

**PUBLIC NOTICE OF MEETING  
 AMARILLO COLLEGE BOARD OF REGENTS  
 AGENDA FOR REGULAR MEETING  
 April 28, 2026  
 6:00 p.m.**

The Regular Meeting of the Board of Regents of the Amarillo Junior College District will be held beginning at 6:00 p.m. on Tuesday, April 28, 2026, in the Palo Duro Room, College Union Building, 2<sup>nd</sup> floor, on the Washington Street Campus, 2201 S. Washington Street, Amarillo, Texas 79109.

[Live Stream Link https://info.actx.edu/BOR](https://info.actx.edu/BOR)

The subjects to be discussed, considered, or upon which any formal action may be taken are as follows:

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**NOTE:** The Board of Regents will have dinner at 5:15 p.m. in the College Union Building, 2nd Floor, Room 208. The regular meeting will start at 6:00 p.m. in the Palo Duro Room.

If during the course of the meeting, any discussion of any item on the agenda or any other permitted matter(s) should be held in closed meeting, the Board will convene in such closed meeting in accordance with the applicable section of the Texas Government Code, Title 5, Chapter 551 et seq.

**Agenda for the Amarillo College Board of Regents Regular Meeting on April 28, 2026**

**Mission:**

**Transforming our community and economy through learning, innovation, and achievement.**

**Live Stream Link <https://info.actx.edu/BOR>**

**The Regular meeting of the Board of Regents of the Amarillo Junior College District will be held beginning at 6:00 p.m. on Tuesday, April 28, 2026, in the Palo Duro Room, College Union Building – 2<sup>nd</sup> floor, on the Washington Street Campus, 2201 S. Washington Street, Amarillo, Texas.**

**The subjects to be discussed, considered, or upon which any formal action may be taken are as follows:**

- 1. CALL TO ORDER**
- 2. WELCOME**
- 3. PLEDGE OF ALLEGIANCE**
- 4. PRAYER**
- 5. PUBLIC COMMENTS**
- 6. SGA REPORT** – Kennedy Juarez, SGA Vice-President
- 7. REGENT’S REPORTS, COMMITTEES, AND COMMENTS REGARDING AC AFFILIATES**
  - Executive Committee – report by Barrett-Chair, Fortunato, Carlisle, Pesina
  - AC Foundation – report by Fortunato, Mize
  - Amarillo Museum of Art (AMoA) – report by Fortunato
  - Panhandle PBS – report by Thomas, Woodburn
  - Tax Increment Reinvestment Zone (TIRZ) – report by Woodburn
  - Tax Increment Reinvestment Zone 2 (TIRZ 2) – report by Skinner
  - Tax Increment Reinvestment Zone 3 (TIRZ 3) – report by Proffer
  - Standing Policies & Procedures Committee – report by Carlisle-Chair, Fortunato, Hughes, Turner
  - Finance Committee (AC Investment, Potential Lease & Sales Opportunities) – report by Mize-Chair, Barrett, Fortunato, Proffer
  - Legislative Affairs Committee – report by Hughes-Chair, Carlisle, Thomas, Woodburn
  - Community College Association of Texas Trustees (CCATT) – report by Thomas
  - Nominating Committee – report by Woodburn-Chair, Fortunato, Proffer, Thomas
- 8. PRESIDENT’S REPORT** – Dr. Jamelle Conner  
This item is placed on the agenda so that the College President may provide updates on recent presidential activities, community engagements, and other newsworthy items.

**This item is for discussion only. No action is required.**

**Agenda for the Amarillo College Board of Regents Regular Meeting on April 28, 2026**

**9. PRESIDENTIAL SCHOLARS TRIP TO PORTUGAL AND SPAIN – Ms. Lesley Ingham**

This item is placed on the agenda so that the Presidential Scholars may present a report on their recent travels to Portugal and Spain.

**This item is for information only, no action will be taken.**

**10. GRANTS ADMINISTRATION & COMPLIANCE DEPARTMENT – Ms. Jacqui Jones**

This item is placed on the agenda so that there may be a report on how the grants department turns millions in grant funding into a strategic engine for student success, institutional sustainability, and a stronger Texas Panhandle workforce.

**This item is for information only; no action will be taken.**

**11. MINUTES**

Minutes of the regular board meeting on March 24, 2026, have been provided to the Regents.

**After discussion, the Board of Regents may wish to approve these minutes.**

**12. CONSENT AGENDA**

**A. APPOINTMENTS**

The Faculty Appointments for approval by the Board are attached at page 6.

**B. BUDGET AMENDMENTS**

The Budget Amendments for approval by the Board are attached at page 7.

**C. ITEMS OVER \$50,000**

**HSI Workplace Compliance Renewal**

The college is requesting approval for HSI Workplace Compliance software bundle for 1200 users in the amount of \$69,534.68. This is an annual renewal for a system already embedded in college operations. Renewal is the most cost-effective option, avoiding higher costs and disruption associated with replacement.

Funding will be provided from the IT Infrastructure budget.

**Ellucian Software Maintenance Renewal**

The college is requesting approval for the annual maintenance and renewal of support for the Payment Gateway with EMV Client Subscription in the amount of \$ 55,268.00. Renewal is the most cost-effective option, avoiding the higher costs and disruption associated with replacement.

Funding will be provided from the IT Infrastructure budget.

**Journey Education Marketing Renewal**

The college is requesting approval for Adobe Creative Cloud Enterprise Platforms for Multi-Lingual Subscription Renewal for Higher Education shared device license lab and classroom level 4 in the amount of \$ 50,018.95. Renewal is the most cost-effective option, avoiding higher costs and disruption associated with replacement. Renewal is the most cost-effective option, avoiding higher costs and disruption associated with replacement.

Funding will be provided from the IT Infrastructure budget.

**Agenda for the Amarillo College Board of Regents Regular Meeting on April 28, 2026**

**Watermark Insights, LLC Renewal**

The college is requesting approval of annual renewal maintenance and support for Watermark Student Success and Engagement Enterprise License in the amount of \$87,118.16. Renewal is the most cost-effective option, avoiding higher costs and disruption associated with replacement.

Funding will be provided from the QEP Maintenance Contracts budget.

**Lifecycle Replacement of IT Hardware**

The IT Department is requesting approval for the purchase of lifecycle replacement DC switches and Wireless Controllers to be installed at WSC SLCC 201 Networking Services. The quote received is from Insight Public Sector in the amount of \$218,307.35 and will be purchased utilizing the DIR-CP0-5347 cooperative contract.

Funding will be provided from the TREC budget.

**Cisco Firewall Maintenance Renewal**

The college is requesting approval for the maintenance and renewal from 3/18/2026 through 6/24/2027 for Firewall Maintenance and support for Cisco Ironports in the amount of \$148,262.45 to Insight Public Sector. This is an annual renewal for licenses on existing hardware embedded in college operations. Renewal is the most cost-effective option, avoiding the higher costs and disruption associated with replacement.

Funding will be provided from the TREC fund.

**Duo Authentication Maintenance Renewal**

The college is requesting approval for the annual maintenance and renewal for support from 7/30/2026 through 7/29/2027 for a Duo Authentication subscription in the amount of \$61,420.78 to Insight Public Sector. Renewal is the most cost-effective option, avoiding the higher costs and disruption associated with replacement.

Funding will be provided from the TREC fund.

**After discussion, the Board of Regents may wish to approve the Consent Agenda.**

**13. ONLINE CHECK REGISTER – Dr. Jamelle Conner**

This item is placed on the agenda so the regents may discuss potential publication of check register information online.

**After discussion, the Board of Regents may consider and take action to approve a plan to proceed with this initiative.**

**14. FINANCIAL REPORTS – Ms. Tiffani Crosley**

This item is placed on the agenda so that the board may review the financial statements for February 28, 2026, as well as the monthly financial report. A copy of the financial statements and the monthly financial report has been provided to the Regents.

**After discussion, the Board of Regents may wish to accept the financial reports.**

**Agenda for the Amarillo College Board of Regents Regular Meeting on April 28, 2026**

**15. INVITATION TO BID PACKAGE NO. 1428 – Best Value Invitation for Bid for Food Delivery and Related Services for Amarillo College Badger Central Bookstore and Café, Hagy Childcare Center, & Lab School – Ms. Tiffani Crosley**

IFB No. 1428, best value invitation for bid for food delivery and related services for AC's Badger Central Bookstore and Café, Hagy Childcare Center & Lab School, was advertised in the Amarillo Globe News on February 22, 2026, and March 1, 2026. Bid Documents were obtained by (1) one company. A tabulation of the proposal received is attached.

Approval of the award being granted to Affiliated Foods for \$200,000 for a (1) one year contract with the option to renew for (4) four additional (1) one year renewal periods is requested.

**After discussion, the Board of Regents may wish to award IFB No. 1428 - Best Value Invitation for Bid for Food Delivery and Related Services for Amarillo College Badger Central Bookstore and Café, Hagy Childcare Center, & Lab School.**

**16. INVITATION TO BID PACKAGE NO. 1429 - Best Value Invitation for Bid for the Purchase and Installation of KACV-TV Television Transmitter and Related Components for Amarillo College – Mr. Bob Austin**

IFB No. 1429, best value invitation for bid purchase and installation of KACV-TV television transmitter and related components for Amarillo College, was advertised in the Amarillo Globe News on March 15, 2026, and March 22, 2026. Bid Documents were obtained by (1) one company. A tabulation of the proposal received is attached.

Approval of the award being granted to GatesAir "as one lot" for \$272,969.87.

Fund for this project come from the Public Media Company's Bridge Fund grant which was accepted and previously approved by the Amarillo College Board of Regents.

**After discussion, the Board of Regents may wish to award IFB No. 1429 - Best Value Invitation for Bid for the Purchase and Installation of KACV-TV Television Transmitter and Related Components for Amarillo College**

**17. APPROVAL AND ADOPTION OF UPDATES TO THE BOARD OF REGENTS ONLINE POLICY MANUAL. – Mr. Mark White**

This item is placed on the agenda so the regents may review TASB Community College Services Update 50 arising from changes to federal statues and rules issued by the Texas Higher Education Coordinating Board and other state and federal agencies. The following Local Amarillo College policies will be revised as recommended by the Texas Association of School Boards (TASB) and approved by the Board Policy Committee in response to Update 50:

BA	Delete	College District Governance
BAA	Add	College District Governance: Board Legal Status
BBE	Replace	Board members: Authority
BD	Replace	Board Meetings
BGC	Replace	Administrative Organization: Councils and Faculty Senates
CDB	Replace	Accounting: Inventories
CL	Add	Facilities Planning
CM	Replace	Facilities Construction
CS	Replace	Information Security

**Agenda for the Amarillo College Board of Regents Regular Meeting on April 28, 2026**

DC	Replace	Employment Practices
DGBA	Replace	Personnel-Management Relations: Employee Grievances
DGC	Replace	Employee Rights and Privileges: Employee Expression and Use of College Facilities
DH	Replace	Employee Standards of Conduct
DHB	Replace	Employee Standards of Conduct: Child Abuse and Neglect Reporting
DJA	Add	Assignment, Work Load, and Schedules: Telework
DM	Replace	Termination of Employment
EFB	Replace	Curriculum Design: Degrees and Certificates
EGA	Replace	Academic Achievement: Grading and Credit
FB	Replace	Admissions
FC	Replace	Registration and Attendance
FLA	Replace	Student Rights and Responsibilities: Student Expression and Use of College Facilities
FLB	Replace	Student Rights and Responsibilities: Student Conduct
FLBE	Replace	Student Conduct: Alcohol and Drug Use
FLD	Replace	Student Rights and Responsibilities: Student Complaints
GD	Replace	Community Expression and Use of College Facilities

**After discussion, the Board of Regents may wish to approve and adopt the updates to the Board of Regents Policy Manual as described in the materials attached.**

**18. CLOSED MEETING**

There will be a closed meeting in order that the Board of Regents may consult with the college attorney to:

- (a) Seek his advice on three confidential legal matters pursuant to Section 551.071 of the Texas Government Code, and
- (b) Deliberate the deployment, or specific occasions for implementation of security personnel pursuant to Section 551.076 of the Texas Government Code.

**No final decision, action or decision will be taken in this session.**

**19. ADJOURNMENT**

**NOTE: The Board of Regents will have dinner at 5:15 p.m. in the College Union Building, 2nd Floor, Room 208. The regular meeting will start at 6:00 p.m. in the Palo Duro Room.**

If during the course of the meeting, any discussion of any item on the agenda or any other permitted matter(s) should be held in closed meeting, the Board will convene in such closed meeting in accordance with the applicable section of the Texas Government Code, Title 5, Chapter 551 et seq.

**Agenda for the Amarillo College Board of Regents Regular Meeting on April 28, 2026**

**AMARILLO COLLEGE  
FACULTY APPOINTMENTS  
APRIL 28, 2026**

**Alexander, Tina – Instructor – Legal Studies**

Effective Date: 3/28/2026  
Salary: \$51,860.75  
Qualifications: Bachelor's Degree  
Experience: 17 years of industry experience  
Replacement for: N/A

**Reeser, Sherrel – Instructor – Associate Degree Nursing**

Effective Date: 3/20/2026  
Salary: \$53,593.34  
Qualifications: Master's Degree  
Experience: 15 years of Industry Experience  
Replacement for: Brittney Laughter

**Agenda for the Amarillo College Board of Regents Regular Meeting on April 28, 2026**

**AMARILLO COLLEGE  
BUDGET AMENDMENTS  
April 28, 2026**

**1. Business Admin/Heavy Equipment – transfer of funds from Heavy Equipment to Business Administration for faculty position.**

Increase Business Admin – Appointed Personnel Pool	\$60,000.00
Decrease Heavy Equipment Training – Appointed Personnel Pool	(\$60,000.00)

**2. Engineering/Math – transfer of funds from Math to Engineering for faculty position.**

Increase Engineering – Appointed Personnel Pool	\$28,076.51
Decrease Math – Appointed Personnel Pool	(\$28,076.51)

**3. Physical Plant Safety – transfer of funds to cover the expense of the monthly fire system inspections and monitoring for all campus locations.**

Increase Safety – Other Pool	\$25,000.00
Decrease Vehicles-Plant – Capital Equipment Pool	(\$25,000.00)

# MONTHLY FINANCIAL REPORT

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Actuals thru February 28, 2026  
Board of Regents Meeting  
April 28, 2026

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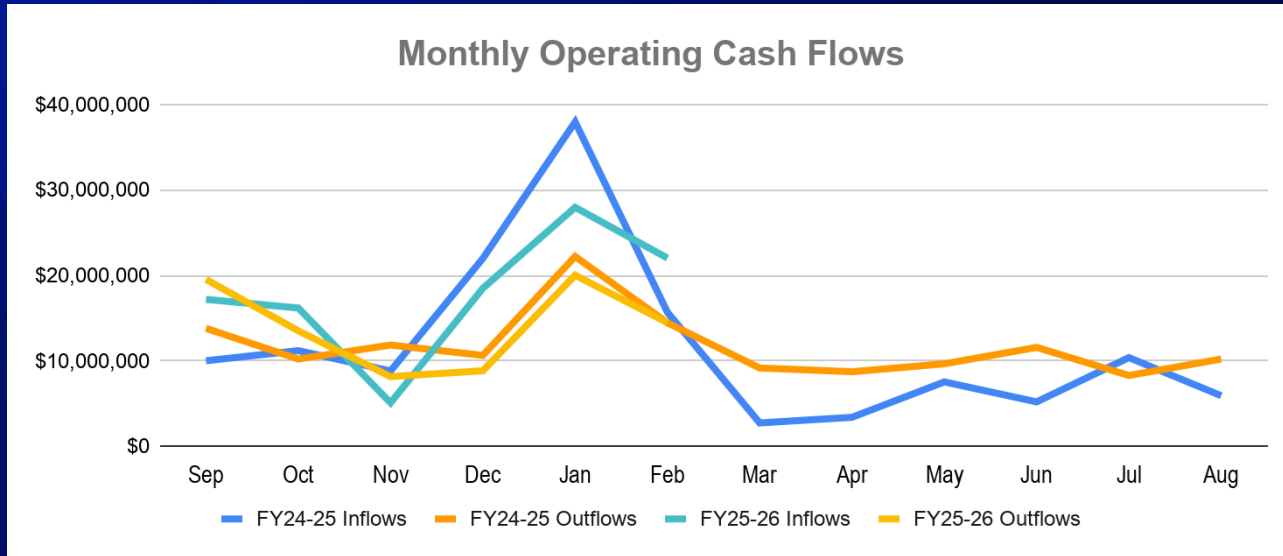


# FY25/26 Operating Budget to Actual Variance Analysis

<b>through Feb. '26</b>	FY 24-25 Original Budget	Actual	FY 25-26 Original Budget	Actual YTD	YOY Change	%
<b>Revenue</b>						
State Appropriations	17,503,359	8,751,678	19,268,663	9,733,734	982,056	11%
Tuition and Fees	26,712,115	17,900,824	26,686,044	18,759,873	859,049	5%
Tax Revenue	34,472,217	14,773,687	36,041,926	17,494,417	2,720,730	18%
Rental Income	3,344,940	1,657,105	3,404,042	1,719,662	62,557	4%
Sales	3,957,550	1,746,530	4,186,300	1,924,822	178,292	10%
Investment Income	900,000	403,286	926,000	555,961	152,675	38%
Misc Income	1,380,275	7,058,039	3,486,894	2,939,871	(4,118,168)	-58%
Grant Revenue		22,074,782		19,813,881	(2,260,901)	-10%
<b>Revenue Sum</b>	<b>88,270,456</b>	<b>74,365,931</b>	<b>93,999,869</b>	<b>72,942,221</b>	<b>(1,423,710)</b>	<b>-2%</b>
<b>Expense</b>						
Personnel	64,462,025	29,308,711	66,096,840	32,070,855	2,762,144	9%
Supplies	2,889,912	2,299,752	3,200,496	1,862,064	(437,688)	-19%
Travel	995,722	565,109	955,316	444,672	(120,437)	-21%
Capital Equipment	2,601,055	13,530,344	2,570,662	1,394,929	(12,135,415)	-90%
Other Dept Expenses	17,321,742	27,286,650	21,176,555	29,165,017	1,878,367	7%
<b>Expense Sum</b>	<b>88,270,456</b>	<b>72,990,566</b>	<b>93,999,869</b>	<b>64,937,537</b>	<b>(8,053,029)</b>	<b>-11%</b>
<b>Grand Total</b>	<b>-</b>	<b>1,375,365</b>	<b>-</b>	<b>8,004,684</b>	<b>6,629,319</b>	<b>482%</b>

