

AMARILLO COLLEGE
BOARD POLICY MANUAL

APPROVED JUNE 22, 1999

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SECTION A: BASIC DISTRICT FOUNDATIONS

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DISTRICT LEGAL STATUS

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COLLEGE DISTRICT ESTABLISHMENT

The College District was created on July 16, 1929, by the vote of the electorate in the Amarillo Independent School District in an election called under the Acts of the Forty-First Legislature of the State of Texas. This statement is from the minutes of the Board of School Trustees of the Amarillo Independent School District, July 16, 1929.

ESTABLISHMENT OF THE BOARD

On May 22, 1958, the Board of the Amarillo Independent School District divested itself of the management, control, and operation of the College in the manner prescribed by Chapter 361, page 609, Acts of the 52nd Legislature, Regular Session, 1951, and vested control of the College District in a nine-member Board, each of whom is elected by the qualified voters of the College District. This statement is from the minutes of the College Board meeting, May 22, 1958.

DISTRICT NAME

AB

COLLEGE NAME

The corporate name of this College, as provided by law, is Amarillo Junior College District, herein referred to as “the District,” “the College District,” or “the College.”

COLLEGE EMBLEM

The College emblem consists of a lamp representing knowledge, a gear representing technology, and an atom representing science, outlined by laurel leaves that represent the arts.

The legend “Collegium Excellens” is translated as “College of Excellence.”

GEOGRAPHIC BOUNDARIES AND SERVICE AREAS

AC

ORIGINAL COLLEGE DISTRICT BOUNDARIES

Under the terms of the legislation establishing the original College District, the College District became coterminous with that of the Amarillo Independent School District as it existed in 1929.

CURRENT COLLEGE DISTRICT BOUNDARIES

In compliance with state law, in 1982 the citizens of the District elected to include all of the city limits of the City of Amarillo as part of the District. This election also allows the District to annex areas in the future as the city annexes those areas. The boundaries of the District are coterminous with the city limits of Amarillo, with the exception of five adjacent areas that were part of the boundaries of the District prior to the 1982 election. These areas remain a part of the District.

Descriptions of the current geographic boundaries of the College District are kept in the office of the Vice President for Business Affairs.

SERVICE AREA

The service area of the Amarillo College District includes the territory within Potter, Randall, Moore, Carson, Oldham, Deaf Smith, Parmer, Castro, and Swisher counties.

EDUCATIONAL ROLE

AD

MISSION

Amarillo College, a public community college, is dedicated to providing educational, cultural and community services and resources to enhance the quality of life for the diverse population in its service area.

GOALS

In order to fulfill its mission, the goals of the College are to:

- 1. Maximize student access.**
- 2. Guide students toward educational success.**
- 3. Provide quality general education.**
- 4. Provide quality transfer education.**
- 5. Provide quality technical preparation.**
- 6. Provide quality workforce development opportunities.**
- 7. Promote employee professional growth and equity.**
- 8. Manage institutional resources effectively and efficiently.**
- 9. Develop alternative resources for the institution.**
- 10. Serve as a community enrichment resource.**

COMMITMENTS

In these goals, the College is committed to:

- 1. Excellence in teaching and learning.**
- 2. High academic standards.**
- 3. Life-long learning.**
- 4. An open-door admission.**
- 5. The value of the associate degree.**

- 6. The value of certificates.**
- 7. Institutional evaluation and planning.**
- 8. Optimizing human and financial resources.**

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SECTION B: LOCAL GOVERNANCE

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BOARD LEGAL STATUS

BA

TITLE

The official title of the governing body of the District shall be the **Board of Regents**, herein referred to as **the Board**.

PHILOSOPHY

The Board shall establish policy governing the College; maintain and exercise general control of the College; keep separate records and minutes; adopt reasonable rules, regulations, and bylaws; and carry out the appropriate provisions of the state law.

