



BOARD OF TRUSTEES

Regular Board Meeting

Thursday, February 14, 2019

2:00 p.m.

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

**WEATHERFORD COLLEGE
BOARD OF TRUSTEES
February 14, 2019
2 p.m.**

AGENDA

A meeting of the Board of Trustees of Weatherford College will be held on Thursday, February 14, 2019 beginning at 2 p.m. in the Allene Strain Community Room of the Doss Student Center, located at 225 College Park Drive, Weatherford, Texas, to consider and act on the following agenda:

1. Call to Order, Invocation and Pledge of Allegiance
2. Open Forum for Individuals Not on the Agenda
3. President's Report:
 - a. Recognitions
 - b. Employee Notices
 - c. Spring Enrollment Update
4. Consent Agenda and Financial Reports:
 - a. Approval of Minutes from the January 10, 2019 Board Meeting
 - b. Financial Reports Ending December 31, 2018 and January 31, 2019
 - c. Budget Amendment #2
 - d. AA/AS Field of Study (FOS) Degree Designations
 - e. Extension of #RFP-04-13 Depository Bank Services
 - f. Change Order for Wise County Campus Roofing Contract
5. Consideration and Possible Action: TASB Policy Service Update 35
6. Reports
 - a. Demand Study Update
 - b. Guided Pathways Report
 - c. How are we doing with student success: Using numbers with heart
7. Future Agenda Items or Meetings:
 - a. Approval of 2019-20 Tuition and Fees
8. Announcements
9. Closed Session:
 - a. Consult with College Attorney, in Accordance with Government Code 551.071
 - b. Deliberate Real Property in Accordance with Government Code 551.072
 - c. Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee, in Accordance with Government Code 551.074

10. Consideration and Possible Action: Real Property

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

12. Adjourn



Open Forum for
Individuals
Not on Agenda



President's Report

- Recognitions
- Employee Notices
- Spring Enrollment Update



**Weatherford College Board of Trustees
Consent Agenda**

DATE: February 14, 2019

AGENDA ITEM #4.a.

SUBJECT: Minutes from the January 10, 2019 regular Board meeting

INFORMATION AND DISCUSSION: None

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

ATTACHMENTS: Minutes from January 10, 2019 board meeting

SUBMITTED BY: Theresa Hutchison, Executive Assistant to the President

**WEATHERFORD COLLEGE
BOARD OF TRUSTEES**

MINUTES OF REGULAR MEETING

January 10, 2019

The Weatherford College Board of Trustees met in regular session at 2:00 p.m., Thursday, January 10, 2019 in the Allene Strain Community Room of the Doss Student Center. Chairman Mac Smith called the meeting to order. Other Trustees present were Elaine Carter, Sue Coody, Roger Grizzard, Dr. Robert Marlett, Judy McAnally and Lela Morris. Dr. Trev Dixon was absent. Brent Baker gave the invocation, and the Pledge of Allegiance was recited.

Call to Order,
Invocation, and
Pledge of Allegiance

No one spoke in open forum.

Open Forum

President Tod Allen Farmer gave the following updates, recognitions and employee notices:

President's Report

a. Recognitions:

- The Weatherford College Foundation. Under the leadership of WC Foundation president and alum Bob Glenn, the WC Foundation awarded more than \$260,000 in scholarships during the 2017-18 academic year.
- Cindy Clifton for being named the 2018 Staff Member of the Year. Cindy is an excellent example of the many great staff members serving at each of our campuses across the system.
- Jon Vandagriff for the publication of his book, "Weatherford College: The First 150 Years," and for establishing the first endowed scholarship of our sesquicentennial year. The Jon and Dottie Vandagriff Scholarship is earmarked for WC history majors.

b. Employment Notices –

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

- Meghan Sheehan, Library Clerk
- Tonya Treadway, Vocational Nursing Instructor

c. Spring Enrollment Update –

Weatherford College is on track to approach or exceed record enrollment again this spring. With 21 days before count date, we have 5,765 students enrolled for the Spring 2019 Semester.

Consent Agenda

The minutes from the December 13, 2018 Board meeting were presented.
The December 13, 2018 minutes are attached.

Minutes

EA (Local) Policy issues the requirement for Board approval to the Academic Calendar. As necessary, the Board may amend the calendar. Mr. Adam Finley, Executive Dean of Student Services, recommended that the Board of Trustees approve the 2019-20 Academic Calendar. *Attached are the following: Policy EA (Local), 2019-20 Academic Calendar.*

2019-2020
Academic Year Calendar

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

Consent Agenda
740-1
Approved

Trey Jansen, Sponsor of Phi Theta Kappa, and Stephanie Gilbert, President of Phi Theta Kappa, along with several representatives were present to discuss their history and role on the Weatherford College campus, and how the formal reaffirmation as the official honor society of Weatherford College will benefit the college and its students. Ms. Coody made the motion to approve the reaffirmation of Phi Theta Kappa as the official honor society of Weatherford College. Dr. Marlett seconded and the motion carried unanimously. *Attached is the Phi Chapter of Phi Theta Kappa proposal.*

Phi Theta Kappa as
Official Honor Society of
Weatherford College
740-2

President Farmer reviewed the following tentative future agenda items:

Future Agenda Items

- a. Financial Reports Ending December 31, 2018 and January 31, 2019
- b. Budget Amendment No. 2

Mr. Brent Baker made the following announcements:

Announcements

- January 12 Home basketball games (2 and 4 p.m.)
- January 14 Spring semester begins
- January 16 Home basketball game (women 6 p.m.)
- January 17 150th Anniversary Kick Off Reception (Texas Hall 4-6 p.m.)
- January 18 Historic Photo Show (Texas Hall)
- January 21 College closed for Martin Luther King, Jr. Day
- January 21 Home basketball games (5:30 and 7:30 p.m.)
- January 25 Jack Harvey Academy of Exemplary Teachers (Doss Heritage Ctr.)
- January 25 Inaugural Softball Booster Club Bowling Tournament (Film Alley 11 a.m.)
- January 26 Home basketball games (2 and 4 p.m.)
- January 28 Spring Student WC 150th Birthday Party
- February 1 Coyote Area Math Championship (Alkek Ctr.)

February 16 Home basketball games (2 and 4 p.m.)

The Board of Trustees entered into Closed Session at 2:17 p.m. to consult with the college attorney in accordance with Government Code 551.072, to deliberate personnel matters, in accordance with Government Code 551.074, and to deliberate real property in accordance with Government Code 551.072.

Closed Session

At 2:47 p.m. the Board reconvened in open session.

Open Session

Mr. Smith made the motion to terminate the Weatherford College employee discussed, in accordance with Government Code 551.074. Mr. Grizzard seconded and the motion carried unanimously

Personnel Matters
740-3.a
Termination of
Employment
Approved

Mr. Smith made the motion to uphold the termination of employee discussed in the December 13, 2018 regular board meeting, in accordance with Government Code 551.074. Ms. Coody seconded and the motion carried unanimously.

Personnel Matters
740-3.b
Termination of
Employment
Approved

At 2:47 p.m. Mr. Smith made the motion to adjourn the meeting. Mr. Grizzard seconded and the motion carried unanimously.

Motion to Adjourn
740-4
Approved

Mac Smith
Chair, Board of Trustees

Lela Morris
Secretary, Board of Trustees



**Weatherford College Board of Trustees
Consent Agenda: Report**

DATE: February 14, 2019

AGENDA ITEM #4.b.

SUBJECT: Financial Report Ending December 31, 2018 and January 31, 2019

INFORMATION AND DISCUSSION: The cash balance as of December 31, 2018 is \$35,753,215.33. This is an increase of \$3,206,310.82 from last year at December 31, 2017. The operating statement at December 31, 2018 indicates that total revenues collected are \$27,908,246 or 55.13% of budget. Total expenditures are \$21,028,735 or 41.54% of budget.

The cash balance as of January 31, 2019 is \$45,558,006.22. This is an increase of \$3,400,337.33 from last year at January 31, 2018. The operating statement at January 31, 2019 indicates that total revenues collected are \$37,814,747 or 74.70% of budget. Total expenditures are \$25,388,648 or 50.16% of budget.

ATTACHMENTS: Cash Balance Report and Operating Statement at December 31, 2018 and January 31, 2019

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

**WEATHERFORD COLLEGE
CASH BALANCE REPORT
12/31/2018**

<u>Unrestricted Funds</u>	<u>Checking</u>	<u>Investments</u>	<u>Payroll & Petty Cash</u>	<u>Total</u>
Beginning Balance	1,514,857.36	26,867,158.15	9,950.70	28,391,966.21
Deposits	5,595,223.08	2,993.00	225,796.41	5,824,012.49
Disbursements	(4,347,140.60)	-	(235,490.37)	(4,582,630.97)
Ending Balance	<u>2,762,939.84</u>	<u>26,870,151.15</u>	<u>256.74</u>	<u>29,633,347.73</u>

Unrestricted Funds:	<u>Checking Acct</u>	<u>Investments</u>	<u>Acct Balance</u>
Maintenance and Carter	2,762,939.84	26,870,151.15	29,633,090.99
Payroll	(4,118.26)	0.00	(4,118.26)
Petty cash	4,375.00	0.00	4,375.00
Sub-total	<u>2,763,196.58</u>	<u>26,870,151.15</u>	<u>29,633,347.73</u>
Restricted Funds:			
Scholarships	(173,695.87)	3,001,888.09	2,828,192.22
Loan	11,167.80	0.00	11,167.80
Schropshire Cap. Impr.	321,617.89	0.00	321,617.89
Construction	5,163.61	0.00	5,163.61
2012 Revenue Bonds	1,580.10	570,000.00	571,580.10
2012 Revenue Bonds Int. & Sinking	31,886.93	0.00	31,886.93
Maintenance Tax Notes Project Fund	-	0.00	-
Maintenance Tax Notes Int. & Sinking	6,312.61	0.00	6,312.61
2007 Limited Tax Refunding Bonds	418,946.44	1,300,000.00	1,718,946.44
Contingency Reserves	625,000.00	0.00	625,000.00
Sub-total	<u>1,247,979.51</u>	<u>4,871,888.09</u>	<u>6,119,867.60</u>
Grand Total	<u>4,011,176.09</u>	<u>31,742,039.24</u>	<u>35,753,215.33</u>

Recap of Investments

<u>Investments</u>	<u>Maturity Date</u>	<u>Current Value</u> <u>12/31/2018</u>	<u>Rate</u>
<u>Prosperity Bank</u>			
Certificates of Deposit	03/27/19	28,720,000.00	2.00%
Money Market Account		<u>3,022,039.24</u>	1.40%
Sub-Total		31,742,039.24	
Total Investments		<u><u>31,742,039.24</u></u>	

