimize attempts to require a complainant to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution method, the College District shall be involved in an appropriate manner.

Improper Conduct

If the vice president for administrative services and chief financial officer or designee determines that improper conduct occurred that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

Dismissal of Complaint

Mandatory Dismissal

An allegation presented as a formal complaint under Title IX is subject to the mandatory dismissal procedures under law.

Permissive Dismissal
Any complaint may be dismissed at any time on request of a complainant. The Title IX coordinator must first assess the request in accordance with this policy at Request Not to Investigate, above.

A complaint may also be dismissed if specific circumstances prevent the College District from gathering evidence sufficient to reach a determination as to the complaint or allegations.

Notice of Dismissal

Upon dismissal of a complaint, the Title IX coordinator or the vice president for administrative services and chief financial officer or designee shall provide the parties written notice of the dismissal.

Confidentiality

To the greatest extent possible, consistent with law, the College District shall respect the privacy of the complainant or the respondent or a person who makes a report or serves as a witness. Limited disclosures may be necessary to carry out the purposes of this policy and associated regulations and to comply with applicable law.

Retaliation

The College District prohibits retaliation against any person for the purpose of interfering with a right or privilege under this policy; the complainant; or a person who, in good faith, makes a report or complaint, serves as a witness, or otherwise participates or refuses to participate in an investigation, proceeding, or hearing under this policy. This prohibition does not apply to discipline of a person who perpetrated or assists in the perpetration of the prohibited conduct.

A person who is alleged to have experienced retaliation may pursue a claim under this policy or policy FFDA Freedom From Discrimination, Harassment, and Retaliation – Sex and Sexual Violence, as appropriate.

Examples

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

Failure to Report and False Claims

An employee who fails to make a required report or an employee or student who intentionally makes a false claim, offers a false statement, or refuses to cooperate with a College District investigation regarding prohibited conduct shall be subject to appropriate disciplinary action.
If the vice president for administrative services and chief financial officer or designee determines that a contract employee committed prohibited conduct that warrants suspension without pay or termination mid-contract, the vice president for administrative services and chief financial officer or designee shall inform the employee in writing of the determination, and a Board hearing shall be scheduled in accordance with DMAA Term Contracts – Termination Mid-Contract.

If the vice president for administrative services and chief financial officer or designee determines that the employee committed prohibited conduct that warrants other discipline or corrective action, the vice president for administrative services and chief financial officer or designee shall inform the employee that the employee may appeal the determination within ten days in accordance with DGBA Personnel-Management Relations – Employee Grievances beginning at Level Three.

If the vice president for administrative services and chief financial officer or designee determines that a student committed prohibited conduct that warrants a suspension, the official shall forward the determination and all evidence collected during the investigation and hearing to the College President. A conference shall be scheduled within ten days of the notice of determination in accordance with FMA, beginning at Appeal to College District Administration.

If the vice president for administrative services and chief financial officer or designee determines that the student committed prohibited conduct that warrants expulsion, the official shall forward the determination and all evidence collected during the investigation and hearing to the College President to schedule an expulsion hearing before the Board in accordance with FMA.

If the vice president for administrative services and chief financial officer or designee determines that the student committed prohibited conduct that warrants other discipline or corrective action, the vice president for administrative services and chief financial officer or designee shall inform the student that the student may appeal the determination within ten days in accordance with FMA, beginning at Appeal to College District Administration.

All other appeals related to this policy may be submitted through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) Personnel-Management Relations – Employee Grievances for employees, FLD(LOCAL) Student Rights and Responsibilities – Student Complaints for students, and...
GB(LOCAL) Public Complaints and Hearings for community members

Complaints Filed with State or Federal Agencies

A party shall be informed of any right to file a complaint with appropriate state or federal agencies.

Records Retention

Retention of records shall be in accordance with the College District’s records retention procedures. [See CIA Equipment and Supplies Management – Records Management ]

Access to Policy, Procedures, and Related Materials

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed to applicants for admission and employment and annually to College District employees, students, and parents or guardians of dual credit students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials and any materials used to train a person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator shall also be prominently published on the College District’s website on a dedicated page accessible through a clear link on the homepage, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District’s administrative offices and shall be distributed to an employee who makes a report.

1 Title IX Coordinator email: Eva.munguia@templejc.edu
2 Title IX/Sexual Misconduct webpage: https://www.templejc.edu/resources/campus-police/title-ix-sexual-violence/
Each employee shall meet the professional development standards described by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) as well as any professional development required of the employee by state or federal law or administrative regulations.

Each employee shall seek approval prior to pursuing professional development in accordance with administrative regulations.

The College President or designee shall determine, from the list of cybersecurity training programs certified by the Department of Information Resources (DIR) and published to DIR’s website, the cybersecurity training program to be used in the College District. The College President shall verify and report to DIR, in the form required by DIR, the compliance of each employee required to complete the program. The College President may remove access to the College District’s computer systems and databases for non-compliance with training requirements as appropriate.

The College President shall require an annual internal review of the College District to ensure compliance with the cybersecurity training requirements.
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 the 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 College President or designee in accordance with the offer deadline set forth in DCA (LEGAL) Employment Practices – Term Contracts. For the purpose of clarity, “offer deadline” prescribed in DCA (LEGAL) Employment Practices – Term Contracts for faculty members shall pertain to all contracted employees.

Appeals related to this policy may be submitted through DGBA (LOCAL) Personnel-Management Relations – Employee Grievances beginning at the appropriate level.

Alternatively, a faculty member, as defined by Education Code 51.960, may first present a grievance under Section 51.960 to the vice president of administrative services on an issue related to the nonrenewal of the faculty member’s 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 vice president of administrative services in accordance with DGBA (LOCAL) Personnel-Management Relations – Employee Grievances beginning at the appropriate level.

A contracted, non-faculty employee may present a grievance on an issue related to the termination of his or her contract in accordance with the procedures set forth in DGBA (LOCAL) Personnel-Management Relations – Employee Grievances.
Authority

The President or designee is authorized to accept resignations.

Contract Employees

The President or designee shall be authorized to accept the resignation of a contract employee at any time mutually agreeable.

At-Will Employees

The President or designee shall be authorized to accept the resignation of an at-will employee at any time.

Withdrawal of Resignation

Once submitted and accepted, the resignation of an employee may not be withdrawn without the consent of the President.

Notification

The President or designee shall notify the Board at the next Board meeting or as soon as possible after accepting a contracted employee's resignation.

Good Standing

An employee shall be deemed to have terminated their employment in good standing, and be entitled to all benefits related thereto, provided their resignation complies with the procedures set forth in Temple College's administrative regulation entitled, “Termination of Employment in Good Standing.”

Leave

Employees shall not be entitled to use paid or unpaid leave to extend the effective date of their termination of employment. Any leave taken within an employee’s notice period shall be done in compliance with Temple College administrative regulation entitled, “Termination of Employment in Good Standing.”
Course Load

The normal student course load for the fall or spring semester shall be 15 semester hours. The fall and spring semesters are offered in the following format. 16-week classes, 1st 8-week classes and 2nd 8-week classes. The combination of these offerings will not exceed 15 semester hours. The maximum course load shall be no more than 21 semester hours. Course loads in excess of 21 semester hours shall require approval by the vice president for academic affairs and studentservices.

The normal course load for the summer session shall be six semester hours for each five-week term or 12 semester hours for a full summer semester. Course loads in excess of six semester hours per term or 12 semester hours per summer semester shall require approval by the vice president for academic affairs and student services. The maximum summer credit hours earned shall be eight semester hours for one term or 16 semester hours for a full summer semester.

Limitation on Number of Dropped Courses

A College District student shall not be permitted to drop more than six courses taken while enrolled at the College District or another public institution of higher education. For the limit to apply:

1. The student must be permitted to drop the course without receiving a grade or being penalized academically;
2. The student’s transcript must indicate or will indicate the student was enrolled in the course; and
3. The student must not have dropped the course to withdraw from the College District.

Exceptions for Good Cause

A student shall be permitted to exceed the limit on the number of dropped courses for any of the following reasons:

1. A severe illness or other debilitating condition that affects the student’s ability to satisfactorily complete a course;
2. The care of a sick, injured, or needy person if providing that care affects the student's ability to satisfactorily complete a course;
3. The death of a member of the student’s family as defined by law;
4. The death of a person who has a sufficiently close relationship to the student as defined by law;
5. The student’s active military duty service;
6. The active military service of a member of the student’s family or a person who has a sufficiently close relationship to the student;

7. A change in the student’s work schedule that is beyond the student’s control and affects the student’s ability to satisfactorily complete the course; or

8. A disaster declared by the governor that prevents or limits in-person course attendance for a period that significantly affects the student’s ability to participate in coursework.

A qualifying reenrolled student may drop a seventh course in accordance with law.

A course dropped by a student during the 2020 spring or summer semester or the 2020–21 academic year because of a bar or limit on in-person course attendance due to the COVID-19 pandemic may not be counted toward the limit on the number of dropped courses.

The College President shall develop procedures to implement this policy and shall publish the procedures in the College District catalog.
Note: This policy addresses complaints of sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation targeting students. For additional legally referenced material relating to discrimination, harassment, and retaliation, see FA(LEGAL) Equal Educational Opportunity. For sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation targeting employees, see DIAA Freedom From Discrimination, Harassment, and Retaliation – Sec and Sexual Violence.

