

Howard County Junior College District



EMPLOYEE HANDBOOK

Revised 2/24

PREFACE

Because the administration of college affairs is complex, an obvious need exists for a printed guide of operations. The Howard County Junior College District, as a comprehensive community college unit, can most efficiently and effectively accomplish its stated purpose with united effort if all employees understand the policies and procedures.

Nothing in this handbook is a guarantee of continued employment nor does it constitute an employment contract. This handbook disavows any representations to the contrary made by anyone other than representations in writing by authorized administrative personnel. The Howard County Junior College District reserves the right to change the provisions of this handbook at any time. Every attempt has been made to address all matters requiring policy. However, ever-changing federal and state laws are foundational in the operation of the college district and will take priority.

Accreditation

Howard College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Questions about the accreditation of Howard College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

It is the intent of the Howard County Junior College District not to discriminate nor tolerate discrimination or harassment against any legally protected category, class, characteristic, or on the basis of any other legally protected status in any of its policies, procedures, and processes. The following position has been designated to handle inquiries regarding the non-discrimination policies:

**Chief Human Resources Officer
1001 Birdwell Lane
Big Spring, TX 79720
(432) 264-5100**

VISION, MISSION, MOTTO, and VALUES

Vision

We will be known for enriching the lives and futures of those we serve as a unique rural community college national model of success that includes a campus specializing in deaf education.

Role, Mission, and Purpose

The Howard County Junior College District provides oversight for its two-year institution Howard College Big Spring campus and extension campuses in Lamesa and San Angelo as well as the Southwest College for the Deaf. The district primarily serves the communities of its local taxing district of Howard County and the twelve other Texas counties in its state-legislated service area (Dawson, Martin, Glasscock, Sterling, Coke, Tom Green, Concho, Irion, Schleicher, Sutton, Menard, and Kimble) as well as the deaf and hard-of-hearing community at-large in its state-legislated responsibility for the Southwest College for the Deaf. (Texas Education Code 130.084, 130.183 and 131). Students who choose to attend the college district from places outside of its designated responsibility are integrated into the college community. Based on Texas Education Code 130.0011 and 130.003, the role, mission and purpose of the campuses are to provide preparation for a career or for transfer to a senior college or university as follows:

- Career technical programs up to two years in length leading to associate degrees or certificates;
- Vocational programs leading directly to employment in semi-skilled and skilled occupations;
- Freshman and sophomore courses in arts and sciences;
- Continuing adult education programs for occupational or cultural upgrading with certifications as appropriate;
- Compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students consistent with open-admission;
- Workforce development programs designed to meet local and statewide needs;
- Adult literacy and other basic skills programs for adults; and
- Such other purposes prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of postsecondary education in Texas.

Appropriate student services to include counseling and guidance are also provided. The campuses strive to enhance economic, community, cultural, and personal development across the service area and to the deaf community through appropriate partnerships and services in meeting its public service mission. Although research is not a primary function as a community college, research in innovative teaching and student development practices to enhance learning, including best practices in deaf education, is encouraged and supported using appropriate resources. Excellence in all academic areas- instruction, research, and public service as well as student success with a specialization in deaf education is expected.

Motto

Howard College...for Learning, for Earning, for Life!

Values

A family culture based on —

- Students
- Community
- Diversity
- Unity
- Excellence
- Integrity

HISTORY OF THE HOWARD COUNTY JUNIOR COLLEGE DISTRICT

The Howard County Junior College District was created by a county-wide vote on November 17, 1945, with 87% of the voters in favor. It was the first county-wide district created in the state of Texas. Seven representative citizens of Howard County (Robert T. Piner, Dr. P. W. Malone, Mrs. J. E. Brigham, L. H. Thomas, A. J. Stallings, Leroy Echols and Otis Grafa) were elected on that same ballot to serve as a Board of Trustees with Robert Piner as president. The Board was given the authority to levy a tax in Howard County at a rate not to exceed \$0.20 cents on the \$100 dollar valuation of all taxable property in Howard County for maintenance and bonds. On that same ballot the Board was also authorized to issue bonds in the amount of \$200,000 for the construction and/or equipment of school buildings and/or the acquisition of sites in Howard County.

In March 1946 E. C. Dodd was appointed the first president of the college named Howard County Junior College. From the creation of the college district to the first day of the session on September 30, 1946, there were approximately ten months to assemble a faculty and staff to lead the new institution. The fall semester enrollment was 148 students. The college was first housed in the hospital unit of the former Big Spring Army Air Force Bombardier School, two and one-half miles west of the center of downtown Big Spring. Twenty-nine temporary army buildings located on land leased from the city of Big Spring for ten years were obtained from the government at a cost of \$6,955.75.

On July 26, 1947, voters raised the tax cap for the college district to \$0.50 cents on the \$100 dollar valuation. The college was admitted to full membership in the Association of Texas Colleges which gave full validity to the transfer of credits to other colleges in the state. In 1948 Horace Garrett would be selected for the board position vacated by Mrs. Brigham's resignation and Charles Adams would fill the position of A. J. Stallings who elected not to run for reelection. In January of 1949 a parcel of one hundred acres of land was purchased on the southeast side of Big Spring. In November of that same year the voters floated an additional bond issue of \$350,000 to supplement the original issue. In 1950 contracts were awarded for the construction of the administration/classroom building (now Old Main), an auditorium, a gymnasium and a science wing (now the East Annex of Old Main) at a cost of \$550,000. On September 12, 1951, the college moved to its current location in Big Spring which included the new construction plus some temporary structures for a student union building and shops. Of specific note on August 30, the trustees adopted a resolution admitting "all qualified applicants regardless of race, creed, or color." The following year Dr. W.A. Hunt was appointed the second president of Howard County Junior College and the municipal airport was reactivated as Webb Air Force Base.

On April 30, 1955, the taxpayers of Howard County once again authorized the issuance of bonds in the amount of \$600,000 for the purpose of construction and equipment of buildings and any additional sites and raised the tax cap to \$0.60 cents. That same year Howard County Junior College was granted membership to the Southern Association of Colleges and Schools. In 1956 the south wing of the administration building for science (now the South Annex of Old Main), music building, practical arts building, and greenhouse were constructed, and the gymnasium was enlarged due to the popularity of the growing Jayhawks athletic program. In addition, Howard County Junior College and the Big Spring Independent School District entered into a Memorandum of Understanding for the construction of a football/track stadium with a seating capacity of ten thousand and a privately-owned television studio and tower would be constructed on the campus as well. A new student union building made possible by a grant from the Dora Roberts Foundation was constructed in 1958 but the old structure originally from the military base would remain and be used for the language department and nurse training, art and then finally as a child care center until 2004 when it was demolished to make way for new construction. Dormitories for men and women plus some mechanical buildings would then be constructed in 1959 through revenue bonds.

With the addition of the new structures, Howard College athletics would grow and the track program would achieve National Championships in 1961, 1962, 1963 and 1967. A tax bond issue of \$500,000 would provide funds for the Anthony Hunt Library and a math/science building (now the P.W. Malone Center for Arts and Sciences) that would be constructed in 1967. In 1970 the applied science building was completed and named after the late Horace Garrett due to his major role in obtaining this building. A Texas Education Agency grant of \$400,000 was received and matched with local funds of \$369,231.

In 1972 Howard College began offering classes in Lamesa, located 45 miles north of Big Spring, at the request of its citizens. A building provided by Dawson County has been used since that time. In 1973 Dr. Thomas Salter was appointed the third president of Howard College. This same year the college acquired a 137-acre site in Martin County, near Stanton, Texas, from the federal government to be used as an agricultural research and demonstration center with an additional 138.39 acres acquired in 1978. In addition, the college offered its first class in San Angelo located 87 miles south of Big Spring at Goodfellow Air Force Base. And then in 1974 Howard County Junior College was renamed Howard College and the mascot name was shortened to Hawks.

Dr. Charles Hays was appointed the fourth president of the college in 1975. And then on June 19, 1975, the voters approved a bond election in the amount of \$1,500,000 for a multipurpose facility for the college and community and to increase the tax cap to \$0.70. In 1976 a major long-range master landscaping and beautification plan funded in part by the Dora Roberts Foundation, Dorothy Garrett, Sue Garrett Partee, Dr. P.W. Malone and the Big Spring Tourist Development Council would commence and then be updated in 1992 and 2006. In 1977 Webb Air Force Base closed which eliminated 2,825 jobs and a local payroll of \$170 million. The total impact was a loss of 7,000 residents which had a significant impact on the college. The college would begin an outreach program to the region. In 1979 the 90,000 square foot coliseum would open with a seating capacity of 6,500 at a cost of \$2.5 million funded through the tax bonds and private donations from Dorothy Garrett and Sue Garrett Partee.

With the closure of Webb Air Force Base, local leaders strategically planned the usage of the old base which resulted in the establishment of a federal prison camp and eventually the Southwest Collegiate Institute for the Deaf (SWCID) in the new 66,000 square foot hospital unit constructed in 1974 prior to the base closure. In the spring of 1979, steps were initiated to study the feasibility of establishing a self-contained post-secondary program uniquely designed for deaf and hard of hearing students as part of the Howard County Junior College District. Due to the efforts of the trustees, Dr. Hays and other college administrators, deaf leaders such as Dr. Doug Burke who had a vision for this type of institution and Fred Maddux, local parent of a deaf child, SWCID was first created by the college and began offering classes on August 25, 1980. On May 14, 1981, the state legislature recognized SWCID for funding purposes and placed it under the direct control and management of the board of trustees of the college district as a postsecondary educational institution providing instruction for hearing-impaired students preparing for a career or for enrollment in a senior college or university. SWCID was the only self-contained community college-type educational option for students in the country. Properties deeded to the college by the federal Department of Education from the base would provide the initial administrative office/classroom (now the Douglas J. Burke Education and Administration Building), dormitory and student union building structures on a 57-acre tract of land. The rattlesnake was chosen as the mascot since it is considered to be deaf and is found in the Southwest.

In July of 1980, Howard College assumed operation of a vocational nursing program from the San Angelo Independent School District located in Tom Green County. Due to interest in real estate and law enforcement as well, classes would begin in September and be offered in a leased space on Loop 306. In 1981 a vocational building would be constructed on the Big Spring site funded in part by the Dora Roberts Foundation. During the early eighties due to the revitalization of the baseball program and rodeo program, the baseball field on campus funded in part by Jack Barber and named in his honor and a rodeo arena and livestock pens on 20 acres three miles east of Big Spring were constructed. In addition, vocational training classes would be initiated at the federal and private prisons located in the counties of Howard and Concho. In 1985 Dr. Bob Riley was appointed the fifth president of the college. Over the next few years, a major HVAC project would be completed on the Big Spring site funded by the Dora Roberts Foundation. Due to continued enrollment growth in San Angelo, the site would relocate to new leased space on Vanderventer Drive in 1987 and then again to a space on Executive Drive in 1989. In the early 90's, additional space would be leased near Executive Drive for the Allied Health program.

In 1990 the original dorms on the Big Spring site were enlarged through revenue bonds and the women's dorm was named after the late Ann Garrett Turner. The gymnasium was remodeled and named the Harold Davis Fitness Center. The following year the baseball team won the national championship and Dr. Cheryl T. Sparks was appointed the sixth president in 1992. Senate Bill 397 was passed by the Texas Legislature in 1993 resulting in service areas for the community colleges in Texas. The Howard County Junior College District service area would expand from Howard County to include the counties of Dawson, Martin, Glasscock, Sterling, Coke, Tom Green, Concho, Irion, Schleicher, Sutton, Menard and Kimble. The rural service area includes 28 independent school districts including Big Spring, Coahoma,

Forsan, Sands, Dawson, Lamesa, Klondike, O'Donnell, Grady, Stanton, Sands, Glasscock, Sterling City, Robert Lee, Bronte, Water Valley, Grape Creek-Pulliam, Miles, San Angelo, Veribest, Wall, Christoval, Paint Rock, Eden, Irion, Schleicher, Sonora, Menard, and Junction. Howard College courses for which students receive both high school and college credit are offered at most of these school districts. Twenty acres of land were added to the original 100 acres of land for the Big Spring site during this time period.

Funding from the state of Texas provided for the construction of a new residential complex on the SWCID campus in 1998 which would be named after former faculty member Beatrice Burke and former administrator the late Dr. Bob Mehan. That same year private funding was secured for the construction of new distance learning classrooms that would connect the Big Spring, Lamesa, San Angelo and SWCID sites and provide connectivity to school districts in the service area in a project called WINGS funded by Marie Hall. During that same time, the Virtual College of Texas (VCT), a collaboration of all Texas public two-year colleges, was created by the Texas Association of Community Colleges to facilitate sharing of distance learning courses among member colleges. Presidents of VCT member colleges developed the host-provider model upon which VCT operations rest and defined the principles of VCT's organization and management. A three-year pilot project was launched in the fall semester of 1998. Concluding a successful pilot, VCT was established as an ongoing service beginning with the 2001 fall semester. Howard College hosted and provided a large number of VCT courses each semester. Due to this technology, Howard College was able to collaborate with the University of Texas at El Paso and of the Permian Basin to provide coursework at the bachelor and master levels in Howard College facilities.

As the new century dawned in 2000, major changes would begin for the Howard County Junior College District. Howard College would be designated as a Hispanic-serving institution (HSI) and be the recipient of several federal grants to enhance its technology and services to students in the region. The addition of online courses would dramatically increase and contribute to the growing enrollment. State funding would provide for the construction of an activity center and renovation of an original dorm space for a diagnostic center on the SWCID site in 2000 and the renovation of another previous military base structure for a student union building in 2002 which would be named the Maddux Student Union Building. In 2008 the SWCID Technical Training Center would be completed. The SWCID athletic program would be initiated with the establishment of a basketball program.

In 2000 the San Angelo site would expand to a new location at the West Texas Training Center (WTTC) which was the former Levi Straus building that had been donated to the city of San Angelo. Through the efforts of leaders in San Angelo, this 24,450 square foot building would provide much-needed space for Howard College. By 2007, a build-out would be completed to support the growing numbers of students and additional leased space of 16,000 square feet would be acquired at Shannon St. John's Campus to provide classrooms for the allied health programs. In July 2009, an additional 2,406 square feet was leased, and 8,360 square feet was added in 2011. Due to rapid growth, master plans to accommodate future growth were under consideration in 2010.

In 2002 the softball field was constructed and named Foundation Field on the Big Spring site funded largely by the Dora Roberts Foundation as the softball program flourished. In December 2002, the original auditorium and first child-care center were demolished in preparation for a new fine arts facility. In 2003 Howard College would be selected to participate in the Rural Community College Initiative as one of 46 community/tribal colleges throughout the U.S. to be a part of the Ford Foundation initiative to study the impact of the community colleges in rural areas. During this same time period, Howard College brokered educational opportunity by arrangement with Lubbock Christian University for students to complete a bachelor's degree while attending class at Howard College. In 2004, through the generosity of Marie Hall, the original greenhouse was renovated, and an addition was added to house a new childcare center named Howard Cottage. A new greenhouse was also constructed. The Hall Center for the Arts was then completed in 2006 again through the generous support of Marie Hall. In 2006, The Meadows Foundation provided the majority of funding for a state-of-the-art playground/outdoor classroom for Howard Cottage.

On May 12, 2007, Howard County citizens approved a \$21,625,000 tax bond for renovation, construction and equipment of school buildings for the Big Spring site. Some of the early buildings were repurposed during this three-year project. A major renovation program of the residence halls funded by revenue bonds would be completed in the summer of 2010 as well. In addition, the vocational building would be revitalized through previous and current partnerships of the Dora Roberts Foundation, Big Spring Economic Development Corporation, Texas Workforce Commission and the Boys Club of Big Spring and would be named the Don McKinney Career Technical Education Center. During this same

decade, the baseball team won the national championship in 2009 with a national historic record of 63-1. In 2010 the men's basketball team won the national championship and the rodeo program would have the NIRA All-Around Cowboy and Rookie of the Year.

The decade beginning in 2010 continued to see much change in the college district due to historic enrollment growth peaking at 5,052 in the fall of 2011. The bond project on the Big Spring site was completed in 2011 and celebrated on September 30, which was the 65th Anniversary of the first day of class in the college district. On this day we also celebrated the naming of the Charles O. Warren Center for Community Service and the Stan and Sue Partee Residential Complex. In addition, the streets of the campus were renamed after the seven original board members. Through the generosity of the G.C. Broughton, Jr. Foundation, an Ag Complex was constructed in a three-phase project consisting of an open-air pavilion, show barn and classroom building and was completed in 2013. This unique facility partners the college agriculture program and the county extension program. In addition, the coliseum floor was upgraded with the completion of the Sonic Floor donated by Mike and Sheila Abusaab of Abusaab Companies, the Jirous Foundation and the Winters Family Foundation. The dental hygiene program received a grant from the F. Marie Hall Foundation for the renovation of space to house a state-of-the-art simulated dental laboratory that was completed in 2014. In 2014 demolition of the television station and tower constructed in 1956 was completed changing the skyline of Howard College and the Big Spring area. A detention/retention pond project was completed in the same area to provide for storm water run-off diversion to local neighborhoods.

Due to significant enrollment growth on the SWCID site, a temporary manufactured home park supported by the Howard College SWCID Foundation was established in 2011 and named Foundation Park. SWCID Village was the next housing project and provided additional student housing in cottage-type structures specially designed for the deaf and hard-of-hearing students. This project was funded by private donations and the Permian Basin Area Foundation.

To address continued enrollment growth in San Angelo, the San Angelo site acquired additional space with the ISD bond project that funded the construction of a 16,512 square foot workforce training building in 2010 at the West Texas Training Center site shared by the college and the school district. In 2014, academic and student services buildings totaling 45,000 square feet were added to the San Angelo site funded through \$10.5 million in revenue bonds, \$2.5 million in San Angelo reserves, and \$1 million from the San Angelo Area Health Foundation representing the first college-owned space in San Angelo. The Howard College San Angelo Foundation provided additional funds for equipment. Both foundations have participated in the private funding of renovation projects and equipment purchases for the San Angelo site in recent years.

Due to declining revenue from the state over several years and recent declining enrollment after historic growth in the beginning of the new decade, Howard College trustees set a tax rate over the rollback tax rate in August of 2015. That action resulted in a petition being circulated in Howard County which accumulated enough valid signatures to call for a rollback election. As economic conditions were becoming concerning due to falling oil prices and increasing property values, the rollback election was held on January 19, 2016. Sixty percent of the voters voted against the rollback, so the tax rate was affirmed as well as the college's role in the community.

After decades of interest in changing the name of the Southwest Collegiate Institute for the Deaf (SWCID) to better reflect its mission and purpose, the name was officially changed to the Southwest College for the Deaf (SWCD) by the Texas Legislature in 2019.