**WEATHERFORD COLLEGE
STATEMENT OF REVENUES
December 31, 2018**

	2017-18 Budget			2018-19 Budget			
	Amended Budget	Received 12/31/2017	% of Budget	Amended Budget	Received 12/31/2018	Balance	% of Budget
Operating Revenues							
Tuition							
In-District Resident	\$ 3,945,120	\$ 3,558,817	90.21%	\$ 4,433,505	\$ 3,973,130	\$ 460,376	89.62%
Out-of District Resident	\$ 4,599,272	\$ 4,291,132	93.30%	\$ 5,188,152	\$ 4,265,068	\$ 923,084	82.21%
Out-of District Resident - EC Granbury	\$ 495,708	\$ 449,414	90.66%	\$ 537,704	\$ 427,897	\$ 109,807	79.58%
Out-of District Resident - Wise County	\$ 1,625,716	\$ 1,338,337	82.32%	\$ 1,688,586	\$ 1,345,162	\$ 343,424	79.66%
Non-Resident	\$ 610,393	\$ 557,559	91.34%	\$ 686,176	\$ 430,624	\$ 255,552	62.76%
Differential Tuition	\$ 470,480	\$ 372,740	79.23%	\$ 485,224	\$ 390,200	\$ 95,024	80.42%
State Funded Continuing Education	\$ 850,000	\$ 520,935	61.29%	\$ 925,000	\$ 509,098	\$ 415,902	55.04%
Non-State Funded Continuing Education	\$ 77,700	\$ 21,382	27.52%	\$ 82,800	\$ 11,358	\$ 71,442	13.72%
Total Tuition	\$ 12,674,389	\$ 11,110,317	87.66%	\$ 14,027,147	\$ 11,352,536	\$ 2,674,611	80.93%
Fees							
General Fee	\$ 408,939	\$ 302,526	73.98%	\$ 448,961	\$ 359,735	\$ 89,226	80.13%
Laboratory Fee	\$ 343,626	\$ 309,354	90.03%	\$ 357,316	\$ 305,678	\$ 51,638	85.55%
Total Fees	\$ 752,565	\$ 611,880	81.31%	\$ 806,277	\$ 665,413	\$ 140,864	82.53%
Allowances and Discounts							
Bad Debt Allowance	\$ (106,000)	\$ 3,595	-3.39%	\$ (107,500)	\$ 407	\$ (107,907)	-0.38%
Remissions and Exemptions	\$ (1,201,500)	\$ (1,097,320)	91.33%	\$ (1,373,999)	\$ (1,317,125)	\$ (56,874)	95.86%
Total Allowances and Discounts	\$ (1,307,500)	\$ (1,093,725)	83.65%	\$ (1,481,499)	\$ (1,316,717)	\$ (164,782)	88.88%
Additional Operating Revenues							
Federal Grants and Contracts (Operating)	\$ 1,041,362	\$ 267,443	25.68%	\$ 1,042,886	\$ 337,168	\$ 705,718	32.33%
State Grants and Contracts	\$ 103,913	\$ 12,258	11.80%	\$ 39,598	\$ 16,801	\$ 22,797	42.43%
Non-Governmental Grants	\$ -	\$ -		\$ -	\$ -	\$ -	
Local Grants & Contracts	\$ 2,934,583	\$ 1,177,894	40.14%	\$ 3,284,183	\$ 1,374,405	\$ 1,909,778	41.85%
Sales & Services of Educational Activities	\$ 72,227	\$ 23,156	32.06%	\$ 71,750	\$ 24,095	\$ 47,655	33.58%
Investment income - Program Restricted	\$ 25,300	\$ 7,406	29.27%	\$ 57,000	\$ 4,229	\$ 52,771	7.42%
Other Operating Revenues	\$ 325,375	\$ 95,695	29.41%	\$ 299,400	\$ 53,327	\$ 246,073	17.81%
Total Additional Operating Revenues	\$ 4,502,760	\$ 1,583,853	35.18%	\$ 4,794,817	\$ 1,810,024	\$ 2,984,793	37.75%
Auxiliary Income							
Bookstore	\$ 302,000	\$ 27,208	9.01%	\$ 255,000	\$ 21,665	\$ 233,335	8.50%
Cafeteria	\$ 697,500	\$ 691,586	99.15%	\$ 749,000	\$ 703,212	\$ 45,788	93.89%
Dormitory	\$ 1,182,448	\$ 1,234,052	104.36%	\$ 1,198,480	\$ 1,215,533	\$ (17,053)	101.42%
Intercollegiate Athletics	\$ -	\$ 582		\$ -	\$ 537	\$ (537)	
Student Services	\$ 231,875	\$ 200,527	86.48%	\$ 232,758	\$ 193,000	\$ 39,758	82.92%
Carter Agricultural Center	\$ 47,670	\$ 8,357	17.53%	\$ 54,250	\$ 25,739	\$ 28,511	47.45%
Total Auxiliary Enterprises	\$ 2,461,493	\$ 2,162,312	87.85%	\$ 2,489,488	\$ 2,159,686	\$ 329,802	86.75%
Total Operating Revenues	\$ 19,083,707	\$ 14,374,637	75.32%	\$ 20,636,230	\$ 14,670,942	\$ 5,965,288	71.09%
Non-Operating Revenues							
State Appropriations							
Education and General State Support	\$ 8,461,965	\$ 3,630,219	42.90%	\$ 8,461,965	\$ 3,630,021	\$ 4,831,944	42.90%
State Group Insurance	\$ -	\$ 523,852		\$ -	\$ 547,732	\$ (547,732)	
State Retirement Matching	\$ -	\$ 181,291		\$ -	\$ 184,431	\$ (184,431)	
Professional Nursing Shortage Reduction	\$ 372,197	\$ 147,035	39.50%	\$ 371,210	\$ 131,522	\$ 239,688	35.43%
Total State Appropriations	\$ 8,834,162	\$ 4,482,397	50.74%	\$ 8,833,175	\$ 4,493,707	\$ 4,339,468	50.87%
Maintenance Ad Valorem Taxes-Parker County	\$ 12,857,854	\$ 2,828,365	22.00%	\$ 13,728,664	\$ 4,119,716	\$ 9,608,948	30.01%
Debt Service Ad Valorem Taxes	\$ 586,200	\$ 146,047	24.91%	\$ 586,000	\$ 198,874	\$ 387,127	33.94%
Federal Grants and Contracts (Non-Operating)	\$ 6,360,000	\$ 4,331,223	68.10%	\$ 6,360,000	\$ 4,376,374	\$ 1,983,626	68.81%
Gifts	\$ 36,110	\$ 28,050	77.68%	\$ 29,500	\$ 27,290	\$ 2,211	92.51%
Investment Income	\$ 101,500	\$ 34,826	34.31%	\$ 228,750	\$ 21,345	\$ 207,405	9.33%
Contributions in Aid of Construction	\$ -	\$ -		\$ -	\$ -	\$ -	
Total Non-Operating Revenue	\$ 28,775,826	\$ 11,850,908	41.18%	\$ 29,766,089	\$ 13,237,304	\$ 16,528,785	44.47%
Budgeted Transfers	\$ 456,906	\$ -		\$ 220,562	\$ -	\$ 220,562	
TOTAL	\$ 48,316,439	\$ 26,225,545	54.28%	\$ 50,622,881	\$ 27,908,246	\$ 22,714,635	55.13%

**WEATHERFORD COLLEGE
STATEMENT OF EXPENDITURES
December 31, 2018**

	2017-18 Budget			2018-19 Budget			
	Amended Budget	Expended 12/31/2017	% of Budget	Amended Budget	Expended 12/31/2018	Balance	% of Budget
Operating Expenses							
Unrestricted							
Instruction	\$ 15,422,495	\$ 5,562,773	36.07%	\$ 15,840,485	\$ 5,739,302	\$ 10,101,183	36.23%
Public Service	\$ 30,174	\$ 4,679	15.51%	\$ 29,179	\$ 2,859	\$ 26,320	9.80%
Academic Support	\$ 1,644,317	\$ 513,185	31.21%	\$ 1,673,965	\$ 655,225	\$ 1,018,740	39.14%
Student Services	\$ 2,392,429	\$ 713,867	29.84%	\$ 2,538,702	\$ 825,870	\$ 1,712,832	32.53%
Institutional Support	\$ 8,044,547	\$ 2,494,842	31.01%	\$ 9,063,906	\$ 2,792,342	\$ 6,271,564	30.81%
Operation & Maint. of Plant	\$ 6,008,939	\$ 1,717,067	28.58%	\$ 6,243,240	\$ 2,013,996	\$ 4,229,244	32.26%
Scholarships and Fellowships	\$ -	\$ -		\$ -	\$ -	\$ -	
Staff Benefits	\$ 595,000	\$ 225,777	37.95%	\$ 607,500	\$ 251,097	\$ 356,403	41.33%
Total Unrestricted Educational Activities	\$ 34,137,901	\$ 11,232,189	32.90%	\$ 35,996,977	\$ 12,280,692	\$ 23,716,285	34.12%
Restricted							
Instruction	\$ 1,192,274	\$ 389,761	32.69%	\$ 1,208,936	\$ 401,722	\$ 807,214	33.23%
Public Service	\$ -	\$ 5,298		\$ -	\$ 7,833	\$ (7,833)	
Academic Support	\$ -	\$ -		\$ -	\$ -	\$ -	
Student Services	\$ 33,194	\$ 13,553	40.83%	\$ 36,624	\$ 14,904	\$ 21,720	40.70%
Institutional Support	\$ 9,110	\$ 60	0.66%	\$ 6,294	\$ 983	\$ 5,311	15.61%
Operation & Maint. of Plant	\$ -	\$ -		\$ -	\$ -	\$ -	
Scholarships and Fellowships	\$ 8,197,186	\$ 5,597,020	68.28%	\$ 8,220,076	\$ 5,777,017	\$ 2,443,059	70.28%
Staff Benefits	\$ -	\$ 705,143		\$ -	\$ 732,163	\$ (732,163)	
Total Restricted Educational Activities	\$ 9,431,764	\$ 6,710,835	71.15%	\$ 9,471,930	\$ 6,934,622	\$ 2,537,308	73.21%
Total Educational Activities	\$ 43,569,665	\$ 17,943,024	41.18%	\$ 45,468,907	\$ 19,215,314	\$ 26,253,593	42.26%
Auxiliary Enterprises	\$ 2,595,534	\$ 866,022	33.37%	\$ 2,952,491	\$ 941,437	\$ 2,011,054	31.89%
Depreciation Expense - Buildings and and Land Improvements	\$ -	\$ 549,468		\$ -	\$ 471,913	\$ (471,913)	
Depreciation Expense - Furniture, Machinery, Vehicles, and Other Equipment	\$ -	\$ 183,884		\$ -	\$ 196,656	\$ (196,656)	
Total Operating Expenses	\$ 46,165,199	\$ 19,542,398	42.33%	\$ 48,421,398	\$ 20,825,320	\$ 27,596,078	43.01%
Non-Operating Expenses							
Expenses on Capital Related Debt	\$ 484,588	\$ 33,582	6.93%	\$ 454,433	\$ 27,476	\$ 426,957	6.05%
Gain/Loss on Disposal of Fixed Assets	\$ (2,000)	\$ (5,440)		\$ (2,500)	\$ -	\$ (2,500)	
Other non-operating expense	\$ -	\$ -		\$ -	\$ -	\$ -	
Other Uses of Cash							
Principal on Capital Related Debt	\$ 1,157,317	\$ 90,405	7.81%	\$ 1,201,082	\$ 108,168	\$ 1,092,914	9.01%
Capital Outlay (Non-Construction)	\$ 500,955	\$ 31,375	6.26%	\$ 543,594	\$ 67,771	\$ 475,823	12.47%
TOTAL	\$ 48,306,059	\$ 19,692,320	40.77%	\$ 50,618,007	\$ 21,028,735	\$ 29,589,272	41.54%

**WEATHERFORD COLLEGE
CASH BALANCE REPORT
1/31/2019**

<u>Unrestricted Funds</u>	<u>Checking</u>	<u>Investments</u>	<u>Payroll & Petty Cash</u>	<u>Total</u>
Beginning Balance	2,762,939.84	26,870,151.15	256.74	29,633,347.73
Deposits	13,588,958.61	3,334.88	201,809.33	13,794,102.82
Disbursements	(3,581,028.56)	-	(191,911.01)	(3,772,939.57)
Ending Balance	<u>12,770,869.89</u>	<u>26,873,486.03</u>	<u>10,155.06</u>	<u>39,654,510.98</u>

Unrestricted Funds:	<u>Checking Acct</u>	<u>Investments</u>	<u>Acct Balance</u>
Maintenance and Carter	12,770,869.89	26,873,486.03	39,644,355.92
Payroll	5,780.06	0.00	5,780.06
Petty cash	4,375.00	0.00	4,375.00
Sub-total	<u>12,781,024.95</u>	<u>26,873,486.03</u>	<u>39,654,510.98</u>
Restricted Funds:			
Scholarships	(727,975.57)	3,002,552.24	2,274,576.67
Loan	11,176.93	0.00	11,176.93
Schropshire Cap. Impr.	321,617.89	0.00	321,617.89
Construction	5,165.36	0.00	5,165.36
2012 Revenue Bonds	1,580.64	570,000.00	571,580.64
2012 Revenue Bonds Int. & Sinking	31,897.76	0.00	31,897.76
Maintenance Tax Notes Project Fund	-	0.00	-
Maintenance Tax Notes Int. & Sinking	6,314.75	0.00	6,314.75
2007 Limited Tax Refunding Bonds	756,165.24	1,300,000.00	2,056,165.24
Contingency Reserves	625,000.00	0.00	625,000.00
Sub-total	<u>1,030,943.00</u>	<u>4,872,552.24</u>	<u>5,903,495.24</u>
Grand Total	<u>13,811,967.95</u>	<u>31,746,038.27</u>	<u>45,558,006.22</u>

Recap of Investments

<u>Investments</u>	<u>Maturity Date</u>	<u>Current Value</u> <u>1/31/2019</u>	<u>Rate</u>
<u>Prosperity Bank</u>			
Certificates of Deposit	03/27/19	28,720,000.00	2.00%
Money Market Account		<u>3,026,038.27</u>	1.40%
Sub-Total		31,746,038.27	
Total Investments		<u><u>31,746,038.27</u></u>	