Statement of Nondiscrimination

The College District prohibits discrimination, including harassment, against any student on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Definitions

Discrimination

Discrimination against a student is defined as conduct directed at a student on the basis of sex or gender that adversely affects the student.

Sexual Harassment

Sexual harassment of a student by a College District employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A College District employee causes the student to believe that the student must submit to the conduct to participate in a college program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or

2. The conduct is so severe, persistent, or pervasive that it limits or denies the student’s ability to participate in or benefit from the College District’s educational program or activities.

Sexual Harassment By Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it limits or denies a student’s ability to participate in or benefit from the College District’s educational program or activities.

Sexual Violence

Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol or due to an intellectual or other disability.
**Dating Violence**

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Domestic Violence**

“Domestic violence” means violence committed by:

- A current or former spouse or intimate partner of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- Any other member of the victim’s family as defined by state law;
- Any other current or former member of the victim’s household as defined by state law;
- A person in a dating relationship with the victim as defined by state law; or
- Any other person who acts against the victim in violation of the family violence laws of this state or the jurisdiction where the conduct occurs.

**Stalking**

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress.

For the purposes of this definition:

1. “Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

2. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.

**Examples**

Examples of sexual harassment of a student may include (but are not limited to) sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; rape; sexual assault as defined by law;
sexual battery; sexual coercion; and other sexually motivated conduct, communications, or contact.

Examples may also include (but are not limited to) forms of dating violence, domestic violence, or stalking, such as physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student’s family members, or members of the student’s household; destroying the student’s property; threatening to commit suicide or homicide if the student ends the relationship; tracking the student; attempting to isolate the student from friends and family; threatening a student’s spouse or partner; or encouraging others to engage in these behaviors.

Gender-Based Harassment

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student’s gender, the student’s expression of characteristics perceived as stereotypical for the student’s gender, or the student’s failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct limits or denies a student’s ability to participate in or benefit from the College District’s educational program.

Acts of gender-based harassment may also be considered sex discrimination or sexual harassment.

Examples

Examples of gender-based harassment directed against a student, regardless of the student’s or the harasser’s actual or perceived sexual orientation or gender identity, may include (but are not limited to) offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Prohibited Conduct

In this policy, the term “prohibited conduct” includes discrimination, harassment, dating violence, domestic violence, stalking, and retaliation as described by this policy, even if the behavior does not rise to the level of unlawful conduct.

Complainant

In this policy, the term “complainant” refers to an applicant for admission or a student who is alleged to have experienced prohibited conduct. The term also includes a former student who is alleged to have experienced prohibited conduct while participating, or attempting to participate, in the College District’s educational program or activity.

Respondent

In this policy, the term “respondent” refers to a person who is alleged to have committed prohibited conduct.
A “confidential employee” is a person who holds a professional license requiring confidentiality, such as a counselor or medical provider, who is supervised by such a person, or a person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source.

A victim of prohibited conduct has the right to report the incident to the College District and to receive a prompt and equitable resolution of the report.

Any student who believes that the student has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to the Title IX coordinator, the College President, or another employee. A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation. A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct.

Alternatively, a student may submit the report electronically through the College District’s website. The submission of an anonymous electronic report may impair the College District’s ability to investigate and address the prohibited conduct.

A victim of a crime has the right to choose whether to report the crime to law enforcement, to be assisted by the College District in reporting the crime to law enforcement, or to decline to report the crime to law enforcement.

It is important that a victim of prohibited conduct go to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after the incident.

Absence consent or unless required by law, a student designated in administrative regulations as a student advocate to whom another student may speak confidentially concerning prohibited conduct may not disclose any communication made by the other student.

Any College District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct, regardless of when or where the incident occurred, shall immediately notify the Title IX coordinator and shall take any other steps required by this policy. Additionally, the employee may report to the College President or designee.

A report against the College President must also be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.
A person who received the information solely from a disclosure at a sexual harassment, sexual assault, dating violence, or stalking public awareness event sponsored by a postsecondary educational institution or by a student organization affiliated with the institution is not required to report the prohibited conduct unless the person has the authority to institute corrective measures on behalf of the College District.

Absent the student’s consent, or unless required by law, a confidential employee shall only be required to disclose the type of incident reported and may not disclose information that would violate the student’s expectation of privacy. If multiple confidential employees receive information about the same alleged incident, then only one report disclosing the type of incident must be submitted.

A College District peace officer who received information regarding the incident from a student who chooses to complete a pseudonym form as described by law shall only be required to disclose the type of incident reported and may not disclose the student’s name, phone number, address, or other information that may directly or indirectly reveal the student’s identity.

A person who has either learned of an incident of prohibited conduct during the course of the College District’s review or process, or has confirmed with the person or office overseeing the review or process that the incident has been previously reported, is not required to report the prohibited conduct.

Reports of discrimination based on sex, including sexual harassment and gender-based harassment, may be directed to the Title IX coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended, and related state and federal laws:

Title IX Coordinator: Eva Munguia, Executive Director, Student Success and HSI Project Director
Address: Nigliazzo Administration Building, Room 909, 2600 South First Street, Temple, TX 76504
Telephone: (254) 298-8591
Email: Title IX Coordinator email
Webpage: Title IX/Sexual Misconduct webpage

All employees, with the exception of confidential employees, are designated as responsible employees for purposes of compliance with Title IX.
Timely Reporting
A failure to immediately report prohibited conduct may impair the College District’s ability to investigate and address the conduct.

Consolidate Reports
When the allegations underlying two or more reports arise out of the same facts or circumstances, the College District may consolidate the reports.

Advisor
Each party to the complaint may be assisted by an advisor of the party’s choice who may participate in the proceedings in a manner consistent with College District procedures.

Conflict of Interest Prohibited
No person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall have a conflict of interest or bias.

Training
A person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall receive training as required by law and College District procedures.

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.”

Extension of Timelines
Timelines established by this policy and associated procedures may be subject to a limited extension if good cause, as defined in this policy and College District regulations, exists. The College District shall promptly provide written notice to the parties of an extension and the reason for the extension.

Investigation of the Report
The College District may request, but shall not require, a written report. If a report is made orally, the Title IX coordinator or designee shall reduce the report to written form.

Initial Assessment
Upon receipt or notice of a report, the Title IX coordinator shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the Title IX coordinator shall promptly offer supportive measures to the complainant. The Title IX coordinator shall explain the process for filing a formal complaint and assess any request not to investigate. If the College District moves forward with the investigation, the Title IX coordinator shall immediately provide notice to the known parties to the complaint.

If the Title IX coordinator determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the Title IX coordinator shall refer the complaint for consideration under the appropriate policy.
Request Not to Investigate

The complainant may request that the College District not investigate the allegations. If the complainant requests that the allegations not be investigated, in deciding whether to initiate the investigation, the College District must consider the factors described by law and any other factors the College District considers relevant.

The College District shall promptly notify the complainant of the decision regarding whether it will conduct the investigation. If the College District decides not to investigate the allegations, the College District shall take reasonable steps to protect the health and safety of the College District community.

Formal Complaint

To be considered a formal complaint under Title IX, the complainant or the Title IX coordinator must sign the written report.

Notice to Parties

The notice to the parties must describe the allegations and the formal and informal options for resolution of the complaint. The notice must state that the respondent is presumed not responsible until a determination regarding responsibility is made. The notice must also include information regarding the option to select an advisor, the opportunity to inspect and review evidence, and the prohibition on knowingly making false statements or submitting false information during the investigation and any ensuing proceedings.

If the allegations are subsequently amended, the College District shall provide an updated notice reflecting the new allegations.

Informal Resolution

The College District may offer to the parties a process for the informal resolution of a formal complaint as defined by law. If the parties voluntarily agree in writing to participate in informal resolution of the complaint, the Title IX coordinator shall determine within three days if informal resolution is appropriate for the complaint. If the Title IX coordinator determines that informal resolution is appropriate, then the Title IX coordinator or designee may facilitate that resolution within ten days. If the Title IX coordinator does not determine informal resolution to be appropriate, then the complaint will be subject to the formal resolution process. This process is not available in situations where an employee is alleged to have sexually harassed a student.

Formal Resolution

If the complaint is not subject to the informal resolution process, the Title IX coordinator shall authorize or undertake an investigation, except as provided below at Criminal or Regulatory Investigation.

Supportive Measures

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the Title IX coordinator shall promptly provide supportive measures intended to address prohibited conduct, protect the safety of the parties and
others, and protect the parties from retaliation prior to the completion of the investigation. Examples of possible supportive measures include academic accommodations, such as extensions of deadlines or other course-related adjustments and modifications of class schedules; housing and dining modifications; temporary removal from an education program or activity in accordance with law; counseling; health services; campus escort services; mutual restrictions on contact between the parties; and increased security and monitoring of certain areas of the campus.

College District Investigation

The investigation may be conducted by the Title IX coordinator or designee or by a third party designated by the College District, such as an attorney.

The investigation may consist of personal interviews with the complainant, the respondent, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The parties shall be provided an equal opportunity to present witnesses and evidence and to inspect and review any directly related evidence obtained by the College District so that the parties may meaningfully respond during the investigation process. The parties expected to participate in an investigative interview or other meeting shall be provided written notice in enough time to prepare to participate.

At least ten days prior to the completion of the investigation report, the College District must send each party and the party’s advisor evidence subject to inspection and review. The parties may submit a written response for consideration by the investigator.