The decade of 2020 began with the challenge of the COVID-19 pandemic, resulting in many academic and student services changes to respond to national, state and local guidance and direction. In March of 2020, instructional delivery moved to an online format with students learning remotely and faculty and staff working from home. May graduation ceremonies were held outside in drive-through events for students wishing to participate in-person and virtually for those preferring to participate remotely. The events were shared through social media. Altered operations continued through the next academic years.

On November 17, 2020, Howard College celebrated the 75th anniversary of the creation of the college district and continues the celebratory time to September 30, 2021, the 75th anniversary of the first day of class. From its inception the college district has been focused on serving its students and communities which is embodied in the current slogan, "Making Dreams Real!" Current Board of Trustees members John Freeman, chairman; Maxwell Barr, vice-chairman; Adrian Calvio, secretary-treasurer; Patricia Bennett, Michael Flores, Mark Morgan and Ben Zeichick will insure this continued focus with the

public trust foremost in their stewardship. Decades have passed, buildings have been constructed, renovated and demolished due to the generosity of taxpayers and major donors plus instructional and technological changes have been made. However, the primary vision and mission of the Howard County Junior College District have not changed. An endearing motto, "Howard College...for Learning, for Earning, for Life!" captures its lifelong institutional spirit of serving the citizens of this area in the past, the present and in the future. The new vision statement, "We will be known for enriching the lives and futures of those we serve as a unique rural community college national model of success that includes a campus specializing in deaf education.", charts the pathway for the future built on a legacy and tradition of student success created by many over 75 years.

Former and Current Trustees Years of Service

Mrs. J.E. Brigham	1945-1948
Leroy Echols	1945-1954
Otis Grafa	1945-1952
Dr. P.W. Malone	1945-1998
R.T. Piner	1945-1952
A.J. Stallings	1945-1948
L.H. Thomas	1945-1953
Horace Garrett	1947-1967
Charles M. Adams	1948-1954
J.A. Coffee	1952-1971
Edgar Phillips	1952-1956
K.H. McGibbon	1953-1980
W.T. Barber	1954-1972
Dr. C.W. Deats	1954-1963
Paul Adams	1956-1973
Dr. Charles Warren	1963-2015
Mrs. Horace Garrett	1967-1972, 1973-1974
Harold Davis	1971-2008
Jimmy Taylor	1972-1980
Donald B. McKinney	1972-2008
James Barr	1975-1994
Curtis Mullins	1980-1992
George D. Weeks	1980-1982
Louis Stallings	1981-1984
David Gomez	1985-1991
Charlie Gonzales	1991-1994
Adrian Randle	1992-2004
Robert W. Ethridge	1994-2001
Michael Flores	1995-2022
Sue Partee	1998-2000
Dr. John Freeman	2000-
Marie Ethridge	2001-2015
Murray Murphy	2004-2016
Larry McLellan	2008-2013
Maxwell Barr	2009-
Adrian Calvio	2013-
Adriel Saldivar	2015-2016
Ryan Williams	2015-2018
Mark Morgan	2016-
Patricia Bennett	2016-
Emma Krabill	2018-2020
Ben Zeichick	2020-
Dr. Marisha Beck	2021-

Membership Associations

Accreditation Commission for Education in Nursing, Inc.
American Association of Community Colleges
American Dental Educators Association
American Dental Hygienist Association
Association of Community College Trustees
Big Spring Main Street
Community College Association of Texas Trustees
National Junior College Athletic Association
National League for Nursing
Organization for Associate Degree Nursing
Permian Basin Regional Planning Commission
Ports to Plains
Rural Community College Alliance
Southern Association of Colleges and Schools Commission on Colleges
Southern Association of Community, Junior, and Technical Colleges
Texas Association of Community Colleges
Texas Association of Community College Chief Student Affairs Administrators
Texas Association of Community College Business Officers
Texas Association of Community College Foundations
Texas Association of Community College Human Resource Professionals
Texas Association of Deans and Directors of Professional Nursing Programs
Texas Association of Student Financial Aid Administrators
Texas Association of Collegiate Registrars and Admissions Officers
Texas Association of School Boards
Texas Community College Teachers Association
Western Junior College Athletic Conference
Chambers of Commerce in Big Spring, Lamesa, and San Angelo

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GUIDING PRINCIPLES

EMPLOYEE HANDBOOK	
POLICY: 1.1 Ethics and Philosophy	ADOPTION DATE: December 19, 2005 - Revised

ETHICS AND PHILOSOPHY

It is the policy of Howard College to adhere to the highest ethical standards in carrying out its mission within the spirit and letter of federal law and regulations, state law and regulations, local ordinances, national and regional accrediting regulations, and the policies of the college district. This policy applies to all members of the college community including the Board of Trustees, college employees, and students.

Howard College accepts its responsibilities to those it serves and will meet those responsibilities with balance, fairness, accountability, and ethical integrity. The implementation of this responsibility will be carried out by its Board of Trustees, college employees, and students accordingly.

No employee or board member will accept goods or services in exchange for employment or personal gain. Advertising items of nominal value are allowed. If an individual has questions concerning the acceptance of a gift, please contact the President's office for guidance.

Howard College believes that education is the primary purpose of the institution and that the programs and services of the college should be available to all citizens who are able to benefit from them. The college is committed to excellence in carrying out its purpose of education and in the efficient and effective use of its resources in meeting the educational needs of its students and the community.

The college seeks to treat each person of the college community as a unique individual and provide a positive, encouraging, and success-oriented environment. College policies that promote and protect the rights and development of each individual in the college community will be enforced; this includes freedom from harassment, including sexual harassment, and freedom to develop as a student and/or college employee.

EMPLOYEE HANDBOOK	
POLICY: 1.2 Harassment, Discrimination, and Retaliation	ADOPTION DATE: September 28, 2020 - Revised

Employees shall not engage in discrimination, harassment, or retaliation on the basis of sex, including sexual harassment, sexual assault and other sexual violence, dating violence, domestic violence or stalking against other employees, prospective employees, former employees, unpaid interns, or students. Employees also may not engage in discrimination, harassment, or retaliation against other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action. Processes for reporting prohibited conduct are described below:

EMPLOYEES WHO WITNESS SEX DISCRIMINATION, SEXUAL HARASSMENT, SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, OR STALKING

All employees who witness or receive information reasonably believed to constitute prohibited discrimination on the basis of sex, including sexual harassment, sexual assault or other sexual violence, dating violence, domestic violence or stalking against or by another employee or student regardless of where or when the incident occurred, must promptly report such incidents to a college Title IX coordinator listed below. An employee may also report to the college president.

In addition to the report to the Title IX coordinator, a report against the college president must also be made directly to the board of trustees.

An employee who knows of or suspects child abuse must also report the employee's knowledge or suspicion to the appropriate authorities, as required by law. See Child Abuse Reporting and Training, policy 1.11 for additional information.

Title IX Student Coordinator:

Christi Mikeska, District Title IX Coordinator and Big Spring site
Dean of Student Services
Student Union Building, Big Spring site
(432) 264-5029
cmikeska@howardcollege.edu

Deputy Student Coordinators:

Monica Castro, Lamesa site
Executive Dean Lamesa
(806) 872-2223
mcastro@howardcollege.edu

Mike Hemmeter, San Angelo site
Campus Director Student Services
Student Services Building, Room 118
(325) 481-8300 Ext.3334
mhemmeter@howardcollege.edu

Shannon Creswell, SWCD site
Director of Student and Administrative Services
Douglas Burke Administration Building, Room 376
(432) 264-3777
screswell@howardcollege.edu

District Title IX Employee Coordinator:

Rhonda Kernick
Chief Human Resources Officer
Old Main South Wing, Big Spring site
(432) 264-5101
rkernick@howardcollege.edu

EXCEPTIONS TO THE REPORTING REQUIREMENTS

An employee is not required to report information they received as a result of a disclosure made at a college sponsored public awareness event unless the person has the authority to institute corrective measures on behalf of the college.

Absent the victim's consent, or unless required by law, an employee may only disclose the type of incident reported and may not disclose information that would violate a victim's expectation of privacy.

An employee is not required to report an incident the employee learned of during the course of the college's review or processing of an incident report or that has been confirmed to have been previously reported.

VICTIMS OF SEX DISCRIMINATION, SEXUAL HARASSMENT, SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, OR STALKING

An employee who is the victim of discrimination on the basis of sex, including sexual harassment, sexual assault or other sexual violence, dating violence, domestic violence, or stalking has the right to report the incident to the college and to receive a prompt and equitable resolution of the report.

Allegations may be reported to the employee's immediate supervisor, to the Title IX coordinator or the college president. The employee may also report electronically through the college district's website at <https://forms.office.com/Pages/ResponsePage.aspx?id=na7K70fgWEOqjBx0FyhOstdEu1d-pWRCuuw4CTNca5BUNTVLT0NPTUozMjhMWFG1NzAwVUdBMjNJTj4u>. An electronic report may be submitted anonymously.

An employee is not required to report the incident to the person alleged to have committed it.

An employee who is the victim of a crime has the right to choose whether to report the crime to law enforcement, to be assisted by the college in reporting the crime to law enforcement, or to decline to report the crime to law enforcement.

It is important that a victim of prohibited discrimination on the basis of sex, including sexual harassment, sexual assault or other sexual violence, dating violence, domestic violence, or stalking, go to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after the incident.

As part of the protocol for responding to reports of sexual harassment, sexual assault, dating violence, and stalking adopted under this section, each postsecondary educational institution shall:

1. To the greatest extent practicable based on the number of counselors employed by the institution, ensure that each alleged victim or alleged perpetrator of an incident of sexual harassment, sexual assault, dating violence, or stalking and any other person who reports such an incident are offered counseling provided by a counselor who does not provide counseling to any other person involved in the incident; and
2. Notwithstanding any other law, allow an alleged victim or alleged perpetrator of an incident of sexual harassment, sexual assault, dating violence, and stalking to drop a course in which both parties are enrolled without any academic penalty.

RETALIATION

The college prohibits retaliation against an employee for the purpose of interfering with a right or privilege; who, in good faith, makes a report or a complaint, serves as a witness, or otherwise participates or refuses to participate in an investigation, proceeding, or hearing regarding an allegation of discrimination on the basis of sex, including sexual harassment, sexual assault or other sexual violence, dating violence, domestic violence, or stalking. This prohibition does not apply to the discipline of an employee who committed, or assists in the commission, of the misconduct.

FALSE REPORT OR FAILURE TO REPORT

An employee commits an offense if the employee makes a false report or knowingly fails to report such incidents with the intent to harm, deceive, or conceal the incidents. An employee found by the college to have committed one of these offenses will be terminated.

DEFINITIONS/EXAMPLES

Sexual Harassment: "Sexual harassment" means unwelcome, sex-based verbal or physical conduct that:

1. In the employment context, unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment; or
2. In the education context, is sufficiently severe, persistent, or pervasive that the conduct interferes with a student's ability to participate in or benefit from educational programs or activities.

Dating Violence: "Dating violence" means abuse or violence, or a threat of abuse or violence, against a person with whom the actor has or has had a social relationship of a romantic or intimate nature.

Sexual Assault: "Sexual assault" means sexual contact or intercourse with a person without the person's consent, including sexual contact or intercourse against the person's will or in a circumstance in which the person is incapable of consenting to the contact or intercourse.

Stalking: "Stalking" means a course of conduct directed at a person that would cause a reasonable person to fear for the person's safety or to suffer substantial emotional distress.

EXAMPLES OF SEXUAL HARASSMENT

Such conduct includes but is not limited to

1. Physical assault;

2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, or letters of recommendation;
3. Direct propositions of a sexual nature;
4. A pattern of conduct intended to discomfort or humiliate, or both, that includes one or more of the following:
 - a. Comments of a sexual nature;
 - b. Sexually explicit statements, questions, jokes, pictures, or anecdotes;
 - c. Unnecessary touching, patting, hugging, or brushing against a person's body;
 - d. Remarks of a sexual nature about a person's clothing or body; or
 - e. Remarks about sexual activity or speculations about previous sexual experience.

NOTICE OF ALLEGATIONS

Upon receipt of a formal complaint, the Title IX Coordinator must provide the following written notice to the parties who are known:

1. Notice of the college's grievance process, including any informal resolution process.
2. Notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice must include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice must inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The written notice must inform the parties of any provision in the recipient's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the recipient decides to investigate allegations about the complainant or respondent that are not included in the notice provided pursuant to item 2, above, the recipient must provide notice of the additional allegations to the parties whose identities are known.

DISCRIMINATION, HARASSMENT, AND RETALIATION ON THE BASIS OF OTHER PROTECTED CHARACTERISTICS

In addition to the prohibition on discrimination, harassment, and retaliation on the basis of sex addressed above, employees shall not engage in discrimination, harassment, or retaliation on the basis of a other legally protected characteristics against other employees, prospective employees, former employees, unpaid interns, or students. Employees also may not engage in prohibited discrimination, harassment, or retaliation against other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge will result in disciplinary action. Processes for reporting prohibited conduct are described below.

REPORT OF ACTIONS TARGETING EMPLOYEES

An employee who believes the employee or another employee has been discriminated or retaliated against or harassed on the basis of a legally protected characteristic other than sex is encouraged to promptly report such incidents to the employee's supervisor or the college president. An employee is not required to report prohibited conduct to the person alleged to have committed it. If the supervisor is the subject of a complaint, the complaint may be directed to the college president or Chief Human Resources Officer. A complaint against the college president may be made directly to the board.

REPORT OF ACTIONS TARGETING STUDENTS

Employees who suspect a student may have experienced discrimination, harassment, or retaliation on the basis of a protected characteristic other than sex are obligated to report their concerns to an

appropriate college official. All allegations will promptly be investigated. An employee who knows of or suspects child abuse must also report the employee's knowledge or suspicion to the appropriate authorities, as required by law. See Child Abuse Reporting and Training, policy 1.11 for more information.

DEFINITIONS/EXAMPLES HARASSMENT

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

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

EXAMPLES OF HARASSMENT

Examples of prohibited harassment include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

REPORTING CRIME

The Texas Whistleblower Act protects college employees who make good faith reports of violations of law by the college to an appropriate law enforcement authority. The college is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. An appropriate law enforcement authority is part of a federal, state, or local governmental entity that the employee in good faith believes is authorized to regulate under or enforce the law alleged to be violated or to investigate or prosecute a crime.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Appendix.

ISOLATED AND INADVERTENT OFFENSES

Employees of the college who, without establishing a pattern of doing so, engage in isolated conduct of the kind described above or who exhibit a pattern of engaging in such conduct but fail to realize that their actions discomfort or humiliate tend to demonstrate insensitivity that necessitates remedial measures. When employees become aware that such activities are occurring in their areas, they should report the circumstances to their immediate supervisor. The supervisor shall then contact the Chief Human Resources Officer and the offending employee(s) will be counseled to help them understand the harm they are doing.

If an employee continues to engage in the conduct described above, the employee will be deemed to have engaged in a pattern of conduct intended to discomfort or humiliate others and appropriate action will be taken.

MATTERS INVOLVING SEXUALLY EXPLICIT MATERIAL

The college provides instruction and other services to members of the community involving matters of varying natures. Occasionally, the college will be engaged to provide services in a matter that may include sexually explicit materials or of a sexually explicit nature. Such services could include but are not limited to services and courses offered in anatomy, art, sociology, literature, counseling, parenting, nursing, and other allied health areas. Work involving such matters for members of the community is not considered a form of sexual harassment. Such work, when reasonably necessary, is considered a part of an employee's job function and should be conducted in a professional and ethical manner. In the event a particular matter involving sexually explicit materials is so offensive as to impair an employee's work

performance, then the employee should bring the matter to the attention of his or her immediate supervisor. The supervisor will make an effort to reasonably accommodate the employee, subject to the requirements of the college, ethical considerations, and availability of other employees possessing sufficient knowledge and expertise to provide services consistent with the standards required by the college.

DISSEMINATION OF INFORMATION AND TRAINING

1. New employees will be informed of the location of the Employee Handbook and, specifically, this policy.
2. Employees are required to complete training online each year. Each employee will receive an email with a link to the training. Emails are sent to the employee's college email address.

TITLE IX COORDINATOR

Not less than once every three months, the college's Title IX coordinator shall submit to the college president a written report on the reports received for the college's reporting period, including information regarding:

1. The investigation of those reports;
2. The disposition, if any, of any disciplinary processes arising from those reports; and
3. The reports for which the college determined not to initiate a disciplinary process, if any.

The Title IX coordinator shall immediately report to the president an incident reported to the coordinator if the coordinator has cause to believe that the safety of any person is in imminent danger as a result of the incident.

PRESIDENT

At least once annually, during each fall or spring semester, the president shall submit to the governing board and post on the college's internet website a report concerning the reports received. The report may not identify any person and must include:

1. The number of reports received;
2. The number of investigations conducted as a result of those reports;
3. The disposition, if any, of any disciplinary processes arising from those reports;
4. The number of those reports for which the college determined not to initiate a disciplinary process, if any; and
5. Any disciplinary actions taken.

REVIEW

This policy will be reviewed at least each biennium and revised as necessary. Approval will be obtained from the Board of Trustees.

EMPLOYEE HANDBOOK	
POLICY: 1.3 Americans with Disabilities Act/Accommodation	ADOPTION DATE: March 25, 2022 - Revised

AMERICANS WITH DISABILITIES ACT

It is the policy of the Howard County Junior College District to comply with the requirements of the Americans with Disabilities Act (ADA) unless such action shall pose an undue burden or would result in a fundamental alteration of programs of the district. Individuals requesting assistance under the letter or spirit of the ADA should contact the district ADA Coordinator.

REASONABLE MODIFICATION

Howard College, pursuant to section 504 of the Rehabilitation Act, will make every effort to provide “reasonable modification” in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability. The college is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. The decision that compliance would result in such alteration or burdens must be made by the president or designee after considering all resources available for use in the funding and operation of the service, program, or activity and must be accompanied by a written statement of the reasons for reaching that conclusion.

The ADA does not require a public entity to permit an individual to participate in or benefit from the services, programs, or activities of the public entity when that individual poses a direct threat to the health or safety of others. “Direct threat” means a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures, or by the provision of auxiliary aids or services as provided below.

In determining whether an individual poses a direct threat to the health or safety of others, a public entity must make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain: 0.

1. The nature, duration, and severity of the risk;
2. The probability that the potential injury will actually occur; and
3. Whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

Coordinators

The following positions are designated ADA Coordinators for the college:

Dean of Student Services/SWCD site – District ADA Coordinator

Chief Human Resources Officer – Employee Coordinator

Chief Operations/Safety and Security Officer – Facilities Coordinator

Academic Advisor/Student Success Specialist – Student Coordinator/Big Spring/Lamesa

Academic Advisor – Student Coordinator/San Angelo

SERVICE AND LIVE-IN ASSISTANCE ANIMALS

The college seeks to accommodate persons with disabilities who demonstrate the necessity of a service animal and will follow the regulations as detailed in the Americans with Disabilities Act (ADA). It also recognizes the importance of assistance animals for certain employees with qualifying disabilities who reside in campus housing.