**WEATHERFORD COLLEGE
STATEMENT OF REVENUES
January 31, 2019**

	2017-18 Budget			2018-19 Budget			
	Amended Budget	Received 1/31/2018	% of Budget	Amended Budget	Received 1/31/2019	Balance	% of Budget
Operating Revenues							
Tuition							
In-District Resident	\$ 3,945,120	\$ 3,798,681	96.29%	\$ 4,433,505	\$ 4,221,253	\$ 212,252	95.21%
Out-of District Resident	\$ 4,599,272	\$ 4,436,801	96.47%	\$ 5,188,152	\$ 4,496,134	\$ 692,018	86.66%
Out-of District Resident - EC Granbury	\$ 495,708	\$ 488,963	98.64%	\$ 537,704	\$ 479,625	\$ 58,079	89.20%
Out-of District Resident - Wise County	\$ 1,625,716	\$ 1,454,751	89.48%	\$ 1,688,586	\$ 1,416,308	\$ 272,278	83.88%
Non-Resident	\$ 610,393	\$ 609,127	99.79%	\$ 686,176	\$ 468,790	\$ 217,386	68.32%
Differential Tuition	\$ 470,480	\$ 408,420	86.81%	\$ 485,224	\$ 414,564	\$ 70,660	85.44%
State Funded Continuing Education	\$ 850,000	\$ 613,884	72.22%	\$ 925,000	\$ 654,091	\$ 270,909	70.71%
Non-State Funded Continuing Education	\$ 77,700	\$ 25,515	32.84%	\$ 82,800	\$ 15,395	\$ 67,405	18.59%
Total Tuition	\$ 12,674,389	\$ 11,836,143	93.39%	\$ 14,027,147	\$ 12,166,161	\$ 1,860,986	86.73%
Fees							
General Fee	\$ 408,939	\$ 346,759	84.79%	\$ 448,961	\$ 388,196	\$ 60,765	86.47%
Laboratory Fee	\$ 343,626	\$ 327,040	95.17%	\$ 357,316	\$ 322,471	\$ 34,845	90.25%
Total Fees	\$ 752,565	\$ 673,798	89.53%	\$ 806,277	\$ 710,667	\$ 95,610	88.14%
Allowances and Discounts							
Bad Debt Allowance	\$ (106,000)	\$ 3,595	-3.39%	\$ (107,500)	\$ 407	\$ (107,907)	-0.38%
Remissions and Exemptions	\$ (1,201,500)	\$ (1,218,389)	101.41%	\$ (1,373,999)	\$ (1,476,294)	\$ 102,295	107.45%
Total Allowances and Discounts	\$ (1,307,500)	\$ (1,214,794)	92.91%	\$ (1,481,499)	\$ (1,475,887)	\$ (5,612)	99.62%
Additional Operating Revenues							
Federal Grants and Contracts (Operating)	\$ 1,041,362	\$ 331,809	31.86%	\$ 1,042,886	\$ 399,023	\$ 643,863	38.26%
State Grants and Contracts	\$ 103,913	\$ 12,258	11.80%	\$ 39,598	\$ 26,601	\$ 12,997	67.18%
Non-Governmental Grants	\$ -	\$ -	-	\$ -	\$ -	\$ -	-
Local Grants & Contracts	\$ 2,934,583	\$ 2,092,013	71.29%	\$ 3,284,183	\$ 2,541,257	\$ 742,926	77.38%
Sales & Services of Educational Activities	\$ 72,227	\$ 25,210	34.90%	\$ 71,750	\$ 26,721	\$ 45,029	37.24%
Investment income - Program Restricted	\$ 25,300	\$ 9,444	37.33%	\$ 57,000	\$ 5,407	\$ 51,593	9.49%
Other Operating Revenues	\$ 325,375	\$ 124,349	38.22%	\$ 299,400	\$ 86,750	\$ 212,650	28.97%
Total Additional Operating Revenues	\$ 4,502,760	\$ 2,595,083	57.63%	\$ 4,794,817	\$ 3,085,759	\$ 1,709,058	64.36%
Auxiliary Income							
Bookstore	\$ 302,000	\$ 102,208	33.84%	\$ 255,000	\$ 84,269	\$ 170,731	33.05%
Cafeteria	\$ 697,500	\$ 688,313	98.68%	\$ 749,000	\$ 715,534	\$ 33,466	95.53%
Dormitory	\$ 1,182,448	\$ 1,225,500	103.64%	\$ 1,198,480	\$ 1,228,192	\$ (29,712)	102.48%
Intercollegiate Athletics	\$ -	\$ 582	-	\$ -	\$ 537	\$ (537)	-
Student Services	\$ 231,875	\$ 213,963	92.28%	\$ 232,758	\$ 208,874	\$ 23,884	89.74%
Carter Agricultural Center	\$ 47,670	\$ 16,646	34.92%	\$ 54,250	\$ 28,033	\$ 26,217	51.67%
Total Auxiliary Enterprises	\$ 2,461,493	\$ 2,247,212	91.29%	\$ 2,489,488	\$ 2,265,438	\$ 224,050	91.00%
Total Operating Revenues	\$ 19,083,707	\$ 16,137,442	84.56%	\$ 20,636,230	\$ 16,752,139	\$ 3,884,091	81.18%
Non-Operating Revenues							
State Appropriations							
Education and General State Support	\$ 8,461,965	\$ 3,630,219	42.90%	\$ 8,461,965	\$ 3,630,021	\$ 4,831,944	42.90%
State Group Insurance	\$ -	\$ 654,815	-	\$ -	\$ 684,665	\$ (684,665)	-
State Retirement Matching	\$ -	\$ 195,293	-	\$ -	\$ 184,431	\$ (184,431)	-
Professional Nursing Shortage Reduction	\$ 372,197	\$ 186,989	50.24%	\$ 371,210	\$ 163,633	\$ 207,577	44.08%
Total State Appropriations	\$ 8,834,162	\$ 4,667,316	52.83%	\$ 8,833,175	\$ 4,662,751	\$ 4,170,424	52.79%
Maintenance Ad Valorem Taxes-Parker County							
Debt Service Ad Valorem Taxes	\$ 12,857,854	\$ 10,106,290	78.60%	\$ 13,728,664	\$ 11,127,107	\$ 2,601,557	81.05%
Federal Grants and Contracts (Non-Operating)	\$ 586,200	\$ 518,379	88.43%	\$ 586,000	\$ 535,895	\$ 50,106	91.45%
Gifts	\$ 6,360,000	\$ 4,735,571	74.46%	\$ 6,360,000	\$ 4,678,381	\$ 1,681,619	73.56%
Investment Income	\$ 36,110	\$ 37,940	105.07%	\$ 29,500	\$ 31,587	\$ (2,087)	107.07%
Contributions in Aid of Construction	\$ 101,500	\$ 45,626	44.95%	\$ 228,750	\$ 26,889	\$ 201,861	11.75%
Total Non-Operating Revenue	\$ 28,775,826	\$ 20,111,122	69.89%	\$ 29,766,089	\$ 21,062,608	\$ 8,703,481	70.76%
Budgeted Transfers	\$ 456,906	\$ -	-	\$ 220,562	\$ -	\$ 220,562	-
TOTAL	\$ 48,316,439	\$ 36,248,563	75.02%	\$ 50,622,881	\$ 37,814,747	\$ 12,808,134	74.70%

WEATHERFORD COLLEGE
STATEMENT OF EXPENDITURES
January 31, 2019

	2017-18 Budget			2018-19 Budget			
	Amended Budget	Expended 1/31/2018	% of Budget	Amended Budget	Expended 1/31/2019	Balance	% of Budget
Operating Expenses							
Unrestricted							
Instruction	\$ 15,422,495	\$ 6,606,795	42.84%	\$ 15,840,485	\$ 6,948,345	\$ 8,892,140	43.86%
Public Service	\$ 30,174	\$ 7,454	24.70%	\$ 29,179	\$ 6,834	\$ 22,345	23.42%
Academic Support	\$ 1,644,317	\$ 622,460	37.86%	\$ 1,673,965	\$ 774,141	\$ 899,824	46.25%
Student Services	\$ 2,392,429	\$ 899,228	37.59%	\$ 2,538,702	\$ 1,008,236	\$ 1,530,466	39.71%
Institutional Support	\$ 8,044,547	\$ 2,940,755	36.56%	\$ 9,063,906	\$ 3,310,424	\$ 5,753,482	36.52%
Operation & Maint. of Plant	\$ 6,008,939	\$ 2,974,686	49.50%	\$ 6,243,240	\$ 3,207,988	\$ 3,035,252	51.38%
Scholarships and Fellowships	\$ -	\$ -		\$ -	\$ -	\$ -	
Staff Benefits	\$ 595,000	\$ 270,301	45.43%	\$ 607,500	\$ 266,425	\$ 341,075	43.86%
Total Unrestricted Educational Activities	\$ 34,137,901	\$ 14,321,678	41.95%	\$ 35,996,977	\$ 15,522,392	\$ 20,474,585	43.12%
Restricted							
Instruction	\$ 1,192,274	\$ 487,243	40.87%	\$ 1,208,936	\$ 487,448	\$ 721,488	40.32%
Public Service	\$ -	\$ 6,290		\$ -	\$ 9,219	\$ (9,219)	
Academic Support	\$ -	\$ -		\$ -	\$ -	\$ -	
Student Services	\$ 33,194	\$ 15,667	47.20%	\$ 36,624	\$ 15,827	\$ 20,797	43.22%
Institutional Support	\$ 9,110	\$ 60	0.66%	\$ 6,294	\$ 983	\$ 5,311	15.61%
Operation & Maint. of Plant	\$ -	\$ -		\$ -	\$ -	\$ -	
Scholarships and Fellowships	\$ 8,197,186	\$ 6,132,515	74.81%	\$ 8,220,076	\$ 6,166,422	\$ 2,053,654	75.02%
Staff Benefits	\$ -	\$ 850,108		\$ -	\$ 869,096	\$ (869,096)	
Total Restricted Educational Activities	\$ 9,431,764	\$ 7,491,883	79.43%	\$ 9,471,930	\$ 7,548,996	\$ 1,922,934	79.70%
Total Educational Activities	\$ 43,569,665	\$ 21,813,561	50.07%	\$ 45,468,907	\$ 23,071,388	\$ 22,397,519	50.74%
Auxiliary Enterprises	\$ 2,595,534	\$ 1,024,885	39.49%	\$ 2,952,491	\$ 1,155,703	\$ 1,796,788	39.14%
Depreciation Expense - Buildings and and Land Improvements	\$ -	\$ 686,835		\$ -	\$ 589,891	\$ (589,891)	
Depreciation Expense - Furniture, Machinery, Vehicles, and Other Equipment	\$ -	\$ 229,855		\$ -	\$ 245,820	\$ (245,820)	
Total Operating Expenses	\$ 46,165,199	\$ 23,755,136	51.46%	\$ 48,421,398	\$ 25,062,802	\$ 23,358,596	51.76%
Non-Operating Expenses							
Expenses on Capital Related Debt	\$ 484,588	\$ 154,507	31.88%	\$ 454,433	\$ 143,751	\$ 310,682	31.63%
Gain/Loss on Disposal of Fixed Assets	\$ (2,000)	\$ (5,440)		\$ (2,500)	\$ -	\$ (2,500)	
Other non-operating expense	\$ -	\$ -		\$ -	\$ -	\$ -	
Other Uses of Cash							
Principal on Capital Related Debt	\$ 1,157,317	\$ 90,405	7.81%	\$ 1,201,082	\$ 108,168	\$ 1,092,914	9.01%
Capital Outlay (Non-Construction)	\$ 500,955	\$ 42,873	8.56%	\$ 543,594	\$ 73,927	\$ 469,667	13.60%
TOTAL	\$ 48,306,059	\$ 24,037,480	49.76%	\$ 50,618,007	\$ 25,388,648	\$ 25,229,359	50.16%



**Weatherford College Board of Trustees
Consent Agenda**

DATE: February 14, 2019

AGENDA ITEM #4.c.

SUBJECT: 2018-19 Budget Amendment #2

INFORMATION AND DISCUSSION: The 2018-19 budget amendment #2 is attached for the review and approval by the board of trustees. The budget amendment includes the reallocation of funds for the bonuses, the reallocation of funds for approved equipment and other miscellaneous contingency expenditures for the main campus as well as WCWC, the reallocation of funds for approved professional development, the reallocation of Perkins grant funds, and records the carryover funds for the Upward Bound, Talent Search and Student Support Services grants.

RECOMMENDATION: That the Board of Trustees approves the 2018-19 budget amendment #2 as presented in the attached summary.

ATTACHMENTS: Memorandum from Andra Cantrell to Dr. Tod Allen Farmer summarizing the 2018-19 budget amendment #2.