Criminal or Regulatory Investigation

If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District’s investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation. Any delay under this provision shall constitute good cause for an extension of timelines established by this policy and associated procedures.

Concluding the Investigation

The investigation shall be completed within a reasonable time, not to exceed 30 days from the date of the report.
The investigator shall prepare a written report of the investigation. The investigation report shall be filed with the Title IX coordinator within five days following the completion of the investigation.

Notification of the Report

The Title IX coordinator shall provide the investigation report, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the complainant and the respondent promptly following receipt. The parties shall be given ten days to respond to the report.

College District Action

The Title IX coordinator shall submit the investigation report and any response from the parties to the vice president, educational services promptly after receipt of the parties’ response but no later than the expiration of the parties’ deadline to respond.

The vice president, educational services or designee shall summon the parties for a hearing to be held within a reasonable time, not to exceed ten days, following the receipt of the investigation report. The hearing shall be conducted in accordance with law and College District procedures.

After the hearing, the vice president, educational services or designee shall determine whether each individual allegation of prohibited conduct occurred using a preponderance of the evidence standard and determine the appropriate disciplinary or corrective action. In making the determination, the vice president, academic affairs and studentservices or designee shall evaluate all relevant evidence objectively and shall not make credibility assessments based on a person’s status as the complainant, the respondent, or a witness. The vice president, educational services or designee shall create a written determination regarding responsibility in accordance with law and College District procedures within five days following the hearing and submit the determination to the parties simultaneously.

Disciplinary or Corrective Action

If the vice president, educational services or designee determines that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

Examples of disciplinary or corrective action may include:

- Implementing the disciplinary measures described in FM Discipline and Penalties for students or DH Employee Standards of Conduct and DM Termination of Employment series for employees;
- Providing a training program for those involved in the complaint;
• Providing a comprehensive education program for the College District community;
• Providing counseling for the victim and the party who engaged in prohibited conduct;
• Permitting the victim or student who engaged in the prohibited conduct to drop a course in which they both are enrolled without penalty;
• Conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred;
• Involving students in efforts to identify problems and improve the College District climate;
• Increasing staff monitoring of areas where prohibited conduct has occurred;
• Reaffirming the College District’s policy against discrimination and harassment; and
• Taking other actions described in College District regulations.

Exception
The College District shall minimize attempts to require a complainant to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution method, the College District shall be involved in an appropriate manner. In no event may a student be required to resolve a complaint of sexual harassment by an employee directly with the employee.

Improper Conduct
If the vice president, educational services or designee determines that improper conduct occurred that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

Dismissal of Complaint
Mandatory Dismissal
An allegation presented as a formal complaint under Title IX is subject to the mandatory dismissal procedures under law.

Permissive Dismissal
Any complaint may be dismissed at any time on request of a complainant. The Title IX coordinator must first assess the request in accordance with this policy at Request Not to Investigate, above.

A complaint may also be dismissed if specific circumstances prevent the College District from gathering evidence sufficient to reach a determination as to the complaint or allegations.

Notice of Dismissal
Upon dismissal of a complaint, the Title IX coordinator or the vice president, academic affairs and student services or designee shall provide the parties written notice of the dismissal.

**Confidentiality**

To the greatest extent possible, consistent with law, the College District shall respect the privacy of the complainant or the respondent or a person who makes a report or serves as a witness. Limited disclosures may be necessary to carry out the purposes of this policy and associated regulations and to comply with applicable law.

**Retaliation**

The College District prohibits retaliation against any person for the purpose of interfering with a right or privilege under this policy; the complainant; or a person who, in good faith, makes a report or complaint, serves as a witness, or otherwise participates or refuses to participate in an investigation, proceeding, or hearing under this policy. This prohibition does not apply to discipline of a person who perpetrated or assists in the perpetration of the prohibited conduct.

A person who is alleged to have experienced retaliation may pursue a claim under this policy or policy DIAA Freedom From Discrimination, Harassment, and Retaliation – Sex and Sexual Violence, as appropriate.

**Examples**

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

**Failure to Report and False Claims**

An employee who fails to make a required report or a student or employee who intentionally makes a false claim, offers a false statement, or refuses to cooperate with a College District investigation regarding prohibited conduct shall be subject to appropriate disciplinary action.

**Appeal**

If the vice president, educational services or designee determines that a student committed prohibited conduct that warrants a suspension, the official shall forward the determination and all evidence collected during the investigation and hearing to the College President. A conference shall be scheduled within ten days of the notice of determination in accordance with FMA (LOCAL) Discipline and Penalties – Discipline Procedure, beginning at Appeal to College District Administration.

If the vice president, educational services or designee determines that the student committed prohibited conduct that warrants expulsion, the official shall forward the determination and all evidence collected during the investigation and hearing to the College
President to schedule an expulsion hearing before the Board in accordance with FMA (LOCAL) Discipline and Penalties – Discipline Procedure.

Other Action

If the vice president, educational services or designee determines that the student committed prohibited conduct that warrants other discipline or corrective action, the vice president, academic affairs and student services or designee shall inform the student that the student may appeal the determination within ten days in accordance with FMA (LOCAL) Discipline and Penalties – Discipline Procedure, beginning at Appeal to College District Administration.

Employee

Suspension Without Pay or Termination of Contract Employees

If the vice president, educational services or designee determines that a contract employee committed prohibited conduct that warrants suspension without pay or termination mid-contract, the vice president, educational services or designee shall inform the employee in writing of the determination, and a Board hearing shall be scheduled in accordance with DMAA Term Contracts – Termination Mid-Contract.

Other Action

If the vice president, educational services or designee determines that the employee committed prohibited conduct that warrants other discipline or corrective action, the vice president, educational services or designee shall inform the employee that the employee may appeal the determination within ten days in accordance with DGBA Personnel-Management Relations – Employee Grievances, beginning at Level Three.

Other Appeals

All other appeals related to this policy may be submitted through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) Personnel-Management Relations – Employee Grievances for employees, FLD(LOCAL) Students Rights and Responsibilities – Student Complaints for students, and GB(LOCAL) Public Complaints and Hearings for community members]

Complaints Filed with OCR

A party shall be informed of the party’s right to file a complaint with the U.S. Department of Education Office for Civil Rights (OCR).

Records Retention

Retention of records shall be in accordance with the College District’s records retention procedures. [See CIA Equipment and Supplies Management – Records Management]

Access to Policy, Procedures, and Related Materials

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed to applicants for admission and employment and annually to College District employees, students, and parents or guardians of dual credit students in compliance with law and in a manner calculated
to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials and any materials used to train a person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator shall also be prominently published on the College District’s website on a dedicated page accessible through a clear link on the homepage, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District’s administrative offices and shall be distributed to a student who makes a report.

2 Title IX/Sexual Misconduct webpage: https://www.templejc.edu/resources/campus-police/title-ix-sexual-violence/
Definitions

Definitions of terms used in this policy shall be as follows.

Student

A “student” shall mean an individual who is currently enrolled in the College District and any prospective or former student who has been accepted for admission or readmission to any component institution while on the premises of any component institution.

Premises

The “premises” of the College District is defined as all real property over which the College District has possession and control.

Scholastic Dishonesty

“Scholastic dishonesty” shall include, but not be limited to, cheating, plagiarism, and collusion.

“Cheating” shall include, but not be limited to:
1. Copying from another student’s test or class work;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment;
5. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
6. Substituting for another student, or permitting another student to substitute for oneself, to take a test;
7. Bribing another person to obtain an unadministered test or information about an unadministered test; or
8. Manipulating a test, assignment, or final course grades.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Disorderly Conduct

“Disorderly conduct” shall include any of the following activities occurring on premises owned or controlled by the College District:

1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.

3. Violent and forceful behavior at any time such that there is a clear and present danger that free movement of other persons will be impaired.

4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.

5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.

6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.

7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.

Responsibility

Each student shall be charged with notice and knowledge of, and shall be required to comply with, the contents and provisions of the College District’s rules and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Each student shall be expected to:

1. Demonstrate courtesy, even when others do not;

2. Behave in a responsible manner, always exercising self-discipline;

3. Attend all classes, regularly and on time;

4. Prepare for each class and take appropriate materials and assignments to class;

5. Obey all classroom rules;
6. Respect the rights and privileges of students, faculty, and other College District staff and volunteers;

7. Respect the property of others, including College District property and facilities; and

8. Cooperate with and assist the College District staff in maintaining safety, order, and discipline.

Prohibited Conduct

Federal, State, and Local Law

Possession, distribution, sale, or use of firearms, location-restricted knives, clubs, knuckles, firearm silencers, or other prohibited weapons or devices in violation of law or College District policies and procedures shall be prohibited. [See CHF Site Management - Weapons]

Behaviors regarding drugs and alcohol and associated paraphernalia shall be prohibited as described in policy FLBE Student Conduct – Alcohol and Drug Use.

Prohibited Weapons and Devices

Possession, distribution, sale, or use of firearms, location-restricted knives, clubs, knuckles, firearm silencers, or other prohibited weapons or devices in violation of law or College District policies and procedures shall be prohibited. [See CHF Site Management - Weapons]

Drugs and Alcohol

Owing a monetary debt to the College District that is considered delinquent or writing an “insufficient funds” check to the College District shall be prohibited.

Disruptions

“Disorderly conduct,” as defined above, or disruptive behavior shall be prohibited.