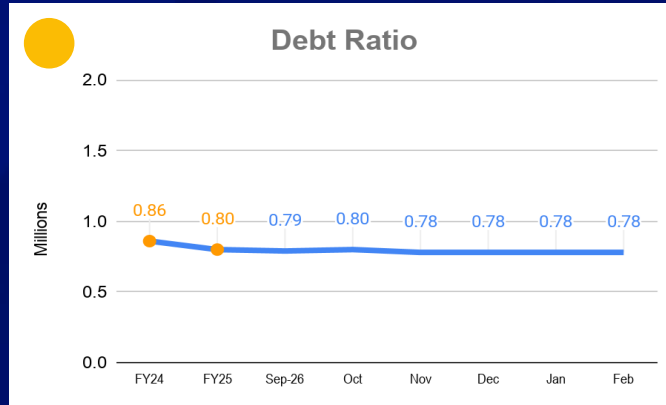
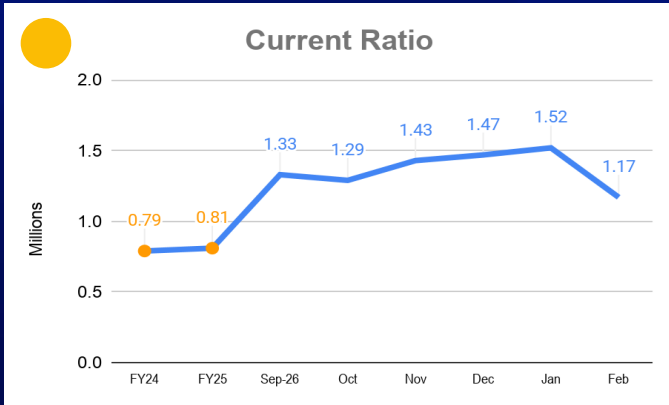
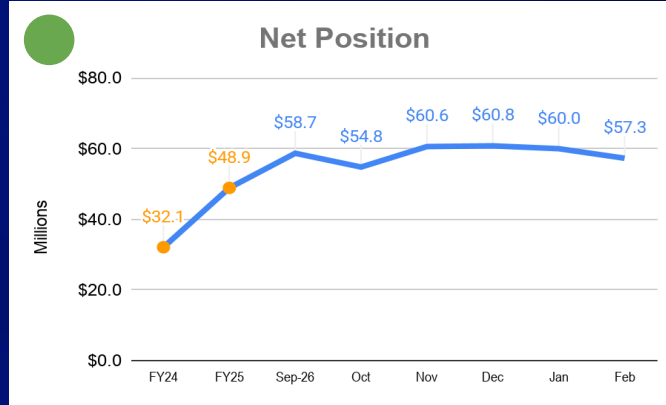
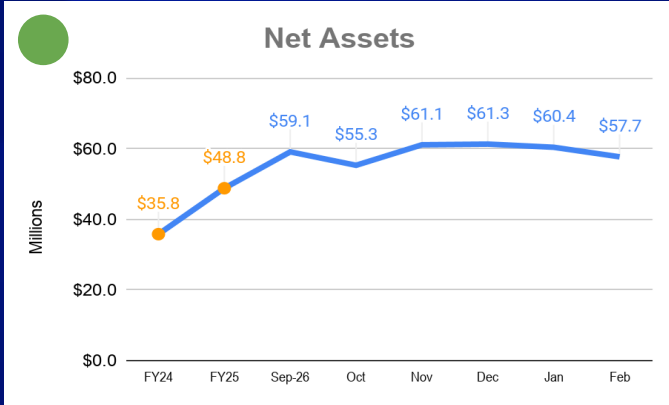


# Operating Cash Flows



as of 02/28/26	Local Maint + Payroll	KACV-TV	AFEB	Aux Ent	Acad Scholar	Bond Int & Sink	Bond Proceeds	AC Foundation
ANB	1,402,365	–	7,255	–	–	153,940	77,622	1,402,844
Texpool	28,822,618	1,998,536	–	669,513	244,445	467,780	4,880	–
Cash	30,224,983	1,998,536	7,255	669,513	244,445	621,720	82,502	1,402,844
CDARS	–	1,104,613	–	1,491,471	–	–	–	–
Total	30,224,983	3,103,149	7,255	2,160,984	244,445	621,720	82,502	1,402,844

# FY25/26 Financial Metrics



Metric	Looking For	Explanation
<b>Net Assets</b>	Growing over time	"Owns" minus "Owes"
<b>Net Position</b>	Growing over time	Overall financial health after subtracting what is owed from what is owned
<b>Current Ratio</b>	1.0 is able to just cover upcoming bills 1.5-2.0	Ability to pay in the short term
<b>Debt Ratio</b>	0.50 although higher ratios normal with recent capital projects	How much of what is owned is financed by debt





Q U E S T I O N S



**AMARILLO COLLEGE**  
**INTERNAL UNAUDITED STATEMENT OF NET POSITION**  
**FISCAL YEAR 2026 THROUGH FEBRUARY 2026**

	Feb-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26
<b>ASSETS</b>							
<b>CURRENT ASSETS</b>							
Cash & Equivalents	\$ 29,238,646	\$ 4,214,712	\$ 8,899,802	\$ 5,157,668	\$ 16,135,314	\$ 24,354,844	\$ 30,073,594
Short-Term Investments	\$ 4,986,170	\$ 1,429,154	\$ 1,429,154	\$ 1,429,154	\$ 1,491,471	\$ 1,491,471	\$ 1,491,471
Receivables	\$ (1,241,279)	\$ 53,325,495	\$ 41,741,561	\$ 47,880,278	\$ 29,558,033	\$ 10,882,623	\$ 2,098,235
Inventory	\$ 1,813,940	\$ 835,093	\$ 1,602,884	\$ 1,798,431	\$ 2,230,890	\$ 1,575,626	\$ 1,614,778
Prepaid Expenses and Other Assets	\$ 23,854	\$ 326,003	\$ 326,003	\$ 102,662	\$ 35,566	\$ 35,566	\$ 35,566
<b>Total Current Assets</b>	<u>\$ 34,821,332</u>	<u>\$ 60,130,457</u>	<u>\$ 53,999,405</u>	<u>\$ 56,368,194</u>	<u>\$ 49,451,275</u>	<u>\$ 38,340,130</u>	<u>\$ 35,313,645</u>
<b>NON CURRENT ASSETS</b>							
Restricted Cash and Cash Equivalents	\$ 9,252,013	\$ 2,295,449	\$ 2,398,083	\$ 2,755,083	\$ 7,944,130	\$ 11,530,653	\$ 2,958,794
Restricted Investments	\$ 8,155,948	\$ 7,623,034	\$ 7,705,893	\$ 7,752,976	\$ 7,807,397	\$ 7,946,496	\$ 8,040,232
Endowments	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000
Long Term Grant Receivable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction in Progress	\$ 4,261,220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property & Equipment	\$ 190,592,309	\$ 213,822,426	\$ 213,245,699	\$ 213,239,670	\$ 211,894,708	\$ 211,301,239	\$ 210,765,690
<b>Total Non Current Assets</b>	<u>\$ 214,761,489</u>	<u>\$ 226,240,908</u>	<u>\$ 225,849,675</u>	<u>\$ 226,247,729</u>	<u>\$ 230,146,235</u>	<u>\$ 233,278,388</u>	<u>\$ 224,264,716</u>
<b>TOTAL ASSETS</b>	<u>\$ 249,582,821</u>	<u>\$ 286,371,365</u>	<u>\$ 279,849,080</u>	<u>\$ 282,615,923</u>	<u>\$ 279,597,509</u>	<u>\$ 271,618,518</u>	<u>\$ 259,578,361</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>							
Deferred Outflows on Net Pension Liability	\$ 9,461,950	\$ 5,237,302	\$ 5,237,302	\$ 5,237,302	\$ 5,237,302	\$ 5,237,302	\$ 5,237,302
Deferred Outflows related to OPEB	\$ 10,032,344	\$ 9,287,657	\$ 9,287,657	\$ 9,287,657	\$ 9,287,657	\$ 9,287,657	\$ 9,287,657
Deferred Charge on Refunding	\$ 840,144	\$ 602,440	\$ 602,440	\$ 602,440	\$ 602,440	\$ 602,440	\$ 602,440
<b>TOTAL DEFERRED OUTFLOWS</b>	<u>\$ 20,334,438</u>	<u>\$ 15,127,399</u>	<u>\$ 15,127,399</u>	<u>\$ 15,127,399</u>	<u>\$ 15,127,399</u>	<u>\$ 15,127,399</u>	<u>\$ 15,127,399</u>
<b>LIABILITIES AND NET POSITION</b>							
<b>CURRENT LIABILITIES</b>							
Payables	\$ 1,492,481	\$ 720,304	\$ 2,217,190	\$ 2,662,314	\$ 3,234,915	\$ 4,125,238	\$ 3,711,908
Accrued Compensable Absences - Current	\$ 613,660	\$ 585,183	\$ 585,183	\$ 585,183	\$ 585,183	\$ 585,183	\$ 585,183
Funds Held for Others	\$ 376,778	\$ 435,224	\$ 245,391	\$ 390,354	\$ 413,325	\$ (2,815,223)	\$ 277,665
Unearned Revenues	\$ 15,667,666	\$ 32,713,880	\$ 29,824,479	\$ 27,107,151	\$ 24,197,384	\$ 21,285,900	\$ 18,374,466
Bonds Payable - Current Portion	\$ 8,425,000	\$ 8,430,000	\$ 8,430,000	\$ 8,430,000	\$ 8,430,000	\$ 8,430,000	\$ 8,730,000
Notes Payable - Current Portion	\$ 36,033	\$ 36,033	\$ 36,033	\$ 36,033	\$ 36,033	\$ -	\$ -
Capital Lease Payable	\$ 227,597	\$ 285,807	\$ 285,807	\$ 285,807	\$ 285,807	\$ 285,807	\$ 285,807
Retainage Payable	\$ 3,346,823	\$ 1,933,000	\$ 1,797,093	\$ 1,735,892	\$ 1,735,892	\$ 823,742	\$ 823,742
Other Liabilities	\$ 5,188,238	\$ 7,746	\$ 7,746	\$ 7,746	\$ 7,746	\$ 7,746	\$ 7,746

**AMARILLO COLLEGE**  
**INTERNAL UNAUDITED STATEMENT OF NET POSITION**  
**FISCAL YEAR 2026 THROUGH FEBRUARY 2026**

	Feb-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26
<b>Total Current Liabilities</b>	\$ 35,374,276	\$ 45,147,177	\$ 43,428,921	\$ 41,240,480	\$ 38,926,285	\$ 32,728,394	\$ 32,796,518
<b>NON CURRENT LIABILITIES</b>							
Accrued Compensable Absences - Long Term	\$ 931,675	\$ 936,127	\$ 936,127	\$ 936,127	\$ 936,127	\$ 936,127	\$ 936,127
Deposits Payable	\$ 207,954	\$ 217,150	\$ 216,750	\$ 216,450	\$ 217,425	\$ 219,290	\$ 218,040
Bonds Payable	\$ 86,545,000	\$ 86,270,000	\$ 86,270,000	\$ 86,270,000	\$ 86,270,000	\$ 86,270,000	\$ 77,815,000
Notes Payable	\$ 258,114	\$ 258,114	\$ 258,114	\$ 258,114	\$ 258,114	\$ 258,114	\$ 258,114
Capital Lease Payable - LT	\$ 413,575	\$ 421,011	\$ 421,011	\$ 421,011	\$ 421,011	\$ 421,011	\$ 421,011
Unamortized Debt Premium	\$ 15,166,116	\$ 19,567,074	\$ 18,646,478	\$ 17,780,151	\$ 16,853,525	\$ 15,926,900	\$ 15,000,274
Net Pension Liability	\$ 22,962,471	\$ 20,351,446	\$ 20,351,446	\$ 20,351,446	\$ 20,351,446	\$ 20,351,446	\$ 20,351,446
Net OPEB Liability	\$ 51,908,803	\$ 54,068,355	\$ 54,068,355	\$ 54,068,355	\$ 54,068,355	\$ 54,068,355	\$ 54,068,355
<b>Total Non Current Liabilities</b>	<u>\$ 178,393,708</u>	<u>\$ 182,089,277</u>	<u>\$ 181,168,281</u>	<u>\$ 180,301,654</u>	<u>\$ 179,376,003</u>	<u>\$ 178,451,243</u>	<u>\$ 169,068,367</u>
<b>TOTAL LIABILITIES</b>	<u>\$ 213,767,984</u>	<u>\$ 227,236,454</u>	<u>\$ 224,597,202</u>	<u>\$ 221,542,134</u>	<u>\$ 218,302,289</u>	<u>\$ 211,179,637</u>	<u>\$ 201,864,885</u>
<b>Deferred Inflows</b>							
Deferred Inflows of Resources	\$ 1,542,160	\$ 815,177	\$ 815,177	\$ 815,177	\$ 815,177	\$ 815,177	\$ 815,177
Deferred Inflows related to OPEB	\$ 18,489,361	\$ 14,760,734	\$ 14,760,734	\$ 14,760,734	\$ 14,760,734	\$ 14,760,734	\$ 14,760,734
<b>TOTAL DEFERRED INFLOWS</b>	<u>\$ 20,031,521</u>	<u>\$ 15,575,911</u>	<u>\$ 15,575,911</u>	<u>\$ 15,575,911</u>	<u>\$ 15,575,911</u>	<u>\$ 15,575,911</u>	<u>\$ 15,575,911</u>
<b>NET POSITION</b>							
<b>Capital Assets</b>							
Net Investment in Capital Assets	\$ 175,517,097	\$ 198,842,992	\$ 198,266,551	\$ 198,278,401	\$ 196,937,885	\$ 196,344,366	\$ 203,952,732
<b>Restricted</b>							
Non Expendable: Endowment - True	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000
Expendable: Capital Projects	\$ (87,972,328)	\$ (94,034,398)	\$ (94,034,115)	\$ (96,107,895)	\$ (96,107,605)	\$ (96,107,352)	\$ (96,107,116)
Expendable: Debt Service	\$ (2,387,383)	\$ 3,520,484	\$ 4,448,358	\$ 5,380,483	\$ 6,312,678	\$ 7,239,779	\$ (1,731,209)
Other, Primary Donor Restrictions	\$ 14,104,757	\$ 10,540,516	\$ 9,574,001	\$ 12,106,419	\$ 12,962,600	\$ 12,839,688	\$ 12,910,349
<b>Unrestricted</b>							
Unrestricted	\$ (65,644,389)	\$ (62,683,194)	\$ (65,951,429)	\$ (61,532,130)	\$ (61,758,849)	\$ (62,062,342)	\$ (64,259,792)
<b>TOTAL NET POSITION</b>	<u>\$ 36,117,754</u>	<u>\$ 58,686,399</u>	<u>\$ 54,803,366</u>	<u>\$ 60,625,277</u>	<u>\$ 60,846,709</u>	<u>\$ 60,754,140</u>	<u>\$ 57,264,964</u>

**AMARILLO COLLEGE**  
**INTERNAL UNAUDITED STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**  
**FISCAL YEAR 2026 THROUGH FEBRUARY 2026**