COMMUNITY LIAISON

The Board shall maintain a close liaison with the citizens of the College District as to ensure that the College is serving the needs of the people.

FINANCIAL MANAGEMENT

The Board shall exercise management of the financial affairs of the College through: (1) long-range planning in anticipation of the fiscal and physical needs of the College and (2) the annual operating budget defined in terms of the finances needed to support the educational program for the year.

EXTENT OF STATE AND LOCAL CONTROL

All authority not vested by the laws of the state in the Coordinating Board or in the Texas Education Agency shall be reserved and retained locally in the College District or in the Board as provided in the laws applicable.

The Board shall have specific powers and duties imposed by statutes of the state. The Board has the legal power and duty to:

1. Be governed in the establishment, management, and control of the College by the general law governing the establishment, management, and control of independent school districts insofar as the general law is applicable.

Manage and govern the College District.

2. Adopt such rules, regulations, and bylaws as the Board deems advisable.

- 3. Levy and collect taxes and issue bonds.**
- 4. Provide for assessing and collecting of taxes.**
- 5. Keep true and full accounts of all funds collected from all sources and of all sums paid out and of persons to whom and the purposes for which the sums are paid.**
- 6. Adopt a budget for the ensuing fiscal year and file a copy of the annual operating budget and subsequent amendments.**
- 7. Have the accounts audited in accordance with the approved financial reporting system.**
- 8. Submit the required annual reports to the Governor, Comptroller, State Treasurer, and Legislative Budget Board.**
- 9. Receive bequests and donations or other monies or funding legally into its hands.**
- 10. Select a depository for College District funds.**
- 11. Order elections as required by law.**
- 12. Execute, perform, and make payments under contracts, which may include leases, lease with options to purchase, or installment purchase, with any person for the use, acquisition, or purchase of any property other than real property. The control shall be on terms and conditions that are deemed appropriate by the Board in accordance with state law.**
- 13. Exercise the right of eminent domain to acquire property.**
- 14. Employ agents, employees, and officials as deemed necessary or advisable to carry out any power, duty, or function of the Board; employ the President, deans, or other administrative officers, and upon the College President's recommendation employ faculty and other employees of the College.**

- 15. Proceed by and through resolutions or orders adopted or passed by the Board and adopt such rules, regulations, and bylaws as the Board deems advisable and not inconsistent with Education Code 130.082(d). The affirmative vote of a majority of all Board members shall be required to adopt or pass a resolution or order.**
- 16. Fix and collect rentals, rates, charges, or fees from students and others for the occupancy, use, or availability of all or any of its property, buildings, structures, activities, operations, or facilities, in such amounts and in such manner as may be determined by the Board.**
- 17. Acquire and hold real and personal property.**
- 18. Hold all rights and titles to the property of the College District, whether real or personal property.**
- 19. Sue and be sued.**
- 20. Shall be authorized and empowered to finance, conduct, and supervise educational programs for students of all ages.**

POWERS, DUTIES, RESPONSIBILITIES

The primary function of the Board is to provide for the College District as it strives to achieve its mission. In addition to the legally mandated powers, the Board shall:

1. Select a College President, clearly define the duties and responsibilities of the position, and support the College President in the proper discharge of these functions.
2. Establish goals for the District and review, revise, and approve these goals periodically in accordance with the District's long-range plan.
3. Work with the College President to develop general policies and guidelines to achieve established goals and objectives and delegate administrative management responsibilities to the College President and staff.
4. Provide for adequate facilities for the District.
5. Exercise final authority on recommendations made by the College President.
6. Approve the College catalog upon the recommendation of the College President.
7. With the assistance of staff evaluation and recommendations, appraise College programs toward realization of District goals and objectives.
8. Participate actively in planning and working to secure and maintain public understanding, confidence, and support of the College and its programs.
9. Be responsible for the operation of the KACV-TV and KACV-FM stations, which are licensed to the Amarillo Junior College District. The Board is the legal owner of the stations and holds the final fiduciary responsibility for the broadcast property and its operation.
10. Perform such other duties as may be requested and permitted under statute in support of College programs.