Behavior Targeting Others

The following behavior targeting others shall be prohibited:

1. Threatening another person, including a student or employee;

2. Intentionally, knowingly, or negligently causing physical harm to any person;

3. Engaging in conduct that constitutes harassment, sexual assault, dating violence, stalking, or bullying directed toward another person, including a student or employee; [See DIA Freedom From Discrimination, Harassment, and Retaliation – Sex and Sexual Violence series, FFD Freedom From Discrimination, Harassment, and Retaliation – Sex and Sexual Violence series, and FFE Student Welfare – Freedom From Bullying as appropriate]

4. Hazing with or without the consent of a student; [See FLBC(LEGAL) Student Conduct – Prohibited Organizations and Hazing]

5. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of
which also renders the organization subject to appropriate discipline; and

6. Endangering the health or safety of members of the College District community or visitors to the premises.

Property

The following behavior regarding property shall be prohibited:

1. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others;

2. Stealing from the College District or others; and

3. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.

Directives

Failure to comply with directives given by College District personnel and failure to provide identification when requested to do so by College District personnel shall be prohibited.

Tobacco and E-cigarettes

Possession or use of tobacco products or e-cigarettes on College District property without authorization shall be prohibited. [See FLBD(LEGAL) Student Conduct – Tobacco Use]

Exception

Smoking and the use of tobacco products and e-cigarettes shall be permitted in privately owned vehicles on College District property.

Misuse of Technology

The following behavior regarding misuse of technology shall be prohibited:

1. Violating policies, rules, or agreements signed by the student regarding the use of technology resources;

2. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses;

3. Attempting to alter, destroy, disable, or restrict access to College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District’s system without permission;

4. Using the internet or other electronic communications to threaten College District students, employees, or volunteers;

5. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal;
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6. Using email or websites to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors; and

7. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.

Dishonesty

The following behavior regarding dishonesty shall be prohibited:

1. Scholastic dishonesty, as defined above;

2. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors;

3. Intentionally or knowingly providing false information to the College District; and

4. Intentionally or knowingly falsifying records, passes, or other College District-related documents.

Gambling and Other Conduct

Gambling or engaging in any other conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence shall be prohibited.

Discipline

A student shall be subject to discipline, including suspension, in accordance with FM Discipline and Penalties and FMA Discipline and Penalties – Discipline Procedure if the student violates this policy:

1. While on College District premises;

2. While attending a College District activity; or

3. While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District’s operations or objectives.

Publication

The student conduct rules contained in this policy and any other conduct rules of the College District developed by the College President shall be published in the student handbook.
Requests for public information shall be made to the College District by one of the following methods:

1. Hand delivery;
2. U.S. mail to 2600 South First Street, Temple, TX 76504; or
3. Completion of the appropriate form at the following link:
   [https://www.templejc.edu/about/ierp/](https://www.templejc.edu/about/ierp/)

In the event a catastrophe, as defined by law, significantly impacts the College District such that the catastrophe directly causes the inability of the College District to comply with the requirements of the Texas Public Information Act (PIA), the Board shall suspend the applicability of the PIA to the College District for the time permitted by law and provide the required notices to the attorney general and the public. The Board shall extend an initial suspension period as necessary in accordance with law. [See GCB(LEGAL) Public Information Program – Requests for Information]

### Charging for Personnel Time

In addition to other labor charges permitted by, and in accordance with law, the College District shall charge a requestor for additional personnel time spent producing information for the requestor after College District personnel have collectively spent:

1. Thirty-six hours of time during the College District’s fiscal year; or
2. Fifteen hours of time during a one-month period.
## REVENUES
### Educational & General
#### State Funds
- **State Appropriations**: 9,230,615/5,662,695 (61%)
- **State Grants & Contracts**: 2,938,457/682,266 (23%)

#### Federal Funds
- **Federal Grants**: 6,613,277/907,029 (137%)
- **Title IV Grants**: 8,805,354/6,397,749 (73%)

#### Local Funds
- **Private Grants, Gifts, & Contracts**: 2,770,142/2,710,377 (98%)
- **Tuition**: 12,856,900/11,353,998 (88%)
- **Fees**: 3,954,925/3,511,548 (99%)
- **Exemptions, Waivers, & Discounts**: (2,425,732)/(2,124,222) (88%)
- **Taxes**: 13,178,149/12,923,298 (98%)
- **Other Local Funds**: 421,219/278,907 (66%)

**Total Educational & General**: 58,343,306/50,466,910 (86%)

### Transfers from OA to Other Funds
- **Use Fees**: (1,222,000)/(1,069,745) (88%)
- **Taxes**: (4,630,628)/(4,561,952) (99%)
- **Parking, Energy Conservation, HVAC**: (215,000)/0 (0%)
- **Other**: 0/0 (0%)
- **Transfer - TIF Remittance**: 0/0 (0%)

**Total Transfers from OA to Other Funds**: (6,067,628)/(5,631,697) (93%)

### Auxiliary Enterprises
- **5,000/13,004 (260%)**

**TOTAL REVENUES**: 52,280,678/44,848,217 (86%)

## EXPENDITURES
### Educational & General
#### Instruction
- **16,928,348/9,675,618 (57%)**
- **Public Service**: 1,311,419/699,820 (53%)
- **Academic Support**: 3,689,211/3,499,659 (95%)
- **Student Services**: 4,445,003/2,216,152 (50%)
- **Institutional Support**: 10,466,114/6,445,647 (62%)
- **Physical Plant**: 3,414,583/1,915,478 (56%)

**Total Educational & General**: 40,254,678/24,452,374 (61%)

#### Student Aid
- **11,012,765/13,411,559 (122%)**

**Auxiliary Enterprises**: 915,320/615,280 (67%)

**Contingency for Unexpected Expenditures**: 97,915/0 (0%)

**TOTAL EXPENDITURES**: 52,280,678/38,479,213 (74%)

**NET DIFFERENCE**: 0/6,369,004

### Prior Fiscal Year
- **Budget**: 9,330,815/5,650,649 (63%)
- **Actual**: 1,624,457/884,485 (54%)

**Total Educational & General**: 50,467,421/42,505,753 (84%)

**Transfers from OA to Other Funds**: (3,661,679)/(3,341,141) (91%)

**Auxiliary Enterprises**: 12,800/1,773 (14%)

**TOTAL REVENUES**: 46,818,542/39,166,385 (84%)

**TOTAL EXPENDITURES**: 46,818,542/30,821,704 (66%)

**NET DIFFERENCE**: 0/8,344,681
### Interest Rate

#### Cash and Cash Equivalents

<table>
<thead>
<tr>
<th>Interest Rate</th>
<th>Book/Market Value 3/31/2022</th>
<th>Receipts</th>
<th>Interest Earnings</th>
<th>Distributions</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBVA Compass - Money Market</td>
<td>0.01%</td>
<td>$20,001</td>
<td>$357,426</td>
<td>$0</td>
</tr>
<tr>
<td>BBVA Compass - Operating Account</td>
<td>0.00%</td>
<td>$2,690,117</td>
<td>$5,500,692</td>
<td>$0</td>
</tr>
<tr>
<td>BBVA Compass - Student Refund Account</td>
<td>0.00%</td>
<td>$2,995,747</td>
<td>$376,142</td>
<td>$0</td>
</tr>
<tr>
<td>BBVA Compass - Federal Funds Account</td>
<td>0.00%</td>
<td>$243,394</td>
<td>$2,034,828</td>
<td>$0</td>
</tr>
<tr>
<td>BBVA Compass - Payroll Account</td>
<td>0.00%</td>
<td>$500</td>
<td>$2,728,639</td>
<td>$0</td>
</tr>
<tr>
<td>BBVA Compass - Plant Account</td>
<td>0.00%</td>
<td>$737,241</td>
<td>$1,154,630</td>
<td>$0</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>0.00%</td>
<td>$3,250</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Subtotal Cash and Cash Equivalents**

<table>
<thead>
<tr>
<th>Book/Market Value 4/30/2022</th>
<th>Operating Funds</th>
<th>Restricted Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>$6,690,250</td>
<td>$12,152,359</td>
<td>$0</td>
</tr>
<tr>
<td>$15,214,291</td>
<td>$3,628,317</td>
<td>$200,318</td>
</tr>
<tr>
<td>$3,428,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Cash in Investment Pools

<table>
<thead>
<tr>
<th>Book/Market Value 4/30/2022</th>
<th>Operating Funds</th>
<th>Restricted Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>TexasClass (MBIA) - Bond Reserves</td>
<td>0.47%</td>
<td>$8,001,103</td>
</tr>
<tr>
<td>2021 Texas Class</td>
<td>0.47%</td>
<td>$124,986,138</td>
</tr>
<tr>
<td>TexasClass (MBIA) - Building Improvement Funds</td>
<td>0.47%</td>
<td>$6,861,539</td>
</tr>
<tr>
<td>TexasClass (MBIA) - Operating Account</td>
<td>0.47%</td>
<td>$13,391,352</td>
</tr>
<tr>
<td>TexasClass (MBIA) - Board of Trustees Fund</td>
<td>0.47%</td>
<td>$2,113,459</td>
</tr>
<tr>
<td>Texpool - Building Improvement Funds</td>
<td>0.00%</td>
<td>$1,032</td>
</tr>
<tr>
<td>Texpool - Operating Account</td>
<td>0.00%</td>
<td>$1,042</td>
</tr>
</tbody>
</table>

**Subtotal Cash in Investment Pools**

| $155,355,665 | $2,113,175 | $60,409 | $480,805 | $157,048,444 | $24,356,757 | $132,691,687 |

**Subtotal Operating Funds Invested in Securities**

| $0 | $0 | $0 | $0 | $0 | $0 | $0 |

**Total Cash, Cash Equivalents and Investments**

| $162,045,915 | $14,265,534 | $60,409 | $15,695,097 | $160,676,761 | $24,557,074 | $136,119,687 |

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

Signed:

Vice President Administrative Services/CFO
AGENDA ITEM 5

Approval of Disbursements for April 2022

Staff Recommendation: Approval

Mr. Wilkerson will review the Summary Check Register for the month of April 2022 before the meeting.
AGENDA ITEM 8-A

Reports: Faculty Council

Staff Recommendation: No Action Required

Claudia Turner, President of the Temple College Faculty Council, will present a report on Faculty Council activities.
Faculty Council Report to the Temple College Board of Trustees  
May, 2022

Faculty Participation in the Wellness Committee

The Wellness Committee is an employee committee, developed by Dr. Christy Ponce, that works to increase wellness on the Temple College campus among employees. This year the committee saw an increase in the number of faculty participating in the day-to-day work of the committee. Dr. Robbin Ray chairs this committee.