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

MEMORANDUM

To: Dr. Tod Allen Farmer, President
 From: Dr. Andra R. Cantrell, Executive Vice President for Financial & Administrative Affairs
 Date: February 14, 2019
 Subject: 2018-19 Budget Amendment #2

A summary of the budget amendment is as follows:

Item #	Department	Description	Account #	2018-19 Amended Budget	2018-19 Budget Amendment #2	Proposed Amend 18-19 Budget
1	President's Office	Stipends	10-1-1110-51650	-	1,000	1,000
	General Counsel	Stipends	10-1-1115-51650	-	500	500
	Business Office	Stipends	10-1-1120-51650	-	7,250	7,250
	Purchasing	Stipends	10-1-1125-51650	-	3,500	3,500
	Human Resources	Stipends	10-1-1130-51650	-	2,000	2,000
	ECMW	Stipends	10-1-1140-51650	-	1,000	1,000
	ECG	Stipends	10-1-1143-51650	-	1,750	1,750
	Institutional Effectiveness	Stipends	10-1-1150-51650	-	1,750	1,750
	Student Personnel Services	Stipends	10-1-1500-51650	-	1,000	1,000
	Admissions	Stipends	10-1-1502-51650	-	1,500	1,500
	Registrar	Stipends	10-1-1503-51650	-	5,000	5,000
	Student Counseling	Stipends	10-1-1504-51650	-	500	500
	Career and Transfer Center	Stipends	10-1-1505-51650	-	500	500
	Student Engagement	Stipends	10-1-1506-51650	-	750	750
	Testing	Stipends	10-1-1510-51650	-	2,250	2,250
	ADA/Special Populations	Stipends	10-1-1515-51650	-	2,250	2,250
	Student Outreach & Student Success	Stipends	10-1-1530-51650	-	500	500
	Financial Aid	Stipends	10-1-1550-51650	-	4,250	4,250
	Technology Services	Stipends	10-1-2030-51650	-	7,500	7,500
	Communications	Stipends	10-1-2040-51650	-	500	500
	Institutional Advancement	Stipends	10-1-2050-51650	-	2,000	2,000
	Telecommunications	Stipends	10-1-2060-51650	-	500	500
	Mail Center	Stipends	10-1-2062-51650	-	500	500
	Creative and Graphic Services	Stipends	10-1-2065-51650	-	1,500	1,500
	Campus Security	Stipends	10-1-2075-51650	10,000	6,000	16,000
	Instructional Administration	Stipends	10-1-4100-51650	-	1,500	1,500
	Dean-Health Science	Stipends	10-1-4101-51650	-	583	583
	Dean-Academics	Stipends	10-1-4102-51650	-	1,000	1,000
	Dean-Teacher Ed & Instr. Support	Stipends	10-1-4105-51650	-	1,200	1,200
	Dean-Workforce & Distance Ed	Stipends	10-1-4106-51650	-	1,000	1,000
	Distance Education	Stipends	10-1-4108-51650	-	900	900
	Biology	Stipends	10-1-4110-51650	-	4,500	4,500
	Chemistry	Other Stipends	10-1-4111-51700	-	666	666
	Geology	Stipends	10-1-4112-51650	-	1,667	1,667
	Physics	Stipends	10-1-4113-51650	-	1,167	1,167
	Kinesiology	Stipends	10-1-4120-51650	-	2,000	2,000
	Communications & Fine Arts	Stipends	10-1-4130-51650	-	1,000	1,000
	Art	Stipends	10-1-4131-51650	-	500	500
	Drama	Stipends	10-1-4134-51650	-	500	500
	Music	Stipends	10-1-4135-51650	750	1,500	2,250
	Production	Stipends	10-1-4136-51650	1,650	500	2,150
	Instr. Devel. Reading/Writing	Stipends	10-1-4145-51650	-	1,200	1,200
	Instr. Devel. Math	Stipends	10-1-4146-51650	-	3,500	3,500
	Instructional Support	Stipends	10-1-4154-51650	1,440	3,100	4,540
	Mathematics	Stipends	10-1-4160-51650	-	4,000	4,000
	Education	Stipends	10-1-4177-51650	-	166	166
	Learning Foundations	Stipends	10-1-4178-51650	-	1,000	1,000
	Behavioral Sciences	Stipends	10-1-4180-51650	-	2,000	2,000
	Substance Abuse/Human Services	Stipends	10-1-4185-51650	-	1,083	1,083
	Social Sciences	Stipends	10-1-4190-51650	-	5,000	5,000
	Humanities	Stipends	10-1-4194-51650	3,000	7,100	10,100
	Agriculture	Stipends	10-1-5110-51650	-	500	500
	Veterinary Assisting	Other Stipends	10-1-5115-51700	-	500	500
	Business	Stipends	10-1-5122-51650	-	2,250	2,250

Item				2018-19	2018-19	Proposed
#	Department	Description	Account #	Amended Budget	Budget Amendment #2	Amend 18-19 Budget
	Computer Science	Stipends	10-1-5124-51650	3,000	1,400	4,400
	Cosmetology	Other Stipends	10-1-5134-51700	-	875	875
	Criminal Justice	Stipends	10-1-5135-51650	-	500	500
	Vocational Nursing	Stipends	10-1-5140-51650	-	3,167	3,167
	Radiology Technology	Stipends	10-1-5142-51650	-	2,083	2,083
	Respiratory Therapy	Stipends	10-1-5143-51650	4,500	1,583	6,083
	Occupational Therapy Assistant	Stipends	10-1-5144-51650	-	1,750	1,750
	Emergency Med Tech	Stipends	10-1-5145-51650	-	1,750	1,750
	Phlebotomy	Stipends	10-1-5146-51650	-	1,084	1,084
	Sonography	Stipends	10-1-5147-51650	-	1,584	1,584
	A D N Nursing	Stipends	10-1-5148-51650	-	6,667	6,667
	Physical Therapy Assistant	Stipends	10-1-5149-51650	-	1,750	1,750
	Child Development	Stipends	10-1-5155-51650	-	1,167	1,167
	Fire Science - Degree	Stipends	10-1-5180-51650	-	750	750
	Fire Science Academy	Stipends	10-1-5181-51650	-	750	750
	Workforce/Continuing Education	Stipends	10-1-5300-51650	9,000	4,000	13,000
	Law Enforcement Academy	Stipends	10-1-5310-51650	-	750	750
	Truck Driving	Stipends	10-1-5350-51650	-	2,500	2,500
	Alternative Teacher Cert	Stipends	10-1-5370-51650	-	667	667
	Upward Bound	Stipends	10-1-5605-51650	-	1,000	1,000
	Talent Search	Stipends	10-1-5606-51650	-	2,000	2,000
	Student Support Services	Stipends	10-1-5624-51650	-	2,000	2,000
	Learning Resource Center	Stipends	10-1-6000-51650	-	3,250	3,250
	Center for Research & Writing	Stipends	10-1-6010-51650	-	1,250	1,250
	Audio Visual Academic Support	Stipends	10-1-6020-51650	-	500	500
	WCWC	Stipends	10-2-1200-51650	-	500	500
	WCWC-Testing	Stipends	10-2-1210-51650	-	500	500
	WCWC-ADA/Special Populations	Stipends	10-2-1215-51650	-	250	250
	WCWC-Student Personnel Services	Stipends	10-2-1500-51650	-	1,000	1,000
	WCWC-Technology Services	Stipends	10-2-2030-51650	-	750	750
	WCWC-Campus Security	Stipends	10-2-2075-51650	-	1,250	1,250
	WCWC-Instr. Dev. Math	Stipends	10-2-4146-51650	-	200	200
	WCWC-Tutoring Dev. Reading/Writing	Stipends	10-2-4147-51650	-	250	250
	WCWC-Instructional Admin	Stipends	10-2-4200-51650	-	1,000	1,000
	WCWC-Biology	Stipends	10-2-4210-51650	-	500	500
	WCWC-Instructional Support	Stipends	10-2-4254-51650	-	1,000	1,000
	WCWC-Mathematics	Stipends	10-2-4260-51650	-	300	300
	WCWC-Social Sciences	Stipends	10-2-4290-51650	-	1,000	1,000
	WCWC-Humanities	Stipends	10-2-4294-51650	-	500	500
	WCWC-Cosmetology	Stipends	10-2-5134-51650	-	625	625
	WCWC-A D N Nursing	Stipends	10-2-5148-51650	-	2,666	2,666
	WCWC-Computer Science	Stipends	10-2-5224-51650	-	100	100
	WCWC-Workforce/Continuing Ed	Stipends	10-2-5400-51650	-	500	500
	WCWC-Learning Resource Center	Stipends	10-2-6200-51650	-	250	250
	WCWC-Custodial Services	Stipends	10-2-8030-51650	-	2,250	2,250
	WCWC Transfers	Transfer from Reserves	10-2-0900-43000	(220,562)	(15,391)	(235,953)
	Food Service	Stipends	15-1-1720-51650	-	6,750	6,750
	Dormitories	Stipends	15-1-1740-51650	-	1,500	1,500
	Student Activities	Stipends	15-1-9200-51650	-	250	250
	Athletics-Administration	Stipends	15-1-9400-51650	-	1,500	1,500
	Men's Basketball Athletics Admin	Stipends	15-1-9500-51650	1,800	500	2,300
	Womens Basketball Athletics Admin	Stipends	15-1-9501-51650	1,800	500	2,300
	Baseball Athletic Administration	Stipends	15-1-9502-51650	-	500	500
	Softball Athletic Administration	Stipends	15-1-9503-51650	-	500	500
	Rodeo Athletic Administration	Stipends	15-1-9504-51650	-	1,000	1,000
	Transfers	Transfers from Operating	15-0-0900-64210	-	(13,000)	(13,000)
	Transfers	Transfers to Auxiliary	10-0-0900-64515	-	13,000	13,000
	Carter Endowment Fund	Stipends	51-1-0000-51650	-	500	500
	Staff Benefits	Fica matching	10-1-3000-52100	-	3,842	3,842
	Transfers	Transfer from Reserves	10-0-0900-43000	-	(169,451)	(169,451)
	<i>(To reallocate funds for the 2018-19 Bonuses.)</i>					
2	EC - Mineral Wells	Equipment \$500-\$4999 Non-Capit	10-1-1140-54950	-	1,898	1,898
	Institutional Research	Dues & Subscriptions & Licenses	10-1-1150-53150	64,584	4,438	69,022
	Institutional Research	Leases of Equip and/or Vehicles	10-1-1150-54150	-	526	526
	Student Personnel Services	Dues & Subscriptions & Licenses	10-1-1500-53150	22,455	4,438	26,893
	Registrar	Equipment \$500-\$4999 Non-Capit	10-1-1503-54950	-	1,011	1,011

Item				2018-19	2018-19	Proposed
#	Department	Description	Account #	Amended Budget	Budget Amendment #2	Amend 18-19 Budget
	Instructional Adm.-Academic	Dues & Subscriptions & Licenses	10-1-4100-53150	26,220	4,438	30,658
	Music	Supplies - Office	10-1-4135-53100	250	1,124	1,374
	Music	Equipment \$500-\$4999 Non-Capit	10-1-4135-54950	-	959	959
	Production	Contract Services	10-1-4136-53140	7,815	420	8,235
	Instructional Support	Equipment Service Agreement	10-1-4154-53175	-	159	159
	Instructional Support	Equipment Service Agreement	10-1-4154-54950	-	1,049	1,049
	Audio Visual Academic Support	Supplies - Instructional	10-1-6020-53103	-	6,506	6,506
	General Institutional	Contract Services	10-1-2010-53140	7,500	7,379	14,879
	General Institutional	Equipment \$500-\$4999 Non-Capit	10-1-2010-54950	-	18,495	18,495
	General Institutional	Equipment Contingency	10-1-2010-55000	250,000	(52,840)	197,160
	<i>(To record approved equipment and miscellaneous contingency expenditures.)</i>					
3	Dean - Academics	Travel - Faculty & Staff	10-1-4102-54100	1,300	376	1,676
	Chemistry	Travel - Faculty & Staff	10-1-4111-54100	958	695	1,653
	Communications & Fine Arts	Travel - Faculty & Staff	10-1-4130-54100	-	366	366
	Mathematics	Travel - Faculty & Staff	10-1-4160-54100	1,360	196	1,556
	Behavioral Sciences	Travel - Faculty & Staff	10-1-4180-54100	400	188	588
	Humanities	Travel - Faculty & Staff	10-1-4194-54100	5,200	155	5,355
	General Institutional	Staff Development	10-1-2010-54600	69,599	(1,976)	67,623
	<i>(To reallocate funds for approved professional development expenditures.)</i>					
4	WCWC - Technology	Equipment Service Agreement	10-2-2030-53175	30,500	1,425	31,925
	WCWC - Mathematics	Equipment Service Agreement	10-2-4260-53175	-	259	259
	WCWC - Mathematics	Equipment \$500-\$4999 Non-Capit	10-2-4260-54950	-	2,181	2,181
	WCWC Transfers	Transfer from Reserves	10-2-0900-43000	(235,953)	(3,865)	(239,818)
	<i>(To record WCWC approved equipment and miscellaneous contingency expenditures.)</i>					
5	Current Restricted - OP. Grant	Federal Grants - Perkins	30-0-0000-40600	(226,284)	(32,182)	(258,466)
	Perkins - Upgrade Curriculum	Supplies - Instructional	30-1-1010-53103	13,385	(7,475)	5,910
	Perkins - Upgrade Curriculum	Dues & Subscrip & Licenses	30-1-1010-53150	-	930	930
	Perkins - Upgrade Curriculum	Equipment \$500-\$4999 Non Capit	30-1-1010-54950	38,050	32,873	70,923
	Perkins - Professional Develop	Travel - Faculty & Staff	30-1-1020-54100	20,313	5,700	26,013
	Perkins - Guidance & Counseling	Dues & Subscrip & Licenses	30-1-1030-53150	6,400	(1,900)	4,500
	Perkins - Instructional Equip	Equipment \$5000 & Above Capit	30-1-1040-55000	86,143	(7,619)	78,524
	Perkins - Special Populations	Disadvantaged Child Care	30-1-1050-54400	26,000	8,651	34,651
	Perkins - Special Populations	Equipment \$500-\$4999 Non Capit	30-1-1050-54950	2,224	(511)	1,713
	Perkins - Administration	Indirect Costs	30-1-1070-54550	10,774	1,533	12,307
	<i>(To record reallocation of Perkins grant funds.)</i>					
6	Current Restricted - OP. Grant	Federal Grants - Upward Bound	30-0-0000-40642	(263,953)	(26,537)	(290,490)
	Upward Bound	Summer Faculty Salaries	30-1-5405-51105	13,000	4,000	17,000
	Upward Bound	Classified Salaries	30-1-5405-51400	31,911	(20,000)	11,911
	Upward Bound	Part-time Wages	30-1-5405-51750	4,200	5,800	10,000
	Upward Bound	Supplies - Office	30-1-5405-53100	125	375	500
	Upward Bound	Supplies - Instructional	30-1-5405-53103	-	2,500	2,500
	Upward Bound	Supplies - Other Operat	30-1-5405-53104	600	1,400	2,000
	Upward Bound	Promotional & Awards	30-1-5405-53116	100	250	350
	Upward Bound	Inst. Copier Usage	30-1-5405-53135	1,428	72	1,500
	Upward Bound	Contract Services	30-1-5405-53140	-	4,000	4,000
	Upward Bound	Assessment & Testing Fees	30-1-5405-53145	-	500	500
	Upward Bound	Software Licensing	30-1-5405-53146	600	(101)	499
	Upward Bound	Dues & Subscrip & Licenses	30-1-5405-53150	1,000	350	1,350
	Upward Bound	Summer UB Program	30-1-5405-53167	23,000	5,812	28,812
	Upward Bound	Printing & Preprinted Forms	30-1-5405-53170	-	500	500
	Upward Bound	Curriculum	30-1-5405-53172	-	1,500	1,500
	Upward Bound	Insurance	30-1-5405-53435	-	600	600
	Upward Bound	Fuel	30-1-5405-53850	400	(100)	300
	Upward Bound	Vehicle Mileage Allocation	30-1-5405-53890	2,000	1,800	3,800
	Upward Bound	Travel - Faculty & Staff	30-1-5405-54100	993	4,517.00	5,510
	Upward Bound	Travel - Student	30-1-5405-54102	580	3,803.00	4,383
	Upward Bound	Luncheons & Receptions	30-1-5405-54143	-	3,900.00	3,900
	Upward Bound	Administration Costs	30-1-5405-54500	16,629	2,059.00	18,688
	Upward Bound	Student Stipends	30-1-5405-58400	11,000	4,000.00	15,000
	Upward Bound	Tuition and Fee Charges	30-1-5405-58500	10,000	(1,000.00)	9,000
	<i>(To record Upward Bound grant increase & carryover.)</i>					
7	Talent Search	Federal Grants - Talent Search	30-0-5407-40600	(291,264)	(24,132.00)	(315,396)