RELATIONSHIP BETWEEN AMARILLO COLLEGE AND THE AMARILLO COLLEGE FOUNDATION, INC.

On January 23, 1962, the College Board adopted the Articles of Incorporation establishing The Amarillo College Foundation, Inc. The Foundation was organized for the purpose of seeking and obtaining gifts and grants in the form of cash or personal property, securities, or other items of value, and managing and expending them for the development of the College as follows:

ADMINISTRATION AND INVESTMENT OF FUNDS

All funds received by The Amarillo College Foundation, Inc., (hereinafter referred to as **The Foundation**) for the benefit of the College shall be held, disbursed, and invested under the bylaws of The Foundation and any resolutions of its Board of Directors. All bequests of property to The Foundation shall vest title to said property in The Foundation.

Funds or other property donated to The Foundation, or the income therefrom, may be expended in any manner authorized by Article IX of its bylaws. The authority to accept any gifts shall be vested solely with the Board of Directors of The Foundation and Board of Regents of the College.

USE OF EMPLOYEES OR PROPERTY OF THE COLLEGE BY THE FOUNDATION

The Foundation may use employees of the College to transact its normal business as provided by the bylaws of The Foundation, reference to which is here made. The corporate office of The Foundation may be situated on College property at no cost to The Foundation. Any College staff needed in addition to that provided in The Foundation bylaws may be provided by the College District at no cost to The Foundation.

OFFICER/DIRECTOR OF THE FOUNDATION

An officer or employee of the College may serve as an officer or director of The Foundation.

BOARD MEMBERS

BBD

ORIENTATION

The Board and the College President shall help new Board members to understand the Board=s function, policies, and procedures. Assistance given in the orientation of new Board members may include:

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

BOARD MEMBERS

BBE

BOARD AUTHORITY

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

TRANSACTIONING BUSINESS

Official Board action shall be taken only in meetings that comply with Open Meetings Act. The affirmative vote of a majority of Board members present at a meeting shall be required to transact business. Each action of the Board supported by the majority is binding on the whole Board.

INDIVIDUAL AUTHORITY

A Board member, as an individual, shall have no authority over the District, its property, or its employees; however, individual Board members do have the right to seek information from District records and employees without specific Board authorization, so long as they follow any relevant Board policies in seeking that information. Board member requests for information are to be directed to the College President. The College President shall provide the information, direct the compilation of the requested information, or present rationale to explain why the information cannot or should not be provided.

An individual member may act on behalf of the Board only with the official authorization of the Board. Without such express authorization, no individual member may commit the Board on any issue.

If citizens bring a concern or complaint to an individual Board member, he or she shall refer them to the College President or designee, who shall proceed according to appropriate Board policy.

STAFF AUTHORITY

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

STATEMENT OF ETHICS

As a member of the Board, I will strive to improve community college education, and to that end, I shall adhere to the following ethical standards:

- 1. Attend all regularly scheduled Board meetings, insofar as possible, and become informed concerning issues to be considered at those meetings.**
- 2. Bring about desired changes through legal and ethical procedures, upholding and enforcing all applicable statutes, regulations, and court decisions pertaining to community colleges.**
- 3. Work with other Board members to establish effective Board policies and to delegate authority for the administration of the College to the President.**
- 4. Work with other Board members to establish effective policies and practices prohibiting unlawful discrimination, including conduct that constitutes sexual harassment.**
- 5. Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings.**
- 6. Make all decisions based on the available facts and my independent judgment and refuse to surrender that judgment to individuals or special interest groups.**
- 7. Encourage the free expression of opinion by all Board members and seek systematic communications between the Board and students, staff, and all elements of the community.**
- 8. Communicate to other Board members and the President expression of public reaction to Board policies and College programs.**
- 9. Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Texas Association of Community Colleges, the American Association of Community Colleges, and the Association of Community College Trustees.**