In the Fall, the group developed an 8-week wellness challenge in which members of the committee developed information and resources for eight (8) topics: Wellness Assessment, Water, Physical, Sleep, Nutrition, Gratitude, Personal Growth, Social, and Mental Wellness. Each week had Fast Facts about the topic, Linked Resources to help expand the use of the information in the weekly topic, and a weekly challenge in which everyone could participate. At the end of the week, a survey was provided for participants to only evaluate their successes. Faculty committee members writing the weekly information included Erin Tilton, Chemistry; Water; Shilo Covey, Nursing; Physical Activity; Lance English, Chemistry; Nutrition; Claudia Turner, Nursing; Gratitude; Jarrod Wolfe, Nursing; Personal Growth; and Sandra Melendez, Engineering; Mental Wellness. At the end of the challenge, survey responses included “I really enjoyed the personal encouragement from this. The reminders to take care of ourselves as well as others. I would like to do this again.” “I really enjoyed the weekly newsletters on the Fall 2021 Weekly Wellness Challenges. I was able to at least do a couple of things each week from the newsletters.” I thought these challenges were small enough that they could be undertaken without being overwhelming, but big enough to make a difference.”

In Spring, the committee held the 2nd annual Walk Across Texas Challenge, an eight-week program designed to help Texans establish the habit of regular physical activity. Each adult team may include up to 8 team members, all working together to reach the 832-mile goal to make their way across the state of Texas. Eight (8) person teams organized and logged miles walked (or the equivalent exercise) on the Texas A&M AgriLife Extension website for the Walk Across Texas. Erin Tilton, Chemistry, served as this year’s League Commissioner. At the end of the 8-weeks, the Wellness Committee sponsored a Walk Across Texas Celebration event which recognized the work of the teams. Each team member received a medal and a certificate of participation. Teams from across the Temple College campuses and composed of all employee areas (including faculty) were:

### Between a Walk and a Hard Place
Team Captain: Henry Morin

<table>
<thead>
<tr>
<th>Participant</th>
<th>Miles Walked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan Bogucki</td>
<td>470.81</td>
</tr>
<tr>
<td>Alison Garza</td>
<td>253.46</td>
</tr>
<tr>
<td>Melida Hernandez</td>
<td>170.12</td>
</tr>
<tr>
<td>Chad Cryer</td>
<td>155.00</td>
</tr>
<tr>
<td>Daniel Brown</td>
<td>135.81</td>
</tr>
<tr>
<td>Prudence York-Hammons</td>
<td>119.00</td>
</tr>
<tr>
<td>Christopher Cregar</td>
<td>116.90</td>
</tr>
<tr>
<td>Henry Morin</td>
<td>102.30</td>
</tr>
<tr>
<td><strong>Total team miles</strong></td>
<td><strong>1523.40</strong></td>
</tr>
</tbody>
</table>

### Boots on the Ground
Team Captain: Laresa Trusty

<table>
<thead>
<tr>
<th>Participant</th>
<th>Miles Walked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brian Williams</td>
<td>419.39</td>
</tr>
<tr>
<td>April Swanson</td>
<td>245.00</td>
</tr>
<tr>
<td>Travis French</td>
<td>186.20</td>
</tr>
<tr>
<td>Trevor French</td>
<td>167.00</td>
</tr>
<tr>
<td>Jeanne Garrett</td>
<td>143.74</td>
</tr>
<tr>
<td>Mallory Zerangue</td>
<td>140.50</td>
</tr>
<tr>
<td>Laresa Trusty</td>
<td>124.00</td>
</tr>
<tr>
<td>Nate Nesbitt</td>
<td>85.70</td>
</tr>
<tr>
<td><strong>Total team miles</strong></td>
<td><strong>1511.53</strong></td>
</tr>
</tbody>
</table>

### Leopard Steppers
Team Captain: Susan Allamon

<table>
<thead>
<tr>
<th>Participant</th>
<th>Miles Walked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alicia Hover</td>
<td>280.84</td>
</tr>
<tr>
<td>Magdalen White-Doehre</td>
<td>190.00</td>
</tr>
<tr>
<td>Terri Reynolds</td>
<td>179.00</td>
</tr>
<tr>
<td>Alisa Jimenez</td>
<td>160.68</td>
</tr>
<tr>
<td>Laura Hutchens</td>
<td>159.00</td>
</tr>
<tr>
<td>Susan Allamon</td>
<td>150.08</td>
</tr>
<tr>
<td>Debbie Prince</td>
<td>141.60</td>
</tr>
<tr>
<td>Monica Lefner</td>
<td>66.46</td>
</tr>
<tr>
<td><strong>Total team miles</strong></td>
<td><strong>1327.66</strong></td>
</tr>
</tbody>
</table>

### Boots on the Ground
Team Captain: Laresa Trusty

<table>
<thead>
<tr>
<th>Participant</th>
<th>Miles Walked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brian Williams</td>
<td>419.39</td>
</tr>
<tr>
<td>April Swanson</td>
<td>245.00</td>
</tr>
<tr>
<td>Travis French</td>
<td>186.20</td>
</tr>
<tr>
<td>Trevor French</td>
<td>167.00</td>
</tr>
<tr>
<td>Jeanne Garrett</td>
<td>143.74</td>
</tr>
<tr>
<td>Mallory Zerangue</td>
<td>140.50</td>
</tr>
<tr>
<td>Laresa Trusty</td>
<td>124.00</td>
</tr>
<tr>
<td>Nate Nesbitt</td>
<td>85.70</td>
</tr>
<tr>
<td><strong>Total team miles</strong></td>
<td><strong>1511.53</strong></td>
</tr>
</tbody>
</table>

### Rapid Team
Team Captain: Erica Perrine

<table>
<thead>
<tr>
<th>Participant</th>
<th>Miles Walked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alicia Buck</td>
<td>233.75</td>
</tr>
<tr>
<td>Elizabeth Kiesle</td>
<td>209.85</td>
</tr>
<tr>
<td>Angela Gutierrez</td>
<td>79.4</td>
</tr>
<tr>
<td>Adrienne Hunt</td>
<td>63.83</td>
</tr>
<tr>
<td>Megan Strmiska</td>
<td>29</td>
</tr>
<tr>
<td>Erica Perrine</td>
<td>23.8</td>
</tr>
<tr>
<td><strong>Total team miles</strong></td>
<td><strong>640.43</strong></td>
</tr>
<tr>
<td>Team Name</td>
<td>Team Captain</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Scrambled Legs and Achin’</td>
<td>Team Captain: Kelly Czapnik</td>
</tr>
<tr>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>The IT Crowd</th>
<th>Team Captain: Laura Ellis</th>
<th>Participant</th>
<th>Miles Walked</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Sam Tucci</td>
<td>239.70</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ryan Brown</td>
<td>208.43</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Laura Ellis</td>
<td>193.84</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ashli Perkins</td>
<td>162.70</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Olaf Schirmer</td>
<td>161.40</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Anthony Enriquez</td>
<td>156.35</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Caleb Hogue</td>
<td>107.80</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Brenda Taylor</td>
<td>102.48</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total team miles</strong></td>
<td><strong>1332.70</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School of Walk</th>
<th>Team Captain: Diedra Blankenship</th>
<th>Participant</th>
<th>Miles Walked</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Jeff Fritz</td>
<td>334.80</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diedra Blankenship</td>
<td>193.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Penny Engelking</td>
<td>171.00</td>
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<tr>
<td></td>
<td></td>
<td>Lauren Girard</td>
<td>162.20</td>
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<tr>
<td></td>
<td></td>
<td>Kimberly Smith</td>
<td>153.40</td>
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<td></td>
<td></td>
<td>Debbie Parten</td>
<td>147.90</td>
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<tr>
<td></td>
<td></td>
<td>Emmy Johnston</td>
<td>54.20</td>
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<tr>
<td></td>
<td></td>
<td><strong>Total team miles</strong></td>
<td><strong>1217.00</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Young and the Breathless</th>
<th>Team Captain: Melissa Kunze</th>
<th>Participant</th>
<th>Miles Walked</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Linda Bellamy-Friedman</td>
<td>151.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Marcus Bell</td>
<td>87.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Melissa Kunze</td>
<td>3.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total team miles</strong></td>
<td><strong>241.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Red Hot Chili Steppers</th>
<th>Team Captain: Suzanna Bachman</th>
<th>Participant</th>
<th>Miles Walked</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Laura Rodriguez</td>
<td>541.73</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Becca Ormsbee</td>
<td>344.94</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kaci Robinson</td>
<td>297.70</td>
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<tr>
<td></td>
<td></td>
<td>Becky Martinez</td>
<td>253.01</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Suzanna Bachman</td>
<td>231.92</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hattrice Freeman</td>
<td>219.30</td>
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<tr>
<td></td>
<td></td>
<td>Alexz Martinez</td>
<td>207.42</td>
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<td></td>
<td></td>
<td>Derrick Webb</td>
<td>141.74</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total team miles</strong></td>
<td><strong>2237.76</strong></td>
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<table>
<thead>
<tr>
<th>The Real Slim Shadies</th>
<th>Team Captain: Carey Rose</th>
<th>Participant</th>
<th>Miles Walked</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Sarah Artus</td>
<td>450.17</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Carey Rose</td>
<td>310.75</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Misty Reid</td>
<td>299.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Terri Worley</td>
<td>261.72</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ruth Bridges</td>
<td>221.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shilo Covey</td>
<td>219.64</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Toni Salazar</td>
<td>182.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shannon Bralley</td>
<td>135.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total team miles</strong></td>
<td><strong>2080.03</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Walkaholics</th>
<th>(First Place Team)</th>
<th>Participant</th>
<th>Miles Walked</th>
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<td>Robert Craig Collins</td>
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<td>Jackie Miller</td>
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<td>Kaitlin Dutton</td>
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<td>Rhonda Ibarra</td>
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<td><strong>Total team miles</strong></td>
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**Individual Awards – Top Three Walkers**