Employees will follow the same guidelines as students however, [employees will request and submit completed paperwork through the Chief Human Resources Officer](#). Please refer to the policy in the Student Handbook, page 93 at the following link:

https://howardcollege.edu/wp-content/uploads/PDF/Student_Handbook.pdf

EMPLOYEE HANDBOOK	
POLICY: 1.4 Crime Awareness and Site Security Policy	ADOPTION DATE: January 27, 2016 – Revised

CRIME AWARENESS AND SITE SECURITY POLICY

Howard College strives to maintain a safe and secure environment in which to work and study. Howard College is concerned about the protection of persons and property. The institution cannot, however, guarantee the absolute safety of any one individual. Personal safety must begin with the individual. Howard College provides a number of safety services, programs, and policies (see appendix for safety awards program). Employees, students, and visitors can create a safe environment for the entire site by working together.

Howard College strongly encourages employees, students, and others to report criminal actions and emergencies that occur at any site. Reports should be made to security personnel and to the appropriate administrative office (Provost at each site and Director, Lamesa). Persons who are victims of crimes, as well as persons who are witnesses to crimes, will greatly enhance the success of the institution's actions by reporting incidents promptly.

Howard College sites are monitored by security personnel who may or may not be commissioned as peace officers. Each site has working relationships with local law enforcement agencies whereby all disturbances, criminal activities, and suspicious activities are reported to local law enforcement authorities.

THREATS

Howard College recognizes the high cost of violent incidents and the disruptive effect they have on employees and productivity. Personal harassment (including stalking), abusive behavior, and violence are not tolerated in this workplace.

- A. Threats (including those made by mail, over the telephone, by fax, or by email), intimidation, and acts of violence, with or without the presence of a weapon, will not be tolerated at Howard College. Reported violations of this policy will be investigated, documented, and may result in disciplinary actions up to and including immediate suspension (with or without pay) and/or dismissal, and the filing of appropriate criminal charges.
- B. All employees, regardless of position, are responsible for the immediate reporting of any threats received, witnessed, or communicated to them. Employees should also report unusual or threatening behavior, even though it may not be in the form of a direct threat, when such behavior makes the employee(s) fearful for their continued safety or the safety of others. Reportable threats include those made by co-workers, students, or outsiders entering the workplace - such as spouse, job applicants, etc. Employees must make such reports regardless of the relationship of the employee to the person who initiated the threat or behavior. Reports should be made immediately, without fear of retaliation, to a supervisor, personnel management, or to any member of Howard College administration. Howard College administration must immediately report all incidents of threatening behavior to the Chief Operations/Safety and Security Officer for Howard College or designee.
- C. There is not anything in this policy that relieves a supervisor or manager from taking immediate action when the safety or security of employees is threatened, and time is crucial. Such action may include a call to local law enforcement, suspension (with or without pay), or the temporary separation of employees in the workplace. This policy does not replace routine management actions such as counseling, reprimands, or changes in work assignments, as applicable. This policy is intended for those cases of immediate and/or continuing inappropriate action(s) or threat(s) including those where normal management and personnel actions have been ineffective and the possibility of violence is such that local law enforcement and others need to be involved.
- D. Following a serious threat or an act of violence in the workplace, employees, witnesses, and families often suffer from stress-related ailments such as depression, anger, headaches, and continued fear. Howard College, through a group of administrators identified as the Crisis Management Team, will provide debriefing teams, counseling, and support as needed to those affected. These actions, provided within a 24 to 72-hour period following the traumatic event, will help to minimize the impact of an incident and prevent further violence.

Brochures are published and made available, via the Howard College web page and by hard copy that give more information concerning security services, crime prevention, general safety, and security on and off site. In compliance with the Campus Crime Awareness and Campus Security Act of 1990, Howard College makes descriptions of policies related to site security and statistics concerning specific types of crimes accessible to all current students and employees and to applicants for enrollment and employment through its website. Additionally, sex offender information is available on the <https://records.txdps.state.tx.us/sexoffender> website. This web site is the official Internet source for Sex Offender Registration information. The Sex Offender Registration open record information is extracted from the DPS Sex Offender Registration Database. The DPS maintains files based on registration information submitted by criminal justice agencies and represents a statewide source of information on sex offenders required by law to register. For additional information on Sex Offenders please contact the Student Services Office at each site.

SEX OFFENDER REGISTRATION

Not later than the later of the seventh day after the date on which the person begins to work or the first date the applicable authority by policy allows the person to register, a person required to register under Code of Criminal Procedure Chapter 62 who is employed or carries on a vocation at a public or private institution of higher education in this state shall report that fact to:

1. The authority for site security for that institution; or
2. If an authority for site security for that institution does not exist, the local law enforcement authority of:
 - a. The municipality in which the institution is located; or
 - b. The county in which the institution is located, if the institution is not located in a municipality.

The person described above shall provide the authority for site security or the local law enforcement authority all information the person is required to provide under Code of Criminal Procedure 62.051(c). The person shall notify the authority for site security or the local law enforcement authority not later than the seventh day after the date of termination of the person's status as a worker at the institution. The authority for site security or the local law enforcement authority shall promptly forward to the administrative office of the institution any information received from the person under Code of Criminal Procedure 62.153 and any information received from the Texas Department of Public Safety under Code of Criminal Procedure 62.005.

This section does not impose the requirements of public notification or notification to public or private primary or secondary schools on:

1. An authority for site security; or
2. A local law enforcement authority, if those requirements relate to a person about whom the authority is not otherwise required by Code of Criminal Procedure Chapter 62 to make notifications.

EMPLOYEE HANDBOOK	
POLICY: 1.5 Nepotism	ADOPTION DATE: October 26, 2015 - Revised

1. TRUSTEE RELATION

Definition: In this policy the term "appoint" includes appointing, confirming the appointment of, and voting to appoint or confirm the appointment of a person.

A. NEPOTISM PROHIBITED

Except as provided by this policy, a Trustee may not appoint a person to a position that is to be directly or indirectly compensated from public funds or fees of office if:

1. The person is related to the Trustee by blood (consanguinity) within the third degree or by marriage (affinity) within the second degree [see below]; or
2. The Trustee holds the appointment or confirmation authority as a member of the board and the person is related to another member of the board by blood or marriage within a prohibited degree.

Gov't Code 573.002, 573.041; Atty. Gen. Op. JC-0184 (2000)

B. INDEPENDENT CONTRACTOR

The Board shall not hire an individual, whether the employee is hired as an individual or an independent contractor. *Atty. Gen. Op. DM-76 (1992)*

C. COMPENSATION OF PROHIBITED EMPLOYEE

A Trustee may not approve an account or draw or authorize the drawing of a warrant or order to pay the compensation of an ineligible person if the official knows the person is ineligible. *Gov't Code 573.083*

D. CONSANGUINITY

The nepotism provisions apply to relationships within the third degree by consanguinity (related by blood). Two persons are related to each other by consanguinity if one is a descendant of the other or if they share a common ancestor. An adopted child is considered to be a child of the adoptive parents. *Gov't Code 573.002, 573.022*

The degree of relationship by consanguinity between a person and his or her descendant is determined by the number of generations that separate them. An individual's relatives within the third degree by consanguinity are the individual's:

1. Parent or child (first degree);
2. Brother, sister, grandparent, or grandchild (second degree);
3. Great-grandparent, great-grandchild, aunt or uncle (who is a sibling of a parent of the person), nephew or niece (who is a child of a brother or sister of the person) (third degree).

Gov't Code 573.023

There is no distinction under the nepotism statute between half-blood and full-blood relations. Thus, half-blood relationships fall within the same degree as those of the full-blood. *Atty. Gen. Op. LO-90-30 (1990)*

E. AFFINITY

The nepotism provisions apply to relationships within the second degree by affinity (related by marriage). Two persons are related to each other by affinity if they are married to each other or if the spouse of one of the persons is related by consanguinity to the other person. Divorce or the death of a spouse terminates the relationships by affinity created by that marriage unless a child of the marriage is living, in which case the marriage is considered to continue as long as a child of that marriage lives. *Gov't Code 573.024*

A husband and wife are related to each other in the first degree by affinity. For other relationships, the degree of relationship by affinity is the same as the degree of the underlying relationship by consanguinity. For example, if two persons are related to each other in the second degree by consanguinity, the spouse of one of the persons is related to the other person in the second degree by affinity.

A person's relatives within the second degree by affinity are:

1. Anyone related by consanguinity to the person's spouse within the first or second degree;

or

2. The spouse of anyone related to the person by consanguinity within the first or second degree.

Gov't Code 573.025

F. EFFECT OF TRUSTEE RESIGNATION

All Trustees shall continue to perform the duties of their offices until their successors shall be duly qualified, i.e. sworn in. Until the vacancy created by a Trustee's resignation is filled by a successor, the Trustee continues to serve and have the duties and powers of office, and a relative within a prohibited degree of relationship is barred from employment. *Tex. Const., Art. XVI, Sec. 17; Atty. Gen. Op. JM-636 (1987)*

G. CONTINUOUS EMPLOYMENT EXCEPTION

The nepotism prohibitions described in this policy shall not apply to the appointment of an individual to a position if the individual is employed in the position immediately before the election or appointment of the Trustee to whom the individual is related in a prohibited degree and that prior employment is continuous for at least:

1. Thirty days, if the Trustee is appointed; or
2. Six months, if the Trustee is elected.

Gov't Code 573.062(a)

If an employee continues in a position under this exception, the Trustee who is related to the employee in a prohibited degree shall not participate in any deliberation or voting on the

appointment, reappointment, employment, re-employment, change in status, compensation, or dismissal of the employee, if the action applies only to the employee and is not taken regarding a bona fide class or category of employee.

Gov't Code 573.062(b)

A "change in status" includes a reassignment within an organization, whether or not a change in salary level accompanies the reassignment. *Atty. Gen. Op. JC-0193 (2000)*

For an action to be "taken with respect to a bona fide category of employees", the officeholder's action must be based on objective criteria, which do not allow for the preference of discretion of the officeholder. *Atty. Gen. Op. DM-46 (1991)*

H. TRADING

A Trustee may not appoint a person to a position in which the person's services are under the Trustee's direction or control and that is to be compensated directly or indirectly from public funds or fees of office if:

1. The person is related to another Trustee within the prohibited degree; and
2. The appointment would be carried out in whole or in partial consideration for the other Trustee's appointing a person who is related to the Trustee within a prohibited degree.

Gov't Code 573.044

I. FEDERAL FUNDS

The rules against nepotism apply to employees paid with public funds, regardless of the source of those funds. Thus, the rules apply in the case of a teacher paid with funds from a federal grant. *Atty. Gen. L.A. No. 80 (1974)*

J. PENALTIES

An individual who violates the nepotism prohibitions shall be removed from his or her position. *Tex. Gov't Code 573.081, 573.082.*

An individual who violates Government Code 573.041 (Prohibition on Trustees), 573.062(b) (see CONTINUOUS EMPLOYMENT EXCEPTION, above) or 573.083 (see COMPENSATION OF PROHIBITED EMPLOYEE, above) commits an offense involving official misconduct. *Gov't Code 573.084*

2. EMPLOYMENT OF RELATIVES

Withstanding the above restrictions, the college permits the employment of relatives within the scope of the following policy. Relatives are defined by this policy to include relationships to the third degree of consanguinity and second degree of affinity. All employees (full-time and part-time), excluding part-time temporary of the college, as well as consultants and contractual individuals will be in accordance with the following:

1. No employee can be hired to work within the "chain of command" or in a reporting or supervisory/management relationship of a relative such that one relative's work responsibilities, salary, or career progress could be influenced by the other relative.
2. Employees may not participate in professional review or decisions such as the hiring, promotion, retention, and sole contractual arrangements of a relative prohibited by this policy.
3. Immediate supervision of one employee by a related employee in a prohibited relationship will not be allowed.
4. When the marriage of two individuals places either of them or one of their relatives as defined by this policy in conflict with this policy, the supervisory relationship will be addressed so that there is no familial influence.
5. It may be that other personal relationships equate to a relative-type relationship such that an objective and equitable supervisory decision is not possible; in all such cases, the President shall be consulted to ensure consistency with the spirit and intent of this policy.

A. CONTINUOUS EMPLOYEE EXCEPTION/PROMOTIONS AND EMPLOYMENTS OF SUPERVISORS

The nepotism prohibitions described in this policy shall not apply to the renewal of an

individual currently employed by the college if the individual is employed in the position immediately before the promotion or employment of an individual with supervisory responsibilities in a "chain of command" to whom the individual is related in a prohibited degree, and that prior employment is continuous for at least six months before the date of the promotion or 30 days before the date of employment.

If a person continues in a position under this exception, the supervisor who is related to the employee shall not participate in any deliberation or voting on the appointment, reappointment, employment, re-employment, change in status, compensation, or dismissal of the employee, if the action applies only to the employee and is not taken regarding a bonafide class or category of employee.

Through the promotion or appointment of an individual to a supervisory position, there can be no immediate supervision in a prohibited relationship.

B. EXCEPTIONS

Exceptions to this policy are allowed with the approval of the President if it is in the best interest of the college. Exceptions recommended by the President relative to cabinet members must be approved by the Board.

C. RELATION TO COLLEGE PRESIDENT

There are no exceptions as provided in this policy relative to the employment of prohibited relatives of the college President.

EMPLOYEE HANDBOOK	
POLICY: 1.6 Tobacco Use/eCigarette Use	ADOPTION DATE: January 26, 2015 - Revised

SMOKING OR OTHER USE OF TOBACCO PRODUCTS AND USE OF ELECTRONIC CIGARETTE DEVICES IS PROHIBITED IN ALL HOWARD COUNTY JUNIOR COLLEGE DISTRICT FACILITIES AND VEHICLES. Individuals must not smoke or use other tobacco products within twenty (20) feet of doorways and entrances to buildings and within fifty (50) feet of day care facilities. Prohibited products and devices include, but are not limited to, cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes, personal vaporizers, electronic nicotine delivery systems, and tobacco-like products. All materials used for smoking in designated smoking areas, including cigarette butts and matches, should be disposed of in appropriate containers.

On sites where smoking areas are provided, individuals must make reasonable effort to use these areas for tobacco users.

Faculty is expected to enforce the no tobacco rule/no e-cigarette rule in the classroom/lab as a courtesy to colleagues and students. The faculty is encouraged to include this information in the syllabus/class handout. All employees are expected to help enforce the no tobacco rule/no e-cigarette rule in non-classroom areas, facilities, and vehicles. College employees that see violations should ask the person or persons in violation to move; to extinguish their smoking materials/electronic devices; or to leave the facility or vehicle. Non-compliance with the request should be reported to the appropriate administrator.

EMPLOYEE HANDBOOK	
POLICY: 1.7 Alcohol and Drug Prevention	ADOPTION DATE: July 30, 2019 – Revised

Howard College is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace, at college-related or college-sanctioned activities on or off college property. Employees, who use or are under the influence of alcohol or illegal

drugs as defined by the Texas Controlled Substances Act during working hours, may be terminated.

Searches and Alcohol and Drug Testing

Non-investigatory searches in the workplace including accessing an employee's desk, file cabinets, work area, or college-owned technology to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the college reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The college may require an employee to submit to a drug or alcohol test, search the employee, the employee's personal items, and work areas including college-owned technology resources, lockers, and vehicles. If an employee refuses to submit any search, they may be terminated.

Level 3 security positions will be tested pre-employment and on an annual basis.

Employees Required to Have a Commercial Driver's License.

Any employee whose duties require a commercial driver's license (CDL) is subject to drug and alcohol testing. Employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists and at random. Testing may be conducted following accidents.

EMPLOYEE HANDBOOK	
POLICY: 1.8 Working Conditions/Grievances and Appeals Procedure	ADOPTION DATE: November 24, 2014 – Revised

The college strives to maintain wholesome motivational working conditions. These conditions are met through amity and unity of purpose among employees. In the event of disagreements over working relationships, work conditions, employment practices, or interpretation of policies, employees may express grievances and seek solutions to resolve matters. This action should be taken as quickly as possible after issues arise, or within 10 college working days after issue occurs.

GRIEVANCE AND APPEALS PROCEDURE

The procedure for processing grievances is as follows:

1. The employee/complainant should first talk to his/her supervisor. Should an employee/complainant feel after oral discussion with his/her supervisor that a resolution has not been reached, the employee should present the facts in writing to the next level of supervision in the chain of command. At this point in the process, this level supervisor should share the written grievance with his/her supervisor, the Chief Human Resources Officer, and the highest level administrator in this area of reporting. The supervisor receiving the written grievance will respond in writing within ten (10) college working days.
2. Should the employee/complainant decide that the reply of this level supervisor is unsatisfactory, the matter may be taken to the next level of supervision. This individual will also respond to the employee/complainant within ten (10) college working days.
3. When the matter reaches the cabinet level position for resolution, this individual will also respond in writing to the employee/complainant within ten (10) college working days.
4. In the event that the matter is not resolved at the cabinet level, the employee/complainant may file a notice of appeal to the college president within ten (10) college working days after receipt of the cabinet member's decision.

5. Upon the receipt of the notice of appeal, the college president makes the final decision on the matter within ten (10) college working days or as soon as possible based on the complexity of the matter, taking into account number of issues and availability of included parties.

EMPLOYEE HANDBOOK	
POLICY: 1.9 Employee Signed Communication Requirements and Expectations	ADOPTION DATE: January 27, 2016 – Revised

PHILOSOPHY

Meaningful and understandable communication among students, staff, families and other consumers is a critical component in creating positive and healthy learning and living environments at Howard College, particularly at the Southwest College for the Deaf (SWCD) site. Signed communication (American Sign Language) is an integral part of the communication environment at the HC-SWCD site.

Each HC-SWCD employee can be a valuable resource for enhancing the quality and quantity of visual communication and, as such, the college assumes responsibility for providing each HC-SWCD employee the opportunity to develop and strengthen their signed communication proficiency. The desired outcomes of this policy are excellence in classroom discourse, full linguistic participation by employees in all aspects of campus life and continued and ongoing growth of employee's sign language proficiency and competence. Staff sign language development is an ongoing process that promotes continuous learning and skill development regardless of an employee's level of proficiency.