				2018-19	2018-19	Proposed
Item				Amended	Budget	Amend 18-19
#	Department	Description	Account #	Budget	Amendment #2	Budget
	Talent Search	Institutional Copier Charge	30-1-5407-53135	2,000	1,000.00	3,000
	Talent Search	Mail Service & Shipping & Post	30-1-5407-53177	1,442	389.00	1,831
	Talent Search	Travel - Students	30-1-5407-54102	12,739	16,991.00	29,730
	Talent Search	Luncheons & Receptions	30-1-5407-54143	2,178	3,822.00	6,000
	Talent Search	Indirect Costs	30-1-5405-54500	23,301	1,930.00	25,231
	Talent Search	Luncheons & Receptions	10-1-5606-54143	-	1,930.00	1,930
	Indirect Cost Reimbursement	Indirect Cost Reimbursement	10-0-0500-40610	(67,328)	(1,930.00)	(69,258)
	<i>(To record Talent Search grant increase & carryover.)</i>					
8	Student Support Services	Federal Grants - SSS	30-0-5420-40600	(261,385)	(27,244.00)	(288,629)
	Student Support Services	Control Account	30-1-5420-59900	-	27,244.00	27,244
	<i>(To record Student Support Services grant increase & carryover.)</i>					



**Weatherford College Board of Trustees
Consent Agenda**

DATE: February 14, 2019

AGENDA ITEM #4.d.

SUBJECT: AA/AS Field of Study (FOS) Degree Designations

INFORMATION AND DISCUSSION: Mr. Endy will share information with the Board of Trustees about the proposal to modify the institution's Associate of Arts and Associate of Science general degrees to include specific majors and the coding associated with these foci. This change will advance WC's efforts to clarify and specify pathways for degree completion while allowing those with a less concentrated focus to continue to pursue the generic AA and AS options. The first batch of proposals offered for Board of Trustees' consideration feature FOS approved by the Texas Higher Education Coordinating Board (THECB). We will approach the Board later this spring with proposed degree options for several fields which have yet to be associated by the THECB with mandated FOS curricula. The proposed degree options are:

Biology AS
Business Administration AA
Chemical Engineering AS
Civil Engineering AS
Computer Science AS
Criminal Justice AA
Economics AA
Electrical Engineering AS
English Language and Literature AA
Mechanical Engineering AS
Music AA
Political Science and Government AA
Psychology AA
Social Work AA
Sociology AA

RECOMMENDATIONS: That the Board of Trustees approve the AA/AS Field of Study (FOS) Degree Designations as presented.

ATTACHMENTS: None.

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



**Weatherford College Board of Trustees
Consent Agenda**

DATE: February 14, 2019

AGENDA ITEM #4.e.

SUBJECT: Consent Agenda: Extension of #RFP-04-13 Depository Bank Services

INFORMATION AND DISCUSSION: In 2013, the College completed a formal Request for Proposals to all interested bank depositories in the area. Based upon the proposed interest and fees offered, Prosperity Bank was selected as the best value to the College for the two year period ending August 31, 2015, along with two optional two-year extensions. The College exercised its two optional two-year extensions through August 31, 2019.

Due to the implementation of the new Colleague software for the new ERP system, the administration is recommending an extension of the Depository Contract for one more year in anticipation of any changes in specs that would be required. In addition, based upon the revenue generated, the fees expended and the services provided during the past six fiscal years, the administration recommends extending the contract for depository bank services for an additional one year beginning September 1, 2019 through August 31, 2020. The services performed by Prosperity Bank have met all agreed deadlines and requirements of the School Depository Act and Chapter 45 of the Texas Education Code.

Attached you will find a commitment from Prosperity Bank for an additional one year extension.

RECOMMENDATION: That the Board of Trustees approves Prosperity Bank for depository bank services for a period of one year beginning September 1, 2019 through August 31, 2020.

ATTACHMENTS: Letter from Prosperity Bank dated January 22, 2019.

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



PROSPERITY BANK®

January 22, 2019

Weatherford College
225 College Park Dr.
Weatherford, TX 76086

Dear Ms. Cantrell:

The Depository Services Contract between Weatherford College and Prosperity Bank has been renewed on a two year basis. The previous renewal of the contract by and between the College and the Bank was as of August 31, 2017.

By signing this letter and returning it for our files, you agree to renewal of this contract for an additional one year-September 1, 2019 through August 31, 2020. All terms will remain the same:

NOW Accounts- Prosperity Bank NOW sheet rate with a floor of 0.40%

Special Investment Money Market Account- Prosperity Bank Premier Money Market sheet rate +.50% will be maintained according to the previous agreement dated September 17, 2018.

We appreciate our business relationship with Weatherford College and look forward to working with you in the future. If you have any questions, please let me know. I may be reached at 817-598-0045 or by email Kim.duncan@prosperitybankusa.com

Sincerely,

Kimberly Duncan,
Vice President

Agreed and accepted on behalf of Weatherford College:

Weatherford College, Andra Cantrell

Title

Date

Agreed and accepted on behalf of Prosperity Bank:

Prosperity Bank, Kimberly Duncan

Vice President

Title

1-22-19

Date





**Weatherford College Board of Trustees
Consent Agenda**

DATE: February 14, 2019

AGENDA ITEM #4.f.

SUBJECT: Consent Agenda: Weatherford College Wise County Re-Roofing Contract Change Order No. 1

INFORMATION AND DISCUSSION: Attached you will find Change Order No. 1 to the Weatherford College Wise County Re-Roofing Contract in the credit amount of \$40,000 bringing the total contract amount to \$1,045,000. This change order includes the removal of the owner's contingency amount of \$40,000.

RECOMMENDATION: That the Board of Trustees approves the Change Order No. 1 to the Weatherford College Wise County Re-Roofing Contract in the credit amount of \$40,000 bringing the total contract amount to \$1,045,000.

ATTACHMENTS: Change Order No. 1 to the Weatherford College Wise County Re-Roofing Contract.

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



AIA Document G701™ – 2017

Change Order

PROJECT: *(Name and address)*
 Re-Roofing Project, Weatherford
 College
 Wise County, Bridgeport, Texas
 5180 US-380, Bridgeport, TX
 76426

CONTRACT INFORMATION:
 Contract For: Re-Roofing

CHANGE ORDER INFORMATION:
 Change Order Number: 001

Date: 07/16/2018

Date: 02/01/2019

OWNER: *(Name and address)*
 Weatherford College
 225 College Park Drive
 Weatherford, Texas 76086

ARCHITECT: *(Name and address)*
 Hahnfeld Hoffer Stanford
 200 Bailey Avenue, Suite 200
 Fort Worth, Texas 76107

CONTRACTOR: *(Name and address)*
 Crawford R W, LLC
 1509 S Sylvania Avenue
 Fort Worth, Texas 76111

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

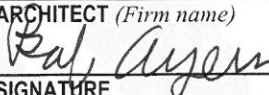
Request for Time Extension; refer to Exhibit 'A', attached hereto.
 Remove Owner's Contingency of \$40,000.00.

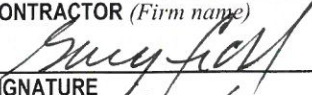

The original Contract Sum was	\$ 1,085,000.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 1,085,000.00
The Contract Sum will be decreased by this Change Order in the amount of	\$ 40,000.00
The new Contract Sum including this Change Order will be	\$ 1,045,000.00

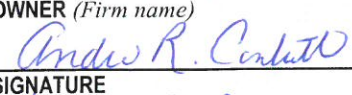
The Contract Time will be increased by Forty-Two (42) days.
 The new date of Substantial Completion will be February 7, 2019

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Hahnfeld Hoffer Stanford
 ARCHITECT *(Firm name)*

 SIGNATURE
 Bob Ayers, AIA, Principal
 PRINTED NAME AND TITLE
 February 1, 2019
 DATE

Crawford R W, LLC
 CONTRACTOR *(Firm name)*

 SIGNATURE

 PRINTED NAME AND TITLE
 2-5-19
 DATE

Weatherford College
 OWNER *(Firm name)*

 SIGNATURE
 ANDRA R. CANTRELL
 PRINTED NAME AND TITLE
 2/6/2019
 DATE

Crawford JW, LLC 1505 S. Sylvania Ave. Fort Worth, TX 76111

SUBSTANTIAL COMPLETION REQUEST

Reroofing Project, Weatherford College

Contract Date: July 16, 2018

Notice to Proceed Date: August 9, 2018

Substantial Completion Date: December 27, 2018

We would like to request an inspection for Substantial Completion on January 31, 2019

Crawford RW, LLC

1509 S Sylvania Ave.

Fort Worth, TX 76111

REQUEST FOR CONTRACT TIME EXTENSION

Reroofing Project, Weatherford College

Contract Date: July 16, 2018

Notice to Proceed Date: August 9, 2018

Substantial Completion Date: December 27, 2018

Based on the attached weather data we are requesting a time extension of 42 days that included rain.

Bob Ayers

From: Gary <gary@crawfordrw.com>
Sent: Tuesday, January 22, 2019 4:45 PM
To: Bob Ayers
Cc: Bryce Crawford
Subject: Weatherford College
Attachments: ATT00001.htm; Weatherford College Time Extension Request.pdf

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To: bayers@hahnfeld.com [Remove](#) this sender from my allow list
From: gary@crawfordrw.com

You received this message because the sender is on your allow list.