	Fiscal 2025 YTD Feb-25	2025 YE Aug Prelim	2026 Sep-25	2026 Oct-25	2026 Nov-25	2026 Dec-25	2026 Jan-26	2026 Feb-26	2026 Fiscal 2026 YTD
<b>OPERATING REVENUES</b>									
Tuition and Fees	\$ 18,073,108	\$ 12,046,925	\$ 9,985,264	\$ 305,429	\$ 5,650,272	\$ 1,929,369	\$ 796,772	\$ 304,711	\$ 18,971,818
Federal Grants and Contracts	\$ 1,440,032	\$ 5,189,832	\$ -	\$ 143,143	\$ 208,287	\$ 353,845	\$ 153,752	\$ 311,339	\$ 1,170,366
State Grants and Contracts	\$ 3,248,002	\$ 4,238,059	\$ 942,890	\$ 248,966	\$ 236,630	\$ 295,464	\$ 2,253	\$ 934,233	\$ 2,660,436
Local Grants and Contracts	\$ 1,218,900	\$ 2,208,556	\$ 1,006	\$ 213,676	\$ 442,294	\$ 220,334	\$ 217,984	\$ 219,695	\$ 1,314,990
Nongovernmental grants and contracts	\$ 2,105,161	\$ 2,484,637	\$ 421,121	\$ 74,528	\$ 42,944	\$ 517,410	\$ 126,691	\$ 198,599	\$ 1,381,294
Sales and Services of Educational Activities	\$ 165,047	\$ 401,907	\$ 31,308	\$ 30,497	\$ 25,875	\$ 27,316	\$ 35,621	\$ 35,551	\$ 186,167
Auxiliary Enterprises (net of discounts)	\$ 3,651,620	\$ 6,606,368	\$ 553,170	\$ 566,912	\$ 418,497	\$ 382,817	\$ 1,442,991	\$ 446,950	\$ 3,811,337
Other Operating Revenues	\$ 1,800,175	\$ 2,355,768	\$ 448,056	\$ 143,386	\$ 306,574	\$ 430,066	\$ 58,296	\$ 109,866	\$ 1,496,245
<b>Total Operating Revenues</b>	<b>\$ 31,702,045</b>	<b>\$ 35,532,053</b>	<b>\$ 12,382,816</b>	<b>\$ 1,726,538</b>	<b>\$ 7,331,374</b>	<b>\$ 4,156,621</b>	<b>\$ 2,834,360</b>	<b>\$ 2,560,944</b>	<b>\$ 30,992,653</b>
<b>NON OPERATING REVENUES</b>									
State Appropriations	\$ 8,751,678	\$ 21,645,430	\$ 1,622,289	\$ 1,622,289	\$ 1,622,289	\$ 1,622,289	\$ 1,622,289	\$ 1,622,289	\$ 9,733,734
Taxes for maintenance and operations	\$ 13,554,787	\$ 30,050,896	\$ 3,948	\$ 2,696,157	\$ 5,383,231	\$ 2,706,335	\$ 2,668,750	\$ 2,162,153	\$ 15,620,574
Taxes for general obligation bonds	\$ 4,809,431	\$ 10,845,827	\$ 1,360	\$ 927,713	\$ 1,852,027	\$ 928,622	\$ 911,727	\$ 933,187	\$ 5,554,637
Federal revenue, non-operating	\$ 10,517,508	\$ 25,292,727	\$ (1,600)	\$ (99,384)	\$ 659,805	\$ 197,967	\$ 9,881,493	\$ 26,781	\$ 10,665,063
Gifts	\$ 5,920,948	\$ 6,398,892	\$ 493,670	\$ 6,650	\$ 21,386	\$ 88,561	\$ 93,071	\$ 118,734	\$ 822,072
Investment Income	\$ 831,462	\$ 1,882,472	\$ 215,360	\$ 113,659	\$ 80,825	\$ 71,523	\$ 217,330	\$ 191,030	\$ 889,727
Interest on Capital Debt	\$ (1,782,340)	\$ (3,008,255)	\$ 132,638	\$ -	\$ -	\$ -	\$ (2,250)	\$ (1,761,158)	\$ (1,630,769)
Loss on Disposal of Fixed Assets	\$ 29,552	\$ (111,155)	\$ (727)	\$ 286	\$ 11,849	\$ (45,214)	\$ (50)	\$ (310)	\$ (34,165)
Misc. Income	\$ 12,469	\$ 12,469	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other State Revenue	\$ 57,310	\$ 302,192	\$ -	\$ 253,856	\$ -	\$ -	\$ 74,841	\$ -	\$ 328,697
<b>Total Non Operating Revenues</b>	<b>\$ 42,702,805</b>	<b>\$ 93,311,494</b>	<b>\$ 2,466,938</b>	<b>\$ 5,521,225</b>	<b>\$ 9,631,413</b>	<b>\$ 5,570,083</b>	<b>\$ 15,467,202</b>	<b>\$ 3,292,708</b>	<b>\$ 41,949,569</b>
Extraordinary Item (Insurance Proceeds)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prior Period Adjustment	\$ (38,920)	\$ 6,869,493	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 74,365,930</b>	<b>\$ 135,713,041</b>	<b>\$ 14,849,754</b>	<b>\$ 7,247,763</b>	<b>\$ 16,962,787</b>	<b>\$ 9,726,704</b>	<b>\$ 18,301,562</b>	<b>\$ 5,853,652</b>	<b>\$ 72,942,222</b>
<b>OPERATING EXPENSES</b>									
<b>Cost of Sales</b>	\$ 1,357,379	\$ 2,983,792	\$ 1,238,234	\$ (703,430)	\$ (188,773)	\$ 215,929	\$ 773,575	\$ 57,038	\$ 1,392,574
<b>Salary, Wages &amp; Benefits</b>									
Administrators	\$ 2,909,558	\$ 6,484,735	\$ 186,675	\$ 682,041	\$ 517,332	\$ 517,366	\$ 1,534,986	\$ 500,679	\$ 3,939,079
Classified	\$ 10,660,429	\$ 24,184,771	\$ 879,184	\$ 2,803,257	\$ 1,891,017	\$ 1,853,231	\$ 1,781,696	\$ 1,862,634	\$ 11,071,020
Faculty	\$ 8,949,184	\$ 21,351,624	\$ 713,918	\$ 2,573,317	\$ 1,939,455	\$ 1,649,457	\$ 1,180,596	\$ 1,592,979	\$ 9,649,721
Student Salary	\$ 480,200	\$ 1,070,607	\$ 72,917	\$ 173,969	\$ 129,146	\$ 119,867	\$ 30,258	\$ 109,557	\$ 635,713
Temporary (Contract) Labor	\$ 201,089	\$ 532,640	\$ 38,020	\$ 17,522	\$ 6,792	\$ 20,649	\$ 9,065	\$ 7,436	\$ 99,484
Employee Aid	\$ 7,675	\$ 48,449	\$ 4,325	\$ 8,539	\$ 4,500	\$ 2,305	\$ 35,692	\$ 5,908	\$ 61,269
Employee Benefits	\$ 6,100,576	\$ 15,501,573	\$ 705,260	\$ 1,356,153	\$ 1,055,859	\$ 1,206,796	\$ 1,180,724	\$ 1,109,776	\$ 6,614,569
<b>Dept Operating Expenses</b>			\$ -						
Professional Fees	\$ 14,012,594	\$ 2,597,671	\$ 339,465	\$ 776,242	\$ 1,001,963	\$ 411,050	\$ 303,883	\$ 328,796	\$ 3,161,399
Supplies	\$ 2,299,664	\$ 6,314,050	\$ 229,994	\$ 502,939	\$ 303,867	\$ 265,895	\$ 347,010	\$ 212,359	\$ 1,862,064
Travel	\$ 565,109	\$ 1,238,773	\$ 15,518	\$ 90,628	\$ 90,033	\$ 57,199	\$ 44,927	\$ 146,367	\$ 444,672
Property Insurance	\$ 1,661,536	\$ 1,662,047	\$ 1,575,099	\$ 1,135	\$ -	\$ 9,225	\$ (1,135)	\$ -	\$ 1,584,324
Liability Insurance	\$ 55,262	\$ 99,074	\$ 41,475	\$ 2,666	\$ 8,980	\$ 505	\$ -	\$ 11,218	\$ 64,843
Maintenance & Repairs	\$ 3,159,584	\$ 4,041,409	\$ 1,288,799	\$ 546,169	\$ 126,390	\$ 615,899	\$ 319,991	\$ 271,794	\$ 3,169,042
Utilities	\$ 983,778	\$ 2,180,626	\$ 39,923	\$ 185,828	\$ 151,018	\$ 172,235	\$ 255,977	\$ 193,074	\$ 998,054
Scholarships & Fin Aid	\$ 13,775,073	\$ 20,296,437	\$ 896,026	\$ 970,975	\$ (45,824)	\$ 591,861	\$ 10,132,936	\$ 1,049,418	\$ 13,595,392
Advertising	\$ 167,631	\$ 546,238	\$ 12,060	\$ 29,447	\$ 24,625	\$ 34,276	\$ 17,380	\$ 40,142	\$ 157,929
Lease/Rentals	\$ 158,547	\$ 348,732	\$ 28,056	\$ 27,968	\$ 27,850	\$ 31,191	\$ 44,537	\$ 27,112	\$ 186,713

**AMARILLO COLLEGE**  
**INTERNAL UNAUDITED STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**  
**FISCAL YEAR 2026 THROUGH FEBRUARY 2026**

	Fiscal 2025 YTD Feb-25	2025 YE Aug Prelim	2026 Sep-25	2026 Oct-25	2026 Nov-25	2026 Dec-25	2026 Jan-26	2026 Feb-26	2026 Fiscal 2026 YTD
Interest Expense	\$ 1,568	\$ 14,605	\$ -	\$ 1,042	\$ -	\$ -	\$ 14,960	\$ -	\$ 16,002
Depreciation	\$ 3,968,931	\$ 8,276,179	\$ -	\$ 713,415	\$ 712,112	\$ 1,427,772	\$ 713,254	\$ 714,640	\$ 4,281,193
Memberships	\$ 133,424	\$ 261,215	\$ 50,221	\$ 15,663	\$ 38,020	\$ 2,110	\$ 24,047	\$ 16,677	\$ 146,738
Property Taxes	\$ 383,476	\$ 382,883	\$ -	\$ -	\$ -	\$ 79,978	\$ 309,147	\$ -	\$ 389,125
Institutional Support	\$ 274,139	\$ 654,014	\$ 21,581	\$ 62,271	\$ 45,767	\$ 29,887	\$ 45,245	\$ 37,527	\$ 242,278
Other Miscellaneous Disbursements	\$ 630,675	\$ 759,241	\$ 160,517	\$ 278,108	\$ 70,097	\$ 54,490	\$ 59,890	\$ 269,508	\$ 892,610
		\$ -	\$ -						
<b>Capital Expenses - Less than \$1000</b>		\$ -	\$ -						
Land and Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audio/Visual Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,779	\$ 3,779
Classroom Equipment	\$ 84,204	\$ 236,838	\$ -	\$ 11,711	\$ -	\$ -	\$ -	\$ 6,551	\$ 18,261
Computer Related	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Grounds	\$ 5,681	\$ 9,079	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Equipment & Furnishing	\$ 3,601	\$ 7,501	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Television Station Equipment	\$ -	\$ 8,167	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,088	\$ 4,088
Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other Sources</b>								0	
Disposal Gain (Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ (585,876)	\$ -	\$ -	\$ -	\$ 255,602	\$ -	\$ -	\$ 255,602
<b>TOTAL EXPENSE</b>	<b>\$ 72,990,564</b>	<b>\$ 121,507,092</b>	<b>\$ 8,537,266</b>	<b>\$ 11,127,572</b>	<b>\$ 7,910,227</b>	<b>\$ 9,624,775</b>	<b>\$ 19,158,640</b>	<b>\$ 8,579,057</b>	<b>\$ 64,937,537</b>
<b>CHANGE IN NET POSITION</b>	<b>\$ 1,375,365</b>	<b>\$ 14,205,949</b>	<b>\$ 6,312,488</b>	<b>\$ (3,879,809)</b>	<b>\$ 9,052,560</b>	<b>\$ 101,929</b>	<b>\$ (857,078)</b>	<b>\$ (2,725,405)</b>	<b>\$ 8,004,685</b>

**Non Income Statement Expenditures - Capitalized and Depreciated**

<b>Capital Expenses - Exceeds \$5000 - Capitalized</b>									
Land and Improvements	\$ -	\$ 158,995	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	\$ -	\$ 26,498,455	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audio/Visual Equipment	\$ -	\$ 10,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Classroom Equipment	\$ 923,842	\$ 1,600,611	\$ 3,223	\$ 17,821	\$ -	\$ 12,228	\$ 119,046	\$ 165,706	\$ 318,025
Computer Related	\$ 73,731	\$ 151,418	\$ -	\$ -	\$ 84,425	\$ -	\$ -	\$ -	\$ 84,425
Library Books	\$ 4,367	\$ 17,695	\$ -	\$ 1,236	\$ -	\$ 739	\$ -	\$ -	\$ 1,975
Maintenance & Grounds	\$ 39,261	\$ 63,889	\$ -	\$ 18,328	\$ -	\$ -	\$ -	\$ -	\$ 18,328
Office Equipment & Furnishing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Television Station Equipment	\$ 289,200	\$ 462,165	\$ -	\$ 26,485	\$ 35,817	\$ -	\$ -	\$ 2,610	\$ 64,912
Vehicles	\$ 494,300	\$ 630,500	\$ 116,125	\$ 76,042	\$ -	\$ -	\$ -	\$ -	\$ 192,167
Donations	\$ 115,952	\$ 115,952	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL CAPITALIZED EXPENDITURES</b>	<b>\$ 1,940,653</b>	<b>\$ 29,709,832</b>	<b>\$ 119,348</b>	<b>\$ 139,912</b>	<b>\$ 120,242</b>	<b>\$ 12,967</b>	<b>\$ 119,046</b>	<b>\$ 168,316</b>	<b>\$ 679,830</b>

**AMARILLO COLLEGE  
Tax Schedule  
as of February 28, 2026**

	FY 2026					FY 2025	
	Potter County	Randall County	Moore County Campus	Hereford Campus	Total	Total	
Net Taxable Values	\$9,602,595,131	\$11,546,601,678	\$2,882,084,381	\$2,409,546,192	23,558,743,001	25,576,045,117	
Tax Rate	\$0.21994	\$0.21994	\$0.05000	\$0.04912			
Assessment:							
Maintenance and Operation - \$0.16363	\$14,978,911.72	\$17,333,766.02	\$1,441,042.19	\$1,183,487.19	\$34,937,207.12	\$30,308,925	
Bond Sinking Fund - \$0.05631	\$5,154,575.36	\$5,964,932.89			\$11,119,508.25	\$10,799,628	
Moore County						\$1,431,956	
Hereford						\$1,118,523	
Total Assessment	<u>\$20,133,491</u>	<u>\$23,298,699</u>	<u>\$1,441,042</u>	<u>\$1,183,487</u>	<u>\$46,056,715</u>	<u>\$43,659,032</u>	
Deposits of Current Taxes	18,496,305.19	22,477,270.85	\$1,170,681	1,074,580.60	43,218,837.47	\$42,994,794	
Current Collection Rate	91.87%	96.47%	81.24%	90.80%	93.84%	98.48%	
Deposits of Delinquent Taxes	\$173,981	\$89,059	8,545.47	\$9,164	\$280,750	\$397,262	
Penalties & Interest	\$81,640	\$46,326	2,717.20	\$4,469	<u>\$135,151</u>	<u>\$394,812</u>	
				total collected	<u>\$43,634,739</u>	<u>\$43,786,868</u>	
					Budgeted Collections	Budget rate	Budget rate
Budgeted - Bonds					\$11,544,759	103.82%	\$11,827,028 109.51%
Budgeted - Maintenance and Operation					\$33,313,530	103.10%	\$29,853,716 98.50%
Budgeted - Moore County					\$1,384,308	96.06%	\$1,404,355 98.07%
Budgeted - Deaf Smith County					\$1,124,088	94.98%	\$1,099,216 98.27%
Total Budget					<u>\$47,366,685</u>	102.84%	<u>\$44,184,315 101.20%</u>
Total Collected - Current + Delinquent + Penalty/Interest					<u>\$43,634,739</u>	-	<u>\$43,786,868</u>
Over (Under) Budget					<u>(\$3,731,947)</u>		<u>(\$397,447)</u>

**AMARILLO COLLEGE**  
**Alterations and Improvements**  
**Projects for Fiscal 2025/2026**  
**as of February 28, 2026**

AMARILLO - ALL CAMPUSES								SOURCE OF FUNDS					
PROJECT BUDGETING								TOTAL	CURRENT	RESERVE	GIFT/	OTHER	DIFFERENCE
PROJECT	DESCRIPTION	BUDGETED	EXPENSED	CIP	ENCUMBERED	STATUS	OVER/ SHORT	COST	BUDGET		DONATION		
1	Classroom Furniture Replacement	100,000.00	-	-	-	Not Started	100,000.00	-	100,000.00	-	-	-	-
2	New Store Front Upgrades to All Campuses	25,000.00	20,368.00	-	-	In Progress	4,632.00	20,368.00	25,000.00	-	-	-	-
3	AMAG Upgrades to All Campuses	25,000.00	19,817.20	-	-	In Progress	5,182.80	19,817.20	25,000.00	-	-	-	-
4	2025-2026 Additional Bond Purchases	-	132,140.00	-	2,672.50	In Progress	(134,812.50)	134,812.50	-	-	-	-	-
		<u>150,000.00</u>	<u>172,325.20</u>	-	<u>2,672.50</u>		<u>(24,997.70)</u>	<u>174,997.70</u>	<u>150,000.00</u>	-	-	-	-

DUMAS CAMPUS LOCATIONS								SOURCE OF FUNDS					
PROJECT BUDGETING								TOTAL	CURRENT	RESERVE	GIFT/	OTHER	DIFFERENCE
PROJECT	DESCRIPTION	BUDGETED	EXPENSED	CIP	ENCUMBERED	STATUS	OVER/ SHORT	COST	BUDGET		DONATION		
5	LED Lighting Upgrades	10,000.00	-	-	-	Not Started	10,000.00	-	10,000.00	-	-	-	-
6	Parking Lot Seal Coat and Repairs	50,000.00	-	-	-	Not Started	50,000.00	-	50,000.00	-	-	-	-
7	Carpet and Flooring Replacement	12,000.00	-	-	-	Not Started	12,000.00	-	12,000.00	-	-	-	-
8	Paint and Small Repairs	6,000.00	-	-	-	Not Started	6,000.00	-	6,000.00	-	-	-	-
9	Other Unplanned Projects	5,000.00	6,050.00	-	-	In Progress	(1,050.00)	6,050.00	5,000.00	-	-	-	-
		<u>83,000.00</u>	<u>6,050.00</u>	-	-		<u>76,950.00</u>	<u>6,050.00</u>	<u>83,000.00</u>	-	-	-	-

HEREFORD - HEREFORD CAMPUS								SOURCE OF FUNDS					
PROJECT BUDGETING								TOTAL	CURRENT	RESERVE	GIFT/	OTHER	DIFFERENCE
PROJECT	DESCRIPTION	BUDGETED	EXPENSED	CIP	ENCUMBERED	STATUS	OVER/ SHORT	COST	BUDGET		DONATION		
10	Truck Driving Track Repairs	20,000.00	-	-	-	Not Started	20,000.00	-	20,000.00	-	-	-	-
11	LED Lighting Upgrades	5,000.00	-	-	-	Not Started	5,000.00	-	5,000.00	-	-	-	-
12	Carpet and Flooring Replacement	10,000.00	-	-	-	Not Started	10,000.00	-	10,000.00	-	-	-	-
13	Paint and Small Repairs	10,000.00	6,660.74	-	-	In Progress	3,339.26	6,660.74	10,000.00	-	-	-	-
14	Other Unplanned Projects	5,000.00	5,007.43	-	-	In Progress	(7.43)	5,007.43	5,000.00	-	-	-	-
		<u>50,000.00</u>	<u>11,668.17</u>	-	-		<u>38,331.83</u>	<u>11,668.17</u>	<u>50,000.00</u>	-	-	-	-