1. Robert Craig Collins, Walkaholics, 612.81 miles
2. Jackie Miller, Walkaholics, 585.06 miles
3. Laura Rodriguez, Red Hot Chili Steppers, 541.73 miles

These activities allow for all employees to work together to improve wellness in our organization. Thanks to everyone who participated in the Wellness Committee Activities this year. Thanks to the faculty as well as all employees on the committee who dedicate their time and talents to helping others achieve a higher level of wellness. Thanks also to Dr. Ponce for initiating the committee and to Dr. Ray for her leadership as chairperson.
WAT Celebration 2022
AGENDA ITEM 8-B

Reports: Academic Affairs and Student Services

Staff Recommendation: No Action Required

Dr. Susan Guzmán-Treviño prepared an Academic Affairs and Student Services report that follows this cover page.
MEMORANDUM
Provost, Academic Affairs
and Student Services

To: Dr. Christina Ponce
From: Dr. Susan Guzmán-Treviño
Subject: May 2022 Academic Affairs and Student Services Report

ACADEMIC AFFAIRS AND STUDENT SERVICES REPORT

STUDENT SPOTLIGHT: We will highlight our award-winning Temple College SkillsUSA STEM Club students.

OUTSTANDING FACULTY SPOTLIGHT: Arthur Fields, Associate Professor, Visual Arts, will share exciting updates from the Visual Arts Department.

EAST WILLIAMSON COUNTY HIGHER EDUCATION CENTERS (EWCHEC)

- Priority fall registration for Taylor and Hutto students began May 2.
- Student Life events this month are centered on stress relief as we approach semester finals. The Hutto Center hosted the “May the 4th be with You” fun day, which included free games and food.
- Later this month, Temple College staff will meet with Hutto ISD’s community relations team to discuss opportunities to partner with the school district and promote Temple College.
- Temple College is sponsoring the program for the annual Taylor Chamber of Commerce Banquet. This year’s gala is a 1920’s Casino night theme and will be held at the WilCo Expo Center in Taylor on May 21.
- EWCHEC Area Student & Community Events this month:
  May 2 – Fall registration begins
  May 4 – Hutto Fun Day
  May 4 – Hutto Chamber Leadership Group Presentation
  May 5 – Taylor HS Scholarship Program
  May 11 – Hutto Chamber Luncheon – Hutto Center
  May 11 – Taylor HS Career Fair
  May 12 – Hutto Power Breakfast – Hutto Holiday Inn
  May 14 – Graduation - Bell County EXPO Center
  May 16 – Taylor Chamber Luncheon – Taylor Event Center
  May 18 – Taylor Executive Luncheon & Meeting
  May 19 – Hutto ISD STEM Nation EXPO – Hutto Center
  May 21 – Taylor Chamber of Commerce Banquet
  May 31 – Summer classes begin

INSTITUTIONAL EFFECTIVENESS
Assessment


Grants

- GEER Grant – Advancing Credentials of Value
  - Created grant tracker / data plan.
- TRUE Advanced MFG Grant
  - Created grant tracker / data plan.

Planning and Processes

- Completed and entered IPEDS data for student enrollment.
- Researched Temple College service area high school matriculation to higher education by high school to establish the percentage of seniors who are not enrolling in college after graduation. Developed matriculation data graphics for Pathways and Achieving the Dream Coach visit and campus-wide strategic planning workshops.

Surveys

- Developed graphics and email for new Community College Survey of Student Engagement (CCSSE) outreach campaign for student survey. Moved deadline to May.
- Collected Survey Monkey results for departmental distribution.

Professional Development

- Participated in training on:
  - TC Assessment package Weave
  - Colleague: videos, webinars, departmental Colleague training
    - Finance, Financial Aid, BCE, academic advising
  - Informer: Weekly Informer User Group, webinars and videos

Miscellaneous

- Attended Curriculum Committee meeting and prepared survey for peer feedback.
- Attended Innovations in Institutional Research – Dashboards Presentation by Amarillo College

STUDENT ENROLLMENT SERVICES

General Information

- Summer registration will begin March 28, 2022, for priority registration and April 4, 2022, for regular registration. Fall registration will begin May 2, 2022, for priority and May 9, 2022, for regular registration.

Academic Advising

- Academic Advisors, Ms. Alexz Martinez, Ms. Hattrice Freeman, Ms. Laura Rodriguez, Mr. Derrick Webb, and Director Ms. Suzanna Bachman have been assisting students with summer registration.
- On March 31, Advisors, Coordinators, VA and Success Coaches attended a transfer information session with Texas A&M University- Central Texas College of Business.
- The advising office is registering students for summer and gearing up for fall by approving classes on self-service, communicating via email, and providing in person assistance.
- In April 2022, Ms. Bachman reports the advising office has seen 792 students, as well as provided email and phone advising assistance, help with change of majors,
graduation applications, add/drops, Dual Credit Exit forms, and assistance using self-service.

- Ms. Bachman attended and presented at the Texas Pathways conference. On Monday, April 11, the advising office attended training by Dr. Martha Ellis and Dr. Diane Troyer, and staff participated in Temple College’s strategic planning workshop.

### Admissions and Records

- Admissions and Records has processed 723 applications for admissions to Temple College this month. All applicants were emailed acceptance letters. 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 4,503 transcripts in students’ records in January. 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.
- At this time, we have received 531 applications for graduation for spring 2022 with a total of 618 possible degrees and certificates to award. We have received 62 applications for summer graduation with 70 potential awards. Ms. Ashley Schoeneman checks each student’s degree plan and application to determine eligibility. All students are sent correspondence regarding their eligibility.
- We received 10 reverse transfers from other institutions. With this information we enter all classes on transcripts and evaluate graduation for each student.
- Admissions is working with Ms. Alexa Dunne from University of Arizona to create an articulation agreement and pathway crosswalks. This partnership will allow Temple College students to seamlessly transfer to University of Arizona from Temple College.

### Financial Aid

- Ms. Mary Daniel, Director of Financial Aid, reports for 2021-2022, 1,864 learners at Temple College received Pell grants for a total disbursed amount of $6,208,249.96; 1,016 learners received Direct Loans for a total disbursed amount of $5,832,234.00.
- To date, 7,008 learners have listed Temple College on their Free Application for Federal Student Aid (FAFSA) for 21-22. On March 30, 2022, we began pulling in the FAFSA applications for 2022-2023. To date we have had 3638 learners who have listed Temple College on their FAFSA.
- For the month of April, we saw 316 students.
- On April 21, 2022 Ms. Sheila McMillan and Ms. Mary Daniel participated in the Temple High School TC Night. We saw 20 parents and students and helped them complete their FAFSA.

### Math Lab

- Writing Center and Math Lab Coordinator, Mike Hein, reports the Math Lab (ML) has seen substantial utilization of tutoring sessions by students from March 29 to April 27, 2022.
- Following the handover of the Coordinator position from Dr. Matthew Wolfe to Mike Hein from March 21 to March 25, outreach has focused on communicating Mike Hein’s new role as both Writing Center and Math Lab Coordinator to students, faculty, and administrators.
Retention

- Mr. Adrian Sora, Director of Student Retention reports there are 97 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 1,121 faculty alerts that have been reported at this time with 50 faculty members reporting. Mr. Sora and the Success Coaches work the alerts, based on the alert level. The continuation of the faculty drops has helped to increase the number of faculty utilizing the CRM Advise tool. Mr. Sora expects to continue to see an increase in faculty alerts.