- 10. Support the employment of those persons best qualified to serve as college staff and insist on a regular and impartial evaluation of all staff.**
- 11. Avoid being placed in a position of conflict of interest and refrain from using my Board position for personal or partisan gain.**
- 12. Take no private action that will compromise the Board or administration and respect the confidentiality of information that is privileged under applicable law.**
- 13. Remember always that my first and greatest concern must be the educational welfare of the students attending the College.**

BOARD MEMBERS

BBG

COMPENSATION AND EXPENSES

EXPENSE REIMBURSEMENT

Board members shall be reimbursed for reasonable expenses incurred in carrying out Board business at the Board=s request and for reasonable expenses incurred while attending meetings and conventions as official representatives of the Board.

An amount for Board member travel expense reimbursement shall be approved in the budget each year.

Reimbursement shall be made by one of the following methods, as determined by the Board:

- 1. Reimbursement for use of personal car at the mileage rate currently approved by the Board, or the actual cost of commercial transportation, plus parking and taxi fares and expenses for lodging, meals, and other incidental expenses. Board members shall file a statement, and to the extent feasible, attach receipts documenting actual expenses for which reimbursement is requested.**
- 2. A set amount approved in advance for reasonable expenditures to be incurred on a particular trip. This amount shall include travel, lodging, meals, and any other reasonably predictable expenditures. Board members shall file a statement, with receipts, accounting for amounts actually expended. Any excess shall be refunded to the District.**

Removal From Office

Regents may be removed from Board membership for incompetency, official misconduct, intoxication on or off duty caused by drinking an alcoholic beverage (but not if it was caused by drinking such beverage on the direction and prescription of a licensed physician), or conviction by a jury for any felony or for misdemeanor official misconduct. A Official misconduct@ includes conviction of an offense relating to violation of purchase procedures. Actions for removal of Board members must be brought before a judge of the district court holding jurisdiction, except that any court convicting a Regent of a felony or official misconduct shall order immediate removal.

BOARD OFFICERS AND OFFICIALS

ELECTION OF OFFICERS

Board officers shall be elected annually.

Officers of the Board shall be elected at the regular meeting of the Board in May of each year or at any time thereafter in order to fill a vacancy. The Board shall be authorized to elect:

1. A Chair, who shall be a member of the Board. (It is desirable that the Chair serve two one-year terms.)
2. A Vice Chair, who shall be a member of the Board.
3. A Secretary, who may or may not be a member of the Board.
4. Other officers as deemed necessary or advisable.

DUTIES AND REQUIREMENTS OF BOARD CHAIR

The Board Chair shall:

1. Preside at meetings of the Board.
2. Have a vote the same as the other members.
3. Perform such other duties and functions as are prescribed by the Board.
4. Serve as budget officer of the District.
5. Designate the District business manager or the College President as deputy budget officer.
6. Call a meeting of the Board, giving ten days public notice, for the purpose of adoption of a budget for the succeeding fiscal year.
7. See to it that records are kept and that all budgets, forms, and reports are filed at the proper times and in the proper offices, as required by law.

BOARD OFFICERS AND OFFICIALS

BCAC

DUTIES AND REQUIREMENTS OF VICE CHAIR

The Vice Chair of the Board shall:

1. **Serve and assist the Chair in whatever manner is appropriate.**
2. **Preside at meetings in the absence of the Chair of the Board.**
3. **Have signature authority for the Board.**

DUTIES AND REQUIREMENTS OF SECRETARY

The Secretary of the Board shall:

1. Be the official custodian of the minutes, books, records, and the College seal.
2. Perform other duties and functions as prescribed by the Board.
3. Have signature authority for the Board.

BOARD OFFICERS AND OFFICIALS

BCAE

SELECTION AND DUTIES OF CHIEF TAX OFFICIALS

The District shall have its taxes assessed and collected as follows:

Potter County taxes shall be assessed and collected by the Potter County Assessor/Collector.