AMARILLO - WASHINGTON STREET CAMPUS								SOURCE OF FUNDS					
PROJECT BUDGETING								TOTAL	CURRENT	RESERVE	GIFT/	OTHER	DIFFERENCE
PROJECT	DESCRIPTION	BUDGETED	EXPENSED	CIP	ENCUMBERED	STATUS	OVER/ SHORT	COST	BUDGET		DONATION		
15	College Union Building Signage RFP # 1407	128,380.00	128,380.00	-	-	Complete	-	128,380.00	128,380.00	-	-	-	-
16	Enrollment Center Signage - Foundation	39,665.81	-	-	39,665.81	In Progress	-	39,665.81	39,665.81	-	-	-	-
17	College Union Building Signage (Electrical) - Foundation	3,150.00	-	-	3,150.00	In Progress	-	3,150.00	3,150.00	-	-	-	-
18	College Union Building Carpet & Flooring Installation	49,905.57	49,905.57	-	-	Complete	-	49,905.57	49,905.57	-	-	-	-
19	I-40 Building Improvements & Repairs	18,500.00	98,212.22	-	-	Complete	(79,712.22)	98,212.22	18,500.00	-	-	-	-
20	HVAC Unit Replacement at FM-90 Transmission Tower	-	38,427.00	-	-	Complete	(38,427.00)	38,427.00	-	-	-	-	-
21	Durrett Hall Building Improvements	4,700.00	4,675.00	-	-	Complete	25.00	4,675.00	4,700.00	-	-	-	-
22	Engineering Building Improvements	4,700.00	4,675.00	-	-	Complete	25.00	4,675.00	4,700.00	-	-	-	-
		<u>120,621.38</u>	<u>195,894.79</u>	-	<u>42,815.81</u>		<u>(118,089.22)</u>	<u>238,710.60</u>	<u>120,621.38</u>	-	-	-	-

AMARILLO - AUXILIARY								SOURCE OF FUNDS					
PROJECT BUDGETING								TOTAL	CURRENT	RESERVE	GIFT/	OTHER	DIFFERENCE
PROJECT	DESCRIPTION	BUDGETED	EXPENSED	CIP	ENCUMBERED	STATUS	OVER/ SHORT	COST	BUDGET		DONATION		
23	East Campus Housing, Painting for Residential Housing RFP # :	240,000.00	93,558.00	-	-	In Progress	146,442.00	93,558.00	240,000.00	-	-	-	-
24	East Campus Housing Electrical Upgrades	112,000.00	6,516.56	-	-	In Progress	105,483.44	6,516.56	112,000.00	-	-	-	-
25	Hagy Paint and Small Repairs	15,000.00	7,012.60	-	1,475.00	In Progress	6,512.40	8,487.60	15,000.00	-	-	-	-
26	Hagy Other Unplanned Projects	5,000.00	205.60	-	-	In Progress	4,794.40	205.60	5,000.00	-	-	-	-
27	Hagy Carpet and Flooring	10,000.00	-	-	-	Not Started	10,000.00	-	10,000.00	-	-	-	-
		<u>382,000.00</u>	<u>107,292.76</u>	-	<u>1,475.00</u>		<u>273,232.24</u>	<u>108,767.76</u>	<u>382,000.00</u>	-	-	-	-

**AMARILLO COLLEGE**  
**Alterations and Improvements**  
**Projects for Fiscal 2025/2026**  
**as of February 28, 2026**

AMARILLO - ALL CAMPUS ONGOING PROJECTS

PROJECT BUDGETING							SOURCE OF FUNDS						
PROJECT	DESCRIPTION	BUDGETED	EXPENSED	CIP	ENCUMBERED	STATUS	OVER/ SHORT	TOTAL COST	CURRENT BUDGET	RESERVE	GIFT/ DONATION	OTHER	DIFFERENCE
28	Other Unplanned Projects	105,000.00	46,625.68	-	-	In Progress	58,374.32	46,625.68	105,000.00	-	-	-	-
29	Building Drainage Corrections	25,000.00	566.59	-	-	In Progress	24,433.41	566.59	25,000.00	-	-	-	-
30	LED Lighting Upgrades	56,500.00	3,291.74	-	-	In Progress	53,208.26	3,291.74	56,500.00	-	-	-	-
31	Paint and Small Repairs	60,000.00	18,321.83	-	262.00	In Progress	41,416.17	18,583.83	60,000.00	-	-	-	-
32	Parking Lot Seal Coat & Repairs	65,600.00	13,367.50	-	-	In Progress	52,232.50	13,367.50	65,600.00	-	-	-	-
33	Carpet and Flooring Replacement	50,000.00	58,890.38	-	-	In Progress	(8,890.38)	58,890.38	50,000.00	-	-	-	-
		<u>362,100.00</u>	<u>141,063.72</u>	<u>-</u>	<u>262.00</u>		<u>220,774.28</u>	<u>141,325.72</u>	<u>362,100.00</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
		<b><u>632,721.38</u></b>	<b><u>509,283.71</u></b>	<b><u>-</u></b>	<b><u>45,750.31</u></b>		<b><u>77,687.36</u></b>	<b><u>555,034.02</u></b>	<b><u>632,721.38</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>

<b>IFB No. 1428 Best Value Invitation for Bid for Food Delivery and Related Services for Amarillo College Badger Central Bookstore &amp; Café, Hagy Childcare Center, &amp; Lab School</b>								
<b>Points Scoring Evaluation Compilation</b>	<b>Price:</b>	<b>Reputation of the vendors and of the vendor's goods or services:</b>	<b>The extent to which the goods or services meet Amarillo Colleges needs:</b>	<b>The vendor's past relationship with the district:</b>	<b>Vendor's ability to provide delivery services in a timely manner along with the ability to provide will call and hot shot delivery services:</b>	<b>Total Possible Points:</b>	<b>Ranking:</b>	
	<b>120</b>	<b>30</b>	<b>60</b>	<b>30</b>	<b>60</b>	<b>300</b>		
<b>Affiliated Foods</b>	<b>120.00</b>	<b>30.00</b>	<b>60.00</b>	<b>30.00</b>	<b>60.00</b>	<b>300.00</b>		
Evaluation Committee Member (Printed):								
Evaluation Committee Member's Signature:								
Date:								

<b>IFB No. 1429 Best Value Invitation for Bid for the Purchase and Installation of KACV-TV Television Transmitter and Related Components for Amarillo College</b>								
<b>Points Scoring Evaluation Criteria</b>	<b>Price:</b>	<b>Reputation of the vendors and of the vendor's goods or services:</b>	<b>Quality of the vendor's goods or services:</b>	<b>The extent to which the goods or services meet Amarillo College's needs:</b>	<b>Delivery and Installation Timeline:</b>	<b>Total Possible Points:</b>	<b>Ranking:</b>	
	<b>120</b>	<b>30</b>	<b>60</b>	<b>60</b>	<b>30</b>	<b>300</b>		
<b>GatesAir</b>	<b>120.00</b>	<b>30.00</b>	<b>60.00</b>	<b>60.00</b>	<b>30.00</b>	<b>300.00</b>		

Evaluation Committee Member (Printed):

Evaluation Committee Member's Signature:

Date:

# Instruction Sheet

## Community College Localized Policy Manual Update 50

### Amarillo College

<b>Code</b>	<b>Type</b>	<b>Action To Be Taken</b>	<b>Note</b>
ATTN	(NOTE)	No policy enclosed	See explanatory note
BA	(LOCAL)	DELETE policy	See explanatory note
BAA	(LOCAL)	ADD policy	See explanatory note
BBE	(LOCAL)	Replace policy	Revised policy
BD	(LOCAL)	Replace policy	Revised policy
BGC	(LOCAL)	Replace policy	Revised policy
CDB	(LOCAL)	Replace policy	Revised policy
CL	(LOCAL)	ADD policy	See explanatory note
CM	(LOCAL)	Replace policy	Revised policy
CRB	(LOCAL)	ADD policy	Rejected by Policy Committee
CS	(LOCAL)	Replace policy	Revised policy
DC	(LOCAL)	Replace policy	Revised policy
DGBA	(LOCAL)	Replace policy	Revised policy
DGC	(LOCAL)	Replace policy	Revised policy
DH	(LOCAL)	Replace policy	Revised policy
DHB	(LOCAL)	Replace policy	Revised policy
DJA	(LOCAL)	ADD policy	See explanatory note
DM	(LOCAL)	Replace policy	Revised policy
EFAA	(LOCAL)	ADD policy	Rejected by Policy Committee
EFB	(LOCAL)	Replace policy	Revised policy
EGA	(LOCAL)	Replace policy	Revised policy
FB	(LOCAL)	Replace policy	Revised policy
FC	(LOCAL)	Replace policy	Revised policy
FLA	(LOCAL)	Replace policy	Revised policy
FLB	(LOCAL)	Replace policy	Revised policy
FLBE	(LOCAL)	Replace policy	Revised policy
FLD	(LOCAL)	Replace policy	Revised policy
GB	(LOCAL)	ADD policy	Rejected by Policy Committee
GD	(LOCAL)	Replace policy	Revised policy



## **(LOCAL) Policy Comparisons**

These documents are generated by an automated process that compares the updated policy to the 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 (annotated in PDF; not shown in Word)

Annotations are shown as follows:

- Deletions are in a red strike-through font: ~~deleted text~~.
- Additions are in a blue font: **new text**.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text's new placement from its original location: ~~moved text~~ becomes moved text.
- Revision bars appear in the right margin to show sections with changes.

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**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 make formatting changes appear tracked, even though the text remains the same.

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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 us:**

School Districts and Education Service Centers, call 800-580-7529 or email [policy.service@tasb.org](mailto:policy.service@tasb.org).

Community Colleges, call 800-580-1488 or email [colleges@tasb.org](mailto:colleges@tasb.org).

# Explanatory Notes

## Community College Localized Policy Manual Update 50

### Amarillo College

#### **ATTN(NOTE)**

#### **GENERAL INFORMATION ABOUT THIS UPDATE**

Revisions to legal frameworks incorporate clarification of existing materials and new materials arising from the 89th Regular Legislative Session and second special session, as well as amendments to state rules.

Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 89th Regular Legislative Session. All referenced bills have already gone into effect unless otherwise noted.

#### **BA(LOCAL)**

#### **COLLEGE DISTRICT GOVERNANCE**

Language from this policy has been moved to policy BAA to accommodate the reorganization of policies related to college district governance.

#### **BAA(LOCAL)**

#### **COLLEGE DISTRICT GOVERNANCE: BOARD LEGAL STATUS**

Language from policy BA has been moved to this policy to accommodate the reorganization of policies related to college district governance.

If your college had content at this policy code, that content has been moved to policy BAAA.

#### **BBE(LOCAL)**

#### **BOARD MEMBERS: AUTHORITY**

Recommended revisions to this policy address HB 4310, which establishes a procedure for board members to access records maintained by the college while preserving the Confidentiality of those records.

Additional changes have been made for clarity.

#### **BD(LOCAL)**

#### **BOARD MEETINGS**

Recommended revisions to this policy incorporate HB 1522, which updates the meeting notice requirements under the Open Meetings Act to require that notice of a meeting be posted three business days before the scheduled date of a meeting, at Notice to Members.

#### **BGC(LOCAL)**

#### **ADMINISTRATIVE ORGANIZATION: COUNCILS AND FACULTY SENATES**

This new local policy language addresses SB 37, which establishes the requirements for a Faculty Senate, including requirements related to Membership, Officers, Compensation, Governing Documents, Faculty Senate Meetings, and Communications, as well as the requirement that policies and procedures remain in Harmony with Law.

At Removal, recommended language incorporates the requirement from the bill that a member may be removed on recommendation of the provost. The title for the employee who serves in the role as provost reflects the information submitted by the college.

A fill-in specifying the number of representatives of each academic unit that will serve on the faculty senate has been added. The policy issued to the college recommends that each academic unit be represented by three members. To update the number of faculty members who will represent each academic unit of the college, please contact your college's policy consultant.

Revisions throughout the policy incorporate recently adopted changes submitted by the college. Additional review of provisions related to compensation is recommended. If your college would like to discuss recommended revisions or review model policy language, please contact your college's policy consultant.

## Explanatory Notes

### Community College Localized Policy Manual Update 50

#### Amarillo College

##### **CDB(LOCAL) ACCOUNTING: INVENTORIES**

Recommended revisions address the [Budget Requirements and Annual Financial Reporting Requirements for Texas Public Community Colleges, Fiscal Year 2025](#), which was recently released by the Coordinating Board. The document updates the definition of *capital assets* to recommend, rather than require as in prior years, a minimum capitalization threshold of \$5,000. The revisions permit a community college to choose the threshold at which assets are capitalized. If your college would like to update the threshold for classifying capital assets, please contact the college's policy consultant.

##### **CL(LOCAL) FACILITIES PLANNING**

This new policy addresses SB 8 from the second special session, which requires a community college to designate certain private spaces by sex consistent with the bill's provisions.

##### **CM(LOCAL) FACILITIES CONSTRUCTION**

Recommended revisions address SB 1173, which increases the contract value threshold at which a community college is required to utilize a statutory competitive procurement method for Construction Contracts from \$50,000 or above to \$100,000 or above.

##### **CRB(LOCAL) TECHNOLOGY RESOURCES: ARTIFICIAL INTELLIGENCE**

This new recommended local policy includes information related to AI Use by Employees and Students, including the parameters for use; compliance with privacy and data security law, policies, and regulations; and prohibitions on use of AI tools to harm, bully, or harass others.

##### **CS(LOCAL) INFORMATION SECURITY**

Recommended revisions to this policy incorporate HB 150, which requires a college to notify affected persons of cybersecurity incidents, formerly referred to as security incidents.

##### **DC(LOCAL) EMPLOYMENT PRACTICES**

Recommended revisions address SB 37, which requires the board to approve hiring decisions for certain positions and allows the board to overturn hiring decisions for certain positions. The titles for the employees who serve in the specified positions reflect the information submitted by the college.

Language related to dismissal of noncontractual employees has been moved to policy DM to consolidate language related to at-will termination.

##### **DGBA(LOCAL) PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE GRIEVANCES**

Language has been reorganized to clarify the structure of grievance processes.

Recommended revisions require the college to provide Notice to Employees on the college's website.

At Formal Process, language has been added to clarify that certain complaints must begin at the board level.

Provisions have been added to provide clarity about what the Record includes, to allow a college to Remand a complaint for an incomplete record, and to allow an employee to make an Audio Recording of a hearing under this policy.

A cross reference has been updated to incorporate the reorganization of policies related to security personnel.

Additional changes have been made for clarity.

# Explanatory Notes

## Community College Localized Policy Manual Update 50

### **Amarillo College**

#### **DGC(LOCAL)                      EMPLOYEE RIGHTS AND PRIVILEGES: EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES**

Recommended revisions throughout this policy incorporate SB 2972, which addresses the regulation of expressive activities on college campuses. A definition of Expressive Activities has been added. At Prohibited Speech and Conduct, existing content from Limitations on Content, Approval, and Common Outdoor Areas has been consolidated and updated to reflect language from the bill prohibiting certain expressive activities on campus.

Also, from SB 2972, language has been added at Time, Place, and Manner Restrictions prohibiting the distribution of materials in a manner that is materially and substantially disruptive to college operations. Language has been added to clarify when Identification must be provided. Employees and employee organizations distributing materials or using college facilities must provide identification to a college representative.

Recommended revisions provide that the Distribution of Literature by faculty and other instructional personnel as part of instruction or other classroom activities is not governed by that section.

Additional changes have been made for clarity.

#### **DH(LOCAL)                      EMPLOYEE STANDARDS OF CONDUCT**

Recommended revisions address HB 46, which prohibits a college from restricting the storage of low-THC cannabis authorized by state law.

Additional changes have been made for clarity.

#### **DHB(LOCAL)                      EMPLOYEE STANDARDS OF CONDUCT: CHILD ABUSE AND NEGLECT REPORTING**

Recommended revisions incorporate SB 571, which requires the Reporting of instances of child abuse or neglect to a law enforcement agency within 24 hours and amends the definition of *law enforcement agency*.

#### **DJA(LOCAL)                      ASSIGNMENT, WORK LOAD, AND SCHEDULES: TELEWORK**

This new recommended local policy addresses SB 2615. It permits employees to telework only under certain specified circumstances.

#### **DM(LOCAL)                      TERMINATION OF EMPLOYMENT**

Language related to dismissal of noncontractual employees has been moved to this policy to consolidate language related to termination of At-Will Employees.

#### **EFAA(LOCAL)                      INSTRUCTIONAL PROGRAMS AND COURSES: ACADEMIC COURSES**

This new recommended local policy clarifies the process for the development and adoption of a Core Curriculum by the college.

It also addresses the SB 37 requirement that the board conduct a comprehensive review of the college's general education curriculum, providing that the review must occur every five years, with more frequent reviews at the board's discretion.

It also establishes a process for the submission of an annual update on general education curriculum changes to the board and reflects the board's choice to reserve the right to overturn decisions regarding changes to the curriculum.

# Explanatory Notes

## Community College Localized Policy Manual Update 50

### Amarillo College

#### **EFB(LOCAL) CURRICULUM DESIGN: DEGREES AND CERTIFICATES**

Recommended revisions incorporate SB 37, requiring the college's chief executive officer to develop procedures addressing a Low-Enrollment Certificate Program Review.

#### **EGA(LOCAL) ACADEMIC ACHIEVEMENT: GRADING AND CREDIT**

A cross reference has been added to policy code FB to incorporate provisions related to the Academic Fresh Start program.