Day	High (°F)	Low (°F)	Precip. (inch)	Snow (inch)	Snow depth (inch)
1 dec 2018	71.9	55.9	0.23	-	-
2 dec 2018	65.1	41.8	0.00	-	-
3 dec 2018	57.9	37.9	0.00	-	-
4 dec 2018	53.1	24.1	0.00	-	-
5 dec 2018	48.7	23.0	0.00	-	-
6 dec 2018	-	-	-	-	-
7 dec 2018	55.5	43.8	0.01	-	-
8 dec 2018	48.9	37.9	0.75	-	-
9 dec 2018	39.9	35.1	0.42	-	-
10 dec 2018	48.0	27.0	0.00	-	-
11 dec 2018	57.9	26.1	0.00	-	-
12 dec 2018	61.0	39.9	0.00	-	-
13 dec 2018	61.0	48.9	0.01	-	-
14 dec 2018	62.1	41.0	0.50	-	-
15 dec 2018	50.0	30.1	0.10	-	-
16 dec 2018	59.0	32.0	0.00	-	-
17 dec 2018	62.1	35.1	0.00	-	-
18 dec 2018	54.0	37.9	0.00	-	-
19 dec 2018	73.0	37.9	0.00	-	-
20 dec 2018	55.9	43.0	0.00	-	-
21 dec 2018	-	-	-	-	-
22 dec 2018	-	-	-	-	-
23 dec 2018	-	-	-	-	-
24 dec 2018	-	-	-	-	-
25 dec 2018	-	-	-	-	-
26 dec 2018	-	-	-	-	-
27 dec 2018	-	-	-	-	-
28 dec 2018	-	-	-	-	-
29 dec 2018	-	-	-	-	-
30 dec 2018	41.0	30.5	0.00	-	-
31 dec 2018	44.0	28.1	0.43	-	-

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From: gary@crawfordrw.com

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Day	High (°F)	Low (°F)	Precip. (inch)	Snow (inch)	Snow depth (inch)
1 nov 2018	50.1	46.0	1.01	-	-
2 nov 2018	52.1	40.8	0.00	-	-
3 nov 2018	73.0	46.0	0.00	-	-
4 nov 2018	73.0	43.0	0.00	-	-
5 nov 2018	53.0	46.0	0.00	-	-
6 nov 2018	78.1	48.0	0.00	-	-
7 nov 2018	75.0	43.0	0.02	-	-
8 nov 2018	60.1	54.0	0.01	-	-
9 nov 2018	-	-	-	-	-
10 nov 2018	55.0	32.0	0.00	-	-
11 nov 2018	53.1	30.0	0.00	-	-
12 nov 2018	52.0	44.1	0.15	-	-
13 nov 2018	45.0	27.0	0.00	-	-
14 nov 2018	43.0	21.0	0.00	-	-
15 nov 2018	41.0	21.0	0.00	-	-
16 nov 2018	66.0	32.0	0.00	-	-
17 nov 2018	69.0	42.1	0.00	-	-
18 nov 2018	73.0	36.0	0.00	-	-
19 nov 2018	61.0	30.0	0.00	-	-
20 nov 2018	55.0	30.0	0.00	-	-
21 nov 2018	-	-	-	-	-
22 nov 2018	-	-	-	-	-
23 nov 2018	73.0	44.1	0.00	-	-
24 nov 2018	77.0	43.0	0.00	-	-
25 nov 2018	66.0	53.1	0.00	-	-
26 nov 2018	59.0	26.1	0.00	-	-
27 nov 2018	51.0	26.1	0.00	-	-
28 nov 2018	66.0	37.0	0.00	-	-
29 nov 2018	72.0	46.0	0.00	-	-
30 nov 2018	73.0	50.0	0.00	-	-

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From: gary@crawfordrw.com

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Day	High (°F)	Low (°F)	Precip. (inch)	Snow (inch)	Snow depth (inch)
1 oct 2018	84.9	71.1	0.00	-	-
2 oct 2018	88.0	70.0	0.00	-	-
3 oct 2018	87.1	70.1	0.00	-	-
4 oct 2018	89.1	72.0	0.00	-	-
5 oct 2018	90.0	73.0	0.00	-	-
6 oct 2018	88.0	72.0	0.00	-	-
7 oct 2018	89.1	69.1	0.06	-	-
8 oct 2018	88.0	72.0	0.05	-	-
9 oct 2018	88.0	70.0	0.30	-	-
10 oct 2018	79.0	55.0	1.13	-	-
11 oct 2018	69.1	52.0	0.00	-	-
12 oct 2018	70.0	51.1	0.10	-	-
13 oct 2018	64.9	59.0	0.54	-	-
14 oct 2018	62.1	57.9	1.46	-	-
15 oct 2018	75.9	42.1	1.26	-	-
16 oct 2018	61.0	42.1	0.00	-	-
17 oct 2018	52.0	45.0	0.15	-	-
18 oct 2018	57.9	40.9	0.33	-	-
19 oct 2018	64.0	54.0	0.15	-	-
20 oct 2018	61.0	51.1	0.72	-	-
21 oct 2018	79.0	46.0	0.00	-	-
22 oct 2018	76.0	50.0	0.00	-	-
23 oct 2018	80.9	50.0	0.00	-	-
24 oct 2018	78.1	50.1	0.00	-	-
25 oct 2018	85.0	52.0	1.53	-	-
26 oct 2018	90.1	54.0	0.00	-	-
27 oct 2018	71.0	46.0	0.00	-	-
28 oct 2018	80.1	50.0	0.00	-	-
29 oct 2018	82.9	50.0	0.00	-	-
30 oct 2018	84.0	52.1	0.00	-	-
31 oct 2018	84.0	50.1	0.00	-	-

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 From: gary@crawfordrw.com

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Day	High (°F)	Low (°F)	Precip. (inch)	Snow (inch)	Snow depth (inch)
1 sep 2018	92.0	77.0	0.00	-	-
2 sep 2018	95.0	75.0	0.00	-	-
3 sep 2018	90.0	73.0	0.00	-	-
4 sep 2018	84.0	73.0	0.07	-	-
5 sep 2018	89.1	73.0	1.55	-	-
6 sep 2018	-	-	-	-	-
7 sep 2018	85.0	70.0	1.06	-	-
8 sep 2018	80.0	72.0	0.00	-	-
9 sep 2018	78.0	76.0	0.56	-	-
10 sep 2018	75.0	64.0	0.00	-	-
11 sep 2018	75.0	60.0	0.07	-	-
12 sep 2018	78.1	60.0	0.04	-	-
13 sep 2018	-	-	-	-	-
14 sep 2018	87.1	69.1	0.00	-	-
15 sep 2018	84.0	69.1	0.05	-	-
16 sep 2018	90.0	71.1	0.00	-	-
17 sep 2018	90.0	72.0	0.00	-	-
18 sep 2018	91.0	73.0	0.00	-	-
19 sep 2018	90.0	73.0	0.00	-	-
20 sep 2018	90.0	73.0	0.00	-	-
21 sep 2018	91.0	70.0	0.13	-	-
22 sep 2018	84.0	63.0	5.25	-	-
23 sep 2018	79.0	64.0	0.43	-	-
24 sep 2018	71.0	64.0	0.05	-	-
25 sep 2018	61.0	60.0	0.00	-	-
26 sep 2018	-	-	-	-	-
27 sep 2018	-	-	-	-	-
28 sep 2018	70.0	50.0	0.00	-	-
29 sep 2018	70.0	53.0	0.00	-	-
30 sep 2018	60.0	60.0	0.00	-	-

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 From: gary@crawfordrw.com

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Day	High (°F)	Low (°F)	Precip. (inch)	Snow (inch)	Snow depth (inch)
1 aug 2018	86.0	66.2	0.00	-	-
2 aug 2018	-	-	-	-	-
3 aug 2018	82.1	73.0	0.00	-	-
4 aug 2018	88.0	73.9	0.00	-	-
5 aug 2018	88.1	73.9	0.00	-	-
6 aug 2018	100.9	75.9	0.00	-	-
7 aug 2018	96.0	75.9	0.00	-	-
8 aug 2018	100.9	78.1	0.00	-	-
9 aug 2018	95.0	72.0	0.81	-	-
10 aug 2018	-	-	-	-	-
11 aug 2018	80.1	70.0	0.21	-	-
12 aug 2018	82.9	71.1	0.11	-	-
13 aug 2018	89.0	71.1	0.71	-	-
14 aug 2018	81.0	71.1	1.59	-	-
15 aug 2018	88.0	68.0	0.52	-	-
16 aug 2018	92.0	75.9	0.00	-	-
17 aug 2018	-	-	-	-	-
18 aug 2018	99.0	75.0	0.00	-	-
19 aug 2018	90.0	76.0	0.95	-	-
20 aug 2018	98.0	73.9	0.00	-	-
21 aug 2018	91.0	69.0	0.00	-	-
22 aug 2018	91.0	66.9	0.00	-	-
23 aug 2018	93.0	73.9	0.00	-	-
24 aug 2018	98.1	73.9	0.00	-	-
25 aug 2018	99.0	75.9	0.00	-	-
26 aug 2018	97.1	71.9	0.00	-	-
27 aug 2018	95.0	72.0	0.00	-	-
28 aug 2018	92.0	72.0	0.00	-	-
29 aug 2018	92.0	72.0	0.00	-	-
30 aug 2018	95.0	73.9	0.00	-	-
31 aug 2018	-	-	-	-	-

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Weatherford College Board of Trustees

DATE: February 14, 2019

AGENDA ITEM: 5

SUBJECT: TASB Policy Service Update #35

INFORMATION AND DISCUSSION: Weatherford College utilizes the Texas Association of School Boards (TASB) Policy Service for legal and local policies contained in the *Weatherford College Board Policy Manual*. TASB provides ongoing updates for college districts to ensure that the *Manual* is current and reliable. The most recent update by TASB is #35.

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

In addition, TASB recommends updates to “local” policies, which the Board of Trustees may approve as written, or amended, to ensure that the College’s local policies are consistent with recent changes in legislation and legal policies. Below are the Local policies included in Update #35, along with explanatory notes regarding the recommended changes:

Policy Code	Action	Explanatory Note
CDE (Local)	REPLACE policy	ACCOUNTING: FINANCIAL ETHICS Recommended revisions to this policy are to clarify that reports of suspected impropriety may be made to a person who has authority to investigate the alleged activity, including the other individuals listed in the policy.
CHE (Local)	REPLACE policy	SITE MANAGEMENT: MAIL AND DELIVERY Revisions to this policy are recommended for consistency with policy style.
CKD (Local)	ADD policy	INSURANCE AND ANNUITIES MANAGEMENT: HEALTH AND LIFE INSURANCE The enclosed policy addressing the college district's contribution to employee health and life insurance programs and continuation of coverage while an employee is on paid leave is recommended for inclusion in the college district's policy manual.
CKF (Local)	REPLACE policy	INSURANCE AND ANNUITIES MANAGEMENT: UNEMPLOYMENT INSURANCE Revisions to this policy are recommended for clarification and consistency

		with policy style.
DBF (Local)	REPLACE policy	EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: OUTSIDE EMPLOYMENT The subtitle of this policy has been changed to Outside Employment.
DH (Local)	REPLACE policy	EMPLOYEE STANDARDS OF CONDUCT Recommended revisions to this policy are to clarify provisions addressing the use of tobacco and e-cigarettes, including the definition of "e-cigarette" in accordance with state law.
DHB (Local)	REPLACE policy	EMPLOYEE STANDARDS OF CONDUCT: SEARCHES AND ALCOHOL/DRUG TESTING Provisions addressing reasonable suspicion alcohol and drug testing are recommended for inclusion in the college district's policy manual. The new provisions also address consequences for an employee's refusal to comply with testing and for violation of the college district's drug and alcohol policy.
DIAB (Local)	REPLACE policy	FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION: OTHER PROTECTED CHARACTERISTICS Recommended revisions to this policy are to clarify procedures for referring allegations of prohibited conduct to other policies and appeal processes when applicable.
EFCD (Local)	REPLACE policy	SPECIAL PROGRAMS: HIGH SCHOOL EQUIVALENCY TESTING CENTERS Revisions to this policy are recommended to clarify provisions addressing the administration of high school equivalency tests.
FEA (Local)	REPLACE policy	FINANCING EDUCATION: FINANCIAL AID AND SCHOLARSHIPS Revisions to the provisions addressing debt management and loan repayment are recommended to conform with the 2018 edition of the Principles of Accreditation: Foundation for Quality Enhancement published by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
FFDB (Local)	REPLACE policy	FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION: OTHER PROTECTED CHARACTERISTICS Recommended revisions to this policy are to clarify procedures for referring allegations of prohibited conduct to other policies and appeal processes when applicable.
GDA (Local)	REPLACE policy	COMMUNITY USE OF COLLEGE DISTRICT FACILITIES: CONDUCT ON COLLEGE DISTRICT PREMISES Revisions to this policy are recommended to clarify provisions addressing the use of tobacco and e-cigarettes, including the definition of "e-cigarette" in accordance with state law.
GE (Local)	REPLACE policy	ADVERTISING AND FUNDRAISING New provisions are recommended to clarify that a college district's acknowledgment of sponsorships and donations may be through

		whatever means the college district deems appropriate, and the college district retains full editorial control, even if donors may suggest text for the acknowledgment.
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RECOMMENDATION: That the Board of Trustees add, revise, and/or delete Local policies as indicated above and as recommended by Cabinet and by TASB Policy Service Update #35.