Randall County taxes shall be assessed and collected by the Randall County Assessor/Collector.

BOARD INTERNAL ORGANIZATION

BCB

BOARD COMMITTEES

The Chair of the Board may appoint standing or ad hoc committees, including a nominating committee as deemed necessary.

BOARD INTERNAL ORGANIZATION

BCC

ATTORNEY

The Board may employ an attorney to provide legal counsel and representation for the District.

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BOARD INTERNAL ORGANIZATION

BCG

BOARD EVALUATION

At least annually, the Board shall conduct a self-evaluation of Board and Board member performance. The evaluation may include such items as role

recognition, relationship with others, performance at Board meetings, and self-improvement activities. The procedure shall also include a review of those factors that facilitate effective Board meetings. The Board may solicit suggestions for improvement from others through established District communication channels.

This evaluation may be conducted in a regular meeting, a special meeting, or in a workshop setting.

BOARD MEETINGS

BD

MEETING PLACE

Location of Board meetings shall be specified in the notice for the meeting.

MEETING TIME

Regular meetings of the Board shall be held monthly except as otherwise directed by the Chair of the Board. The Chair of the Board will set the date, time, and location of each meeting.

SPECIAL OR EMERGENCY MEETINGS

The time and place of special and emergency meetings shall be as set out in the notice for the meeting.

AGENDA PREPARATION

The agenda shall be prepared under the direction of the College President with the advice and consent of the Chair of the Board. Any Board member may place an item on the agenda.

NOTICE TO MEMBERS

Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.

CLOSED MEETING

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.

ORDER OF BUSINESS

The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. The order in which posted agenda items are taken may be changed by consent of all Board members present.

CALLING SPECIAL MEETINGS

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

CALLING EMERGENCY MEETINGS

The Chair of the Board shall call an emergency meeting when the Chair of the Board or three or more members of the Board determine that an emergency or urgent public necessity, as defined by the Open Meetings Act, warrants the meeting.

RULES OF ORDER

The Board shall observe the parliamentary procedures as found in Robert=s Rules of Order, Newly Revised, 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 Chair of the Board. Any member may abstain from voting, and a member=s vote or failure to vote shall be recorded upon that member=s request.

RECORDING

At any public Board meeting, those persons broadcasting, taping, or monitoring a meeting shall not interfere with the timeliness of the meeting, the order of the agenda, nor shall they be disruptive to the general proceedings. Any persons participating in such activities as those listed above shall first identify themselves and state their purpose.

MINUTES

Board action shall be carefully recorded by the 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 Secretary of the Board.

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.

DISCUSSION AND LIMITATION

Discussion shall be addressed to the Chair of the Board and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Chair of the Board shall halt discussion that does not apply to the business before the Board.

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The Chair of the Board 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 Chair of the Board shall not interfere with debate so long as members wish to address themselves to an item under consideration.

BOARD MEETINGS

BDB

PUBLIC PARTICIPATION

Board meetings are held to transact the business of the District and are open to the public except when closed meetings are permitted by law. Citizens shall be allowed to address the Board by requesting a place on the agenda or during the portion of the meeting designated for communications not on the agenda as outlined below. The Board shall set reasonable restraints on the number, length, and frequency of presentations.

LIMIT ON PARTICIPATION

Public participation is limited to those individuals who are on the agenda and to that portion of the meeting designated for communications not on the agenda. At all other times during Board meetings, the audience shall not enter into discussion or debate on matters being considered by the Board. No presentation shall exceed five minutes. Delegations of more than five persons shall appoint one person to present their views before the Board.

If the Board Chair determines that a person has not attempted to resolve a matter administratively, the person shall be directed to the appropriate policy for attempted resolution before bringing the matter to the Board.