#### **FB(LOCAL) ADMISSIONS**

Recommended revisions address SB 37, clarifying that the board must develop admission procedures in collaboration with the college's chief executive officer.

The recommended revisions address SB 365, permitting the college to disregard course credits and grades earned by an applicant for admission 5-10 years prior to the start of the semester if chosen by the applicant, at Academic Fresh Start. Existing law requires a college to disregard credits earned 10 years prior to the start of the semester for an applicant under the Academic Fresh Start program. The number of years prior to admission at which credits will be disregarded reflects information submitted by the college.

A cross reference has been added to policy code EGA to incorporate provisions related to transfer of credit.

#### **FC(LOCAL) REGISTRATION AND ATTENDANCE**

Recommended revisions to this policy address administrative procedures related to registration.

#### **FLA(LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES**

Recommended revisions throughout this policy incorporate SB 2972, which addresses the regulation of expressive activities on college campuses. A definition of Expressive Activities has been added. At Prohibited Speech and Conduct, existing content from Limitations on Content, Approval, and Common Outdoor Areas has been consolidated and updated to reflect language from the bill prohibiting certain expressive activities on campus.

Also, from SB 2972, language has been added at Time, Place, and Manner Restrictions prohibiting the distribution of materials in a manner that is materially and substantially disruptive to college operations. Language has been added to clarify when Identification must be provided. Students and student organizations distributing materials or using college facilities must provide identification to a college representative.

Additional changes have been made for clarity.

#### **FLB(LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT CONDUCT**

At Behavior Targeting Others, a cross reference has been added to policy code FM to incorporate the definition of *antisemitism* required to be used in discipline for Student Code of Conduct violations, as provided by SB 326.

#### **FLBE(LOCAL) STUDENT CONDUCT: ALCOHOL AND DRUG USE**

Recommended revisions address HB 46, which prohibits a college from restricting the storage of low-THC cannabis authorized by state law.

Additional changes have been made for clarity.

## Explanatory Notes

### Community College Localized Policy Manual Update 50

#### **Amarillo College**

##### **FLD(LOCAL)**

##### **STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT COMPLAINTS**

Language has been reorganized to clarify the structure of grievance processes.

Recommended revisions require the college to provide Notice to Students on the college's website to ensure appropriate due process.

At Formal Process, language has been added to clarify that certain complaints must begin at the board level.

Provisions have been added to provide clarity about what the Record includes, to allow a college to Remand a complaint for an incomplete record, and to allow a student to make an Audio Recording of a hearing under this policy.

A cross reference has been updated to incorporate the reorganization of policies related to security personnel.

Additional changes have been made for clarity.

##### **GB(LOCAL)**

##### **PUBLIC COMPLAINTS AND HEARINGS**

Model language has been issued to address the structure of grievance processes for community members and align the policy with applicable law.

Citizens have a right to petition a community college board for redress of grievances under Texas Constitution Article I, Section 27. Further, it is arguable that in some instances the grievance may implicate other due process rights, which require the board to consider the grievance. Finally, hearing the grievances can provide the board several practical benefits such as limiting future lawsuits filed by individuals unsatisfied with the lack of board consideration of their grievances and enabling the board's oversight authority.

Model language has been reorganized to clarify the structure of grievance processes.

If your college would like to discuss the recommended model language, please contact the college's policy consultant.

##### **GD(LOCAL)**

##### **COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES**

Recommended revisions throughout this policy incorporate SB 2972, which addresses the regulation of expressive activities on college campuses. A definition of Expressive Activities has been added. At Prohibited Speech and Conduct, existing content from Approval, Designated Public Forums, and Limitations on Content has been consolidated and updated to reflect language from the bill prohibiting certain expressive activities on campus.

Also, from SB 2972, language has been added at Time, Place, and Manner Restrictions prohibiting the distribution of materials in a manner that is materially and substantially disruptive to college operations. Language has been added to clarify when Identification must be provided. Community members and organizations distributing materials or using college facilities must provide identification to a college representative.

Language related to Designated Public Forums has been added to require the board to designate common outdoor areas where community members may engage in permissible expressive activities and publish those areas on the college's website and in other publications.

Additional changes have been made for clarity.

Amarillo College  
188501

~~BOARD LEGAL STATUS~~

BA  
(LOCAL)

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

DATE ISSUED: 2/6/2023  
LDU-2022-01  
BA(LOCAL)-AJC

Adopted:  
11/29/2022

1 of 4

Amarillo College  
188501

COLLEGE DISTRICT GOVERNANCE  
BOARD LEGAL STATUS

BAA  
(LOCAL)

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

**Board Authority**

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

**Transacting  
Business**

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

**Individual Authority  
for Committing the  
Board**

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

**Individual Access to  
Information**

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

Limitations

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

An individual member shall not have access to [information subject to attorney-client privilege unless the attorney-client relationship upon which the privilege is based applies to the member.](#)

[An individual member shall not have access to confidential student records unless the member is acting in the member's official capacity and has a legitimate educational interest in the records in accordance with ~~policies FJ\(LEGAL\) and law and policy FJ\(LOCAL\).~~](#)

Requests for  
Records

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

A Board member who is denied access to a record under this policy may ask the Board to determine whether the record should be

provided or may file a request under the Public Information Act.  
[See GCA]

**Requests for  
Reports**

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

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

**Confidentiality**

*Request to  
Redact*

If requested by the Board member, information that is confidential under law shall be redacted from records provided to the Board member.

*Confidentiality  
Agreement*

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

The Board member shall sign a confidentiality agreement requiring that the confidential information remain undisclosed, be labeled as confidential, and be kept securely. The agreement must also require that any copies of the information or related notes be appropriately disposed of or retained as confidential consistent with the agreement.

**Referring  
Complaints**

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

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

**Staff Authority**

Except as authorized by these policies, no employee or agent shall have the authority to bind the College District contractually.

**Meeting Place  
and Time**

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

Regular Meetings

Regular meetings of the Board shall typically be held on the fourth Tuesday of each month at ~~6:45 p.m.~~6:00 p.m. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.

Special or  
Emergency  
Meetings

The Board President shall call a special meeting at the Board President's discretion or on request by three or more members of the Board.

The Board President shall call an emergency meeting when it is determined by the Board President or three or more members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

**Agenda**

Submission of  
Topics

A Board member may request that a subject be included on the agenda for a meeting. The deadline for submitting items for inclusion on the agenda is no later than noon of the second Monday of the month day before regular meetings and two weeks day before special meetings.

Preparation

The College President shall compile for review by the Board President all topics timely submitted by Board members, topics requested by the Board, and topics suggested by the College President.

The Board President and the College President shall confer regarding the proposed topics, and the Board President shall determine the topics for the official meeting agenda. The Board President shall ensure that any topic the Board or individual Board members have requested be addressed are either on the meeting agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not refuse to assign a topic requested by a Board member to an agenda and, once assigned, shall not have the authority to remove the topic from the agenda without that Board member's specific authorization.

Consent Agenda

When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

<b>Notice to Members</b>	Members of the Board shall be given notice of regular and special meetings at least three business days prior to the scheduled date of the meeting and at least one hour prior to the time of an emergency meeting.
<b>Closed Meeting</b>	Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BDA]
<b>Order of Business</b>	The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members present.
<b>Rules of Order</b>	The Board shall observe the parliamentary procedures as found in <i>Robert's Rules of Order, Newly Revised</i> , except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.
Voting	Voting shall be by voice vote or show of hands, as directed by the Board President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.
<b>Minutes</b>	<p>Board action shall be carefully recorded by the Board Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Board President and the Board Secretary.</p> <p>The official minutes of the Board shall be retained on file in the office of the College President and shall be available for examination during regular office hours.</p>
<b>Discussions and Limitation</b>	<p>Discussions shall be addressed to the Board President and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.</p> <p>The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board President shall not interfere with debate so long as members wish to address themselves to an item under consideration.</p>

ADMINISTRATIVE ORGANIZATION  
COUNCILS AND FACULTY SENATES

BGC  
(LOCAL)

<b>Organizational Plan</b>	The College President shall be responsible for creating an organizational structure reflecting areas of responsibility and publishing an organizational chart.
<b>Councils and Committees</b>	The administration shall create councils and committees to provide opportunities for faculty and staff to participate in the operational decisions of the College District. Institutional standing committees will assist with the creation and monitoring of procedures, which implement various policies, and with the management of various programs. Ad hoc committees may be created to assist with various programs and operations. The responsibilities and composition of each committee will be communicated to the institution.
<b>Faculty Senate</b>	<p><del>The faculty senate is the assembly of representatives of the full-time faculty at the College District. The faculty senate shall serve only in an advisory capacity.</del></p> <p><b>Membership</b></p> <p><del>Each academic unit of the College District shall be represented by three members. One member shall be appointed by the College President, and the remaining members shall be elected by a vote of the faculty of the member's respective academic unit, in accordance with procedures established by the College President or designee.</del></p> <p><del>Faculty members elected before the spring 2025 election will be appointed by the College President to serve the 2025-26 academic year as their final year of service. However, the College President may appoint any of those members to serve again in accordance with this policy.</del></p> <p><del>Faculty members elected in the spring 2025 election will serve through the 2026-27 academic year.</del></p> <p><i>Term Limits</i></p> <p><del>Appointed Faculty Members</del></p> <p><del>A member of the faculty senate appointed by the College President may serve up to six consecutive one-year terms and then may only be reappointed after the second anniversary of the last day of the member's most recent term.</del></p> <p><del>Elected Faculty Members</del></p> <p><del>An elected member of the faculty senate shall serve a two-year term, staggered in a manner that allows approximately one-half of the elected members to be elected each year, and may only be reelected after the second anniversary of the last day of the member's most recent term.</del></p> <p><i>Removal</i></p> <p><del>A member of the faculty senate may be immediately removed from the faculty senate for:</del></p>

ADMINISTRATIVE ORGANIZATION  
COUNCILS AND FACULTY SENATES

BGC  
(LOCAL)

	<p><del>1. Violating applicable law, College District policy or regulations, or the faculty senate governing documents;</del></p> <p><del>2. Failing to attend meetings; or</del></p> <p><del>3. Engaging in other similar misconduct.</del></p> <p><del>A member may be removed on recommendation of the vice president of academic affairs and approval by the College President.</del></p>
Officers	<p><del>The College President shall appoint a presiding officer from the members of the faculty senate to preside over faculty senate meetings and represent the faculty senate in communications with the College District administration. The College President shall also appoint an associate presiding officer and secretary from the membership.</del></p> <p><del>The faculty senate may hold a vote to select potential officers and may advise the College President of the outcome. The College President may consider, but is not bound by, that vote when appointing officers.</del></p>
Compensation	<p><del>A faculty member shall not be compensated for service on the faculty senate.</del></p> <p><del>Officers of the faculty senate appointed by the College President may be compensated with release time in the following manner:</del></p> <ul style="list-style-type: none"><li><del>• President: three hours;</del></li><li><del>• Vice president: two hours;</del></li><li><del>• Secretary: one hour; and</del></li><li><del>• Parliamentarian: one hour.</del></li></ul>
Expense Reimbursement	<p><del>A member of the faculty senate may be reimbursed for reasonable expenses made on behalf of the College District and approved by the College President or designee in accordance with administrative regulations.</del></p>
Governing Documents	<p><del>The faculty senate shall adopt a constitution, bylaws, or other governing documents consistent with law, this policy, and associated regulations, including the rules for establishing a quorum.</del></p>
Faculty Senate Meetings	<p><del>The College President shall develop regulations addressing faculty senate meeting procedures, in accordance with law.</del></p> <p><del>The faculty senate president shall preside over faculty senate meetings.</del></p>

ADMINISTRATIVE ORGANIZATION  
COUNCILS AND FACULTY SENATES

BGC  
(LOCAL)

<i>Notice</i>	<p>No more than seven days before a meeting, the faculty senate shall post on the College District's website:</p> <ol style="list-style-type: none"><li>1. An agenda for the meeting indicating the items that will be discussed or subject to a vote; and</li><li>2. Any curriculum proposals that will be discussed or voted on at the meeting.</li></ol>
<i>Open Meetings</i>	<p>Meetings at which a quorum is present shall be open to the public.</p>
<i>Meeting Broadcast</i>	<p>The faculty senate shall broadcast a meeting online in accordance with law if more than 50 percent of the faculty senate members are in attendance.</p>
<i>Recording Attendance</i>	<p>The faculty senate shall record the names of members in attendance at a meeting in which the faculty senate conducts business related to a vote of no confidence regarding a College District administrator or policies related to curriculum and academic standards.</p>
<i>Communications</i>	<p>The faculty senate shall not issue any statement or publish a report using the College District's official seal, trademark, or resources funded by the College District on any matter not directly related to the faculty senate's advisory duties.</p> <p>The faculty senate president shall represent the faculty senate in official communications with the College District's administration and any system administration.</p>
<i>Harmony with Law</i>	<p>Nothing in this policy or associated regulations may be construed to limit a faculty member from exercising the faculty member's right to freedom of association protected by the U.S. Constitution or Texas Constitution.</p>
<i>Conflict</i>	<p>To the extent this policy conflicts with any existing College District policies or procedures, this policy controls.</p> <p><u>1. The faculty senate must adequately represent each college and school of the institution and</u></p> <ol style="list-style-type: none"><li><u>(A) require the members to be faculty members;</u></li><li><u>(B) limit the number of members to not more than 60, with at least two representatives from each community, including:</u><ol style="list-style-type: none"><li><u>(i) one member from each community appointed by the president of the college; and</u></li><li><u>(ii) the remaining members elected by a vote of the faculty of the member's respective community.</u></li></ol></li></ol>

2. The faculty senate is advisory only and may not be delegated the final decision-making authority on any matter. The faculty senate shall represent the entire faculty of the institution of higher education and advise the institution administration and any system administration regarding matters related to the general welfare of the institution. The faculty senate may not issue any statement or publish a report using the institution's official seal, trademark, or resources funded by the institution on any matter not directly related to the faculty senate's duties to advise the institution administration.

3. Service on the faculty senate is an additional duty of the faculty member's employment. Members of the faculty senate are not entitled to compensation or reimbursement of expenses for their role as members of the faculty senate unless the expense is on behalf of and approved by the institution of higher education.

(A) Officers of the faculty senate appointed by the president of the college may be compensated with release time in the following manner:

\_\_\_\_\_ (i) president: three hours;

\_\_\_\_\_ (ii) vice president: two hours;

\_\_\_\_\_ (iii) secretary: two hours; and,

\_\_\_\_\_ (iv) parliamentarian: one hour.

4. A member of the faculty senate appointed by the president of the college in accordance with Section (1)(B)(i) may serve up to six consecutive one-year terms and then may only be reappointed after the second anniversary of the last day of the member's most recent term. A member of the faculty senate elected by a vote of the faculty of the member's respective community serves a two-year term, staggered in a manner that allows approximately one-half of the elected members to be elected each year, and may only be reelected after the second anniversary of the last day of the member's most recent term.

(A) Current members of the faculty elected before the spring 2025 election will be appointed by the president to serve the 2025-2026 academic year as their final year of service;

\_\_\_\_\_ i) the president may appoint any of those members to serve again in \_\_\_\_\_ accordance with Section 4.

(B) Current members elected in the spring 2025 election will serve through the 2026-2027 academic year.

5. A faculty member serving on the faculty senate may be immediately removed from the senate for failing to conduct the member's responsibilities within the senate's parameters, failing to attend senate meetings, or engaging in other similar misconduct. A member of the faculty senate may be

removed on recommendation of the institution's VPAA and by the president of the college.

6. The president of the college shall appoint a faculty senate president, vice president, and secretary from the members of the faculty senate.

(A) The faculty senate may hold a vote to select potential officers and advise the president of the college of the outcome;

(B) The president of the college may consider, but is not bound by, that vote when appointing officers.

7. The faculty senate president shall preside over meetings of the faculty senate and represent the senate in official communications with the institution administration and any system administration.

8. The faculty senate shall conduct meetings at which a quorum is present in a manner that is open to the public and in accordance with procedures prescribed by the president of the college.

9. The faculty senate shall broadcast over the Internet live video and audio, as applicable, of each open meeting of the faculty senate if more than 50 percent of the members of the senate are in attendance.

10. The faculty senate shall adopt rules for establishing a quorum.

11. The following shall be made available to the public on the institution of higher education's Internet website not later than the seventh day before a meeting of the faculty senate:

(A) an agenda for the meeting with sufficient detail to indicate the items that are to be discussed or that will be subject to a vote; and

(B) Any curriculum proposals reviewed by the council or senate that will be discussed or voted on at the meeting.

12. The names of the members in attendance must be recorded at a meeting in which the faculty senate conducts business related to:

(A) a vote of no confidence regarding an institution or system administrator; or

(B) policies related to curriculum and academic standards.

13. These policies may not be construed to limit a faculty member of an institution of higher education from exercising the faculty member's right to freedom of association protected by the United States Constitution or Texas Constitution.

14. To the extent these policies conflict with any existing policies of the current Board of Regents Policy Manual or procedures contained in the Amarillo College Employee Handbook, these policies control.

**Capitalization  
Threshold**

The capitalization threshold for purposes of classifying individual capital assets shall be ~~\$5,000~~\$10,000.

The College President or designee shall determine the capitalization threshold for a group of assets, the individual cost of which does not exceed the capitalization threshold above but for which the cost in the aggregate is significant.

**Designation and Use  
of Private Spaces**

The Board shall ensure that the College President, or appropriate staff as determined by the College President, designates private spaces in accordance with law. [See FG for student housing]

The College President shall develop administrative regulations to ensure compliance with law and policy regarding the use of private spaces in College District facilities.

FACILITIES CONSTRUCTION

CM  
(LOCAL)

**Compliance with Law**

The College President or designee shall establish procedures ensuring that all facilities within the College District comply with applicable laws and local building codes.