Student Accommodations

- On March 30, 2022, Ms. Reid attended the Texas Association on Higher Education and Disability Conference in San Antonio to learn and collaborate with colleagues from across the state about disability laws, resources, and technology for students with disabilities in higher education.
- On April 8, 2022, Ms. Reid partnered with UMHB, BISD, TISD, Texas Workforce, HOCTIL and Central County Services and held our 3rd annual “Poss-a-Blities” Job Fair for high school and college-aged students with disabilities in the Academic Center at Temple College. Employers from area businesses participated.
- On April 13, 2022, Ms. Reid attended an online National Association on Higher Education and Disability webinar to learn more about resources for students with disabilities in higher education.
- Ms. Reid currently has six new F1 visa international students applying for the fall semester and four F1 visa students who will graduate in the spring.

Student Life

- May 2 Celebration of May Day (Food, Games, Fun) in the Arnold Student Union (ASU)
  - National Lemonade Day in the ASU
- May 3 Jenga in the ASU
  - James Brown Birthday (Video) in the ASU
- May 4 Food, Fun & Games at Hutto
- May 5 Liberal Arts Honor Day (Zoom)
  - Cinco de Mayo food in ASU
  - Baptist Student Ministries (BSM) National Day of Prayer in the ASU
- May 7 Popcorn & Snow Cones in the ASU
- May 9 National Women’s Checkup Day (Video) in the ASU
- May 10 Clean Your Room game in the ASU
  - Display (Dirty Room) in the ASU
- May 12 BSM Bible Study in the ASU
- May 16 Dance Like A Chicken game in the ASU
- May 17 Miniature Golf in the ASU
- May 18 Puzzle games in the ASU
- May 19 Color by Numbers in the ASU
  - Handout Snow Cones in the ASU
- May 23 Listen to Music in the ASU
  - Handout Chips & Soda in the ASU
- May 24 Freeze Dance in the ASU
• May 25 Corn Hole Toss outside the ASU
• May 26 Free Hot Dogs in the ASU
  o Pass out U.S. Flags
• May 31 Welcoming students to campus
  o Handout Soda & Water

Student Success Coaches
• Mr. Sora reports that the Success Coaches have processed 765 faculty alerts. The Success Coaches will use a variety of methods to reach out to their students, such as texting, phone calls, and emails. With the outreach provided by the scheduled emails that go out to the probation students, the Coaches answer many of those questions and concerns.
• The Coaches also set up plans and meetings with students who have been approved for a Financial Aid Satisfactory Academic Progress (SAP) waiver. Coaches have had 23 students that have been assigned throughout the Spring semester.
• The coaches are currently monitoring a select group of students for Dr. Robbin Ray. This group of students receive more intense and frequent outreach from the Coaches. They will report their final findings to Dr. Ray at the end of the spring 2022 semester.

Veterans Affairs (VA)
• Mr. Brian Williams, Veteran’s Affairs Coordinator reports the VA Office has registered 104 Veteran students for the Summer 2021 semester as of this date. Since the last report, we have entered 128 certifications in the VAONCE (Veterans On-Line Certification Entry system).
• Ms. Laresa Trusty and Mr. Brian Williams continue to have virtual meetings to gain information on their College Credit for Heroes (CCH) processes. After a slow start, we have several students that are eligible for military transfer credit, with five awarded credit and six more pending. We are working with Dr. Guzman-Trevino and Dr. Keeling-Olson to have the CCH Grant extended for the third year.
• Our Student Veterans of America (SVA) group participated in Spring Fling by selling hamburger meals. The students disseminated information about their group to draw in more veterans. Funds will assist board members in attending SVA conferences.

Writing Center
• Writing Center and Math Lab Coordinator, Mike Hein, reports the Writing Center (WC) has seen substantial utilization of consultations by students from March 29 to April 27, 2022.
• We have continued outreach via informational interviews and other correspondence with key departments, and via tabling sessions at Hutto, Taylor, and TBI Temple to advertise services.
• The coordinator provided a grammar workshop for Professor Parker's ENGL 1301 class, and the Writing Center provided a resume workshop this month.
• Improvements to our TSI and HESI preparation materials and service continue.
• Our project to improve Who’s Next functionality continues to move forward as well.
• The coordinator has registered for a table at a job fair hosted by Workforce Solutions of Central Texas, also on May 4.
eLearning, Education Technologies and Online Services

**eLearning Operations**

**Watermark End of Course Survey – Spring 2022 1st 8-Week Term**

- Spring semester 16-week and 2nd 8-Week course surveys are scheduled and programmed by Special Projects Coordinator Becky Musil. Brian St. Amour is assisting with quality assurance review of courses included on the surveys. As part of the follow up for the QEP for 2nd 8-week classes, questions will be sent out with the course evaluations.

**Contract Renewals with Technology Partners**

- **D2L** - Continued realization of cost savings averaging $35K per year as part of 6-year contract extension. D2L is a very strong leader of learning management systems and takes an academic and technological approach to online learning, reaffirming them as a better solution than Canvas, Blackboard, or others.
- **Honorlock** – Continue receiving positive feedback from faculty and students for this browser extension based proctoring service. Their best pricing and usage model are top in the industry.
- **Smarter Measure** - Researching 3-year extension of services to realize locked in pricing against increases which are required of one-year contracts.
- **Smarthinking** - Valuable tutoring service for off-campus students with unused hours rolling over to new contract year period resulting in cost savings.
- **Turnitin** - Plagiarism detection and Feedback Studio paper markup service still highly used by English Department, Writing Center as well as other disciplines.
- **VidGrid** - Easy to use, simple software utility for screen capture/lecture recording service used by faculty with options for machine captioning for ADA compliance.

**Vocational Nursing (VN) and Associate Degree Nursing (AND) - Bridging New Student Orientation Shells**

- Christa worked with the Ellucian Support Team, Sarah Artus, Associate Director of Admission and Records, Tracey Cooper Executive Director of Nursing and Mindy Steinberg, Health Professions Administrative Assistant, to automate the manual process of Nursing Department New Student Orientation course shell creation and management.

**VidGrid Recordings Spring Cleaning**

- Email communications sent out to faculty suggesting that they review our VidGrid recordings library in order to clean out any old or outdated materials. This will help to remove clutter as well as free up some storage space.

**D2L Faculty Tutorials**

- Dr. Juanita Lockett, Professional Development Coordinator, has sourced some very good D2L training videos and webinars located on the D2L community site. Juanita and Brian St. Amour have reviewed a sampling of the videos and consider them to be of high quality and suitable for faculty.

**Standardized Textbook Policy Committee**

- Christa continues participation in Zoom meetings held in the past several weeks with areas to gain more insight into the past and current processes; including the Texas
Book Company, eLearning, Dual Credit and the Department of Chemistry and Physical Sciences. Chris Krejci, Chair has done a wonderful job of keeping us on track and scheduling meetings with stakeholders and various departments.

- Christa has engaged in numerous conversations, email exchanges, and meetings with Carrie Cruce and Becky Musil in preparation for presenting OER information.
- Brian shared information concerning eBooks, publisher integrations and inclusive access in the April 8 meeting of the committee.
- Christa continues to engage with faculty to gather information and input on textbook software pros and cons, OER, and experiences with other institutions to provide feedback to the committee.

Proctored Testing Solutions Committee

- Continuing discussions with the Biology and Math Departments regarding use of Testing Center and Honorlock
- AY 2021/2022 Honorlock utilization

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Professional Development

**TxDLA Association**

- Texas Distance Learning Association had been rebranded as the Texas Digital Learning Association to better reflect who we are and what we do, *from distance to digital, we are TxDLA*.
- Brian has volunteered to be on the year-round Membership and Journal Editors committees and the 2023 Conference Program committee.

Community

**2022 Graduation Ceremony**

- Brian St. Amour and Christa Quigley will participate in the Spring graduation ceremony on Saturday, May 14, at 10 a.m., at the Bell County EXPO Center.

Mentoring of Faculty Member Pursuing Master’s Degree
• Brian St. Amour met with Lisa Perry, DMSO Faculty to discuss and share insights on eLearning philosophies of education, best practices and instructional design considerations for Lisa’s Instructional Design course assignments (including a capstone paper and online course build). This course is part of her degree plan for a Master Degree in Health Professions Teaching and Technology with the University of Nebraska Medical Center.

Launch Temple
• Christa Quigley assisted DeDe Griffith, VP of Workforce Development, providing Single Sign-On troubleshooting and an overview of D2L during the kickoff.

Higher Education Regional Council (HERC) Region 7
• Brian St. Amour is soliciting updates for this annual report for submission to Region 7 institutions and THECB. This report will detail any changes since last year such as locations where we offer Dual Credit courses delivered at the ISDs within our service area, as well as any courses or clinical we deliver outside of our service area. It is anticipated this report will be a simple update from the previous year. To date, the only courses we offer outside of our service area have been medical professions clinicals, and these are updated each year for the report.

DIVISION OF LIBERAL ARTS
• Liberal Arts has exciting news regarding the Texas Transfer Advisory Council: Kaylyn Carew, Government; Sharon Warden, Sociology; and Dr. Christine Simon, Psychology will serve.
AGENDA ITEM 8-C

Workforce Development Report

Staff Recommendation: No Action Required

DeDe Griffith, Vice President of Workforce Development, will present a report at the meeting.
AGENDA ITEM 8-D-1

Board Committees: Building/Facility Planning Committee Report

Staff Recommendation: No Action Required

Mr. John Bailey, Chairman, Building/Facility Planning Committee, will report that the committee has not met since the last Board meeting.
AGENDA ITEM 8-D-2

Board Committees: Finance Committee

Staff Recommendation: No Action Required

The Board Finance Committee has not met since the last Board meeting.
Board Committees: Policy Committee

Staff Recommendation: No Action Required

Katie Burrows, Chairman, Board Policy Committee, will certify that the below policies as listed under Item 4.D., were thoroughly reviewed by the Policy Committee and have gone through a comment period for all employees.