EXHAUSTION OF ADMINISTRATIVE REMEDIES

Complaints and concerns for which other resolution channels are provided shall be directed through those channels:

1. Employee complaints - refer to DGBA;
2. Termination of employment - refer to DM;
3. Student complaints - refer to FLD;
4. Student discipline and penalties - refer to FMA;
5. Student organizations - refer to FKC;
6. Public complaints - refer to GB.

AGENDA PRESENTATION

A citizen=s request to place an item on the agenda in order to address the Board shall be made in writing to the College President=s office at least seven days before the regular meeting. The request shall include the person=s name,

address, telephone number, and the subject matter to be presented. If a citizen's request has been scheduled on the agenda, the Board shall make whatever response or take whatever action it deems appropriate to handle the matter.

COMMUNICATIONS NOT ON AGENDA

The Board shall designate a portion of its regular monthly meeting to hear comments from individuals who have not requested a place on the agenda. Persons who wish to participate in this portion of the meeting shall sign up as they arrive, indicating the topic about which they wish to speak. The Board Chair may set reasonable time limits on presentations.

BOARD'S RESPONSE

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board may not deliberate, discuss, or make any decision on any subject not on the agenda.

POLICY AND BYLAW DEVELOPMENT

BE

POLICY DEVELOPMENT

The District shall be governed in accordance with written policies adopted by a majority of the Board. Policies and policy amendments may be initiated by the College President, Board members, faculty, employees, or community citizens, but generally shall be recommended for the Board=s consideration by the College President.

ADOPTION

The Board shall have the sole right to adopt policies. The College President may issue regulations purely of a procedural nature to carry out Board policies; however, no ancillary documents shall be binding on the District without the prior authorization of and approval by the Board.

REPEAL

Through the adoption of these policies, all previously adopted policies are repealed and of no force or effect if in conflict with these policies. Any amendment of or addition to these policies shall repeal any policies in conflict with it.

AMENDMENT

Proposed policies or amendments introduced and recommended to the Board at one meeting shall become effective immediately upon adoption by the Board unless otherwise specified by the Board.

ADMINISTRATION IN POLICY ABSENCE

When action is urgently required in an area not covered by Board policy, the College President shall have the power to act. The College President shall inform the Board promptly of such action, which shall be subject to review by the Board at its discretion.

OFFICIAL POLICY MANUAL

The Board shall designate one copy of the policy manual as the official policy manual of the District. The official copy shall be kept in the College President=s office, and the President or designee shall be responsible for its accuracy and currency. If discrepancies occur between different copies of the manual distributed throughout the District, the version contained in the official policy manual shall be regarded as authoritative.

HARMONY WITH LAW

No policy or regulation nor any portion thereof shall be operative if it is found to be in conflict with applicable law.

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COLLEGE PRESIDENT

BF

SEARCH PROCEDURES FOR NEW COLLEGE PRESIDENT

When a vacancy in the position of College President occurs, the following procedures will be implemented:

- 1. The Chair of the Board shall officially announce the vacancy, and the Board shall agree to announce an interim President who shall be in charge until the vacant position is filled.**
- 2. The Chair of the Board will appoint a search advisory committee and a committee chair to assist the Board in reviewing applications. The search advisory committee will be composed of regents, staff, faculty, administrative representatives, and student representatives.**
- 3. The Chair of the Board shall be responsible for advertising the position after consulting with the Board regarding specific qualifications and requirements for the position.**
- 4. After applications have been properly submitted and reviewed by the search advisory committee, the applications along with recommendations will be forwarded to the Board for consideration.**
- 5. Upon reviewing the applications and recommendations, the Board will select the applicants who shall be interviewed.**
- 6. After conducting the interviews, the Board will entertain motion(s) to fill the vacancy and, upon a majority vote of the Board, accept one applicant for employment.**

1 of 1

COLLEGE PRESIDENT

BFA

QUALIFICATIONS

Qualifications of the College President should include the following:

- 1. Commitment to the philosophy of a comprehensive community college.**

- 2. The ability to work effectively with College personnel, students, and local and state governments.**

The minimum educational preparation is an earned master=s but an earned doctorate from a regionally accredited institution is preferred. Five years= successful experience in a high level of administration in a community college is preferred.