**Construction Contracts**

Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above ~~\$100,000~~ \$50,000. To assist the Board, the College President shall recommend the project delivery/contract award method that the College President determines provides the best value to the College District. [See CM series]

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

Emergency Exception

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

**Change Orders**

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

Change orders valued at or above \$50,000 shall require Board approval. The College President shall be authorized to approve change orders of a lesser amount.

**Project Administration**

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

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

**Final Payment**

The College District shall not make final payments for the construction or the supervision of construction until the work has been completed, and the College District has accepted the work.

The College President is responsible for the security of the College District's information resources. The College President or designee shall develop procedures for ensuring the College District's compliance with applicable law.

**Information Security Officer**

The College President or designee shall designate an information security officer (ISO) who is authorized to administer the information security requirements under law. The College President or designee must notify the Department of Information Resources (DIR) of the individual designated to serve as the ISO.

**Information Security Program**

The College President or designee shall annually review and approve an information security program designed in accordance with law by the ISO to address the security of the information and information resources owned, leased, or under the custodianship of the College District against unauthorized or accidental modification, destruction, or disclosure. The program shall include procedures for risk assessment and for information security awareness education for employees when hired and an ongoing program for all users.

The information security program must be submitted biennially for review by an individual designated by the College President and who is independent of the program to determine if the program complies with the mandatory security controls defined by DIR and any controls developed by the College District in accordance with law.

**College District Website and Mobile Application Security**

The College President or designee shall adopt procedures addressing the privacy and security of the College District's website and mobile applications and submit the procedures to DIR for review.

The procedures must require the developer of a website or application for the College District that processes confidential information to submit information regarding the preservation of the confidentiality of the information. The College District must subject the website or application to a vulnerability and penetration test before deployment.

**Covered Social Media Applications**

The College President or designee shall adopt procedures prohibiting the installation or use of a covered application, as defined by law, on a device owned or leased by the College District and requiring the removal of any covered applications from the device.

Exception

The procedures shall permit the installation and use of a covered application for purposes of law enforcement and the development and implementation of information security measures. The procedures must address risk mitigation measures during the permitted

use of the covered application and the documentation of those measures.

**Reports**

Effectiveness of  
Policies,  
Procedures, and  
Practices

The ISO shall report annually to the College President on the effectiveness of the College District's information security policies, procedures, and practices in accordance with law and administrative procedures.

Biennial Information  
Security Plan

The College District shall submit a biennial information security plan to DIR in accordance with law.

Information Security  
Assessment

In accordance with law, at least every two years, the College District shall submit the results of its information security assessment to DIR and, if requested, the office of the governor, lieutenant governor, and speaker of the house of representatives.

Security Incidents  
*By the College  
District*

The College District shall assess the significance of a security incident and report it to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.

Generally

Security Breach  
and  
Cybersecurity  
Incident  
Notification

Upon discovering or receiving notification of a breach of system security or a ~~security~~cybersecurity incident, as defined by law, the College District shall disclose the breach or incident to affected persons or entities in accordance with the time frames established by law.

The College District shall give notice by using one or more of the following methods:

1. Written notice.
2. Electronic mail, if the College District has electronic mail addresses for the affected persons.
3. Conspicuous posting on the College District's website.
4. Publication through broadcast media.

*By Vendors and  
Third Parties*

The College District shall include in any vendor or third-party contract the requirement that the vendor or third party report information security incidents to the College District in accordance with law and administrative procedures.

EMPLOYMENT PRACTICES

DC  
(LOCAL)

**Posting Vacancies**

The College President or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current College District employees may apply for any vacancy for which they have appropriate qualifications.

**Applications**

All applicants shall complete the application form supplied by the College District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position.

**Employment of Contractual Personnel**

The College President has sole authority to make recommendations to the Board regarding the selection of contractual personnel.

The Board retains final authority for the employment of ~~contractual personnel, including those serving as~~ vice president of academic affairs and, ~~associate vice presidents of academic affairs, vice president, dean, or a similar position.~~ [See DCA]

**Employment of Noncontractual Personnel  
Employment of Certain Law Enforcement Personnel**

The Board delegates to the College President final authority to employ noncontractual employees on an at-will basis. [See DCC]

The College President or designee and the College District police department shall develop regulations, in accordance with law, for the employment of peace officers and telecommunicators. The regulations shall address:

1. The investigation of the applicant's background;
2. Medical and psychological examination and drug screening of the applicant;
3. The applicant's qualification to carry a firearm, if applicable;
4. A provisional hiring period applicable upon employment; and
5. The submission of any required forms to the Texas Commission on Law Enforcement (TCOLE).

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE GRIEVANCES

DGBA  
(LOCAL)

**Guiding Principles**

**Informal Process**

~~The Board encourages employees to discuss their concerns with their supervisor or other appropriate administrator who has the authority to address the concerns.~~

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

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

**Formal Process**

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

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

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

**Complaints Against Supervisors**

~~Complaints alleging a violation of law by a supervisor may be made to the College President or designee. Complaint forms alleging a violation of law by the College President may be submitted directly to the Board or designee.~~

**Notice to Employees**

~~The College District shall inform employees of this policy through appropriate College District publications.~~

**Freedom from Retaliation**

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

**Whistleblower Complaints**

~~Whistleblower complaints shall be filed within the time specified by law. Such complaints shall first be filed in accordance with Level Three, below. Time lines for the employee and the College District set out in this policy may be shortened to allow the Board to make a final decision within 60 days of the initiation of the complaint.  
[See DG]~~

**Complaints**

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

**Other Complaint Processes**

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

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE GRIEVANCES

DGBA  
(LOCAL)

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

**Notice to Employees** The College District shall inform employees of this policy through appropriate College District publications and on the College District's website.

**Informal Process** The Board encourages employees to discuss their concerns with their supervisor or other appropriate administrator who has the authority to address the concerns.

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

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

**Formal Process** An employee may initiate the formal process described below by filing a written complaint form within 15 business days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.

The complaint form shall be filed with the lowest level administrator who has the authority to remedy the alleged problem.

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE GRIEVANCES

DGBA  
(LOCAL)

If the subject matter of the complaint requires a Board decision, is a complaint about a Board member, or is a complaint about the College President, the complaint shall be initiated at the Board level. A preliminary hearing to develop a record or recommendation for the Board may be conducted by an appropriate administrator.

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

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

Option to Continue  
Informal Process

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

**Freedom from  
Retaliation**

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

**Whistleblower  
Complaints**

Whistleblower complaints shall be filed within the time specified by law. Such complaints shall first be filed in accordance with Level Three, below. Timelines for the employee and the College District set out in this policy may be shortened to allow the Board to make a final decision within 60 days of the initiation of the complaint.  
[See DG]

**Complaints Against  
Supervisors**

Complaints alleging a violation of law by a supervisor may be made to the College President or designee. Complaint forms alleging a violation of law by the College President may be submitted directly to the Board or designee.

**General Provisions**  
Filing

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

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE GRIEVANCES

DGBA  
(LOCAL)

Scheduling Conferences	The College District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the employee's absence.
Response	At Levels One, Two, and Three, "response" shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the employee's email address of record, or sent by U.S. Mail to the employee's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.
Days	"Days" shall mean College District business days, unless otherwise noted. In calculating <del>time lines</del> timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."
Representative	"Representative" <del>means</del> shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent <del>him or her</del> the employee in the complaint process.  The employee may designate a representative through written notice to the College District at any level of this process. If the employee designates a representative with fewer than three days' notice to the College District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a later date, if desired, in order to include the College District's counsel. The College District may be represented by counsel at any level of the process.
Consolidating Complaints	Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.  When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the College District may consolidate the complaints.
Untimely Filings	All time limits shall be strictly followed unless modified by mutual written consent.  If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within <del>ten</del> 10 days from the date of the written dismissal notice, starting at the level at which

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE GRIEVANCES

DGBA  
(LOCAL)

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

Costs Incurred

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

Complaint and  
Appeal Forms

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

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

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

**Level One**

~~Complaint forms must be filed:~~

~~9. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and~~

~~10. With the lowest level administrator who has the authority to remedy the alleged problem.~~

~~In most circumstances, employees shall file Level One complaints with their immediate supervisor. If the only administrator who has authority to remedy the alleged problem is the Level Two or Level Three administrator, the complaint may begin at Level Two or Level Three, respectively, following the procedure, including deadlines, for filing the complaint form at Level One.~~

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

~~The appropriate administrator shall investigate as necessary and schedule a conference with the employee within ten~~  
Remand  
Record

A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the employee who filed the complaint, documents determined relevant by College District personnel, and the decision.

A complaint or appeal form that is incomplete in any material aspect shall be refiled, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.

If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.

### Investigation

The College District may conduct an investigation at any level in the complaint process. If the College District and the employee mutually agree, all deadlines shall be suspended during an investigation.

### Audio Recording

As provided by law, an employee shall be permitted to make an audio recording of a hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.

### Complaint Levels

#### Level One

The appropriate administrator shall schedule a conference with the employee within 10 days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the employee a written response within ~~ten~~10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

#### Level Two

If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the appropriate vice president or associate vice president or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the College District, within ~~ten~~10 days of the date of the written Level One response or, if no response was received, within ~~ten~~10 days of the Level One response deadline.

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

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the employee at Level One.

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

The Level Two administrator shall schedule a conference within ~~ten~~10 days after the appeal notice is filed. The conference shall be limited to the issues and documents ~~presented by the employee~~ ~~ee~~considered at Level One and identified in the Level Two appeal notice. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the employee a written response within ~~ten~~10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

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

#### Level Three

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

The appeal notice must be filed in writing, on a form provided by the College District, within ~~ten~~10 days ~~after receipt of a~~of the date of the written Level Two response or, if no response was received, within ~~ten~~10 days of the ~~response deadline at~~Level Two ~~response~~ deadline.

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

The Level Two record shall include:

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

The Level Three administrator shall schedule a conference within ~~ten~~10 days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level Two. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level Two decision. The Level Three administrator or designee may set reasonable time limits for the conference.

The Level Three administrator shall provide the employee a written response within ~~ten~~10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Three administrator may consider the Level One and Level Two records, information provided at the Level Three conference, and any other relevant documents or information the Level Three administrator believes will help resolve the complaint.

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

#### Level Four

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

The appeal notice must be filed in writing, on a form provided by the College District, within ~~ten~~10 days after receipt of ~~the written~~ Level Three response or, if no response was received, within ~~ten~~10 days of the Level Three response deadline.

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

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

The Level Three record shall include:

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

The appeal shall be limited to the issues and documents considered at Level Three, except that if at the Level Four hearing the ad-

ministration intends to rely on evidence not included in the Level Three record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.

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

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

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

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

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**Note:** For expression and use of College District facilities and grounds by students and registered student organizations, see FLA. For expression and use of College District facilities and grounds by the community, including by nonstudents and organizations that are not registered student organizations, see GD. For use of the College District's internal mail system, see CHE.

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**Academic Freedom**

Faculty members are entitled to academic freedom in the conduct of research and teaching and are tasked with the associated responsibilities. To this end, the College District endorses the academic freedom principles set forth in the [Statement of Principles on Academic Freedom and Tenure \(PDF\)](#)<sup>1</sup> published by the Association of American Colleges and Universities and the American Association of University Professors.

The Board shall address faculty academic freedom and the associated responsibilities in appropriate College District publications.

Complaints regarding alleged violations of the right to academic freedom shall be filed in accordance with DGBA(LOCAL).

**Expressive Activities**

Employees and employee organizations may engage in expressive activities in accordance with this policy. "Expressive activities" means any speech or expressive conduct protected by the First Amendment to the U.S. Constitution or by Texas Constitution Article I, Section 8, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions.

**Prohibited Speech and Conduct**

The term "expressive activities" does not include the following speech and conduct, which is prohibited on College District facilities and grounds and through the use of College District technology and networks:

1. Defamatory statements about public figures or others;
2. Prohibited harassment [see DIAA, DIAB, FFDA, and FFDB];
3. Incitement to imminent lawless or disruptive activity;
4. Obscenity; or
5. Threats to engage in unlawful activity.

The following conduct is also prohibited:

1. Engaging in unlawful conduct.

EMPLOYEE RIGHTS AND PRIVILEGES  
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC  
(LOCAL)

2. Engaging in expressive activities that materially and substantially disrupt College District operations at any time, including from 10:00 p.m. to 8:00 a.m. and during the last two weeks of each semester or term.
3. Engaging in expressive activities that materially and substantially disrupt College District operations by inviting speakers to speak on campus or by using drums or other percussive instruments during the last two weeks of a semester or term.
4. Using a sound amplification device while engaging in expressive activities during class hours, between 10:00 p.m. to 8:00 a.m., and during the last two weeks of each semester or term to intimidate others, interfere with campus operations, or interfere with a College District employee's or a peace officer's lawful performance of a duty.
5. Camping or erecting tents or other living accommodations, with the exception of reasonable use and modifications of assigned College District housing consistent with administrative regulations. This prohibition applies to shelters that are erected for the purpose of residing within the shelter. It does not apply to other shelters that are erected on a temporary basis to provide protection from the weather or, with approval granted by the vice president of business affairs vice president of administrative services in accordance with administrative procedures, for special events.
6. Wearing a disguise or other means of concealing a person's identity while engaging in expressive activities with the intent, as determined by the vice president of business affairs vice president of administrative services or a law enforcement officer to:
  - a. Obstruct the enforcement of law or College District policies and regulations by avoiding identification;
  - b. Intimidate others; or
  - c. Interfere with a College District employee's or a peace officer's lawful performance of a duty.
7. Lowering the College District's U.S. or Texas flag with the intent to raise another nation's flag or the flag representing an organization or group of people.
8. Engaging in expressive activities in a manner that would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts.

EMPLOYEE RIGHTS AND PRIVILEGES  
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

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	<p>9. Damaging or defacing property.</p>
<p><b>Distribution of Literature</b></p>	<p>Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any employee or employee organization, except in accordance with this policy.</p> <p>The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by an employee or employee organization.</p> <p>Materials distributed by faculty and other instructional personnel as a part of instruction or other authorized classroom activities shall not be governed by this section.</p>
<p>Limitations on Content</p>	<p>Materials shall not be distributed by an employee or employee organization on College District property if:</p> <ol style="list-style-type: none"><li>1. The materials constitute prohibited speech, described above;</li><li>2. The materials constitute nonpermissible solicitation [see DHC]; or</li><li>3. The materials infringe upon intellectual property rights of the College District [see CT].</li></ol>
<p><b>Time, Place, and Manner Restrictions</b></p>	<p>Distribution of materials shall be conducted in a manner that:</p> <ol style="list-style-type: none"><li>1. Is not materially and substantially disruptive to College District operations;</li><li>2. Does not impede reasonable access to College District facilities;</li><li>3. Does not result in damage to College District property;</li><li>4. Does not interfere with the rights of others; and</li><li>5. Does not violate local, state, or federal laws or College District policies and procedures.</li></ol> <p>The distributor shall clean the area around which the literature was distributed of any materials that were discarded or leftover.</p> <p>The vice president of student affairs shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by employees or employee organizations to employees or others in College District facilities and areas that are not considered common outdoor areas.</p>

EMPLOYEE RIGHTS AND PRIVILEGES  
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC  
(LOCAL)

**Use of Facilities and  
Grounds**

The facilities and grounds of the College District shall be made available to employees or employee organizations when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting employees or employee organization shall pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the Board.

An "employee organization" is an organization composed only of College District faculty and staff or an employee professional organization.

Requests to Use  
Facilities

To request permission to meet or host a speaker in College District facilities, interested employees or employee organizations shall file a written request with the ~~vice president of business affairs~~vice president of administrative services in accordance with administrative procedures.

The employees or the employee organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

Approval

The ~~vice president of business affairs~~vice president of administrative services shall approve or reject the request in accordance with provisions and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the employees' or employee organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that the use would be prohibited conduct, described above, or that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes nonpermissible solicitation [see DHC];
4. The applicant owes a monetary debt to the College District, and the debt is considered delinquent;
5. The applicant has previously damaged College District property; or

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EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC  
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6. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The ~~vice president of business affairs~~vice president of administrative services shall provide the applicant a written statement of the grounds for rejection if a request is denied.

Common Outdoor  
Areas

Employees and employee organizations may engage in expressive activities in common outdoor areas without prior approval, unless the activities constituted prohibited speech or conduct described above.

Announcements  
and Publicity

In accordance with administrative procedures, all employees and employee organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.

**Identification**

Employees and employee organizations distributing materials on campus or using College District facilities must provide identification when requested to do so by a College District representative engaging in official duties.

**Violations**

Failure to comply with law or this policy and associated procedures shall result in appropriate administrative action, including but not limited to, suspension of an employee's or employee organization's use of College District facilities and/or other disciplinary action in accordance with the College District's policies and procedures and the employee handbook.

Interference with  
Expression

Faculty, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures. [See DH, FM, and FMA]

**Appeals**

Decisions made by the administration under this policy may be appealed in accordance with DGBA(LOCAL) and FLD(LOCAL) as applicable.

**Publication**

This policy and associated procedures must be posted on the College District's website and distributed in the employee and student handbooks and other appropriate publications.

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<sup>1</sup> 1940 Statement of Principles on Academic Freedom and Tenure (PDF):  
<https://www.aaup.org/file/1940%20Statement.pdf>

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 set out in this policy.

**As a Citizen**

An employee shall treat all persons with dignity and respect.

An employee shall accept all rights and responsibilities of citizenship, always avoiding use of the privileges of the employee's public position for private or partisan advantage.

**As an Educator**

An employee shall strive to help each student realize the student's full potential as a learner and as a human being.

An employee shall by example and action encourage and defend the unfettered pursuit of truth by all persons employed by the College District in the educational enterprise and students supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.

An employee shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.

An employee shall maintain competence through continued professional development, shall demonstrate that competence through consistently adequate performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.

**As a Colleague**

An employee shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor, which might damage or embarrass or violate the privacy of any other person.