EMPLOYEE SIGNED COMMUNICATION PROFICIENCY

Each HC-SWCD employee will have or develop the signed communication skills necessary to perform the employee's job responsibilities effectively. The level of skills required will vary according to the frequency of contact and the level of interaction required with deaf or hard of hearing individuals. Employees will be given up to two years to achieve, or show significant progress toward achieving, the sign language proficiency required by their position in order to perform their job responsibilities effectively. Each supervisor will assess the employee's sign communication proficiency and communication effectiveness to determine a course of action to ensure successful communication

EMPLOYEE SIGN LANGUAGE DEVELOPMENT

American Sign Language and classroom discourse instruction will be provided to develop and strengthen the sign language skills of all HC-SWCD employees. Professional development will be provided for new faculty and staff each semester and summer session. The primary purpose of this training will be to assist HC-SWCD employees in their development of American Sign Language and classroom discourse skills so that they may meet the requirements set forth in this policy. In addition, deaf culture awareness will be a part of New Employee Orientation for all college employees. Deaf Culture updates will also be provided during Deaf Awareness Week. Faculty teaching main-streamed deaf and hard of hearing students will be provided additional training in deaf culture awareness, use of interpreters and instructional techniques.

SIGN LANGUAGE DEVELOPMENT COMPONENTS

Components of the employee signed communication development will include:

1. A reliable method for assessing employee proficiency and determining an appropriate course of instruction.
2. Professional development opportunities including provision of American Sign Language classes, information about deaf culture and the linguistics of American Sign Language. This will also include provisions for allowing employees to participate in instructional offerings at SWCD.

EMPLOYEE PERFORMANCE EVALUATION

The performance evaluation of each HC-SWCD employee will address the employee's sign language

staff development activities and progress towards achieving the signed communication proficiency of each employee.

PROCEDURES REQUIRED

The President will ensure that a procedure is adopted to implement this policy. The procedure will include but is not limited to the following topics:

1. A reliable and efficient assessment for determining an employee's signed communication proficiency performance.
2. Responsibilities of supervisors to monitor and review signed communication proficiency activities in performance evaluations.
3. Requirements for employee participation in instructional opportunities to attain expected skills.

USE OF SIGNED COMMUNICATION BY EMPLOYEES WITHIN THE COLLEGE ENVIRONMENT AND AT COLLEGE ACTIVITIES

The Board of Trustees recognizes that:

1. The college, particularly the SWCD site environment, should be one that promotes clear communication between students, employees, families, consumers and others;
2. Ideally, within the SWCD environment, students, families, consumers and others who are deaf or hard of hearing should have access to the same communication that is available to hearing persons under similar circumstances;
3. The signed communication proficiency level of HC-SWCD employees will vary significantly depending on a number of factors including length of employment, previous learning opportunities for signed communication and opportunities for interaction with persons skilled in signed communication.

EMPLOYEE HANDBOOK	
POLICY: 1.10 Health and Safety	ADOPTION DATE: January 27, 2016 – Revised

In extreme cases, an employee may be required to undergo a medical examination if information received from the employee, the employee's supervisor, or other sources indicates the employee has a physical or mental impairment that:

1. Interferes with the employee's ability to perform essential job functions; or
2. Poses a direct threat to the health or safety of the employee or others. A communicable or other infectious disease may constitute a direct threat.

The District will be responsible for the cost of the initial medical examination as approved by the Chief Human Resources Officer. Results of the examination must be provided to the Chief Human Resources Officer. Subsequent evaluation and care will be at the expense of the employee. The employee may be placed on leave with pay while awaiting results of the examination and evaluating the results at the discretion of the President.

Based on the results of the examination, the Chief Human Resources Officer, in conjunction with the supervisor and Cabinet member, will determine if the employee may return to work or if they are to remain on leave. If it is determined that the employee should remain on leave, the employee's accrued leave will be used. If the employee exhausts his/her accrued leave, eligibility for the Sick Leave Pool will be reviewed.

Failure to seek the requested medical examination may result in termination from the District.

Resources:

Crisis Services hotline (contract with local MHMR): **800-375-4357**

National Suicide hotline/Veterans Crisis Line: **800-784-2433**

If deemed necessary, employees should call 911 in the event of any emergency on site.

EMPLOYEE HANDBOOK	
POLICY: 1.11 Child Abuse Reporting and Training	ADOPTION DATE: October 26, 2015

This policy governs the reporting of child abuse and neglect as required by Family Code Chapter 261 for the college and its employees. Each employee is required to report child abuse and neglect in the manner required by Family Code Chapter 261.

Each employee is required to complete annual training through an online training program. Employees will receive an email with a link to the training site. Contact Human Resources if assistance is needed.

An employee having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as provided by Family Code Chapter 261, Subchapter B.

An employee shall make a report in the manner required by Family Code 261.101 (a) or (b), as applicable, if the employee has cause to believe that an adult was a victim of abuse or neglect as a child and the employee determines in good faith that a disclosure of the information is necessary to protect the health and safety of:

1. Another child; or
2. An elderly or disabled person as defined by Human Resources Code 48.002.

Family code 261.101 (b-1)

Professional Employees

If a professional has cause to believe that a child has been abused or neglected or may be abused or neglected, or that a child is a victim of an offense under Penal Code 21.11 (indecent with a child), and the professional has cause to believe that the child has been abused as defined by Family Code 261.001 or 261.401, the professional shall make a report not later than the 48th hour after the hour the professional first suspects that the child has been or may be abused or neglected or is a victim of an offense under Penal code 21.11. A professional may not delegate to or rely on another person to make the report.

"Professional" means an individual who is licensed or certified by the state or who is an employee of a facility licensed, certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors, day-care employees, and employees of a clinic or health care facility that provides reproductive services. *Family code 261.101 (b)*

A report shall be made to:

1. Any local or state law enforcement agency;
2. The Department of Family and Protective Services (DFPS);
3. The state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred; or
4. The agency designated by the court to be responsible for the protection of children.

A report, other than a report under item 3, must be made to DFPS if the alleged or suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child. *Family code 261.103*
The text of Senate Bill 939 can be found at:

<http://www.capitol.state.tx.us/tlodocs/83R/billtext/pdf/SB00939F.pdf#navpanes=0>

Family Code Chapter 261:

EMPLOYEE HANDBOOK	
POLICY: 1.12 FERPA	ADOPTION DATE: November 5, 2018

FERPA is an acronym for the Family Educational Rights and Privacy Act of 1974. It is a federal law, also known as the Buckley Amendment, which serves to protect the privacy of a student's educational records. The law also requires that schools notify students and employees annually of student rights under FERPA.

Information regarding student rights under FERPA is available in the Howard College Student Handbook at <https://howardcollege.edu/wp-content/uploads/PDF/StudentHandbook.pdf>.

Every employee of the college is required to complete FERPA training annually through online training. A link to the training will be provided via email to all employees.

Questions regarding FERPA should be directed to the Registrar.

EMPLOYEE HANDBOOK	
POLICY: 1.13 Fraud Responsibilities	ADOPTION DATE: August 29, 2016

INTRODUCTION

Like all organizations, Howard College is faced with risks from wrongdoing, misconduct, dishonesty and fraud. As with all business exposures, we must be prepared to manage these risks and their potential impact in a professional manner.

The impact of misconduct and dishonesty may include:

- the actual financial loss incurred,
- damage to the reputation of our college district and our employees,
- negative publicity,
- the cost of investigation,
- loss of employees,
- loss of customers,
- damaged relationships with our contractors and suppliers,
- litigation, and
- damaged employee morale.

Our goal is to establish and maintain a business environment of fairness, ethics and honesty for our employees, our students, our suppliers and anyone else with whom we have a relationship. To maintain such an environment requires the active assistance of every employee and supervisor every day.

The college is committed to the deterrence, detection and correction of misconduct and dishonesty. The discovery, reporting and documentation of such acts provides a sound foundation for the protection of innocent parties, the taking of disciplinary action against offenders up to and including dismissal where appropriate, the referral to law enforcement agencies when warranted by the facts, and the recovery of assets.

PURPOSE

The purpose of this document is to communicate college policy regarding the deterrence and investigation of suspected misconduct and dishonesty by employees and others, and to provide specific

instructions regarding appropriate action in case of suspected violations.

Definition of Misconduct and Dishonesty

For purposes of this policy, misconduct and dishonesty include but are not limited to:

- Acts which violate the college's Guiding Principles and associated policies of the Employee Handbook;
- Theft or other misappropriation of assets, including assets of the college, our students, suppliers or others with whom we have a business relationship;
- Misstatements and other irregularities in college records, including the intentional misstatement of the results of operations;
- Profiteering as a result of insider knowledge of college activities;
- Disclosing confidential and proprietary information to outside parties;
- Forgery or other alteration of documents;
- Accepting or seeking anything of value from contractors, vendors, or other persons providing services/materials to the college;
- Fraud and other unlawful acts; and
- Any similar acts.

The college specifically prohibits these and any other illegal activities in the actions of its employees, supervisors, executives and others responsible for carrying out the college's activities.

POLICY AND RESPONSIBILITIES

Reporting

It is the responsibility of every employee, supervisor and executive to immediately report **suspected** misconduct or dishonesty to their supervisor, the Chief Business Officer, or Human Resources. Supervisors, when made aware of such potential acts by subordinates, must immediately report such acts. Any reprisal against any employee or other reporting individual because that individual, in good faith, reported a violation is strictly forbidden.

Due to the important yet sensitive nature of the suspected violations, effective professional follow up is critical. Supervisors, while appropriately concerned about "getting to the bottom" of such issues, should not in any circumstance perform any investigative or other follow up steps on their own. All relevant matters, including suspected but unproved matters, should be referred immediately to the respective cabinet member in order to insure proper incident handling. If the cabinet member is in question, the employee should report the matter to the Chief Business Officer or President.

Additional Responsibilities of Supervisors

All employees have a responsibility to report suspected violations.

However, employees with supervisory and review responsibilities at any level have additional deterrence and detection duties. Specifically, personnel with supervisory or review authority have three additional responsibilities.

First, you must become aware of what can go wrong in your area of authority.

Second, you must put into place and maintain effective monitoring, review and control procedures that will prevent acts of wrongdoing.

Third, you must put into place and maintain effective monitoring, review and control procedures that will detect acts of wrongdoing promptly should prevention efforts fail.

Authority to carry out these three additional responsibilities is often delegated to subordinates. However, accountability for their effectiveness cannot be delegated and will remain with supervisors.

Assistance in effectively carrying out these responsibilities is available upon request through the Chief Business Officer/Internal Auditor.

Questions or Clarifications Related to This Policy

All questions or other clarifications of this policy and its related responsibilities should be addressed to the Chief Business Officer, who shall be responsible for the administration, revision, interpretation, and application of this policy.

ORGANIZATIONAL STRUCTURE

EMPLOYEE HANDBOOK

POLICY: 2.1 Board, Administrative Organization, and Organizational Charts

ADOPTION DATE: December 14, 2020 Revised

BOARD OF TRUSTEES

The Howard County Junior College District is governed by a seven-member Board of Trustees, elected by the citizens of Howard County. The Board names its own officers, including chairperson, vice chairperson, and a secretary-treasurer. The Board typically meets monthly in regular session and may be called into special session. It is the ultimate legal authority for the college district. (See appendix for policy governing meetings of the Board of Trustees.)

The function of the Board is primarily that of policy making, but all major official acts of the college district require Board approval, including sale or purchase of property, new building programs, the annual budget and its subsequent revisions, new degree-granting programs, and the employment of members of the faculty and professional staff based on the president's recommendation through the consent agenda. The Board is kept informed on institutional developments as well as specific matters requiring its immediate judgment. It defines the needs of the college district and interprets the educational aspirations of the people residing in the service area of the district.

ADMINISTRATIVE ORGANIZATION

PRESIDENT

Consonant with the tradition of American higher education, the president advises the governing board on all matters affecting the general welfare of the college district. The president serves as the official representative and spokesperson for the district in all relationships with the various governmental jurisdictions and with such other bodies as the college may have occasion to be associated. As chief executive officer of the district, the president is authorized to organize the district into administrative and instructional units and to assign or to reassign personnel. The president is responsible for the overall strategic planning and intended outcomes for the college in conjunction with the District Executive Cabinet and assures its effective implementation. Finally, the president faithfully executes all policies required by statute or adopted by the Board of Trustees. The following positions report to the president and serve on the District Executive Cabinet. The responsible functions of each administrator can be found in the attached HCJCD Organizational Chart by cabinet structure and function. In addition, organizational charts detailing further organizational structure are provided.

EXECUTIVE VICE PRESIDENT

The Executive Vice President serves as the chief academic and student affairs officer for the college district and the Big Spring campus. The Executive Vice President is responsible for Coordinating Board institutional reporting requirements as well as other federal, regional, state and local entities. The Executive Vice President provides oversight of the liaison to the Southern Association of Colleges and Schools Commission on Colleges as well as the Quality Enhancement Plan Leadership team. The Executive Vice President is responsible for strategic planning and establishing intended outcomes for the area and assessing the progress of the achievement of intended outcomes by using surveys, program reviews, and other evaluation instruments. The Executive Vice President is the officer in charge when the president is unavailable.

CHIEF FISCAL OFFICER/CONTROLLER

The Chief Fiscal Officer/Controller has primary responsibility for the fiscal affairs of the college district and college budget. The Chief Fiscal Officer/Controller serves as an investment officer according to investment policy guidelines. The Chief Fiscal Officer/Controller is responsible for strategic planning and establishing intended outcomes for the area and assessing the progress of the achievement of intended outcomes by using surveys, program reviews, and other evaluation instruments.

CHIEF BUSINESS OFFICER/INTERNAL AUDITOR

The Chief Business Officer/Internal Auditor has primary responsibility for the business affairs of the college district. The Chief Business Officer/Internal Auditor serves in the role of risk management

officer and internal auditor, and acts as an investment officer as well. The Chief Business Officer/Internal Auditor is responsible for strategic planning and establishing intended outcomes for the area and assessing the progress of the achievement of intended outcomes by using surveys, program reviews, and other evaluation instruments.

CHIEF OPERATIONS/SAFETY and SECURITY OFFICER

The Chief Operations/Safety and Security Officer has primary responsibility for safety and security as well as the facilities operations and master planning of the college district. Additional responsibility includes environmental compliance, construction management, plant and fleet maintenance, grounds and athletic fields and transportation. The Chief Operations and Safety/Security Officer is responsible for strategic planning and establishing intended outcomes for the area and assessing the progress of the achievement of intended outcomes by using surveys, program reviews, and other evaluation instruments.

CHIEF HUMAN RESOURCES OFFICER

The Chief Human Resources Officer has primary responsibility for personnel and benefits, contracts and letters of employment, employee ADA accommodation and federal and state reporting for the college district as well as evaluations, testing, mandatory training, grievance process and payroll. The Chief Human Resources Officer is responsible for strategic planning and establishing intended outcomes for the area and assessing the progress of the achievement of intended outcomes by using surveys, program reviews, and other evaluation instruments.

CHIEF TECHNOLOGY SYSTEMS/DATA SECURITY OFFICER

The Chief Technology Systems/Data Security Officer has primary responsibility for the security of data, information technology services for the college district as well as ERP and student information systems. The Chief Technology Systems/Data Security Officer is responsible for strategic planning and establishing intended outcomes for the area and assessing the progress of the achievement of intended outcomes by using surveys, program reviews, and other evaluation instruments.

PROVOST, SAN ANGELO

The Provost provides leadership for San Angelo instruction and student services and supervises site compliance with HCJCD policies and procedures. The Provost oversees community and workforce development initiatives. The Provost is responsible for strategic planning and establishing intended outcomes for the area and assessing the progress of the achievement of intended outcomes by using surveys, program reviews, and other evaluation instruments.

PROVOST, SWCD

The Provost provides leadership for SWCD instruction and student services and supervises site compliance with HCJCD policies and procedures. The Provost oversees community and workforce development initiatives. The Provost is responsible for strategic planning and establishing intended outcomes for the area and assessing the progress of the achievement of intended outcomes by using surveys, program reviews, and other evaluation instruments.

See Organizational Charts on the next 2 pages.

BOARD OF TRUSTEES

John Freeman, Chair
Maxwell Barr, Vice-Chair
Adrian Calvio, Secretary

Marisha Beck
Raul Marquez
Mark Morgan
Ben Zeichick

Legal Body

Fiduciary Oversight

Holds in trust fundamental autonomy & ultimate well-being of institution

Ensures regular review of the institution's vision, mission, values and strategic plan

Ensures policy-making role of Board and administration and faculty responsibility to administer and implement

Selects and regularly evaluates CEO

Conducts Board self-evaluations and ensures absence of conflict of interest and fair processes for dismissal

PRESIDENT

Internal and External Communication

Strategic Planning

Governmental Affairs

Legislative Strategy

Service Area Development

Ultimate responsibility for priorities and initiatives that advance the Board approved vision, mission, values, goals and priorities

Oversees the organizational structure and ensures efficacy and efficiency

EXECUTIVE VICE- PRESIDENT

EXECUTIVE DEAN: Lamesa
PROVOST: San Angelo
PROVOST: SWCD

CHIEF OF
STAFF/INSTITUTIONAL
ADVANCEMENT
OFFICER

CHIEF INSTITUTIONAL
EFFECTIVENESS
OFFICER

CHIEF FISCAL
OFFICER/
CONTROLLER

CHIEF BUSINESS
OFFICER/INTERNAL
AUDITOR

CHIEF OPERATIONS
AND SAFETY/
SECURITY OFFICER

CHIEF
TECHNOLOGY
SYSTEMS/DATA
SECURITY OFFICER

CHIEF HUMAN
RESOURCES
OFFICER

BOARD OF TRUSTEES

Legal Body
Fiduciary Oversight
Holds in trust fundamental autonomy & ultimate well-being of institution
Ensures regular review of the institution's vision, mission, values and strategic plan
Ensures policy-making role of Board and administration and faculty responsibility to administer and implement
Selects and regularly evaluates CEO
Conducts Board self-evaluations and ensures absence of conflict of interest and fair processes for dismissal

PRESIDENT

Internal and External Communication
Strategic Planning
Governmental Affairs
Legislative Strategy
Service Area Development
Ultimate responsibility for priorities and initiatives that advance the Board approved vision, mission, values, goals and priorities
Oversees the organizational structure and ensures efficacy and efficiency

SPECIAL PROJECTS OFFICER

CHIEF OF STAFF/INSTITUTIONAL ADVANCEMENT OFFICER

Fundraising
Alumni Affairs
Foundations
Special Events
Grant Development
Board Support
• Policies/ Handbook
• Agenda and Minutes
• Elections
• Training
Employee Handbook