DUTIES

The College President shall be the executive officer of the Board and shall work under its direction. The College President shall recommend the plan of organization of the College. Current organizational charts will be kept on file in the College President=s office.

Within the framework of policies and regulations, adopted by the Board, the College President shall exercise broad discretionary authority in carrying out responsibilities of the position. In the performance of his or her duties and responsibilities, the College President shall:

- 1. Act as chief executive officer and professional advisor to the Board and be charged with the responsibility for implementing the policies of the Board.**
- 2. In collaboration with the Chair of the Board, prepare the Board agenda and attend all meetings, unless excused from attendance or except when his or her term of employment or salary is being considered.**
- 3. Administer the College in conformity with the approved policies of the Board, the rules and regulations of the Texas Higher Education Coordinating Board, and the state law.**
- 4. Develop administrative principles and procedures for implementing Board policy and proper functioning of the College.**

1 of 3

BFA

- 5. Recommend policies to the Board for its deliberations, including evidence upon which it may base its decisions.**
- 6. Recommend the number, types, and organization of positions needed to carry out District functions effectively.**
- 7. Be responsible for the preparation and maintenance of job descriptions of the staff, faculty, and administration.**
- 8. Assign personnel to respective assignments, define their duties, and approve change of**

assignment of personnel within the College.

- 9. Recommend curriculum, student activities, and other educational and community service programs to the Board for its approval.**
 - 10. Coordinate the work of all College personnel and establish necessary procedures for evaluating and improving their work.**
 - 11. Provide orientation of new personnel and staff development educational programs as needed for all College personnel.**
 - 12. Submit to the Board a recommended annual budget, amended budgets, and transfer of funds.**
 - 13. Recommend salary schedules for approval of the Board.**
 - 14. Authorize College-wide salary deductions for insurance, professional dues, contributions, and annuity programs.**
 - 15. Represent the College at educational meetings and before legislative bodies and agencies of the government.**
 - 16. Participate in meetings and activities in an effort to influence the development of local, state, and national educational policies in harmony with the College mission and goals.**
 - 17. Interpret the College to the community through a planned public relations program.**
 - 18. Direct proper expenditure and accounting of all funds of the College.**
- 2 of 3**
- BFA**
- 19. Report to the Board regularly, at his or her discretion or upon request of the Board, on the educational and business affairs of the College.**
 - 20. Establish procedures for recruiting and employing new personnel.**
 - 21. Periodically inform the Board of:**
 - a. The performance of students in attaining course objectives, as well as attrition and failure rates.**
 - b. The success of students in occupations assumed upon leaving the College, including the employer=s perception of the value of College programs.**

- c. The success of students who transfer to other institutions.**
- d. The extent to which the programs of the College are attaining the stated aims of the College.**

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COLLEGE PRESIDENT

BFB

CONTRACT

Should there be a conflict between the terms of a written contract of employment, between the College President and the College, and the terms of this manual, the terms of the written contract of employment shall control.

COLLEGE PRESIDENT

BFCC

RETIREMENT OR RESIGNATION

The College President may retire and/or resign at any time mutually agreeable to the College President and to the Board; however, the resignation must be presented to the Board at least 30 days prior to separation.

COLLEGE PRESIDENT

BFD

EVALUATION

CRITERIA

The Board shall prepare a written evaluation of the College President at annual or more frequent intervals and may at any time conduct and communicate oral evaluations to augment its written evaluations. The written evaluation shall be based on the College President=s job description and other criteria identified by the Board.

The Board shall furnish the College President with a copy of the completed evaluation and shall discuss its conclusions with the College President in executive session.