ATTACHMENT: Update #35 Local Policy Comparison Packet

SUBMITTED BY: Ralinda Stone
Executive Director, Human Resources



(LOCAL) Policy Comparison Packet

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

In this packet, you will find:

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

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

Annotations are shown as follows.

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

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

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

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

All Board members, employees, vendors, contractors, agents, consultants, volunteers, and any other parties who are involved in the College District's financial transactions shall act with integrity and diligence in duties involving the College District's fiscal resources.

Note: — See the following policies and/or administrative regulations regarding conflicts of interest, ethics, and financial oversight:

- Code of ethics:
 - ~~for Board members—BBF~~
 - ~~for employees—DH~~
 - for Board members—BBF
 - for employees—DH
 - Financial conflicts of interest:
 - for public officials—BBFA
 - for all employees—DBD
 - for vendors—CFE
 - Compliance with state and federal grant and award requirements: CAA, CAAB
 - Financial conflicts and gifts and gratuities regarding federal funds: CAA, CAAB
 - Systems for monitoring the College District's investment program: CAK
 - Budget planning and evaluation: CC
 - Compliance with accounting regulations: CDC
 - Criminal history record information for employees: DC
 - Disciplinary action for fraud by employees: DCC and DM series
-

Fraud and Financial Impropriety

The College District prohibits fraud and financial impropriety, as defined below, in the actions of its Board members, employees, vendors, contractors, agents, consultants, volunteers, and others

seeking or maintaining a business relationship with the College District.

Definition

Fraud and financial impropriety shall include but not be limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the College District.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies, or other College District assets, including employee time.
4. Impropriety in the handling of money or reporting of College District financial transactions.
5. Profiteering as a result of insider knowledge of College District information or activities.
6. Unauthorized disclosure of confidential or proprietary information to outside parties.
7. Unauthorized disclosure of investment activities engaged in or contemplated by the College District.
8. Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the College District, except as otherwise permitted by law or College District policy. [See DBD]
9. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
10. Failing to provide financial records required by federal, state, or local entities.
11. Failure to disclose conflicts of interest as required by law or College District policy.
12. Any other dishonest act regarding the finances of the College District.
13. Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.

Financial Controls and Oversight

Each employee who supervises or prepares College District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety.

Fraud Prevention

The ~~College President~~ **College President** or designee shall maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the College District.

Reports

Any person who suspects fraud or financial impropriety in the College District shall report the suspicions immediately to **a person with authority to investigate them, including any supervisor, the College President** ~~any supervisor, the College President~~ or designee, the Board President, or local law enforcement.

Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.

Protection from Retaliation

Neither the Board nor any College District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety. [See DG]

Fraud Investigations

In coordination with legal counsel and other internal or external departments or agencies, as appropriate, the ~~College President~~ **College President**, Board President, or a designee shall promptly investigate reports of potential fraud or financial impropriety.

Response

If an investigation substantiates a report of fraud or financial impropriety, the ~~College President~~ **College President** or designee shall promptly inform the Board of the report, the investigation, and any responsive action taken or recommended by the administration.

If an employee is found to have committed fraud or financial impropriety, the ~~College President~~ **College President** or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. If a contractor or vendor is found to have committed fraud or financial impropriety, the College District shall take appropriate action, which may include cancellation of the College District's relationship with the contractor or vendor.

When circumstances warrant, the Board, ~~College President~~ **College President**, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the College District, the College District may seek to recover lost or misappropriated funds.

The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement or regulatory agency for independent investigation shall be made in consultation with legal counsel.

Federal Awards
Disclosure

The College District shall disclose, in a timely manner in writing to the federal awarding agency or pass-through entity, all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting a federal grant award. [See CAAB]

Analysis of Fraud

After any investigation substantiates a report of fraud or financial impropriety, the ~~College President~~ **College President** or designee shall analyze conditions or factors that may have contributed to the fraudulent or improper activity. ~~The College President~~ **The College President** or designee shall ensure that appropriate administrative procedures are developed and implemented to prevent future misconduct. These measures shall be presented to the Board for review.

**Use of Internal Mail
System**

The College District mail system for delivering items between College District buildings shall not be available for use other than for official College District~~school~~ business. With the permission of the College President~~College President~~ or designee, internal mailboxes at an individual campus may be used by campus employees and College District~~school~~-sponsored or College District~~school~~-support groups affiliated with the College District.~~that campus.~~ [See also GD]

**College District
Contribution**

The College District shall contribute the following amounts to the health insurance premiums for employees eligible to participate in the Texas Employees Uniform Group Insurance Program:

1. For an eligible full-time employee who works at least 30 hours per week, 100 percent to the premiums for the employee and 50 percent to the premiums for that employee's eligible dependents.
2. For an eligible part-time employee who works less than 30 hours per week, 50 percent to the premiums for the employee and 25 percent to the premiums for that employee's eligible dependents.

The Board may allocate funds as part of the annual budget development and adoption process for contributions to employee premiums for any additional health and life insurance programs available to employees.

**Continuation
Coverage**

The College District shall continue its contribution toward the cost of the employee's group health insurance coverage while the employee is on paid leave or, if applicable, while the employee is on family and medical leave. [See DEC]

The College District shall not otherwise expend public funds for group health insurance coverage of an employee who is not on paid leave status. However, an employee who is not on paid leave status or Family and Medical Leave Act (FMLA) leave shall be allowed to continue group health insurance coverage, at his or her own expense, for the period specified in the College District's group health insurance plan.

INSURANCE AND ANNUITIES MANAGEMENT
UNEMPLOYMENT INSURANCE

CKF
(LOCAL)

**Letters of
Reasonable
Assurance**

The College District shall issue letters of reasonable assurance, as appropriate, to employees in positions requiring less than 12 months of service whose services are anticipated to be needed at the beginning of the following ~~academic~~^{school} year.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
~~OUTSIDE NONSCHOOL~~ EMPLOYMENT

DBF
(LOCAL)

An employee shall disclose in writing to his or her immediate supervisor any outside employment that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the College District.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

All College District employees shall perform their duties in accordance with state and federal law, College District policy, and ethical standards.

All College District personnel shall recognize and respect the rights of students, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the College District.

Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

Ethical Standards

The College District holds all employees to the ethical standards expressed in the [Texas Community College Teachers Association Code of Professional Ethics \(PDF\)](#).¹

Violations

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as College District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCC and DM series]

Electronic Media

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (~~email~~), web logs (blogs), electronic forums (chat rooms), video-sharing websites, editorial comments posted on the ~~internet~~Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.

Record Retention

An employee shall comply with the College District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CIA]

Personal Use

Employees shall be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media violates state or federal law or College District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Safety Requirements

All employees shall adhere to College District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

**Tobacco and
E-cigarettes-Related
Products**

An employee shall not use tobacco products or e-cigarettes on College District property, in College District vehicles, or at College

District-related activities, unless authorized by the College President or designee.

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

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

~~The College District prohibits the use of any type of tobacco products, including electronic cigarettes or any other electronic vaporizing device, on College District grounds and in College District buildings, facilities, and vehicles in order to provide students, employees, and visitors a safe and healthy environment. This prohibition shall also apply to spaces leased by the College District. The use of tobacco products, including electronic cigarettes or any other electronic vaporizing device, shall be permitted in private vehicles parked on College District property provided any residue is retained within the vehicles. [See FLBD and GDA]~~

Alcohol and Drugs

A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided each employee at the beginning of each year or upon employment.

Employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on College District property or at College District-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered “under the influence.”

Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee’s job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee’s personal use; or
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee’s child or other individual for whom the employee is a legal guardian.

Notice

Each employee shall be given a copy of the College District’s notice regarding a drug-free workplace. [See DI(EXHIBIT)]

Arrests, Indictments, Convictions, and Other Adjudications

An employee shall notify his or her immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or any offense involving moral turpitude.

Moral Turpitude

Moral turpitude includes but is not limited to:

1. Dishonesty, fraud, deceit, theft, or misrepresentation;
2. Deliberate violence;
3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or
6. Acts constituting abuse under the Texas Family Code.

¹ Texas Community College Teachers Association Code of Professional Ethics (PDF): <http://www.tccta.org/wp-content/uploads/2016/01/TCCTA-Ethics.pdf> <http://www.tccta.org/wp-content/uploads/2016/01/TCCTA-Ethics.pdf>

EMPLOYEE STANDARDS OF CONDUCT
SEARCHES AND ALCOHOL/DRUG TESTING

DHB
(LOCAL)

**Reasonable
Suspicion Searches**

The College District reserves the right to conduct searches when the College District has reasonable cause to believe that a search will uncover evidence of work-related misconduct. The College District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on College District premises or worksites or used in College District business. Searches that reveal a violation of the College District's standards of conduct may result in disciplinary action. [See DH]

**Reasonable
Suspicion Alcohol
and Drug Testing**

The College District may remove an employee from duty and require testing if there is reasonable suspicion that the employee is under the influence of alcohol or drugs used in violation of College District policy. The determination of reasonable suspicion may be based on specific observations of the appearance, behavior, speech, or body odors of the employee whose motor ability, emotional equilibrium, or mental acuity seems to be impaired while on duty or other relevant information. Any employee who is asked to submit to drug or alcohol screening shall be given the opportunity to provide relevant information about prescription or nonprescription medications that may affect the screening.

A College District employee who refuses to comply with a directive to submit to testing based upon reasonable suspicion shall be subject to disciplinary action, up to and including termination.

A College District employee confirmed to have violated the College District's policy pertaining to alcohol or drugs may be subject to disciplinary action. [See DM series and DH]

Note: The following provisions apply to employees who are covered by the federal Department of Transportation (DOT) rules.

**Federally Required
DOT Testing
Program**

In accordance with DOT rules, the College District shall establish an alcohol and controlled substances testing program to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by the drivers of commercial motor vehicles. The primary purpose of the testing program is to prevent impaired employees from performing safety-sensitive functions.

The ~~College President~~ **College President** shall designate a College District official who shall be responsible for ensuring that information is disseminated to employees covered under this testing program regarding prohibited driver conduct, alcohol and controlled substances tests, and the consequences that follow positive test results.

EMPLOYEE STANDARDS OF CONDUCT
SEARCHES AND ALCOHOL/DRUG TESTING

DHB
(LOCAL)

Drug-~~related~~Related
Violations

The following constitute drug-related violations under the DOT rules:

1. Refusing to submit to a required test for alcohol or controlled substances.
2. Providing an adulterated, diluted, or substituted specimen on an alcohol or controlled substances test.
3. Testing positive for alcohol, at a concentration of 0.04 or above, in a post-accident test.
4. Testing positive for controlled substances in a post-accident test.
5. Testing positive for alcohol, at a concentration of 0.04 or above, in a random test.
6. Testing positive for controlled substances in a random test.
7. Testing positive for alcohol, at a concentration of 0.04 or above, in a reasonable suspicion test.
8. Testing positive for controlled substances in a reasonable suspicion test.

An employee who operates a commercial motor vehicle, including a bus, and commits a drug-related DOT violation as defined above may be reinstated as a driver if he or she successfully completes a return-to-duty test. The employee may also be subject to follow-up tests.

Alcohol Results
Between 0.02 and
0.04

In accordance with DOT rules, a driver tested under this policy and found to have an alcohol concentration of 0.02 or greater, but less than 0.04, shall be suspended from driving duties for at least 24 hours.

[In the event of a subsequent positive test result for alcohol of 0.02 or greater but less than 0.04, see the disciplinary consequences at [College District-Imposed Consequences](#) COLLEGE DISTRICT IMPOSED CONSEQUENCES, below.]

Reasonable
Suspicion DOT
Testing

Only supervisors specifically trained in accordance with federal regulations may, based upon reasonable suspicion, remove a driver from a safety-sensitive position and require testing for alcohol and/or controlled substances. The determination of reasonable suspicion shall be based on specific observations of the appearance, behavior, speech, or body odors of the driver whose motor ability, emotional equilibrium, or mental acuity seems to be impaired. Such observations must take place just preceding, during, or just after the period of the workday that the driver is on duty.

EMPLOYEE STANDARDS OF CONDUCT
SEARCHES AND ALCOHOL/DRUG TESTING

DHB
(LOCAL)

College District-
Imposed
Consequences

The observations may include indication of the chronic and withdrawal effects of controlled substances. Within 24 hours of the observed behavior, the supervisor shall provide a signed, written record documenting the observations leading to a controlled substance reasonable suspicion test.

In addition to the consequences established by federal law, a College District employee confirmed to have violated the College District's policy pertaining to alcohol or controlled substances, including a second or subsequent positive test result for alcohol of 0.02 or greater but less than 0.04, shall be subject to College District-imposed discipline, as determined by his or her supervisor(s) and the ~~College President~~ College President. Such discipline may include any appropriate action from suspension without pay during the period of removal from safety-sensitive functions, up to and including termination of employment.

In cases where a driver is also employed in a nondriving capacity by the College District, disciplinary action imposed for violation of alcohol and controlled substances policies shall apply to the employee's functions and duties that involve driving. Additionally, upon recommendation of the employee's supervisor, disciplinary measures up to and including termination of employment with the College District may be considered.