CHIEF INSTITUTIONAL EFFECTIVENESS OFFICER

Planning
Program Review
Outcome Assessment
Research

EXECUTIVE VP EXECUTIVE DEAN: Lamesa PROVOST: San Angelo PROVOST: SWCD

EXECUTIVE VICE-PRESIDENT

CHIEF FISCAL OFFICER/ CONTROLLER

CHIEF BUSINESS OFFICER/INTERNAL AUDITOR

CHIEF OPERATIONS AND SAFETY/ SECURITY OFFICER

CHIEF TECHNOLOGY SYSTEMS/DATA SECURITY OFFICER

CHIEF HUMAN RESOURCES OFFICER

Student Development
Student Services & Support Divisions
• Staff Professional Development
• Student Services Effectiveness
• Academic Advising/Veterans
• Testing and Tutoring
• Accessibility Services
• Personal Counseling
• Health Services (BS & SW)
• Audiology
• Housing (BS & SW)
• Career Services
• Student Center
• Activities
• Discipline
• Complaints
• Veterans
• PTK
• Wellness
• Basic Needs
• Retention
Community Outreach
• Fitness Center (BS)
• Child Care (BS)
• Ag Complex (BS)
• Summer Camps
Auxiliary Services Contract Operations
• Bookstore
• Food Service
• Local Workforce Solutions
Athletics (BS & SW)
• Game Schedules
• Administrative Schedules
• Associations & Conferences
• Camps

Federal, Regional, State and Local
Compliance Oversight/Reports
• Department of Education/Office of Civil Rights/FERPA
• SACSCOC
• THECB
• School Districts
• Interinstitutional
• Title IX, VI, Section 504/Title II
Faculty Credentials
Code of Student Conduct/Handbook
Catalog
Articulation Agreements/MOUs
Student Admissions and Records
• Enrollment Services
• International Affairs
• Records Management
Financial Aid
• Title IV
• Scholarships
Information/Outreach
• Marketing/Advertising
• Website
• Social Media
• Recruiting
• State Open Records Compliance
• Publications
• Orientation
eLearning Services

Audit Oversight
Bond Compliance
Tax Regulations
Federal and State Reporting
• LBB
• State Auditor's Office
• Texas Higher Education Coordinating Board
• State Comptroller
Depository
Budget Analysis and Forecasting
Budget Prep/Control
Student Accounting
Financial Accounting
Staff Professional Development
Investments

Community Development & Relations
Federal, Regional, State & Local Compliance Implementation
Workforce Development Oversight & Implementation
• Business & Industry Outreach
• Grants/Skills Development, JET
Educational Partnership Development & Implementation
• Dual Credit
• Interinstitutional
• Military
• Special Projects
• Federal & Private Prisons
• Adult Education
Literacy
• Memorandums of Understanding
Instructional Divisions
• Program/Curriculum/ Course Development
• District Schedule
• Faculty Recruitment and Selection
• Faculty Orientation
• Faculty Professional Development
• Faculty Evaluation
• Teaching and Learning Effectiveness
• Course Scheduling
• Learning Outcome Assessment
• Advisory Committees
• College Readiness
• Instructional Grant Implementation
Library Services
Success Initiatives

Facilities Master Planning
Construction/Renovation Management
Environmental Compliance/EPA
Safety
Emergency Operations
Security
Facility ADA
Accommodations
Plant and Fleet Maintenance
Grounds/Athletic Fields
Transportation
Coliseum/WTTC Operations
Staff Professional Development

Information Technology Services
• System
• Network
• Technical Services
ERP
Student Information System (SIS)
Data Security
Staff Professional Development

Personnel and Benefits
Contracts/Letters of Employment
Employee ADA
Accommodation
Salary Structure/
Determination/Surveys
Federal and State Reporting
• Department of Labor, Department of Commerce, TWC, Texas Attorney General, Texas Comptroller, EEOC, Veteran's Affairs, Insurance, IPEDS, IRS, SSA, THECB, LBB, ERS, TRS, INS
Evaluations, Testing
Mandatory Training
Grievance Process
Payroll
Employment Process
Covid-19 Tracking
Staff Professional Development

EMPLOYEE HANDBOOK

POLICY: 2.2 Cabinet, Councils, Assessment Teams and Committees

ADOPTION DATE: October 17, 2022 Revised

CABINET AND COUNCILS

Service on the district cabinet and councils are by position. The cabinet and councils are designed to facilitate communication, planning, and coordination of efforts throughout the college district and at each site. Councils should meet as called by the chairperson. Recommendations from district and site councils are forwarded to the Executive Cabinet for review.

District Executive Cabinet

Membership: President, chair
Executive Vice President
Chief Fiscal Officer/Controller
Chief Business Officer/Internal Auditor
Chief Operations/Safety and Security Officer
Chief Human Resources Officer
Chief Technology Systems/Data Security Officer
Chief Institutional Effectiveness Officer
Chief of Staff/Institutional Advancement Officer
Provost, San Angelo
Provost, SWCD
Executive Dean Lamesa
Special Projects Officer, as needed
Executive Assistant, recorder
*Other district/site positions as needed

Meetings: Called by the chairperson

Purpose: The Executive Cabinet gives counsel and guidance to the president concerning the welfare and daily operations of the college district based on input from the internal and external communities. This body monitors the overall progress and planning of all aspects of the district. Ultimately, policies will be finalized for consideration by the Board of Trustees as recommended by the President in consultation with the Executive Cabinet. Maintain compliance and documentation for SACSCOC standards 2.1, 3.1.c, 4.2.a, 4.2.b, 5.4, 5.5, 7.3, 8.1, 8.2, 10.9, 13, 14 and 14.3.

President's Council

Membership: President, chair
Executive Cabinet
President's Staff
District and Campus Councils

Meetings: Will meet as needed

Purpose: The President's Council serves as a communication and strategic planning team for the college district. It reviews the stated vision, mission and values of the HCJCD and strategic plan to ascertain if changes are appropriate. Ad hoc councils will be assigned as appropriate. Maintain compliance and documentation for SACSCOC standards 1.1, 2.1, and 7.1.

District Academic and Student Affairs Council

Membership: Executive Vice President, chair
District Registrar
District Dean Financial Aid

District Dean of eLearning and Instructional Design
 District Reporting Officer
 District Public Information Officer/Campus Dean Student Success, BS
 District Title IX Coordinator/Campus Dean of Students, BS
 District Athletic Director
 Campus Dean of Instruction, BS
 District Project Director Title V/Assistant to Academic and Student Affairs
 Division, recorder
 *Other district/site positions as needed

Meetings: As called by the chairperson

Purpose: This council considers all matters directly related to the district academic systems and student support, to include the code of student conduct, as well as items specific to the Big Spring site. (Its recommendations are forwarded to the Cabinet, other Councils, or Committees as needed.) Maintain compliance and documentation for SACSCOC standards 8.2.c, 8.1, 10.2, 10.5, 10.6.a.b.c, 10.7, 13.6, and 14.3.

Lamesa Council

Membership: Executive Dean, Lamesa, chair
 Dean of Instruction, BS
 Academic Advisor and Student Success Specialist Lamesa
 Associate Registrar, BS*
 District Financial Aid Coordinator*
 District Dean of eLearning and Instructional Design*
 District Director of Student Accounting*
 District Director of Technical Support Services*
 Campus Dean of Instruction, BS*
 Director of Student Success Programming, BS*
 Site Assistant Lamesa, recorder
 *Other district/site positions as needed

Meetings: As called by the chairperson

Purpose: This council considers all matters directly related to the instruction and student services of the Lamesa site. (Its recommendations are forwarded to the Cabinet, other Councils, or Committees as needed.)

San Angelo Council

Membership: Provost, San Angelo, chair
 Dean of Instruction, SA
 Director of Administrative Services, District
 Director of Student Services, SA
 Director Academic and CTE Advising/Special Populations, SA
 Librarian, SA
 Administrative Assistant to Provost, recorder
 *Other district/site positions as needed

Meetings: As called by the chairperson

Purpose: This council considers all matters directly related to the instruction and student services of the San Angelo site. (Its recommendations are forwarded to the Cabinet, other Councils, or Committees as needed.)

SWCD Council

Membership: Provost, SWCD, chair

Dean of Instruction, SW
Director Student and Admin Services, SW
Assistant to the Director of Student and Administrative Services, Recorder
* Other district/site positions as needed

Meetings: As called by the chairperson

Purpose: This council considers all matters directly related to the instruction and student services of the SWCD site. (Its recommendations are forwarded to the Cabinet, other Councils, or Committees as needed.)

District Operations/Safety and Security Council

Membership: Chief Operations/Safety and Security Officer, chair
Director Facilities and Fleet Maintenance/BS area, SA, SW
EPA Coordinator
District Emergency Operations Advisor
District Director Administrative Services, SA
Director Safety and Security, BS
Safety and Security Coordinators, SA, SW
Director of Coliseum and Custodial Services, BS
Admin Assistant to Chief Operations/Safety and Security Officer, Recorder
*Other district/site positions as needed

Meetings: As called by the chairperson

Purpose: This council considers all matters directly related to the facilities and safety/security operations of the district. (Its recommendations are forwarded to the Cabinet, other Councils, or Committees as needed.) Maintain compliance and documentation for SACSCOC standards 7.3, 13.6, 13.7, 13.8, and 14.3 and oversight of JCAR reporting.

District Business Services Council

Membership: Chief Business Officer/Internal Auditor, chair
District Director Administrative Services, SA
District Financial Grant Accountant
Grant Managers
District Business Services Assistant, Recorder
Chief of Staff/Institutional Advancement Officer (as needed)
Auxiliary Services Contract Managers (as needed)
*Other district/site positions as needed

Meetings: As called by the chairperson

Purpose: This council considers all matters directly related to the business systems of the district. Specific attention will be given to audits of district grants and compliance requirements as well as district inventory. This council also evaluates the Risk Management Plan and provides oversight for IRS regulations relative to the foundations. (Its recommendations are forwarded to the Cabinet, other Councils, or Committees as needed.) Maintain compliance and documentation for SACSCOC standards 7.3, and 10.5.

District Financial Services Council

Membership: Chief Fiscal Officer/Controller, chair
District Director Financial Accounting
District Director Student Accounting
District Director Administrative Services, SA
District Fiscal Accounting Manager
District Admin Assistant for Financial Services, Recorder

*Other district/site positions as needed

Meetings: As called by the chairperson

Purpose: This council considers all matters directly related to the financial systems of the district. Specific attention will be given to the district audit and budget control. (Its recommendations are forwarded to the Cabinet, other Councils, or Committees as needed.) Maintain compliance and documentation for SACSCOC standards 7.3, 13.1, 13.2, 13.3, 13.4, 13.5, and 14.3.

District Technology Systems/Data Security Council

Membership: Chief Technology Systems/Data Security Officer, chair
District Director Network Administrator/Information Security Officer
District Director Technology Support Services
District Director Systems Administrator
District Software Support Coordinator
Admin Assistant/Help Desk Specialist, Recorder
*Other district/site positions as needed

Meetings: As called by the chairperson

Purpose: This council considers all matters directly related to the IT operations of the district. (Its recommendations are forwarded to the Cabinet, other Councils, or Committees as needed.) Maintain compliance and documentation for SACSCOC standards 11.3, 12.5, and 13.8 and the data security report according to state guidelines.

District Human Resources Council

Membership: Chief Human Resources Officer, chair
Executive Dean Lamesa
District Payroll Manager
District Payroll Coordinator
Admin Asst to Provost/SA & HR Specialist
District Administrative Assistant to Human Resources, Recorder
*Other district/site positions as needed

Meetings: As called by the chairperson

Purpose: This council considers all matters directly related to the HR operations of the district. (Its recommendations are forwarded to the Cabinet, other Councils, or Committees as needed.) Maintain compliance and documentation for SACSCOC standards 5.4, 5.5, 6.3, and 13.8.

COMMITTEES

Service on a committee is considered to be a responsibility of all employees as assigned. Committees meet at least one time per year or as required by definition in Section 2.2 of the Employee Handbook. Ad hoc committees will be formed as needed and disbanded after completion of the task. If a committee member is unable to attend a called meeting, he/she must contact the chair. Minutes of all committee meetings must be forwarded to the President's office by April 30. The minutes should include members in attendance, members absent with excuse listed, and summary of the meeting. Employees will be assigned to a committee as needed. Chairs are responsible for scheduling interpreters through SWCD Interpreting Services.

COMMITTEES:

District Academic Affairs Committee

- Membership: Executive Vice President, chair
Chief Institutional Effectiveness Officer
Chief of Staff/Institutional Advancement Officer
Chief Technology Systems/Data Security Officer
Provosts-San Angelo and SWCD
Executive Dean Lamesa
District Director College Readiness
District Registrar
SACSCOC Liaison
District QEP Director
District Project Director Title V/Assistant to Academic and Student Affairs Division
District Dean Libraries
District Dean of eLearning and Instructional Design
Campus Dean Instruction, BS, SA, SW
Campus Dean Arts and Sciences, BS, SA, SW
Campus Dean Health Professions, BS, SA
Campus Dean CTE and Workforce Development, BS, SA, SW
Librarian, SA
Library Coordinator, SW
*Specific Faculty members dependent on topic
- Meetings: As called by the chairperson
- Purpose: This committee considers all matters directly related to the district academic affairs needs. (Its recommendations are forwarded to the Cabinet, Councils, or other Committees as needed.) Maintain compliance and documentation for SACSCOC standards 3.1.b, 6.1, 6.2.a, 6.2.b, 6.2.c, 6.3, 6.4, 6.5, 8.1, 8.2.a, 8.2.b, 9.1, 9.2, 9.3, 9.4, 9.7, 10.1, 10.4, 10.7, 10.9, 11.1, 11.2, 11.3, 12.1, 14.3, and 14.4.

District Student Affairs Committee

- Membership: Executive Vice President, chair
Chief Institutional Effectiveness Officer
Chief Operations and Safety/Security Officer
Chief of Staff/Institutional Advancement Officer
Chief Technology Systems/Data Security Officer
Provosts-SA, SWCD
Executive Dean-Lamesa
District Registrar
District Dean Financial Aid
District Dean Libraries
District Public Information Officer/Campus Dean Student Success, BS
District QEP Director
District Dean of eLearning and Instructional Design
District Director College Readiness
District Title IX Coordinator/Campus Dean of Students, BS
District Athletic Director
Campus Director Student and Admin Services, SWCD
Campus Director Student Services, SA
Director Academic & CTE Advising/Special Populations, SA
- Meetings: As called by the chairperson
- Purpose: This council considers all matters directly related to the district student support and services' needs. (Its recommendations are forwarded to the Cabinet, Councils, or other

Committees as needed.) The committee serves as a conduit for information between financial aid and various departments concerning Howard College's Cohort Default Rate (CDR). This committee will assist with the implementation and compliance efforts of the default prevention and management process. Sub-committees will meet as appropriate. (Its recommendations are forwarded to the Cabinet.) Maintain compliance and documentation for SACSCOC standards 7.3, 8.1, 8.2.c, 9.7, 10.2, 10.5, 10.6.a.b.c., 10.8, 11.3, 12.1, 12.2, 12.3, 12.4, 12.5, 12.6, 13.6, and 14.3.

Admission and Standards Committee

Membership: District Registrar, chair
Executive Vice President
Provosts, SA, SW
Executive Dean, Lamesa
District Dean Financial Aid
Director Enrollment Services, SW
Associate Registrar, BS, SA
Director Student and Admin Services, SW
Two faculty members assigned annually

Meetings: Called by the chairperson

Purpose: This committee serves as an appellate body for students who disagree with the decisions of the admissions office concerning issues of residency and admission. If a student believes a denial of an application for admission was based on a discriminatory reason, an appeal should be made to this committee. Student appeals may be considered by utilizing a site-based subgroup of this committee as deemed necessary and appropriate by the chair. The committee also reviews admission requirements and procedures at least annually and recommends changes if needed. Maintain compliance and documentation for SACSCOC standard 10.5.

Affirmative Action Committee

Membership: Affirmative Action Officer/Chief Human Resources Officer, chair
Campus Director Student Services, SA
HR Specialist, SA
Three faculty members assigned annually.
22-23 AY Etila Van Horn Carguill, Juan Loya, Tim Stewart
Three staff members assigned annually.
22-23 AY Jessica Rich, Fernando Rodriguez, David O'Donnell

Meetings: Called by the chairperson or by the officer

Purpose: This committee monitors the practices of the college district in hiring, training and promoting personnel; assists the administration in its effort to execute faithfully the Affirmative Action Plan of the District; and serves as a hearing committee for an employee who reports that he/she has been discriminated against.

American Disabilities Act (ADA) Committee

Membership: District ADA Officer, chair
ADA Coordinator from each site
*Other district/site positions as needed

Meetings: As called by the chairperson

Purpose: This committee considers all matters directly related to ADA matters for the district including the review and reporting obligations under ADA polices, updating ADA

information, training. (Its recommendations are forwarded to the Cabinet, other Councils, or Committees as needed.)

Communicable Diseases Committee

- Membership: Dean Health Professions, BS, co-chair
Dean Health Professions, SA, co-chair
Chief Business Officer/Internal Auditor
Chief Human Resources Officer
Chief Operations/Safety and Security Officer
Executive Vice President
Provosts, SA, SW
Executive Dean Lamesa
District Registrar
District Public Information Officer/Campus Dean Student Success, BS
District Title IX Coordinator/Dean of Students, BS
Director of Student and Admin Services, SW
Director Student Services, SA
Program Chair Correctional Studies, FCI
District Athletic Director
Athletic Trainer/BS
*Other district/site positions as needed
- Meetings: Called by the chairperson
- Purpose: The Communicable Diseases Committee will meet whenever a case of communicable disease is reported within the college district. Decisions will be made on a case-by-case basis. This committee will also be responsible for providing current, accurate information on communicable diseases to interested persons within the college communities.

Employee Hearing Committee

- Membership: Chair elected by committee
Six faculty members elected by faculty (two from Big Spring, two from SWCD, two from San Angelo)
22-23 AY Assignments: SWCD - Lisa Westlund, Teresa Minchew; Big Spring - April Lengehennig, Mike Alexander; San Angelo – Dustin Lewis, Homer Stewart
22-23 Presidential appointments: Richard Hickam (faculty), Beth Spence, Kleo Hidalgo
Three appointed by the president with one of the three being a faculty member
- Meetings: Called by the chairperson
- Purpose: This committee provides an opportunity for principals involved in personnel disputes in matters of dismissal while under contract, non-reappointment of a tenured instructor, or alleged violations of academic freedom to present their case and then advise the president of the committee's findings.

Nursing Peer Review Committee

- Membership: Chair elected by the committee
Dean Health Professions, BS, SA
Four nursing faculty members assigned annually
22-23 Assignments: SA Tanya Rodriguez, Bertha Lopez; BS Natasha Lasater, Sara Myers
- Meetings: To be called as needed

Purpose: To provide a method for the HCJCD Nursing Program to review and meet reporting obligations under the nursing Quality Assurance Act. The primary focus of the review is the determination as to whether or not the nurse undergoing review engaged in conduct that exposed or was likely to expose a patient or other persons unnecessarily to risk or harm. (For additional information on this committee, refer to Quality Assurance Peer Review Plan.)