OBJECTIVES

The Board shall strive to accomplish the following objectives in conducting the College President=s evaluation:

1. Clarify to the College President his or her role as seen by the Board.
2. Clarify to Board members the College President=s role, according to the Board=s written criteria, as expressed in the College President=s job description and the District=s goals and objectives.
3. Foster an early understanding among new Board members of the evaluation process and the College President=s current performance objectives and priorities.
4. Develop and sustain a harmonious working relationship between the Board and the College President.
5. Ensure administrative leadership for excellence in the District.

ADMINISTRATIVE ORGANIZATION PLAN FACULTY SENATES AND COUNCILS

1 of 1
BGC

ORGANIZATIONAL PLAN

The president shall be responsible for the creation of an organizational structure reflecting areas of responsibility and publish an organizational chart.

COUNCILS AND COMMITTEES

The administration shall create councils and committees to provide opportunities for faculty and staff to participate in the operational decisions of the college. 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.

COLLEGE FACULTY SENATE

The faculty is authorized to form a Faculty Senate consistent with the following description. Senate by-laws and operational procedures must be consistent with this statement and be published in the Faculty Handbook.

The Amarillo College Faculty Senate represents all appointed faculty. The membership of the Faculty Senate consists of full-time, board appointed faculty members elected by peer ballot elections. The purpose of this

organization is to cultivate cooperation and understanding among the faculty, to make recommendations to the President of Amarillo College on policies that affect instruction and general faculty welfare, to make recommendations on general policy, and to offer a line of communication with other constituencies of Amarillo College. The Senate functions to promote quality instruction, professional integrity, and other contributions to the College as a whole.

When needed the Senate acts as a committee of the whole as a Professional Standards and Relations Committee. This committee will hear matters involving Amarillo College policies or practices that affect the welfare of the faculty. It will conduct hearings of cases involving tenure as required by the statement on “Dismissal Procedure” under “Tenure.” The Senate will act as a salary committee to review faculty salaries and other compensation and make recommendations to the President of Amarillo College. The Senate may appoint ad hoc committees as needed which may consist of faculty not on the Faculty Senate.

**1 of 2
BGC**

The Faculty Senate meets as often as it deems necessary, but at least once each semester for general faculty business. The Senate will meet a minimum of once per semester with the President of the College. Additional meetings with the President and other College officials will be scheduled as appropriate. All Senate meetings, except those where the Senate is acting as the Professional Standards and Relations Committee, shall be open to all faculty and student association representatives. Notices of Senate meetings must be posted.

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ADMINISTRATIVE RULES AND REGULATIONS

BH

DEVELOPMENT

The College President and other appropriate staff shall be responsible for developing administrative regulations, consistent with law and Board policies, to serve as detailed guidelines for the operation of the District. These regulations shall be designed to implement Board policies and to achieve the goals and objectives of the District. In the event of conflict between Board policies and administrative procedures, Board policies shall control.

DISTRIBUTION

The College President or designee shall be responsible for distributing the District's regulations, including manuals or handbooks, which shall be reviewed and approved by the College President or designated staff prior to distribution.

All administrative regulations, including manuals and handbooks, shall be kept up to date and shall be made accessible to staff and the public as required by the Open Records Act. However, only the Board of Regents Policy Manual contains the official policies of Amarillo College. No information in any other publication, handbook, manual, or other source of any kind, shall supersede any policies contained in the Board Policy Manual, unless the Board of Regents takes official action.

INSTITUTIONAL RESEARCH, PLANNING AND DEVELOPMENT

1 of 1
BI

LONG-RANGE PLANNING

The College shall prepare and maintain a long-range plan. The long-range plan shall periodically be reviewed to ensure that proposed actions reflect the current and projected needs of the College. The plan will take into consideration enrollment, facilities, programs, services, personnel, income, and expenditures.

Preparation of the plan will be the responsibility of the College President. In preparation of the plan, the College President shall involve representatives of all constituent groups of the College before presenting the plan to the Board for review and approval.