An employee shall support the right of all colleagues to academic freedom and due process and defend and assist a professional colleague accused of wrongdoing, incompetence, or other serious offense so long as the colleague's innocence may reasonably be maintained.

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

An employee shall not support a colleague whose persistently unethical conduct or professional incompetence has been demonstrated through due process.

As a Member of the  
College District

An employee shall make the most judicious and effective use of the College District's time and resources.

An employee shall fulfill the employment agreement both in spirit and in fact, shall give reasonable notice upon resignation, and shall neither accept tasks for which the employee is not qualified nor assign tasks to unqualified persons.

An employee shall support the goals and ideals of the College District and shall act in public affairs in such a manner as to bring credit to the College District.

An employee shall not engage in unlawful discrimination or harassment of students or colleagues and shall adhere to the College District's policies on unlawful discrimination and harassment and other conduct.

An employee shall observe the stated policies and procedures of the College District, reserving the right to seek revision in a judicious and appropriate manner.

An employee shall participate in the governance of the College District by accepting a fair share of committee and institutional responsibilities.

REFERENCE: derived from the [Texas Community College Teachers Association Code of Professional Ethics \(PDF\)](#).<sup>1</sup>

**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, DIAA, and DM series]

**Misconduct by  
Certain Law  
Enforcement  
Personnel**

The College President or designee and the College District police department shall develop regulations, in accordance with law, addressing the investigation of allegations of misconduct by peace officers and telecommunicators.

**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, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

<b>Record Retention</b>	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 and GCB]
<b>Personal Use</b>	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.
<b>Safety Requirements</b>	All employees shall adhere to College District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.
<b>Tobacco and E-cigarettes</b>	<p>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. [See FLBD]</p> <p>An employee shall not give or sell tobacco products or e-cigarettes to a person in violation of law.</p>
<b>Alcohol and Drugs</b>	<p>A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.</p> <p>Employees shall be prohibited from using, possessing, controlling, storing, manufacturing, transmitting, distributing, dispensing, selling, or being under the influence of any of the following substances while conducting College District business or while on College District property, in College District vehicles, or at College District-related activities, whether during or outside of usual working hours:</p> <ol style="list-style-type: none"><li>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.</li><li>2. Alcohol or any alcoholic beverage.</li><li>3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.</li><li>4. Any performance-enhancing substance, including steroids.</li><li>5. Any designer drug.</li><li>6. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.</li></ol>

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances shall also be prohibited under this policy.

An employee need not be legally intoxicated to be considered "under the influence" of alcohol or a controlled substance.

Exceptions

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

1. Manufactures, possesses, controls, **stores**, sells, transmits, distributes, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses ~~or possesses~~, **possesses**, or **stores** a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use;
3. Possesses or **stores** 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;
4. Cultivates, possesses, transports, or sells hemp as authorized by law; or
5. Possesses, sells, or distributes Dextromethorphan.

With the prior consent of the Board or the College President, the alcohol provisions may be waived with respect to a specific location on College District property or a specific event that is sponsored by the College District.

State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

Paraphernalia

The use, possession, control, **storage**, manufacture, transmission, distribution, dispensation, or sale of paraphernalia related to any prohibited substance is prohibited.

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 the employee's 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 offense involving moral turpitude.

Moral Turpitude

Moral turpitude includes but is not limited to:

1. Dishonesty, fraud, deceit, theft, or misrepresentation;
2. Deliberate violence;

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

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.

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<sup>1</sup> Texas Community College Teachers Association Code of Professional Ethics (PDF): <https://drive.google.com/file/d/1hOLs-YhIWH4ccH7VtAMwks2GGy9KqqlR/view>

EMPLOYEE STANDARDS OF CONDUCT  
CHILD ABUSE AND NEGLECT REPORTING

DHB  
(LOCAL)

**Reporting**

Any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a responsibility under state law to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.

A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child has an additional legal obligation to submit a written or oral report within 48~~24~~ hours after the professional first has reasonable cause to believe the abuse or neglect has occurred or may be occurring. A "professional" is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

A person is required to make a report if the person has reasonable cause to believe that an adult was a victim of abuse or neglect as a child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

**Oral Reports**

As required by law, an oral report made to the Texas Department of Family and Protective Services (DFPS) is recorded.

**Making a Report**

Reports may be made to any of the following:

1. A ~~state or local~~ law enforcement agency, [as defined by law](#);
2. The Child Protective Services (CPS) division of DFPS at (800) 252-5400 or the [Texas Abuse Hotline Website](#)<sup>1</sup>;
3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility.

An individual does not fulfill the person's responsibilities under the law by only reporting suspicion of abuse or neglect to the College

EMPLOYEE STANDARDS OF CONDUCT  
CHILD ABUSE AND NEGLECT REPORTING

DHB  
(LOCAL)

President or another College District staff member. The College District shall not require an employee to first report the employee's suspicion to a College District or campus administrator.

In accordance with law, an individual must provide the individual's name and telephone number. If the individual making the report is a professional, as defined by law, the individual must also provide the individual's business address and profession.

**Confidentiality**

The identity of a person making a report of suspected child abuse or neglect shall be kept confidential and shall be disclosed only in accordance with law and the rules of the investigating agency.

**Immunity**

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

**Failure to Report**

By failing to report suspicion of child abuse or neglect, an employee:

1. May be placing a child at risk of continued abuse or neglect;
2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report; and
3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment.

It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.

**Responsibilities  
Regarding  
Investigations**

In accordance with law, College District officials shall be prohibited from:

1. Denying an investigator's request to interview a child on campus in connection with an investigation of child abuse or neglect;
2. Requiring a parent or College District employee be present during the interview; or
3. Coercing someone into suppressing or failing to report child abuse or neglect.

College District personnel shall cooperate fully and without parental consent with an investigation of reported child abuse or neglect.

**Adverse  
Employment Action  
Prohibited**

The College District prohibits any adverse employment action, including termination or discrimination, against any employee who in

good faith reports child abuse or neglect or participates in a related investigation.

**Training**

The College District shall provide training to employees as required by law. Training shall address reporting requirements and techniques to prevent and recognize sexual abuse, trafficking, and all other maltreatment of children.

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<sup>1</sup> Texas Abuse Hotline Website: <https://www.txabusehotline.org>

ASSIGNMENT, WORK LOAD, AND SCHEDULES  
TELEWORK

DJA  
(LOCAL)

Eligible employees may be permitted to telework in accordance with procedures developed by the College President.

TERMINATION OF EMPLOYMENT

DM  
(LOCAL)

**At-Will Employees**

The Board delegates to the College President final authority to dismiss noncontractual employees on an at-will basis. At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the College District.

At-will employees who are dismissed may request review of that decision through DGBA(LOCAL) and shall receive pay through the end of the last day worked.

The Board shall determine the types of degrees and certificates to be awarded by the College District. The degrees and certificates offered by the College District and the associated recommended course sequences developed by the College District administration shall be described in the College District catalog and on the College District website.

**Low-Enrollment  
Certificate Program  
Review**

The College President shall develop procedures for reviewing certificate programs with low enrollment that may require consolidation or elimination. The criteria for review must require that certificate programs have specific industry data to substantiate workforce demand to avoid consideration for consolidation or elimination. The College President shall conduct a review once every five years.

The Board shall approve or deny any decision made by the College President to consolidate or eliminate a certificate program as a result of the review.

The Board shall establish the manner by which grades shall be determined and credit shall be awarded. These provisions shall include the methods for reporting student grades, the calculation of a student's grade point average (GPA), the classification of students based on credits earned, the transfer of credits, student standards of performance, grade appeal procedures, and any other relevant matters. The provisions shall be published in the College District catalog. The College President shall develop written procedures to implement the grading and credit provisions adopted by the Board. [For class rank calculations and honors determinations, see EGB]. [For transfer of credit under the Academic Fresh Start program, see FB.](#)]

**Admissions  
Generally**

The College District has an open admissions policy that ensures that all persons who can benefit from postsecondary education have an opportunity to enroll. The College District shall not discriminate on the basis of race, color, sex, national origin, religion, disability, age, or military status in admissions.

Admission to the College District does not guarantee admittance to a particular course or program of study. A student may be required to satisfy certain requirements before enrolling in particular courses of study.

The Board, in collaboration with the College President, shall develop procedures for student admissions, including any additional course admission requirements. The procedures shall be published in the College District catalog and other relevant College District publications.

**Academic Fresh  
Start**

A resident of Texas may apply for admission and enroll as a student under the Academic Fresh Start program pursuant to the admissions procedures.

If an applicant elects to seek admission under the Academic Fresh Start program, the College District, in considering an applicant for admission, shall not consider academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. The College District shall disregard all course credits or grades earned during the 10 years prior to the student's enrollment and may not award any credit for those courses. [See EGA]

REGISTRATION AND ATTENDANCE

FC  
(LOCAL)

The College President shall develop procedures addressing **registration and** attendance requirements, including procedures for all excused absences consistent with applicable law. The **registration and** attendance procedures shall be published in the College District catalog, official bulletins, and other appropriate publications.

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**Note:** For expression and use of College District facilities and grounds by employees and employee organizations, see DGC. For expression and use of College District facilities and grounds by the community, including by nonstudents and organizations that are not registered student organizations, see GD.

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### Expressive Activities

Students and student organizations may engage in expressive activities in accordance with this policy. "Expressive activities" means any speech or expressive conduct protected by the First Amendment to the U.S. Constitution or by Texas Constitution Article I, Section 8, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions.

### Prohibited Speech and Conduct

The term "expressive activities" does not include the following speech and conduct, which is prohibited on College District facilities and grounds and through the use of College District technology and networks:

1. Defamatory statements about public figures or others;
2. Prohibited harassment [see DIAA, DIAB, FFDA, and FFDB];
3. Incitement to imminent lawless or disruptive activity;
4. Obscenity; or
5. Threats to engage in unlawful activity.

The following conduct is also prohibited:

1. Engaging in unlawful conduct.
2. Engaging in expressive activities that materially and substantially disrupt College District operations at any time, including from 10:00 p.m. to 8:00 a.m. and during the last two weeks of each semester or term.
3. Engaging in expressive activities that materially and substantially disrupt College District operations by inviting speakers to speak on campus or by using drums or other percussive instruments during the last two weeks of a semester or term.
4. Using a sound amplification device while engaging in expressive activities during class hours, between 10:00 p.m. to 8:00 a.m., and during the last two weeks of each semester or term to intimidate others, interfere with campus operations, or interfere with a College District employee's or a peace officer's lawful performance of a duty.

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1. Camping or erecting tents or other living accommodations, with the exception of reasonable use and modifications of assigned College District housing consistent with administrative regulations. This prohibition applies to shelters that are erected for the purpose of residing within the shelter. It does not apply to other shelters that are erected on a temporary basis to provide protection from the weather or, with approval granted by the vice president of student affairs or director of student life in accordance with administrative procedures, for special events.
2. Wearing a disguise or other means of concealing a person's identity while engaging in expressive activities with the intent, as determined by the vice president of student affairs or director of student life or a law enforcement officer, to:
  - a. Obstruct the enforcement of law or College District policies and regulations by avoiding identification;
  - b. Intimidate others; or
  - c. Interfere with a College District employee's or a peace officer's lawful performance of a duty.
3. Lowering the College District's U.S. or Texas flag with the intent to raise another nation's flag or the flag representing an organization or group of people.
4. Engaging in expressive activities in a manner that would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts.
5. Damaging or defacing property.

**Distribution of  
Literature**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any College District student or registered student organization [see FKC], except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by students or registered student organizations that is not sponsored by the College District.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be governed by this policy.

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	<p>Materials must be submitted to the Student Life Office and approved by the Director of Student Life before distribution [see Student Clubs and Organizations Handbook].</p>
Limitations on Content	<p>Materials shall not be distributed by students or registered student organizations on College District property if:</p> <ol style="list-style-type: none"><li><del>1.</del> The materials <del>are obscene.</del></li><li><del>2.</del> The materials <del>contain defamatory statements about public figures or others.</del></li><li><del>3.</del> The materials <del>advocate imminent lawless or disruptive action and are likely to incite or produce such action.</del></li><li>4.1. The materials are considered prohibited harassment. [See DIAA, DIAB, FFDA, and FFDB] constitute prohibited speech, described above.</li><li>5.2. The materials constitute nonpermissible solicitation. [See FI]</li><li>6.3. The materials infringe upon intellectual property rights of the College District. [See CT]</li></ol>
Time, Place, and Manner Restrictions	<p>Distribution of the materials shall be conducted in a manner that:</p> <ol style="list-style-type: none"><li>1. Is not <b>materially and substantially</b> disruptive to College District operations; [See FLB]</li><li>2. Does not impede reasonable access to College District facilities;</li><li>3. Does not result in damage to College District property;</li><li>4. Does not coerce, badger, or intimidate a person;</li><li>5. Does not interfere with the rights of others; and</li><li>6. Does not violate local, state, or federal laws or College District policies and procedures.</li></ol> <p>The distributor shall clean the area around which the literature was distributed of any materials that were discarded or leftover.</p> <p>The <del>vice president of student affairs or director of student life</del> <b>vice president of student affairs or director of student life</b> shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by students or registered student organizations to students or others in College District facilities and in areas that are not considered common outdoor areas.</p>

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Posting of Signs	<p>For the purposes of this policy, "sign" shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and "posting" shall be defined as any means used for displaying a sign.</p> <p>Except for signs that violate the restrictions in this policy and administrative procedures, a student or registered student organization may publicly post a sign on College District property in common outdoor areas and in areas or locations designated by the <del>vice president of student affairs or director of student life</del> vice president of student affairs or director of student life. No object other than a sign may be posted on College District property.</p>
Restrictions	<p>A sign shall not be larger than 22 inches by 28 inches, unless authorized by the <del>vice president of student affairs or director of student life</del> vice president of student affairs or director of student life. A sign shall not be attached or posted:</p> <ol style="list-style-type: none"><li>1. To a shrub or plant;</li><li>2. To a tree, except by string to its trunk;</li><li>3. To a permanent sign installed for another purpose;</li><li>4. To a fence or chain or its supporting structure;</li><li>5. To a brick, concrete, or masonry structure;</li><li>6. To a statue, monument, or similar structure;</li><li>7. On or adjacent to a fire hydrant; or</li><li>8. In a College District building, except on a bulletin board designated for that purpose.</li></ol>
Removal	<p>A student or registered student organization shall remove each sign not later than 14 days after posting or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended.</p> <p>A sign posted in accordance with this section shall not be removed without permission from the <del>vice president of student affairs or director of student life</del> vice president of student affairs or director of student life, the student, or the registered student organization.</p>
Disclaimer	<p>Materials distributed by a registered student organization must include a disclaimer indicating that the materials are not sponsored by the College District and do not represent the views of the College District or College District officials, faculty, or staff.</p>
<b>Use of Facilities and Grounds</b>	<p>The facilities and grounds of the College District shall be made available to students or registered student organizations [see FKC]</p>

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when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting students or student organization shall pay all expenses incurred by their use of facilities in accordance with a fee schedule developed by the Board.

Requests to Use  
Facilities

To request permission to meet or host a speaker in College District facilities, interested students or registered student organizations shall file a written request with the ~~vice president of student affairs or director of student life~~ vice president of student affairs or director of student life in accordance with administrative procedures.

The students or the registered student organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

Approval

The ~~vice president of student affairs or director of student life~~ vice president of student affairs or director of student life shall approve or reject the request in accordance with provisions and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the student's or registered student organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that ~~the use would be prohibited conduct, described above, or that:~~

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes nonpermissible solicitation [see FI];
- ~~4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;~~
- 5.4. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
- ~~6. The proposed activity would disrupt or disturb the regular academic program;~~

	<p><del>7.5. The proposed use would result in damage to or defacement of property or the</del> applicant has previously damaged College District property; or</p> <p>8.6. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.</p> <p>The <del>vice president of student affairs or director of student life</del> vice president of student affairs or director of student life shall provide the applicant a written statement of the grounds for rejection if a request is denied.</p>
Common Outdoor Area Exception Areas	<p><del>Common outdoor areas are traditional public forums and are not subject to the approval procedures.</del> Students and student organizations may engage in expressive activities in common outdoor areas, unless:</p> <p>9. <del>The person's conduct is unlawful;</del></p> <p>10. <del>The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;</del></p> <p>11. <del>The use would materially or substantially disrupt or disturb the regular academic program; or</del></p> <p><del>The use would result in damage to or defacement of property without prior approval, unless the activities constituted prohibited speech or conduct described above.</del></p>
Announcements and Publicity	<p>In accordance with administrative procedures, all students and registered student organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.</p>
Identification	<p>Students or registered student organizations distributing materials on campus or using College District facilities shall provide identification when requested to do so by a College District representative <a href="#">engaging in official duties</a>.</p>
Violations of Policy	<p>Failure to comply with <a href="#">law</a> or this policy and associated procedures shall result in appropriate administrative action, including but not limited to, confiscation of nonconforming materials, suspension of a student's or registered student organization's use of College District facilities, and/or other disciplinary action in accordance with the College District's discipline policies and procedures [see FM and FMA].</p>
Interference with Expression	<p>Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be sub-</p>

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ject to disciplinary action in accordance with the College District's discipline policies and procedures [see DH, FM, and FMA].

**Appeals**

Decisions made by the administration in accordance with this policy may be appealed in accordance with DGBA(LOCAL) or FLD(LOCAL), as applicable.

**Publication**

This policy and associated procedures must be posted on the College District's website and distributed in the student and employee handbooks and other appropriate publications. They must also be distributed to students at orientation.

**Definitions**

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

**Student**

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

**Premises**

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

**Scholastic Dishonesty**

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

"Cheating" shall include, but not be limited to:

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

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

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

**Disorderly Conduct**

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

1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.

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2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.