Note: This policy addresses complaints of discrimination, harassment, and retaliation based on race, color, national origin, religion, age, or disability targeting employees. For legally referenced material relating to this subject matter, see DAA(LEGAL). For discrimination, harassment, and retaliation of students based on race, color, national origin, religion, age, or disability, see FFDB.

Statement of Nondiscrimination

The College District prohibits discrimination, including harassment, against any employee on the basis of race, color, national origin, religion, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

Discrimination

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, national origin, religion, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

Harassment

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's performance, environment, or employment opportunities.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

Retaliation

The College District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

DIAB
(LOCAL)

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding harassment or discrimination is subject to appropriate discipline, up to and including termination.

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.

Prohibited Conduct

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

Reporting Procedures

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her immediate supervisor.

Alternatively, the employee may report the alleged acts to one of the College District officials below.

For the purposes of this policy, College District officials are the ADA/Section 504 coordinator and the College President.

Definition of College District Officials

ADA / Section 504
Coordinator

The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Dawn Kahlden ~~Dawn Kahlden~~
Position: Director, Special Populations ~~Director, Special Populations~~
Address: 225 College Park Drive, Weatherford, TX 76086 ~~225 College Park Drive, Weatherford, TX 76086~~
Telephone: (817) 598-6350 ~~(817) 598-6350~~

Other Anti-discrimination Laws

~~The College President~~ ~~The College President~~ or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.

Alternative Reporting Procedures

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning pro-

hibited conduct, including reports against the ADA/Section 504 coordinator, may be directed to the College President or designee.

A report against the ~~College President~~ ~~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.

Timely Reporting

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the College District's ability to investigate and address the prohibited conduct.

Notice of Report

Any College District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate College District official listed above and take any other steps required by this policy.

Investigation of the Report

The College District may request, but shall not insist upon, a written report. If a report is made orally, the College District official shall reduce the report to written form.

Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If the College District official 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 College District official shall refer the complaint for consideration under ~~the DIIA, as~~ appropriate ~~policy~~.

If appropriate, the College District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the College District official 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 person making the report, the person against whom the report is filed, 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.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.

College District Action

If the results of an investigation indicate 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.

Confidentiality

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. However, limited or full disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal

A ~~party~~complainant who is dissatisfied with the outcome of the investigation may appeal through ~~the applicable grievance policy D-GBA(LOCAL)~~, beginning at the appropriate level. [See [DGBA\(LOCAL\)](#) for employees, [FLD\(LOCAL\)](#) for students, and [GB\(LOCAL\)](#) for community members]

The ~~party~~complainant may have a right to file a complaint with appropriate state or federal agencies ~~in accordance with state or federal law~~.

Records Retention

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

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 annually to College District employees and 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 shall also be prominently published on the College District's website, 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.

SPECIAL PROGRAMS
HIGH SCHOOL EQUIVALENCY TESTING CENTERS

EFCD
(LOCAL)

An official high school equivalency testing center shall be located at one or more College District facilities designated by the Board.

Procedures

The ~~College President~~ **College President** or designee shall develop written procedures concerning the operation of the center and administration of the test. The procedures shall:

1. Address the selection, requisition, and ~~permanent~~ storage of ~~restricted~~ test materials;
2. Address the provision of a suitable place for administering the test;
3. Address test security;
4. Include a written emergency plan; and
5. Address other operational matters as appropriate.

Testing

Information Schedule

The ~~College President~~ **College President** or designee shall publish information about the ~~available~~ testing ~~opportunities on the College District's website and~~ **schedules** in appropriate College District publications.

Fees

~~In accordance with law, the Board may approve a fee for the administration of the tests.~~

Annual Report

The ~~College President~~ **College President** or designee shall report to the Board annually concerning the center, including the number of tests administered and ~~the funds~~ **any fees** received for administering the test.

The College District shall offer a comprehensive program of financial aid to eligible College District students. Information regarding available financial aid programs, program requirements, student eligibility, application procedures, and other relevant information shall be published in the College District catalog or other College District publications as appropriate.

**Debt Management
and Loan Repayment**

The College District shall provide information and guidance to help student borrowers understand how to manage their debt and repay their loans.

Note: This policy addresses complaints of discrimination, harassment, and retaliation based on race, color, national origin, religion, age, or disability targeting students. For legally referenced material relating to this subject matter, see FA(LEGAL). For discrimination, harassment, and retaliation targeting employees based on race, color, national origin, religion, age, or disability, see DIAB.

Statement of Nondiscrimination

The College District prohibits discrimination, including harassment, against any student on the basis of race, color, national origin, disability, religion, age, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Discrimination

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, national origin, disability, religion, age, or on any other basis prohibited by law, that adversely affects the student.

Prohibited Harassment

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, national origin, disability, age, or any other basis prohibited by law that 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.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

The College District prohibits retaliation by a student or College District employee against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation.

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.

False Claims

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation

regarding discrimination or harassment shall be subject to appropriate disciplinary action.

Prohibited Conduct

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

Reporting Procedures

Student Report

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee.

Employee Report

Any College District employee who suspects and any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate College District official listed in this policy and shall take any other steps required by this policy.

Exceptions

A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person shall not be required to disclose a report of prohibited conduct without the student’s consent.

A person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source shall not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student’s identity without the student’s consent, unless the person is disclosing information as required for inclusion in the College District’s annual security report under the Clery Act. [See GCC]

Responsible Employee

For purposes of this policy, a “responsible employee” is an employee:

1. Who has the authority to remedy prohibited conduct.
2. Who has been given the duty of reporting incidents of prohibited conduct.
3. Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.

The College District designates the following persons as responsible employees: any instructor, any administrator, or any College District official defined below.

Definition of College District Officials

For the purposes of this policy, College District officials are the ADA/Section 504 coordinator and the College President.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

FFDB
(LOCAL)

ADA / Section 504 Coordinator	<p>Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:</p> <p>Name: Dawn Kahlden Position: Director, Special Populations Address: 225 College Park Drive, Weatherford, TX 76086 Telephone: (817) 598-6350</p>
Other Anti-discrimination Laws	<p>The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.</p>
Alternative Reporting Procedures	<p>A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinator, may be directed to the College President.</p> <p>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.</p>
Timely Reporting	<p>Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.</p>
Investigation of the Report	<p>The College District may request, but shall not require, a written report. If a report is made orally, the College District official shall reduce the report to written form.</p>
Initial Assessment	<p>Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, except as provided below at Criminal Investigation.</p> <p>If the College District official 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 College District official shall refer the complaint for consideration under the FFDA or FFE, as appropriate policy.</p>

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

FFDB
(LOCAL)

Interim Action	If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District shall promptly take interim action calculated to address prohibited conduct prior to the completion of the College District's investigation.
College District Investigation	<p>The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures.</p> <p>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, 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.</p>
Criminal 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.
Concluding the Investigation	<p>Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.</p> <p>The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.</p>
<i>Notification of the Outcome</i>	The College District shall provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed.
College District Action	If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with College District policy and procedures [see FM and FMA].
Prohibited Conduct	

<i>Corrective Action</i>	Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the College District community, counseling for the victim and the student who engaged in prohibited conduct, 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, and reaffirming the College District's policy against discrimination and harassment.
Improper Conduct	If the investigation reveals improper conduct 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.
Confidentiality	To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.
Appeal	A party student who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance policy FLD(LOCAL) , beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members] A partyA student shall be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights.
Records Retention	Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]
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 annually to College District employees and 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 shall also be prominently published on the College District's website, 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.

**Tobacco and
E-cigarettes**

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

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

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

A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.-

**Promotional
Activities**

College District facilities shall not be used to advertise, promote, sell tickets, or collect funds for any ~~non-College District~~~~non-school-~~ related purpose without prior approval of the ~~College President~~~~College President~~.

[For information relating to community use of College District facilities, see GD.]

Advertising

For purposes of this policy, “advertising” shall mean a communication designed to attract attention or patronage by the public or college community and communicated through means under the control of the College District in exchange for consideration to the College District. “Advertising” does not include public recognition of donors or sponsors who have made contributions, financial or otherwise, to the College District or College District support organizations.

Advertising shall be accepted solely for the purpose of generating revenue for the College District and not for the purpose of establishing a forum for communication. The College District shall retain final editorial authority to accept or reject submitted advertisements in a manner consistent with the First Amendment. The College District shall retain the authority to determine the size and location of any advertising. The College District shall also reserve the right to reject advertising that is inconsistent with federal or state law, Board policy, College District or campus regulations, or curriculum, as well as any content the College District determines has a reasonable likelihood of exposing the College District to controversy, litigation, or disruption.

Acceptance of advertising shall not constitute College District approval or endorsement of any product, service, organization, or issue referenced in the advertising, nor shall acceptance of advertising from a vendor determine whether the College District will purchase goods or services from the vendor through the College District’s formal procurement process.

[For information relating to College District-sponsored publications, see FKA.]

**Sponsorships and
Donations**

If the College District or any campus accepts financial or in-kind donations to support College District-sponsored activities, the College District reserves the right to acknowledge donors through whatever means the College District deems appropriate. The College District retains full editorial control over its acknowledgment or display of donations, even if donors are permitted to suggest text for the acknowledgment.



**Weatherford College Board of Trustees
Report**

DATE: February 14, 2019

AGENDA ITEM #6.a.

SUBJECT: Demand Study Report

INFORMATION AND DISCUSSION: Mr. Mike Endy and Ms. Janetta Kruse will share information with the Board of Trustees on institutional efforts to identify and address potential demand opportunities in our region and program performance evaluations.

ATTACHMENTS: None.

SUBMITTED BY: Mr. Mike Endy, Vice President of Instruction and Student Services



**Weatherford College Board of Trustees
Report**

DATE: February 14, 2019

AGENDA ITEM #6.b.

SUBJECT: Guided Pathways Update

INFORMATION AND DISCUSSION: An update will be given to the Board on Thursday as to the progress of the Guided Pathways Project.

ATTACHMENTS: None.

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



**Weatherford College Board of Trustees
Report**

DATE: February 14, 2019

AGENDA ITEM #6.c.

SUBJECT: How are we doing with student success: Using numbers with heart

INFORMATION AND DISCUSSION:

Report focusing on student success in co-requisite models of developmental education.

ATTACHMENTS: None.

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



Future Agenda Items:

- Approval of 2019-20 Tuition and Fees



Upcoming Events

Feb. 14	Home games baseball 3 p.m., softball 6 p.m.
Feb. 16	Home baseball game 1 p.m.
Feb. 16	Home basketball games 2 & 4 p.m.
Feb. 16	Basketball Alumni Reunion 2 p.m.
Feb. 18	Home softball doubleheader 12 p.m. & 2 p.m.
Feb. 20	Home softball doubleheader 3 p.m. & 5 p.m.
Feb. 21	Library speaker Dr. J. Brooks Flippen 1 p.m. Mince Auditorium
Feb. 22	Home baseball game 5 p.m.
Feb. 23	Home games baseball 1 p.m., softball 1 p.m. & 3 p.m.
Feb. 27	Home basketball games 5:30 & 7:30 p.m.
Feb. 27	Home softball doubleheader 1 & 3 p.m.
Feb. 28- March 3	Drama Production <i>Only an Orphan Girl</i>
Feb. 28 – March 1	Interdisciplinary Academic Conference
March 1	Home baseball game 2 p.m.

March 2	Home baseball game 1 p.m.
March 6	Home baseball game 1 p.m.
March 9	Home softball doubleheader 12 & 2 p.m.
March 11-15	Spring Break campus closed
March 15	Baseball game 12 p.m.
March 16	Softball doubleheader 12 & 2 p.m.
March 18	Baseball game 1 p.m.
March 19	Duo Azul piano concert 7 p.m.
March 20	Softball doubleheader 12 & 2 p.m.
March 22	Coyote Jazz Fest 7:30 p.m.
March 23	Coyote Family Picnic Williams Ballpark 12 p.m.
March 23	Baseball game 2 p.m.



**Weatherford College Board of Trustees
Closed Session**

DATE: February 14, 2019

AGENDA ITEM #9.a.

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

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

ATTACHMENTS: None.

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



**Weatherford College Board of Trustees
Closed Session**

DATE: February 14, 2019

AGENDA ITEM #9.b.

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

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

RECOMMENDATION: None.

ATTACHMENT: None.

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



**Weatherford College Board of Trustees
Closed Session**

DATE: February 14, 2019

AGENDA ITEM #9.c.

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

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

RECOMMENDATION: None.

ATTACHMENT: None.

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



Weatherford College Board of Trustees

DATE: February 14, 2019

AGENDA ITEM #10

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

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

RECOMMENDATION: None.

ATTACHMENT: None.

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



Weatherford College Board of Trustees

DATE: February 14, 2019

AGENDA ITEM #11

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

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

RECOMMENDATION: None.

ATTACHMENT: None.

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