QEP Steering Committee

Membership: QEP Co-Directors, chairs
Executive Vice President
Chief Fiscal Officer/Controller
Chief Institutional Effectiveness Officer
Provosts, SA, SW
Executive Dean Lamesa
SACSCOC Liaison
District Title IX Coordinator/Dean of Students, BS
District Dean of eLearning/Instructional Design
District Reporting Officer
Dean of Arts and Sciences, BS, SA, SW
Dean of Health Professions, BS, SA
Dean of Workforce Development/Career Technical Education, BS, SA, SW
Director Student Services, SA
Director Student and Admin Services, SW

Meetings: At the conclusion of each long semester and as called by the chairpersons.

Purpose: This committee will review data collected regarding all QEP goals and objectives and make recommendations for modifications and adjustments as deemed appropriate and in the best interest of students being served by the program. Their recommendations will be shared with the institution's executive cabinet at the conclusion of the meeting. At the conclusion of the five-year implementation period, the committee will be responsible for completing a trend analysis from all data collected and making a recommendation regarding program continuation for the institution. Maintain compliance and documentation for SACSCOC standard 7.2.

Safety and Security Committee

Membership: Chief Operations/Safety and Security Officer, co-chair
Chief Technology Systems/Data Security Officer, co-chair
Executive Vice President
Chief Human Resources Officer
Provosts, SA, SW
Executive Dean/Lamesa
District Title IX Coordinator/Dean of Students, BS
Campus Title IX Coordinators
Director Student Services, SA
Director Student and Admin Services, SW
Director Academic and CTE Advising/Special Populations, SA
District Director Network Administrator/Information Security Officer
District Emergency Operations Advisor
Director Safety and Security, BS
Safety and Security Coordinators, SA, SW
Judicial Officers (BS, SA, SW, LA)
Coordinator Residence Education, BS
Coordinator Residence Education, SW
Police/Security Officials

Meetings: As called by chairperson

Purpose: Provide the district with accurate, complete, and timely information about crime and the safety of the campus environment so that they can make informed decisions to maintain safety. Ensure all federal requirements of the Clery Act are met and compliance is maintained in accordance with the U.S. Department of Education. Conduct a bi-annual review of all campus safety authorities and ensure that up-to-date training is provided for all employees and students as needed and/or required. Review the Annual Security Report no later than August 1st each year to ensure compliance with before the yearly publication is due (October 1) and submit the report to the Board of Trustees. Annually review and revise emergency procedures publications. Serve as safety advisors for the college district and routinely inspect the campuses and look for potential hazards. May review employee injury reports as needed. Investigate Campus Carry requests for exclusions and make a recommendation to the president concerning the request. Maintain compliance and documentation for SACSCOC standard 13.8.

Student Fee Advisory Committee

Membership: Chief Business Officer/Internal Auditor, co-chair
Chief Fiscal Officer/Controller, co-chair
Academic Advisor/Student Success Specialist, Lamesa
District Title IX Coordinator/Dean of Students, BS
Director Student and Admin Services/SW
Director Student Services/SA
Student appointments
3 two-year terms as appointed by respective campus S.G.A.
- Big Spring (1)
- Lamesa (1)
- San Angelo (1)
2 one-year terms as appointed by the respective campus and the virtual representative through consultation with the District Dean of eLearning/Instructional Design.
- SWCD (1)
- Virtual (1)

Meetings: Called by the chairperson annually as required by law.

Purpose: The Student Fee Advisory Committee shall study the type, amount, and expenditure of any compulsory fee and meet with appropriate administrators of the College District, submit a written report on the study, and recommend the type, amount, and expenditure of a compulsory fee to be charged for the next academic year. The committee is designed to have nine members as required by statute. The president has appointed four representative instructional positions as noted above. Five students are appointed by the S.G.A.s of the district with one representative from each site and one virtual student. In 2022, terms for the site positions were randomly drawn in an effort to meet the spirit of the statute and create a committee structure going forward.

Welfare Committee

Membership: Chief Human Resources Officer, chair
Executive Vice President
Chief Business Officer/Internal Auditor
Chief Operations/Safety and Security Officer
District Director Administrative Services
Payroll Manager

Three faculty members assigned annually. (2022-2023 Alan Hollandsworth, Carlos Medrano, Suzi Welch)
Three staff members assigned annually. (2022-2023 Bonnie Kennedy, Renee Porter, Monica Castro)

Meetings: Called by the chairperson

Purpose: This committee reviews those matters related to the general welfare of the employees of the college district and may make appropriate recommendations to the president. Matters of concern include, but are not restricted to, pay schedules, leave policies, ORP/TRS related issues, insurance programs, and other benefits provided, dress code, wellness, and working conditions.

INSTITUTIONAL EFFECTIVENESS AND ADVANCEMENT

EMPLOYEE HANDBOOK	
POLICY: 3.1 Planning and Evaluation, Institutional Research, and Quality Enhancement Plan	ADOPTION DATE: January 22, 2018 Revised

PLANNING AND EVALUATION

The institution's planning process follows the Procedural Calendar for Planning and Evaluation (see Intranet under Forms/Documents – Procedural Calendar for Planning and Evaluation). This calendar outlines the various activities, committees, and processes that make up the IE process. The Board of Trustees reviews the calendar annually. Each area of the college participates in the IE process as outlined below.

Mission / Vision / Values and Motto are reviewed by the college district every three years and modifications are made as needed. The administrative cabinet reviews information collected and makes recommendations to the board of trustees for final approval. The institution's goals and strategies are also reviewed every three years. These are established by the administrative cabinet and shared with all faculty and staff. They are submitted to the board of trustees for final approval.

The administrative and student support services implement their planning activities throughout the academic year (September through August). These objectives are directly related to the institution's goals and strategies and are based upon identified areas in need of improvement within each department. The expected outcomes, assessment measures, actual results and use of results are documented for each objective. The Academic and Student Affairs Council reviews the report of administrative support and student support service outcomes twice a year. The council returns any formal recommendations for inclusion in the support service development of objectives for improvement.

Instructional programs assess student learning outcomes and program outcomes on an annual basis. The faculty learning communities assess results reported from each discipline and develop plans of action based upon analysis of results. These action plans and assessment results are reviewed by the Assessment Team for Instruction (ATI) twice a year. The ATI returns any formal recommendations for inclusion in the learning community's plan of action.

The process for faculty evaluation is also included on the Procedural Calendar for Planning and Evaluation. Classroom observations and student evaluations of instructors are completed during each academic year following the employee evaluation schedule. Any suggestions for improvement are put in the instructor's personnel file.

Student input is also gathered at various intervals throughout the academic year. A student satisfaction survey is administered each fall semester. The graduate survey is given to all students filing an intent to graduate from Howard College. Additionally, Howard College participates in two national surveys: Survey for Entering Student Engagement (SENSE) administered in the fall of odd years and Community College Survey of Student Engagement (CCSSE) administered in the spring of even years. Each program and or department may also administer various student surveys based upon objectives or needs identified through the assessment process. Student roundtables are held with the President at each site every fall and spring semester.

Program Reviews are completed on a three-year cycle. The initial program review is completed by December of each year. The program review committee completes their review and formalizes recommendations in February of each year. The recommendations are then reviewed and approved by the administrative cabinet and returned to the program directors in May. The program directors develop a plan of improvement by June. This plan of improvement is reviewed annually and reported to the program review committee. Some components of the plan of improvement may result in objectives being established in the planning process.

Employee evaluations are completed by February 28. Any suggestions for improvement are put in the personnel file. Employee's participation in the planning process is a specific component of the employee evaluation.

The budgeting process is conducted on an annual basis across the district and addresses needs of each department and program. The program directors and/or department heads may include budget requests that are a result of their planning process if they have included documentation of the objective outcomes and assessment results.

The office of institutional effectiveness distributes timely facts to college employees throughout the year. These facts can be used for planning and evaluation purposes and to assist with data driven decision-making. This office also distributes accurate information and statistics about the college in a timely manner as needed by internal and external units. This information is included in formats such as a Quick Facts Brochures, federal and state reports, other internal and external surveys, along with individual specific reports as needed.

The office provides reports and assists with institutional planning and effectiveness by helping departments with appropriate surveys to measure outcomes and performance. This information ultimately aids in their growth, improvement strategies, and success.

QUALITY ENHANCEMENT PLAN

As part of the accreditation process administered by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Howard College is required to develop a Quality Enhancement Plan (QEP). The QEP is a component of the accreditation process that demonstrates a commitment to enhancing the quality and effectiveness of higher education. The QEP describes a carefully designed course of action that addresses a well-defined topic or issue(s) related to enhancing student learning. The plan is forward-looking and moves Howard College into a future characterized by a creative, engaging, and meaningful learning environment for students. Every employee will be involved at varying levels with the QEP. Critical components of the QEP include:

1. **Focus.** The institution identifies a significant issue(s) related to student learning and justifies its use for the QEP.
2. **Institutional Capability for the Initiation and Continuation of the Plan.** The institution provides evidence that it has sufficient resources to implement, sustain, and complete the QEP.
3. **Assessment of the Plan.** The institution demonstrates that it has the means for determining the success of its QEP.
4. **Broad-Based Involvement of the Community.** The institution demonstrates that all aspects of its community were involved in the development of the QEP.

EMPLOYEE HANDBOOK	
POLICY: 3.2 Avenues of Communication	ADOPTION DATE: January 27, 2016 Revised

The college district depends directly upon the effectiveness of employees as it seeks to continually improve its quality of service to its community. The effectiveness of employees is directly related to their attitudes relative to maximized motivational and environmental conditions. In order to maximize effectiveness of college employees, there must be an integration of college and employee goals. In an effort to insure wholesome motivational and environmental conditions and to create an atmosphere for integration of college and employee goals, the college provides certain avenues of communication. An informed and involved employee can be more effective in his/her respective assignment. The following practices as well as others not listed are implemented to fulfill this principle.

INTERNAL

Continuous Quality Improvement

The college provides avenues of input for employees through the Continuous Quality Improvement Process. Employees are encouraged to submit CQI enhancement requests. Request forms are available on the HC intranet under Forms/Documents. The requests are forwarded to the administrative cabinet for review and appropriate action. In some instances, CQI teams will be formed to address certain enhancement requests. Membership on a CQI team is voluntary. Responses to CQI requests are posted on the intranet. CQI enhancement requests relating to a specific employee are shared with the cabinet member for distribution to the employee and supervisor.

Communication Schedule

The college president annually schedules meetings with various employee groups on each site to solicit input, provide information, and answer questions. Responses are provided as appropriate.

Presidential Roundtable

The college president schedules a meeting each semester with students on the various sites to solicit input, provide information, and answer questions. Each meeting begins with a summary of actions relative to issues presented in the previous meeting.

Faculty Senate

In the fall of 1984, a faculty senate for the college district was organized. The senate membership is composed of all full-time faculty members with senators elected to represent division and/or sites as specified in the Faculty Senate Constitution. Meetings are held as needed. The senate makes recommendations to the administration in the areas of curriculum, instruction, evaluation, and other professional faculty matters. The adopted Faculty Senate Constitution is included in the appendix of this handbook.

Student Government Association

Each site has a student government association that meets regularly each semester. SGA acts as an intermediary between students, faculty, and administration. Additionally, SGA develops and implements a well-rounded program or student activities.

Area Meetings

Cabinet members meet with his/her respective areas to address area issues, share information from cabinet meetings, and gather input to be shared at the cabinet level.

Council/Committee Meetings

Councils and committees meet as needed to address appropriate issues. Minutes of the meetings are forwarded to the President for consideration and distribution as appropriate (see Policy 2.2).

Board Meetings

The Board of Trustees meet monthly or as needed to address district matters. Highlights of the Board meetings are emailed to the college employees following the meeting.

Cabinet Meetings

The cabinet meets every week or as needed to address district matters and consider items brought forward through faculty senate, student government associations, area council/committee, and Board meetings. In addition, CQIs are considered and dealt with as appropriate. Cabinet minutes and CQI responses are posted on the intranet.

EXTERNAL

Foundations

Three foundations created for the support and advancement of the college meet on a regular basis. Input on college direction is solicited.

Instructional Advisory Committees

Business, industry, and community members serving on these committees meet at least annually to provide input to the college relative to their area of expertise.

SWCD Advisory Board

A group of individuals appointed by the Board of Trustees as recommended by the existing advisory board members serve in an advisory capacity to the SWCD site.

West Texas Training Center Advisory Board

A group of individuals selected by the existing members serve in an advisory capacity to the San Angelo site.

Lamesa Directorate

A group of individuals as recommended by the existing members serve as an advisory committee to the Lamesa site.

County Group

The Howard County Judge, Mayors of each city in Howard County, the lead administrators of each taxing entity, chamber and economic development corporation plus representatives of the area Congressman, State Senator and Representative meet monthly to address issues relative to Howard County. A subdivision of this group is the County Focus Group with meets quarterly and includes representation from business and industry as well as law enforcement. The purpose of this group is to focus on specific issues in Howard County.

EMPLOYEE HANDBOOK

POLICY: 3.3 Community Relations

ADOPTION DATE: December 12, 2023 Revised

INTERNAL AND EXTERNAL PUBLIC RELATIONS

Each employee is reminded that he/she represents the college district both on and off the job. Good public relations include a friendly smile, courteous manners, and exhibiting a professional image to all with whom one comes in contact.

Employees are reminded of the importance of the courteous usage of electronic devices in the workplace and when representing the college in the public. Proper electronic etiquette to include silencing devices in meetings/classroom as well as checking text and email messages at appropriate times are encouraged. Unavoidable/urgent work issues and family emergencies that must be addressed are understood.

Employees are reminded to respond to communication in a reasonable time frame, being respectful of others needing information to meet deadlines. Employees are reminded that working hours may vary across the district and response times may vary from one employee to another. Although employees may respond to communication outside of normal college operating hours, replies should not be expected by others during off hours.

PUBLIC APPEARANCE

In order to model proper workplace attire for students and to promote the professional image of the college within the business and educational communities, dress codes and guidelines are provided for full-time and part-time employees as well as student workers in the workplace. Employee work attire during the official hours of operation and work-related activities shall be appropriate to the duties of the position, to the safety of the employee and other individuals, to the informality/formality of the situation and to the probability of public contact. The guidelines are designed to allow flexibility and expression of individuality and to respect individual religious or ethnic attire and medical conditions. **Regardless of the role, professionalism can be achieved in grooming and appropriate attire for the work to be performed on any given day.**

Employees are expected to arrive at work well-groomed with clean personal hygiene and a neat, tailored appearance. Due to medical conditions, employees should be considerate of co-workers when applying colognes, lotions, perfumes, after-shave, air fresheners, potpourris and other fragrances. Although some positions require professional business attire the majority of the time, and others some of the time, throughout the year most positions can dress in business casual attire to reflect the customs and weather of the region. Selection of style trends should be appropriate for the workplace and display professionalism. Dressy, pressed trouser-style denim slacks (blue jean)/cargo pants must be paired with a collared, button-down shirt or collared, polo-style shirt or sweater with a blazer as appropriate, resulting in a professional, tailored-appearance. Certain positions should limit this choice and all positions should consider when this choice is not appropriate attire depending on the business-at hand. Business casual is not after-hours or weekend casual. Due to the requirements of certain positions, work clothes including work jeans/cargo pants, uniforms, medical attire or sports attire are acceptable on most days. Work jeans/cargo pants are appropriate for other positions on days requiring different tasks and will be allowed when approved. Under all circumstances, garments should fit properly (no sagging, low-hanging or tight-fitting garments) and not be see-through, sheer or revealing.

Employees should "dress-up" during special college events such as Commencement, Awards Convocations, fine arts events, and off-site community, regional, state and national meetings, reflecting the task to be performed. "Dress Down" days will be on Fridays during the regular semesters, Thursdays during the reduced summer work period and on days so designated for certain events. On "Dress Down" days, trendier casual jeans and cargo pants without holes can be worn and paired with a Howard College/SWCD t-shirt or other attire with a Howard College/SWCD logo or colors. An occasional theme day will be allowed when approved.

Prohibited attire includes the following but is not all-inclusive and individual concerns and questions should be discussed with supervisors or with Human Resources:

1. Any worn, ripped, frayed, wrinkled, torn or unkempt item.

2. Any item containing obscene, sexual innuendo, profane, discriminatory, provocative, derogatory or inflammatory words, statements or pictures.
3. Any items advertising alcoholic beverages, drugs, drug paraphernalia or tobacco products.
4. Bib overalls, warm-ups, pajama pants, sweat suits, sweatpants, exercise pants, form-fitting biking pants, shorts (dress or athletic) or athletic gear (except for athletic staff, others involved in athletic events).
5. Miniskirts, strapless or spaghetti strap sundresses, beach dresses; Spaghetti strap sundress can be worn with an appropriate jacket.
6. Tank tops, midriff tops, halter-tops, tops with bare shoulders, and sweatshirts/hoodies. Appropriate t-shirts can be worn under another item. Howard College t-shirts and sweatshirts/hoodies are allowed on "dress-down" days.
7. Leggings or jeggings unless worn with longer, appropriate dress-type tops that are at least mid-thigh.
8. Rubber soled flip-flops appropriate for beach/swimming/shower wear or house shoes/slippers.
9. Sneakers and Athletic shoes (except for a job-related requirement, medical reasons and/or on dress down days).

Employees should take personal responsibility for adhering to the code and guidelines. Supervisors and managers are responsible for monitoring compliance and are encouraged to provide guidance as necessary. Assistance from the Human Resource office is available if needed. If an employee wears attire to the college that is not acceptable, the supervisor, with guidance from the Human Resource office may require that the employee leave to change into something appropriate. Failure to comply with dress code requirements may lead to progressive disciplinary action and will be part of the evaluation process.

COLLEGE INFORMATION AND PUBLICITY

Publicity is an essential part of the district public relations program. All employees are encouraged to publicize any and all events of importance concerning the institution. All news releases regarding administration, faculty, staff, student body, clubs, and other district matters in general should be coordinated through the district office of information and marketing.

PUBLICATIONS

College publications are a vital tool in promoting the image of the college. Unity in message and design of all college publications is crucial in maintaining the brand of the college. All outgoing publications are either created in or approved by the District Information/Marketing office. All major college publications such as view books, brochures, news releases and articles, and recruitment materials are created in the District Information/Marketing office. The college design set, which contains the college logo and official seal, is available on the district website. Only logos and/or seals in the approved design set can be utilized in college publications of any kind.