**Responsibility**

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

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

1. Demonstrate courtesy, even when others do not;
2. Behave in a responsible manner, always exercising self-discipline;
3. Attend all classes, regularly and on time;
4. Prepare for each class and take appropriate materials and assignments to class;
5. Obey all classroom rules;

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6. Respect the rights and privileges of students, faculty, and other College District staff and volunteers;
7. Respect the property of others, including College District property and facilities; and
8. Cooperate with and assist the College District staff in maintaining safety, order, and discipline.

**Prohibited Conduct**

Federal, State, and Local Law Violations of federal, state, or local law or College District policies, procedures, or rules, including the student handbook shall be prohibited.

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

Drugs and Alcohol Behaviors regarding drugs and alcohol and associated paraphernalia shall be prohibited as described in policy FLBE.

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

Disruptions "Disorderly conduct," as defined above, or disruptive behavior shall be prohibited.

Behavior Targeting Others The following behavior targeting others shall be prohibited:

1. Threatening another person, including a student or employee;
2. Intentionally, knowingly, or negligently causing physical harm to any person;
3. Engaging in conduct that constitutes harassment, sexual assault, dating violence, stalking, or bullying directed toward another person, including a student or employee; [See DIA series, FFD series, FFE, and FFEFM as appropriate]
4. Hazing with or without the consent of a student; [See FLBC]
5. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline; and
6. Endangering the health or safety of members of the College District community or visitors to the premises.

Property The following behavior regarding property shall be prohibited:

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1. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others;
2. Stealing from the College District or others; and
3. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.

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

Tobacco and E-cigarettes Possession or use of tobacco products or e-cigarettes on College District property without authorization shall be prohibited. [See FLBD]

Misuse of Technology The following behavior regarding misuse of technology shall be prohibited:

1. Violating policies, rules, or agreements signed by the student regarding the use of technology resources;
2. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses;
3. Attempting to alter, destroy, disable, or restrict access to College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District's system without permission;
4. Using the internet or other electronic communications to threaten College District students, employees, or volunteers;
5. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
6. Using electronic means to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors; and
7. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.

Dishonesty The following behavior regarding dishonesty shall be prohibited:

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1. Scholastic dishonesty, as defined above;
2. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors;
3. Intentionally or knowingly providing false information to the College District; and
4. Intentionally or knowingly falsifying records, passes, or other College District-related documents.

**Gambling and Other  
Conduct**

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

**Discipline**

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

1. While on College District premises;
2. While attending a College District activity; or
3. While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District's operations or objectives.

**Publication**

The student conduct rules contained in this policy and any other conduct rules of the College District developed by the College President shall be published in the student handbook.

**Alcohol**

A student shall be prohibited from using, possessing, controlling, manufacturing, transmitting, distributing, selling, or being under the influence of intoxicating beverages on College District property, in College District vehicles, and at College District-related activities. With the prior consent of the ~~Board or the~~ College President, these provisions may be waived with respect to a specific location on College District property or a specific event that is sponsored by the College District.

State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

**Controlled  
Substances**

No student shall possess, use, control, store, manufacture, transmit, distribute, sell, or attempt to possess, use, control, store, manufacture, transmit, distribute, sell, or be under the influence of, any of the following substances on College District property, in College District vehicles, or at College District-related activities:

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. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
3. Any performance-enhancing substance, including steroids.
4. Any designer drug.
5. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances shall also be prohibited under this policy.

**Exceptions**

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

1. Uses, possesses, or stores a controlled substance or drug authorized by a licensed physician through a prescription specifically for that student's use;
2. Possesses or stores a controlled substance or drug that a licensed physician has prescribed for the student's child or other individual for whom the student is a legal guardian;
3. Cultivates, possesses, transports, or sells hemp as authorized by law; or
4. Possesses, sells, or distributes Dextromethorphan.

**Paraphernalia**

The use, possession, control, storage, manufacture, transmission, distribution, or sale of paraphernalia related to any prohibited substance is prohibited.

**Violation**

Students who violate this policy shall be subject to appropriate disciplinary action. [See FM and FMA] Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

**Notice**

Each student taking one or more classes for any type of academic credit except for continuing education units shall be given a copy of the College District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

**Good Samaritan**

In the event a student or student organization reports another student who appears intoxicated or is experiencing a drug overdose to a law enforcement officer or other emergency service provider, neither the student who is intoxicated or experiencing the drug overdose nor the individual or group who provided assistance for that individual will be subject to College District disciplinary action for:

1. Being intoxicated;
2. Using drugs; or
3. Having provided that person with alcohol.

Students calling for assistance for themselves will also be covered under the policy. This policy does not excuse or protect those who flagrantly and/or repeatedly violate the College District's drugs or alcohol policies or regulations.

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**Complaints**

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

**Other Complaint Processes**

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

1. Complaints alleging discrimination or harassment based on race, color, sex, gender, national origin, disability, age, or religion. [See FFDA and FFDB]
2. Complaints concerning retaliation relating to discrimination and harassment. [See FFDA and FFDB]
3. Complaints concerning disciplinary decisions. [See FMA]
4. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CGF]
5. Complaints concerning the withdrawal of consent to remain on campus. [See GDA]

**Notice to Students**

The College District shall inform students of this policy through appropriate College District publications and on the College District’s website.

**Informal Process**

The College District encourages students to discuss their concerns with the appropriate faculty member or campus administrator who has the authority to address the concerns.

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

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

**Formal Process**

A student may initiate the formal process described below by filing a written complaint form within 15 business days of the date the student first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.

The complaint form shall be filed with the ~~vice president of enrollment management~~ vice president of student affairs or designee who will evaluate the complaint and, if necessary, assign the complaint to an appropriate College District administrator for attention and/or action.

If the subject matter of the complaint requires a Board decision, is a complaint about a Board member, or is a complaint about the College President, the complaint shall be initiated at the Board

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	<p>level. A preliminary hearing to develop a record or recommendation for the Board may be conducted by an appropriate administrator.</p> <p>The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.</p>
<p>Option to Continue Informal Process</p>	<p>Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.</p>
<p><b>Freedom from Retaliation</b></p>	<p>Neither the Board nor any College District employee shall unlawfully retaliate against any student for bringing a concern or complaint.</p>
<p><b>General Provisions</b> Filing</p>	<p>Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.</p>
<p>Scheduling Conferences</p>	<p>The College District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the student's absence.</p>
<p>Response</p>	<p>At Levels One, Two, and Three, "response" shall mean a written communication to the student from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's email address of record, or sent by U.S. Mail to the student's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.</p>
<p>Days</p>	<p>"Days" shall mean College District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."</p>

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Representative	<p>“Representative” shall mean any person who or organization that is designated by the student to represent the student in the complaint process.</p> <p>The student may designate a representative through written notice to the College District at any level of this process. If the student designates a representative with fewer than three days’ notice to the College District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a later date, if desired, in order to include the College District’s counsel. The College District may be represented by counsel at any level of the process.</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p> <p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the College District may consolidate the complaints.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student, at any point during the complaint process. The student may appeal the dismissal by seeking review in writing within 10 days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
Complaint and Appeal Forms	<p>Complaints and appeals under this policy shall be submitted in writing on a form provided by the College District.</p> <p>Copies of any documents that support the complaint should be attached to the complaint form. If the student does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student unless the student did not know the documents existed before the Level One conference.</p> <p>A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.</p>

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Record	<p>A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the student who filed the complaint, documents determined relevant by College District personnel, and the decision.</p>
Remand	<p>A complaint or appeal form that is incomplete in any material aspect shall be refiled, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.</p> <p>If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.</p>
<b>Investigation</b>	<p>The College District may conduct an investigation at any level in the complaint process. If the College District and the student mutually agree, all deadlines shall be suspended during an investigation.</p>
<b>Audio Recording</b>	<p>As provided by law, a student shall be permitted to make an audio recording of a hearing under this policy at which the substance of the student's complaint is discussed. The student shall notify all attendees present that an audio recording is taking place.</p>
<b>Complaint Levels</b>	<p>The appropriate administrator shall schedule a conference with the student within 10 days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.</p> <p>Absent extenuating circumstances, the administrator shall provide the student a written response within 10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.</p>
Level One	
Level Two	<p>If the student did not receive the relief requested at Level One or if the time for a response has expired, the student may appeal the Level One decision.</p> <p>The appeal notice must be filed in writing, on a form provided by the College District, within 10 days of the date of the written Level One response or, if no response was received, within 10 days of the Level One response deadline.</p> <p>After receiving notice of the appeal, the <u>vice president of enrollment management vice president of student affairs</u> or designee shall prepare and forward a record of the Level One complaint to</p>

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the Level Two administrator. The student may request a copy of the Level One record.

The Level One record shall include:

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

The Level Two administrator shall schedule a conference within 10 days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One and identified in the Level Two appeal notice. At the conference, the student may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the student a written response within 10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

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

Level Three

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

The appeal notice must be filed in writing, on a form provided by the College District, within 10 days of the date of the written Level Two response or, if no response was received, within 10 days of the Level Two response deadline.

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

The Level Two record shall include:

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

The Level Three administrator shall schedule a conference within 10 days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level Two. At the conference, the student may provide information concerning any documents or information relied upon by the administration for the Level Two decision. The Level Three administrator may set reasonable time limits for the conference.

The Level Three administrator shall provide the student a written response within 10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Three administrator may consider the Level One and Level Two records, information provided at the Level Three conference, and any other relevant documents or information the Level Three administrator believes will help resolve the complaint.

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

Level Four

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

The appeal notice must be filed in writing, on a form provided by the College District, within 10 days after receipt of the written Level Three response, or, if no response was received, within 10 days of the Level Three response deadline.

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

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

The Level Three record shall include:

1. The Level One record.
2. The Level Two record.

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3. The written response issued at Level Three and any attachments.
4. All other documents relied upon by the Level Three administrator in reaching the Level Three decision.

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

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

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

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

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

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**Note:** For expression and use of College District facilities and distribution of literature by students and registered student organizations, see FLA. For expression and use of College District facilities by employees and employee organizations, see DGC. For use of the College District's internal mail system, see CHE.

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**Expressive Activities**

Community members and community organizations may engage in expressive activities in accordance with this policy. "Expressive activities" means any speech or expressive conduct protected by the First Amendment to the U.S. Constitution or by Texas Constitution Article I, Section 8, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions.

**Prohibited Speech and Conduct**

The term "expressive activities" does not include the following speech and conduct, which is prohibited on College District facilities and grounds and through the use of College District technology and networks:

1. Defamatory statements about public figures or others;
2. Prohibited harassment [see DIAA, DIAB, FFDA, and FFDB];
3. Incitement to imminent lawless or disruptive activity;
4. Obscenity; or
5. Threats to engage in unlawful activity.

The following conduct is also prohibited:

1. Engaging in unlawful conduct.
2. Engaging in expressive activities that materially and substantially disrupt College District operations at any time, including from 10:00 p.m. to 8:00 a.m. and during the last two weeks of each semester or term.
3. Engaging in expressive activities that materially and substantially disrupt College District operations by inviting speakers to speak on campus or by using drums or other percussive instruments during the last two weeks of a semester or term.
4. Using a sound amplification device while engaging in expressive activities during class hours, between 10:00 p.m. to 8:00 a.m., and during the last two weeks of each semester or term to intimidate others, interfere with campus operations, or interfere with a College District employee's or a peace officer's lawful performance of a duty.

5. Camping or erecting tents or other living accommodations, with the exception of reasonable use and modifications of assigned College District housing consistent with administrative regulations. This prohibition applies to shelters that are erected for the purpose of residing within the shelter. It does not apply to other shelters that are erected on a temporary basis to provide protection from the weather or, with approval granted by the ~~vice president of business affairs~~vice president of administrative services in accordance with administrative procedures, for special events.
6. Wearing a disguise or other means of concealing a person's identity while engaging in expressive activities with the intent, as determined by the ~~vice president of business affairs~~vice president of administrative services or a law enforcement officer to:
  - a. Obstruct the enforcement of law or College District policies and regulations by avoiding identification;
  - b. Intimidate others; or
  - c. Interfere with a College District employee's or a peace officer's lawful performance of a duty.
7. Lowering the College District's U.S. or Texas flag with the intent to raise another nation's flag or the flag representing an organization or group of people.
8. Engaging in expressive activities in a manner that would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts.
9. Damaging or defacing property.

**Use of College  
District Facilities**

The grounds and facilities of the College District shall be made available to members of the College District community and community organizations, including College District support organizations, when such use is for educational, recreational, civic, or social activities and the use does not conflict with use by, or any of the policies and procedures of, the College District.

**Requests to Use  
Facilities**

To request permission to meet in College District facilities, interested community members or organizations shall file a written request with the ~~vice president of business affairs~~vice president of administrative services in accordance with administrative procedures.

The community members or organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

Approval

Requests for community use of College District facilities shall be considered on a first-come, first-served basis.

The ~~vice-president of business affairs~~vice president of administrative services shall approve or reject the request in accordance with provisions of and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the community members' or organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that the use would be prohibited conduct, described above, or that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is subject to a sanction [see Violations of Policy, below] prohibiting the use of the facility;
3. The applicant owes a monetary debt to the College District and the debt is considered delinquent; or
4. The applicant has previously damaged College District property.

Designated Public  
Forums

The Board shall designate common outdoor areas where community members and organizations may engage, without prior approval, in expressive activities that do not constitute prohibited speech or conduct. Those areas will be published on the College District website and in other appropriate publications.

*For-Profit Use*

The College District shall not permit individuals or for-profit organizations to use its facilities for financial gain; however, the College District shall permit private academic instruction, as well as public performances or presentations so long as no admission fee is charged, when these activities do not conflict with College District use or with this policy.

*Nonprofit Use*

The College District shall permit nonprofit organizations to conduct fundraising events on College District property when these activities do not conflict with College District use or with this policy.

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<i>Campaign-Related Use</i>	Except to the extent a College District facility is used as an official polling place, College District facilities shall not be available for use by individuals or groups for political advertising, campaign communications, or electioneering, as those terms are used in state law.
<i>No Approval Required</i>	No approval shall be required for nonschool-related recreational use of the College District's unlocked, outdoor recreational facilities, such as the track, tennis courts, and the like, when the facilities are not in use by the College District or for another scheduled purpose.
<i>Written Notice if Request Rejected</i>	The <del>vice president of business affairs</del> <u>vice president of administrative services</u> shall provide the applicant a written statement of the grounds for rejection if a request is denied.
<i>Emergency Use</i>	In case of emergencies or disasters, the College President may authorize the use of College District facilities by civil defense, health, or emergency service authorities.
<i>Repeated Use</i>	The College District shall permit repeated use by any community member or organization in accordance with administrative procedures.
<i>Exception</i>	Any limitations on repeated use by a community member or organization shall not apply to any group or organization when the primary participants in the activities are College District students, faculty, or staff.
<i>Scheduling</i>	Academic and extracurricular activities sponsored by the College District shall always have priority when any use is scheduled. The <del>vice president of business affairs</del> <u>vice president of administrative services</u> shall have authority to cancel a scheduled use by a community member or organization if an unexpected conflict arises with a College District activity.
<i>Use Agreement</i>	Any community member or organization approved for a nonschool use of College District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the College District is not liable for any personal injury or damages to personal property related to the nonschool use.
<i>Fees for Use</i>	<p>A community member or organization authorized to use College District facilities shall be charged a fee for the use of designated facilities.</p> <p>The Board shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.</p>

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<i>Exception</i>	Fees shall not be charged when College District buildings are used for public meetings sponsored by state or local governmental agencies.
Required Conduct	Community members and organizations using College District facilities shall: <ol style="list-style-type: none"><li>1. Conduct business in an orderly manner;</li><li>2. Provide identification when requested to do so by a College District representative;</li><li>3. Abide by all laws, policies, and procedures, including, but not limited to, those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products or e-cigarettes on College District property; [See CHF and GDA]</li><li>4. Make no alteration, temporary or permanent, to College District property without prior written consent from the College President; and</li><li>5. Be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the College District for the cost of any such repairs.</li></ol>
<b>Distribution of Literature</b>	<p>Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any community member or organization, including a College District support organization except in accordance with this policy.</p> <p>The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by a community member or organization.</p>
Limitations on Content	Materials shall not be distributed by a community member or organization on College District property if: <ol style="list-style-type: none"><li>1. The materials constitute prohibited speech, described above;</li><li>2. The materials constitute unauthorized solicitation [see Use of College District Facilities, above]; or</li><li>3. The materials infringe upon intellectual property rights of the College District [see CT].</li></ol>
Time, Place, and Manner Restrictions	Distribution of materials shall be conducted in a manner that: <ol style="list-style-type: none"><li>1. Is not materially and substantially disruptive to College District operations [see FLB];</li></ol>

2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any materials that were discarded or leftover.

The vice president of student affairs shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by community members or organizations to others in College District facilities and in areas that are not considered common outdoor areas.

*Posting of Signs*

For the purposes of this policy, "sign" shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and "posting" shall be defined as any means used for displaying a sign.

No signs may be posted on College District property by a community member or organization unless the posting qualifies as a permitted campaign-related use or is in a common outdoor area subject to administrative procedures.

Exception

A College District support organization may post a sign in College District facilities with prior approval of the ~~vice president of business affairs~~ vice president of student affairs or director of student life in accordance with the procedures developed for that purpose.

**Identification**

A community member or organization distributing materials on campus or using College District facilities shall provide identification when requested to do so by a College District representative engaging in official duties.

**Violations of Policy**

Failure to comply with law or this policy and associated procedures shall result in appropriate administrative action, including but not limited to, the suspension of the individual's or organization's use of College District facilities and the confiscation of nonconforming materials.

Interference with  
Expression

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Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures. [See DH, FM, and FMA]

**Appeals**

Decisions made by the administration in accordance with this policy may be appealed in accordance with GB(LOCAL), DGBA(LOCAL), and FLD(LOCAL) as applicable.

**Publication**

This policy and associated procedures must be posted on the College District's website and distributed in the employee and student handbooks and other appropriate publications.