The following policies have been reviewed and approved by the board policy committee:

• BBD (LOCAL) Board Members - Orientation and Training (new LOCAL)
• CF (LOCAL) Purchasing & Acquisition
• CM (LOCAL) Facilities Construction
• DEC (LOCAL) – Compensation and Benefits – Leaves and Absences
• DIAA (LOCAL) Freedom from Discrimination, Harassment, and Retaliation - Sex and Sexual Violence
• DK (LOCAL) Professional Development
• DMAB (Local) – Term Contracts – Nonrenewal
• DMD (LOCAL) Termination of Employment – Resignation
• ECC (LOCAL) Instructional Arrangement—Course Load and Schedules
• FFDA (LOCAL) Freedom from Discrimination, Harassment, and Retaliation - Sex and Sexual Violence
• FLB (LOCAL) Students Rights and Responsibilities—Student Conduct
• GCB (LOCAL) Public Information Program—Request for Information
MEMORANDUM
Office of the Vice President for Administrative Services

To: Dr. Ponce and Board of Trustees

From: Brandon Bozon

Date: May 10, 2022

Re: Consideration of Approval of Ratification of a Purchase of a Turnkey Mobile Go Educational Trailer from Magnum Custom Trailer Manufacturing Co., Inc.

Staff Recommendation: Approval

The Board is asked to ratify a purchase of a turnkey Mobile Go Educational Trailer from Magnum Custom Trailer Manufacturing Co., Inc.
Purchase Ratification

Description: Consideration for Ratification for a purchase of a turnkey Mobile Go Educational Trailer from Magnum Custom Trailer Manufacturing Co., Inc.

Recommendation: The Board is asked to ratify a purchase of a turnkey Mobile Go Educational Trailer from Magnum Custom Trailer Manufacturing Co., Inc.

The Mobile Go Educational Center is anticipated to arrive in June of 2022. Construction of the forty-two-foot-long trailer has largely been completed and the vendor is waiting for the generator to arrive to finish out the construction processes. In addition to the generator, the trailer will come with additional accessories that include two mounted televisions, a printer, a P.A. system, a wheelchair lift, safety cones, an alarm, and twenty folding chairs.

Once the trailer is finished, several departments of the College will work closely together to finish out the trailer’s additional needs. Marketing will furnish a graphic design that will be supplied to a vendor that specializes in wrapping trailers, to wrap the trailer similar to what our current athletic buses have. Information Technology will start to acquire laptops and wireless internet access for the trailer. Due to the uncertainties with supply chain, four AC/DC electrical technician kits have already been purchased and received to be used in the trailer for future training classes. The College also purchased a truck with a gooseneck towing package that’s capable of towing the trailer to each desired location.

The Mobile Go Education Trailer will be deployed as a multifunctional tool for the College. The trailer will provide college and career related services to students and their families, with the goal of increasing the number of students enrolled and succeeding in higher education programs in our service area. The trailer will be a training tool used to increase the skills of employees of local businesses. The trailer can be setup at each high school in our service area to inform prospective students about Temple College and to start their enrollment processes. The trailer will support the Texas Higher Education Coordinating Board’s campaign’s efforts to achieve the student participation and success goals of the 60x30TX initiative by 2030. It will also function as a giant mobile billboard advertising the College’s programs.

Funding for the trailer was graciously provided by the Texas Pioneer Foundation (the College will receive a total of $174,970 from the grant). Several College employees were involved in the applying for the grant which is starting to pay dividends to the College now. The Texas Pioneer Foundation dictated the procurement of the trailer shall be through Magnum Custom Trailer Manufacturing Co., Inc. This is a nontraditional method of procurement as the trailer with accessories was well over the $50,000 threshold required for a formal solicitation. Within our local procurement policy, it states that “employees shall follow the College’s purchasing policies and regulations when making purchases from special grants unless the governing document specifies alternate procedures”. The Texas Pioneer...
Foundation designated Magnum Custom Trailer Manufacturing Co., Inc. as a single source to procure the trailer through and the College followed their governing document for procurement.

Funds have been allocated for the Mobile Go Educational Trailer from the Texas Pioneer Foundation grant. Based the information provided, the Board of Trustees is now asked to ratify a purchase of a turnkey Mobile Go Educational Trailer from Magnum Custom Trailer Manufacturing Co., Inc. in the amount of $137,395. 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:

_____ Budgeted

_____ Fund Balance

X Other: Texas Pioneer Foundation, Grant Account: 23-01-1-41-433112-732800

Approved:

__________________________________  ____________________________________
Brandon Bozon  Date
Vice President for Administrative Services
April 27, 2021

Dr. Evelyn Waiwaiole
Temple College Foundation
2600 S. First St.
Temple, TX 76504

Dear Evelyn:

I am pleased to inform you that Texas Pioneer Foundation (“Foundation”) has approved your request for a grant of $174,970.00 to support the Mobile Learning Center as described in your grant request to us dated March 31, 2021.

This grant is made by the Foundation subject to the following terms and conditions:

a) Grantee certifies that it is an organization that is both exempt from tax under Section 501(c)(3) of the Internal Revenue Code (IRC) and an organization described in IRC Section 509(a)(1) or (2), which statuses have been duly confirmed by one or more operative IRS rulings or determination letters, copies of which Grantee has filed with the Foundation.

b) Grantee will utilize the grant’s proceeds only for charitable and educational activities consistent with its tax-exempt status described above. Without limiting the generality of the preceding sentence, Grantee will not intervene in any election or in support of or opposition to any political party or candidate for public office, or engage in any lobbying not permitted by IRC Section 501(c)(3) or, if applicable, IRC Section 501(h) and 4911.

c) Grantee will inform Foundation immediately of any change in or IRS proposed or actual revocation (whether or not appealed) of its tax status described above.

d) Grantee will furnish to the Foundation reports of its activities and outcomes as requested and will provide such additional information, reports and documents relating to this grant as Foundation may request. If applicable, subsequent payments for multi-year grants will be contingent upon the review, and approval by Texas Pioneer Foundation, of the organization’s activities, outcomes and reports for the current year.

e) This grant is not earmarked to support or carry on any lobbying activities.

f) This grant is not earmarked for transmittal to any other entity or person, even if Grantee’s proposal or other correspondence expresses expenditure intentions. Grantee accepts and will discharge full control of the grant and its disposition and responsibility for complying with this agreement’s terms and conditions.

g) Any proceeds of this grant that are not used for the purpose described above will be returned to the Foundation.
This Agreement is between Grantor and Grantee only. There are no third party beneficiaries of this Agreement and this Agreement creates no rights with respect to any third party.

Grantee shall have sole and exclusive responsibility and liability with respect to any activities undertaken as a result of, or in connection with, funds received in accordance with this Agreement. With respect to any such activities, Grantor is not participating in such activities, has no control over any aspect of such activities, and shall have no liability whatsoever for any such activities. Grantor is merely a third party source of funding for any such activities, which are solely within the control and direction of Grantee.

Grantor is receiving no interest in the business or activities of Grantee as a result of this agreement. None of the provisions of this Agreement is intended to create or shall be deemed or construed to create any relationship between Grantor and Grantee other than independent, contracting parties. Neither the Grantor nor the Grantee, nor any of their respective agents, employees, or representatives shall be construed to be the agent, employee or representative of the other.

Nothing contained herein shall operate (or be construed to operate) in any manner whatsoever to increase the rights of the Grantee or any third party or the duties or responsibilities of Grantor with respect to the Grantee or any third party.

Grantee’s deposit, negotiation or endorsement of the check will constitute its agreement to the terms and conditions set forth above. However, for our files, please have the enclosed copy of this letter reviewed and signed where indicated by an authorized officer of Grantee.

Very truly yours,

Michelle Coburn
Program Director
michelle@texaspioneer.org

On behalf of Grantee, I understand and agree to the foregoing terms and conditions of Foundation’s grant, and hereby certify my authority to execute this agreement on Grantee’s behalf.

________________________________________
Signature:
Evelyn Waiwaiole
Vice President of Development and Executive Director of Temple College Foundation

Name (type or print):
Vice President of Development and Executive Director of Temple College Foundation

Title:

Date:
5/4/2021

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The following vendors are single source providers for the Mobile G.O. Trailer Project:

For Trailer Purchase:

Charlie McLeMore, Owner
Magnum Custom Trailers
10806 Hwy 620 North
Austin, TX 78726
(512) 258-4101
www.magnumtrailers.com
Administration of the Oath of Office to Newly-Elected Members of the Board of Trustees

Recommendation: No Action Required

Three Board of Trustee positions were up for election in May 2022.

Two incumbent candidates re-elected to the Board are:
- Harry Adams-Term will expire 2028
- Andrejs Avots-Avotins-Term will expire 2028

Newly elected candidate is:
- Mark H. Durham-Term will expire 2028

There were 4 candidates who filed for election at the May 7, 2022 General Election. The 3 newly-elected members will take the Oath of Office at the meeting. The Oath of Office will be administered by Judy Dohnalik as a Notary Public, State of Texas, County of Bell.