SOCIAL MEDIA

COLLEGE PRESENCE IN SOCIAL MEDIA OUTLETS

Howard College will maintain an official presence on Facebook and other social media outlets such as Twitter and YouTube in order to further our mission and vision and achieve our goals and objectives. We encourage feedback and comments from our fans including prospective students, current students, alumni, staff and members of the community. We remain committed to maintaining these sites as a safe and family-friendly forum for sharing information.

This policy addresses the College's official presence on social media sites. In general, individual faculty or student personal pages are not included in this policy; however, if an employee or student group at the College creates a page that could be affiliated with the College, the District Information/Marketing office should be notified. The College does not take any responsibility for pages developed by others.

RECOMMENDATION FOR FACEBOOK PAGES

Unity in message and design of all college postings is crucial in maintaining the brand of the college. Only logos and/or seals in the approved design set can be utilized in college postings of any kind. All contributors to Howard College social media postings will follow the employee and student handbook guidelines respectively.

Howard College will have one college level Howard College Facebook community page representing the entire Howard College district that will be managed by the District Information/Marketing office. It is recommended that Facebook pages be considered for the following areas: Big Spring Area, Lamesa, San Angelo, SWCD, Hawk Athletics, Workforce Training, HC Alumni, and student organizations as approved. All pages will be created as community pages, not profiles.

All employees listed as administrators on any social media outlet are reminded that they are representing Howard College in an official capacity. They are strongly encouraged to monitor their posts for appropriateness and utilize correct spelling and grammar refraining from using 'slang' language. Their posts reflect not only on themselves but on the college as a whole.

PROCESS

1. Employees must consult their immediate supervisor and obtain approval from their cabinet member prior to developing the Facebook pages or other social media accounts. The respective cabinet member should inform the Office of Information once they have given their approval.
2. All social networking pages will have a minimum of two administrators assigned in addition to the Director of Information or their designee. If an administrator leaves the college, they will be removed as a page administrator and another person will be assigned in their place.
3. Administrators for college social networking pages will check their pages a minimum of twice per day during the normal workweek. It is recommended that pages be checked three times per day every day and have a minimum of one post per day.
4. All content must be related directly to college business, programs, and/or services. Content placed by administrators cannot promote individual opinions or causes that are not directly related to college purposes.
5. The following types of content are prohibited from Howard College social networking sites:
 - a. Derogatory language or demeaning statements about or threats to any third party;
 - b. Inappropriate or incriminating images depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use, or any other inappropriate behavior; or inappropriate language;
 - c. Content that violates state or federal law;
 - d. Partisan political activity;
 - e. Online gambling;
 - f. Information/images that are obscene or untrue;
 - g. Content that harasses third parties;
 - h. Selling goods or services for personal financial profit;
 - i. Personal social relationships unrelated to Howard College business.
6. Administrators for HC social networking pages are responsible for removing comments posted to their fan pages that don't meet the criteria outlined above.
7. Material protected by copyright will not be used on HC social networking pages.
8. Uploaded photos and videos must relate directly to the college and/or student life and should not be used as a promotional tool for programs, products, or services outside the college. All photos and videos must adhere to existing college policies.

DISCLAIMERS

Howard College respects First Amendment rights and embraces free speech values. Our goal is to encourage free speech on our social networking sites as well as to promote community values and ideals. It is important for the college to understand that social media allows us to take part in these conversations – and sometimes shape them – but never control them. Comments and conversations will not automatically be removed just because they may have a negative connotation or comment. Rather, this gives the college the opportunity to hear and respond to our followers to continually strive for improvement.

Howard College social networking pages will include the following disclaimers:

1. The comments and posting on this site are those of the site administrators and don't necessarily reflect Howard College opinions, strategies or policies.
2. Howard College accepts no responsibility or liability for any data, text, software, music, sound, photographs, images, video, messages, or any other materials or content generated by users and publicly posted on this page.
3. Howard College reserves the right to alter, delete or remove (without notice) the content as its absolute discretion for any reason whatsoever.
4. Please be aware that all content and posts are additionally bound by the Facebook Terms of Use, the Howard College student handbook, and the Howard College employee handbook.

REMEMBRANCES/GIFTS

When informed, the Institutional Advancement Office will send remembrances upon the following occasions:

1. Death of an Employee/Retiree
2. Death of a Board Member
3. Death of a Spouse, Child, or Parent of an Employee/Retiree or Board Member
4. Other as approved by the President

In rare and infrequent situations, inexpensive gifts may be purchased for friends of the college to commemorate certain special events. Prior approval must be received from the President's Office. (Flowers/Gifts are to be purchased from a local account that does not contain state appropriated funds.)

DIPLOMATS

In certain instances, college diplomats can be asked to assist with special events. Please contact the Dean Student Services/BS for more information.

STUDENT COMMUNITY SERVICE

Some scholarships require community service as a part of the condition to receive a scholarship. Contact the Dean Student Services at each site for student opportunities.

EMPLOYEE HANDBOOK

POLICY: 3.4 Emergency/Urgent Notifications

ADOPTION DATE: August 26, 2019 Revised

The District Information, Outreach, and Recruitment department is responsible for coordinating communication with students, faculty, staff, and community members in the event of an emergency or urgent notification situation.

The District Director of Information and Marketing has the responsibility of developing the communication protocol to be used at each location and assuring that the identified personnel have accessibility tools and training needed to carry out the required communications.

For weather alerts and college closure/delay notifications:

The Director of Information and Marketing will be notified of closures or delays by the college president or designee and will be responsible for notifying all locations (students, staff, and faculty) of weather closures and/or delays. This notification will be sent through the HC Alert system using the Rave program. Information is sent via text and email for users enrolled in the system. Additionally, the system will post directly to the appropriate college Facebook pages. The Webmaster posts information on the college websites.

Local media (radio, TV, and newspaper) will be notified as follows:

Big Spring Area and SWCD: Cindy Smith

San Angelo: Kaitlyn Brosh (notification will begin to the local media once she has received the alert from

San Angelo ISD and will notify the president, San Angelo campus leaders, and the Director of Information and Marketing that she is initiating the media notification.)

The line of contact for emergency notifications will be utilized if the above-named individuals are unavailable.

For emergency situations at a site:

In the event of a local emergency that may require action on the part of students, faculty, or staff, the Information, Outreach, and Recruitment line of contact is to be contacted immediately. The designated individual will be responsible for notifying students, faculty, and staff, as well as community members as appropriate. They will utilize the HC Alert system using the Rave program for all notifications. The notifications will be sent via text and email for users enrolled in the system. Information will also be posted directly to the appropriate college Facebook pages as deemed necessary. As needed, the Webmaster will post information directly to the college websites. Additionally, the line of contact will be responsible for communicating to the Director of Information and Marketing with regard to any action taken and communications received and disseminated.

Campus leaders at each location are requested to utilize the lines of contact below for notification in all emergency situations. Should the first line of contact not be available within one minute of initial contact, the campus leader is asked to flow to the next line of contact on the chart. Individuals serving as a line of contact for a site or for the district will have accessibility tools to perform the appropriate notifications as needed.

Local media will be contacted once all students, staff, and faculty are notified of the emergency situation and any action to be taken. Lines of contact will handle media communications throughout the emergency until the situation is resolved. Staff and faculty are asked to not communicate directly with the media. If they are contacted by media personnel, they should refer them to the 1st contact on the list below.

The Director of Information and Marketing or their designee will handle any district wide situations or communications.

Big Spring Area Sites:

Line of Contact	Name	Cell Phone	Direct Work	Email
1st	Cindy Smith	432-517-0073	432-264-5034	csmith@howardcollege.edu
2nd	Mick Sudano	806-292-7704	432-264-5059	msudano@howardcollege.edu
3rd	Danny Sparks	432-935-8480	432-264-5124	dsparks@howardcollege.edu

San Angelo Site:

Line of Contact	Name	Cell Phone	Direct Work	Email
1st	Kaitlyn Brosh	940-203-0403	325-481-8300 Ext 3326	kbrosh@howardcollege.edu
2nd	Cindy Smith	432-517-0073	432-264-5034	csmith@howardcollege.edu
3rd	Mick Sudano	806-292-7704	432-264-5059	msudano@howardcollege.edu

SouthWest College for the Deaf (SWCD) Site:

Line of Contact	Name	Cell Phone	Direct Work	Email
1st	Cindy Smith	432-517-0073	432-264-5034	csmith@howardcollege.edu
2nd	Mick Sudano	806-292-7704	432-264-5059	msudano@howardcollege.edu
3rd	Shannon Creswell	432-816-6506	432-264-3777	screswell@howardcollege.edu

BUSINESS AND OPERATING POLICIES AND PROCEDURES

EMPLOYEE HANDBOOK

POLICY: 4.1 Departmental Budgeting and Purchasing for Supplies and Equipment

ADOPTION DATE: August 30, 2021 Revised

DEPARTMENTAL BUDGETING AND PURCHASING FOR SUPPLIES AND EQUIPMENT

Each department is responsible for submitting, justifying, and controlling its budget. Budgetary information is available online, and departments should normally use this method to obtain budget information. Upon special request, when this method is unavailable or not practical, a report of unencumbered balances may be sent to each department on a monthly basis.

CAPITAL OUTLAY CUTOFF DATE

Funds budgeted for departmental capital outlay items that remain unspent and unencumbered on February 15 each year will automatically revert to the respective fund. Funds budgeted for teaching supplies that remain unspent and unencumbered as of June 15 will also revert to the General Fund.

PURCHASING & P-CARD PROCUREMENT HANDBOOKS

When a need to purchase arises, please refer to the Purchasing Handbook and/or the Procurement Card Handbook in the Employee Handbook Appendix.

TEXAS SALES AND USE TAX EXEMPTION

The College is exempt from the payment of Texas Sales Tax and Texas Hotel Occupancy Tax. Please provide vendors with a *Texas Sales Tax and Use Tax Exemption Certificate* when you make any purchase or check into a hotel in the State of Texas. Exemption forms can be obtained from the Financial Accounting Department.

Because the College is tax exempt from certain Texas taxes, the College does not normally reimburse Texas Sales Taxes. An employee must always communicate the college's tax-exempt status to a vendor via a Texas Sales and Use Tax Exemption Certification form or other number used by the vendor to identify the tax-exempt status of the college. Special care should be exercised when an employee initiates a petty cash or P-Card transaction to ensure that sales tax is not charged. In normal circumstances, if a vendor applies sales tax to a purchase, the employee must request that the vendor remove the tax.

In certain circumstances, if Texas Sales Tax is incurred (such as an emergency holiday or emergency after hours purchase), the College will pay and reimburse this tax to the vendor and employee when approval is obtained prior to the purchase by the employee from the District Chief Business Officer. If the original approval was made verbally, then it must be followed by written authorization to document the approval. If the transaction was made using petty cash, the written authorization must be submitted with the other purchase documentation when presented for reimbursement. If the transaction was made using a P-Card, the written authorization must be scanned and attached to the purchase transaction in the Well Fargo P-card portal and submitted with the hard-copy reconciliation report that is forwarded to Financial Accounting.

Unresolved sales tax repayments without prior authorization will be deducted from an employee's pay checks by payroll deduction.

Employees may not negotiate, sign master tax exempt forms or request additional identification numbers with vendors. Because tax exempt purchases must be related to the college's exempt functions, an employee may not use the college's tax-exempt status for personal purchases.

PETTY CASH PROCEDURES

Petty cash funds for occasional purchases are available to college employees for small expenditures only when other means of purchasing are not appropriate or practical. The petty cash used for these expenditures must be disbursed from the site Business Office and is limited to \$250. In extraordinary circumstances administrative cabinet approval may be given to exceed this limit and must be given in advance and in writing.

The use of petty cash to purchase is not intended to take the place of the district's standard purchase order system and therefore should not be used on a routine basis. Allowable petty cash purchases are limited to immediate need situations where the ability to plan for the purchase was impractical.

Employees should use tax exemption certificates (available in the District accounting office) when making petty cash purchases. Sales tax will not be reimbursed. A receipt, invoice, or other supporting

documentation must be presented to the business office not later than the next business day following the expenditure.

DEPARTMENTAL CHANGE ACCOUNTS

Selected departments may be issued small amounts of cash to make change for small cash receipts. Examples of this are the library to make change for book fines, Cosmetology to make change for cash pay customers, or concession stands to make change for cash purchases. These accounts are not to be used to make purchases for the college. Deposits must be made to the business office from these Departmental Change Accounts as required by College Policy and Procedures.

CONTRACTS

Contracts concerning agreements between the college district and vendors may be made only with the written approval of the President or Board of Trustees. Contracts for services to be performed by or for the district are to be signed by the President or designee. Refer to the Purchasing Handbook for additional details.

EMPLOYEE HANDBOOK	
POLICY: 4.2 Travel	ADOPTION DATE: October 17, 2022 Revised

This policy shall apply to all Howard College (College) travel.

A. SCOPE

1. One professional development trip per professional staff and faculty is normally approved (Example: Texas Community College Teachers Association or another similar state meeting). In most cases if an individual listed TCCTA and another meeting, the assumption is made that TCCTA was the preference. However, an individual may elect to attend another meeting but must inform the appropriate administrator of the alternate choice. Everyone is encouraged to choose a conference that will best serve his or her professional needs.
2. Due to the number of employees traveling to TCCTA and the possibilities for group travel and shared lodging, the maximum amount allowed for TCCTA is allocated based on the location of the convention and will be calculated annually. TCCTA travel for faculty must be submitted to the appropriate academic administrator for each site.
3. Travel required by regulating agencies or deemed necessary for college operation is normally approved. (Professional development for professional staff will include this type of travel.)
4. Out-of-state trips for professional development may be approved in exceptional cases only. Please contact the appropriate administrator for approval.
5. Recruiting travel, inter-site travel, and student travel is normally approved and may be taken as budgeted.
6. When appropriate, efforts should be made to limit traveling to one or a limited number of individual(s) to each conference and/or meeting. When and where possible, coordination must take place to limit travel but to ensure that the college operation is abreast of guidelines set by regulating agencies. Sharing of information through written communiqué or debriefings upon return may be necessary and will be expected.
7. Employees who have multiple roles within the district may travel more than other employees with singular district roles.
8. Under no circumstances shall expenses for personal travel be charged to or be temporarily funded by the college. When a college employee travels under the sponsorship of a non-college entity such as a grant or other outside agency, the travel expenses may not be charged to a college account; travel advances and tickets should be obtained from the sponsor. In some cases, the traveler may have a choice whether to travel under Howard College policy or the sponsor's policy. The traveler must determine in advance whether they are traveling under the Howard College travel policy or under the travel policy of the outside agency. Those who travel under the travel policy of the outside agency shall not seek advances or travel funds from Howard College. If the employee travels under Howard College policy and with Howard College funds, it is acceptable for an outside agency to reimburse Howard College for the employees travel expenses. In these cases, the

reimbursement check (not cash) and a copy of the supporting documentation submitted to the outside agency must be provided to Howard College along with the reimbursement check.

9. College employees traveling on official business shall observe normally accepted standards of propriety in the type and manner of expenses to incur and comply with the remainder of this travel policy.

B. EXCEPTIONS

The President or President's designee may grant approval for exception to college travel policy and regulations when required due to extenuating circumstances. Requests for exception approval must be in writing stating the reason or purpose for the exception and name of the individual to whom the exception is granted. When an exception has been granted, the reimbursement of expenses claimed shall be limited to the actual costs incurred, provided such costs are deemed to be ordinary and necessary under the circumstances. Claims for the reimbursement of actual expenses must be supported by itemized detailed receipts.

C. TRAVEL AUTHORIZATION AND APPROVAL

Employees who wish to travel at college expense should file with their supervisors or division directors a "Request to Travel at College Expense" form (see appendix) at least five (5) working days before travel or prior to purchasing airline tickets. **This form is available on the website at Employee Resources and Forms. Please forward the form to the Big Spring business office when all required signatures are obtained. It is recommended that a copy be retained for departmental records.** ATHLETIC TEAM REQUEST TO TRAVEL uses the ATHLETIC DATA SHEET FORM in place of the Request to Travel Form. This form and prior approval are not required for incidental, day and inter-site travel not requiring overnight stay.

All official college travel requiring overnight stay shall be pre-approved by the President or President's designee. Persons delegated the authority to approve official college travel should not ordinarily approve their own travel, except in those cases where it is impossible or impractical to obtain approval from a higher authority.

Officers and employees of the college normally shall not be reimbursed for expenses paid on behalf of other persons. Exceptions to this rule, such as supervised group trips, must be approved in advance. Claims for reimbursement of expenses paid for others shall be submitted by the group leader and must include the names of persons on whose behalf expenses were incurred, an itemization of the expenses, and other pertinent supporting documentation should be attached to the "Report of Actual Travel Expenses" form.

D. TRAVEL ADVANCES

1. Transportation Tickets: Once approval has been obtained to travel, tickets may be purchased through a local travel agency or by direct acquisition through the Internet (**see note below**) directly from the common carrier and may be charged to the district procurement card assigned to the employee

NOTE: Tickets are purchased either refundable or non-refundable. To assure district funds are properly managed, it is recommended you purchase refundable tickets if there is a possibility of cancellation.

2. Advances of College Funds: Advances of college funds may be requested by employees to pay travel expenses while on official college business, when such expenses are approved within this travel policy. Requests for cash advances must be received in the business office at least five (5) working days before the requested advance is needed. In rare instances, hotel expenses of up to \$500 may be included with funds advanced directly to the employee at the request of the employee. The preferred payment by the district for hotel expenses is the approved purchase card system. Checks of over \$500 for lodging will be made payable to the hotel unless special circumstances dictate otherwise. Requests for advances of \$500 or more for lodging must follow standard college purchase order procedures.

Funds advanced directly to the employee will be provided by college check. The college may not always have sufficient cash on hand to cash travel advance checks. Employees should plan to

cash travel advance checks at the employee's bank or other financial institution or at the college's depository bank.

The amount requested on a Travel Advance Request Form should not exceed the estimated out-of-pocket expenses to be incurred on the trip. Advances shall not be authorized for any person who is delinquent in submitting an accounting for expenses of a prior trip, unless otherwise necessitated by extenuating circumstances and approved by the President. Requests for advances should normally be reviewed and approved by the person in authority approving the "Request to Travel at College Expense" form. Any exceptions to this policy must be approved by the President.

Funds advanced to any employee remain the responsibility of that employee until these funds are expended for approved purposes or returned to the college. Upon return from travel, any excess funds advanced to the employee must be returned to the business office the next business day. When returning excess funds, cash should be hand carried and not be sent through site mail. A personal check is acceptable for the return of excess funds, but this should also be returned to the business office the next business day. Any advanced funds remain the responsibility of the employee until these funds are received in the college business office.

Receipts to substantiate expenditure of advanced funds must be attached to the "Report of Actual Travel" form, signed by the employee, supervisor, cabinet member and president, and turned in to the business office within the guidelines of the Travel Policy Section D, Part 3.

3. Recovery of Expenses for Completed Trip(s): The total amount of all expenses and/or advances pertaining to a particular trip, including but not limited to proceeds from discount, rebate, or premium coupons on transportation tickets, must be accounted for by the traveler. **Receipts are required for an expense to be eligible for reimbursement.**

NO LATER THAN three (3) working days after the return from the trip, the employee must file a "Report of Actual Travel Expense" form. **This form is available on the website under publications.** The traveler keeps a copy and sends the original to the business office with the original receipts attached. Travel reimbursement checks will be paid by the 10th and 25th of each month or on the following workday if these dates fall on a weekend or holiday.

E. TRANSPORTATION

All travelers must utilize the most economical and practical mode of transportation as well as the most usually traveled route consistent with the authorized purpose of the trip. Mileage reimbursement for use of personal cars will be based upon the "point to point" distances on an appropriate route as stated by mapping websites such as Google Maps at <http://maps.google.com> or Map quest at <http://www.mapquest.com>. While traveling on college business, intra-city travel will be reimbursed on documented actual mileage.

Expenses arising from travel between the employee's residence and headquarters (commuting expense) shall not be allowed. However, in cases of official college travel, mileage may be allowed between the traveler's city of residence and the common carrier or destination if travel originates or terminates before or after the employee's working hours, or if travel originates or terminates during a regularly scheduled day off. Otherwise, mileage shall ordinarily be computed between the traveler's headquarters city and the common carrier or destination.

- a. Indirect or Interrupted Itineraries: If for personal convenience an indirect route is traveled or travel by a direct route is interrupted, any resulting extra expense shall be borne by the traveler. The reimbursement of such expenses shall be limited to the actual cost incurred or the charges that would have been incurred via a usually traveled route. Any resulting excess travel time will not be considered work time and will be charged to the appropriate type of leave.
- b. Use of Surface Transportation in Lieu of Air Travel: A traveler may elect to use surface transportation for personal reasons even though air travel is the appropriate mode of transportation if approved by the college administration.
- c. Cancellation of Reservations/Ticket Refunds: It shall be the traveler's responsibility to cancel reservations that will not be used. (Also refer to the note in Section D-1 of this policy.)

Charges or loss of refunds resulting from failure to cancel reservations shall not be reimbursed unless the traveler can show that such failure resulted from circumstances beyond the traveler's control.

Unused portions of transportation tickets are subject to refund. The traveler shall be responsible for the prompt return of the tickets to secure the refund.

- d. Baggage: Charges for checking and storage of baggage necessary for the purpose of the trip are allowable. Excess baggage charges are also allowable; however, justification for carrying excess baggage must be shown on the Travel Expense Voucher.
 - e. State Taxes: Howard College expenditures are usually exempt from payment of State Sales Taxes. Exceptions include, but may not be limited to, taxes charged for parking and taxes on the rental of a motor vehicle. When an exemption is not allowed under State Law, Howard College will pay or reimburse for these taxes. Other exceptions to this policy may be approved on an individual basis by the President.
1. Air Travel: Commercial Airlines coach class or any discounted class shall be used in the interest of economy. This policy applies to all travel regardless of the purpose or fund source.

Only U.S. carriers shall be used for travel reimbursed from federal grants and contracts. The use of foreign air carriers is severely restricted (cost is not a factor) under federal regulations. Travel on a foreign air carrier will be approved only if U.S. carriers do not fly to the travel destination or certain delays may be encountered by not traveling on a foreign carrier. Reimbursement may be denied in the absence of such justification.

2. Railroad or Bus Travel: Railroad or bus transportation may be used when the destination or other special circumstances so require.
3. Travel by Automobile or Other Means of Conveyance: All persons driving vehicles on college business must possess a current valid driver's license. Claims for reimbursement must indicate the origin and destination of the trip. Continuous travel between major points, such as from city to city, should also be shown on travel request and reimbursement forms.

SAFETY: The first and most important guideline for all college travel is safety. Whether you are traveling in a college, personal, or rented vehicle, and whether you are traveling alone or with a group, the safety of all should be the primary concern and consideration for all Howard College travel. Individuals charged with the responsibility of leading group travel should at all times be mindful of their responsibilities to the college and to the group. Howard College will never ask individuals or groups to put themselves in harm's way. All decisions in matters of travel should always be made on the side of safety.

IMPORTANT GUIDELINES:

- No person may operate Howard College vehicles while impaired by alcohol, drugs or other similar substances. This includes prescription medications.
- Drivers may not operate vehicles while fatigued or while using electronic devices that require hand control. Electronic devices are only to be used if the driver has pulled over and stopped in a safe location. The use of headphones/ear buds are not allowed by drivers as they can reduce hearing ability. (Hands-free calling is allowed.)
- Drivers and all passengers must use seat belts at all times. Note: College busses may not have seatbelts.
- Drivers must abide by all rules, warning signs and speed limits.
- The driver is responsible for the safe operation of the vehicle and drivers should perform a pre-driving safety check of the vehicle each time before the vehicle is operated.
- Failure to abide by traffic laws and these guidelines may make the employee subject to disciplinary action, including termination of employment.

VEHICLE OCCUPANT QUALIFICATIONS

1. DRIVERS:

- a. Each employee or student must provide a front and back copy of a current driver's license to the Physical Plant office so that a Motor Vehicle Record (MVR) report can be reviewed for eligibility. Under certain circumstances, employees or students will be responsible for submitting their own MVR

report. MVR reports will be completed on an annual basis for all college employees and students.

- b. Drivers must be College employees or students at least 21 years of age with at least 2 years of driving experience and must possess a valid driver's license of the class required for the vehicle(s) to be operated and/or that is required by pertinent job description. New employees must have the appropriate license prior to the official start date. Additionally, before being permitted to transport passengers in college passenger vans, additional safety training will be provided prior to being permitted to transport passengers.
- c. All drivers are required to report suspension or revocation of their driver's license to the office of the Chief Operations and Safety Security Officer or Chief Business Officer. A driver's right to drive College vehicles may be refused or revoked for any of, but not limited to, the following:
 - i. Revocation of license by the state.
 - ii. Suspension of license by the state within the most current two-year period.
 - iii. DWI conviction within the most current three-year period.
 - iv. Reckless driving conviction within the most recent three-year period.
 - v. Speeding conviction in excess of 20 MPH over the posted limit within the most current two-year period.
 - vi. Two or more at fault accidents or careless driving convictions within the most current three-year period.
 - vii. Misuse or abuse of college-owned vehicles or repeated violations of the procedures listed herein
 - viii. Failure to report violations as required herein
- d. Prospective drivers are required to sign an acknowledgment form confirming that they understand, have a copy, and agree to abide by this policy.

2. PASSENGER:

- a. Must be a student, employee, or guest passenger(s) authorized by the President.
- b. To be a passenger in a college-owned vehicle requires that the trip be for a public purpose, including but not limited to, student field trips, student competitions, student athletic participation and spectator events, educational or approved recreational trips for faculty and staff and such other trips as the President may authorize.

a. College-Owned Vehicles:

- 1) Use: The use of college-owned vehicles shall be for official college travel of students, employees, visitors, and/or school property or for such other college-related purposes as authorized by the President.
- 2) Vehicle Global Positioning Systems (GPS) and Video Recording: To increase vehicle safety/security and driver accountability, the use of GPS and dual-lens cameras will be used in all college-owned vehicles. Drivers will be monitored anytime the vehicle is being operated and the vehicle is always monitored. Information obtained via GPS/dual-lens cameras will be used for safety/security reasons; however, it may also be used for student/employee investigations when there is reasonable cause to do so. Monitoring shall be limited to uses that do not violate a reasonable expectation to privacy. The Chief Operations and Safety Security Officer and the President of the College are authorized to access all information to enhance and maintain safety and security not only of college-owned vehicles, but especially of the drivers, and passengers. Directors of Facilities and Fleet Maintenance will have the role of read-only admin, which gives the ability to view the vehicles of their respective campus but are unable to make any configuration changes and do not have the ability to view or retrieve dash cam images or footage. Recorded information will be stored for as long as storage capacity will allow or as allowed by law,

unless retained as part of a criminal investigation or court proceedings (internal, civil, and criminal), or other bona fide use as approved by the Chief Operations and Safety Security Officer or the President of the College, in which case it will be retained as appropriate and as needed. Recorded information will be stored in a secure location with access by authorized personnel only. Lawful requests (e.g., subpoenas, search warrants) for recorded information must be forwarded to the Chief Operations and Safety Security Officer, then be in consultation with the President of the College. Internal requests for copies and/or information must be forwarded by a Cabinet Member to the Chief Operations and Safety Security Officer. Disabling a GPS/dual-lensed camera without permission from the Chief Operations and Safety Security Officer may make the employee subject to disciplinary action, including termination of employment. The President of the College may delegate certain authorities as needed.

- 3) Parking and Storage Charges: Charges for necessary parking and/or for storage of college-owned automobiles in public garages are allowed. Valet charges over and above normal parking charges will be at the expense of the traveler unless specifically authorized.
- 4) Reservations: Employees wishing to reserve college vehicles should contact the office of the Physical Plant Director. These administrators are the custodians of vehicles, and each office maintains a reservations book. Keys and oil company credit cards are available for check-out with college vehicles through the office of the Physical Plant Director. Employees requesting to drive college vehicles agree by submission of the request to provide necessary information needed to check driving records. Employees driving records may be checked periodically by both the college's insurance carrier and the college. Employees' whose driving records are considered "high risk" will not be permitted to drive the college vehicles. If vehicles are abused, the cost of repairs may be charged to the driver.
- 5) 15 Passenger Van Safety Course: A 15 passenger van safety course is required for anyone driving any type of passenger van which will transport 9 or more passengers including the driver.
- 6) 15 Passenger Vans: Travel in 15 passenger vans will be limited to 9 adults including driver due to rollover risk. Exceptions to this rule must be approved by the President and will only be considered when passengers are small children which would reduce the weight carried and thus reduce the rollover risk. Even when 15 passenger vans are limited to 9 passengers, they should not be overloaded with luggage or other cargo. It is the driver's responsibility to assess these risks and to make appropriate adjustments in load, etc. Due to risks and concerns over travel in 15 passenger vans, any person driving 15 passenger vans must have completed a driver training course within the last three years. This course will be provided at no cost by Howard College. Limited exceptions to this policy may be granted by the administration or as appropriate in emergency situations if the approved driver is ill or otherwise incapacitated and this exception is prudent and necessary. Extreme caution should be exercised in any such instance.
- 7) Seatbelts: All passengers in college-owned automobiles, vans, and trucks shall wear seatbelts at all times. Seatbelts are not provided and not required for bus travel except for the driver and passengers riding in the front tour guide seat of tour busses.
- 8) Charges: Departments will be billed at the rate of \$0.30/mile for the use of college vehicles, \$0.50 for the use of the small bus, and \$0.70/mile for the use of the big bus based on actual mileage recorded effective September 1, 2012.
- 9) Student Drivers: Sponsors of student organizations or groups must have the driving records checked annually on all students who may be assisting with the driving of college-owned vehicles. **The time required for driving record checks is approximately ten**

days. It is the responsibility of the department requesting the vehicle to provide necessary information and request these checks from the office of the Chief Business Officer in a timely manner.

- 10) Refueling: College vehicles must be returned full of gas after use. College vehicles may be refueled at a service station utilizing a college fuel credit card (issued upon vehicle checkout). Driver should ask attendant before pumping fuel if station accepts the credit card. Driver should attempt other stations in the area if not accepted. A fuel charge receipt must be submitted to the Physical Plant office upon returning the vehicle. Fuel charges on a college fuel credit card without receipts will be deducted from the employee's pay. If personal funds are expended for fuel or other operating costs while using a college-owned vehicle, request for reimbursement must be submitted within three (3) days and within the same fiscal year.
- 11) Maintenance by Driver: Employees are responsible for the proper maintenance of vehicles during use. This includes checking engine oil levels and proper tire inflation when refueling the vehicle. Report problems encountered with vehicles to the Physical Plant office or note these problems on the trip booklet provided upon vehicle checkout. Report problems encountered with busses to the Chief Operations and Safety Security Officer.
- 12) Ferry, Bridge, or Toll Road Charges: Ferry, bridge, tunnel, or toll road charges are allowed.
- 13) Repairs: Charges for emergency repairs to a college-owned vehicle are allowed in accordance with the urgencies dictated by the situation. Repairs must be reported to the Chief Operations and Safety Security office. Receipts will be required for reimbursement. Please submit receipts.
- 14) Cleanliness: Vehicles must be returned clean, trash removed, and interior in the same condition as received. The use of tobacco products is not allowed in any college vehicle at any time. If the vehicle is returned in an excessively dirty condition, departments will be charged a \$25 cleaning fee for the inside and \$25 fee for the outside.
- 15) Pets: No pets are allowed in college-owned vehicles except for service animals.
- 16) Passenger Capacity: No driver shall transport more passengers in a vehicle than what the vehicle is designed to hold (the number of seatbelts provided in the vehicle).
- 17) Modifications: No modifications to a college-owned vehicle (ski rack, bike rack, any roof mounted loads, antennas, decals, signs, tow hitches/trailers, seat removal, interior dividers, etc.) shall be made except by the Facilities Department. The use of radar or other speed monitoring detection systems is not permitted.
- 18) Maintenance: Periodic maintenance shall be performed at regular intervals, under the direction of the Chief Operations and Safety Security Officer as recommended by the vehicle manufacturer's specifications or accepted fleet standards. Maintenance shall include but is not limited to:
 - a. Oil, lubrication, filter services, regular brake and tire inspections, tire rotations, tire replacement, cooling system service, transmission service, engine tune-up service.
 - b. Other maintenance as required, to maintain a safe and reliable vehicle.
- 19) Pre-trip Inspections: upon a vehicle being returned and before being assigned for future reservation, it shall be inspected by the Director of Facilities or Assistant Director of Facilities to verify that it is safe and clean for future use. Inspections shall include but not limited to:

- Horn, steering for excessive play, windshield, windshield wipers, lights, brake pedal/emergency brake operation, seat belts functioning and no tears, spare tire, lug wrench, jack, light lenses, tires are inflated properly and have no irregular tread wear, cuts, or breaks, lug nuts are tight, and all fluids are at recommended levels (engine oil, fuel, coolant, power steering, radiator, battery, windshield washer fluid).

20) Pre-trip Trailer Inspections: Drivers allowed by the Chief Operations and Safety Security Officer to haul trailers with a college vehicle, a pre-trip trailer inspection shall be completed by the driver prior to each use of the trailer. Trailer inspections shall include but not limited to:

- Tires, lug nuts, trailer brakes, fenders, wheel bearings, hitch and coupler, safety chains, trailer lights, trailer plug, springs and shackles, axles, tie downs, loads properly secured, doors, trailer jack, trailer floor.

b. Assigned Vehicles:

The President may specifically assign college-owned vehicles to employees of the college when the President deems the assignment is necessary for the employee to perform his/her job duties and responsibilities.

1) Maintenance: Periodic maintenance shall be performed at regular intervals under the direction of the Chief Operations and Safety Security Officer as recommended by the vehicle manufacture's literature or accepted fleet standards. Maintenance shall include but not limited to:

- a. Oil, lubrication, filter services, regular brake and tire inspections, tire rotations, tire replacement, cooling system service, transmission services, engine tune-up service.
- b. Other maintenance as required to maintain a safe and reliable vehicle.

2) Vehicle Occupant Qualifications: (See Vehicle Occupant Qualifications at beginning of section E. 3.)

3) Driver Responsibilities:

- a. Complete and sign a Vehicle Inspection Form in conjunction with the Director of Facilities or Assistant Director of Facilities when the vehicle is first assigned and again when the vehicle is returned to the Physical Plant.
- b. Perform a weekly pre-trip safety inspection or prior to loading passengers. (See Pre-trip Inspections – section E. a. 19).
- c. Perform pre-trip trailer inspections prior to each use of the trailer. (See Pre-trip Trailer Inspections – section E. a. 20).
- d. Ensure all occupants wear safety belt.
- e. Observe the posted speed limits and ensure safe vehicle operation.
- f. Assure that passengers do not abuse college vehicles and enforce that tobacco products are not used in vehicles.
- g. Maintain the vehicle interior and exterior in a clean and presentable manner.
- h. Report all malfunctions and abnormalities to the Physical Plant office.

4) Refueling:

- a. Driver will be issued a college fuel credit card which should be used whenever possible. Driver should ask attendant before pumping fuel if station accepts the credit card. Driver should attempt other stations in area if not accepted. All fuel charge receipts must be submitted to the Physical Plant office by the last working day of the month. Fuel charges on a college fuel credit card without receipts will be deducted from the employee's pay. If personal funds are expended for fuel or other operating costs while using a college-owned vehicle, request for reimbursement must be submitted within three (3) days and within the same fiscal year.

5) Personal Use of College Vehicle

- a. In accordance with IRS regulations, the total value of the personal (commuting) use of college-owned vehicles must be accumulated and reported for W-2 purposes. The College has elected the commuting valuation rule for employees who have been assigned a vehicle.
- b. Employees are required to document all personal usage of assigned vehicle and submit a monthly trip log to the Human Resources department on or before the 10th of the following month.
- c. Employees shall sign an Agreement for the Use of College Provided Vehicles form with the Physical Plant department prior to driving assigned college vehicle.

c. Privately Owned Automobiles:

- 1) Mileage Reimbursement: The driver of a privately owned automobile used for college travel may claim reimbursement at the following rates:
 - a) Standard Rate: The standard reimbursement rate is \$0.62/mile effective September 1, 2022. When pulling a trailer, the reimbursement rate is \$1.37/mile. When two or more persons share an automobile, only the driver may claim reimbursement for mileage. Mileage will be paid based on point-to-point travel. An approved mileage guide may be accessed online through the Internet at: <http://maps.google.com> or <http://www.mapquest.com> or the college business office may be called for assistance in looking up distances between points. The route should be an appropriately direct route. Please print and attach the mileage documentation to your travel request.
 - b) Automobiles Driven to a Common Carrier Terminal: When a traveler is authorized to drive a privately-owned automobile to or from a common carrier terminal, mileage reimbursement may be claimed on one basis as follows, either:
 1. one round trip, including parking for the duration of the trip; or
 2. two round trips, including short-term parking expenses.
- 2) Charges for Ferries, Bridges, Tunnels, or Toll Roads: If mileage reimbursement is allowed, charges for ferries, bridges, tunnels, or toll roads may be claimed in addition to the mileage.
- 3) Parking: Reasonable charges for necessary parking while on college business will be allowed. Valet charges over and above normal parking shall be at the expense of the traveler unless specifically authorized.
- 4) Fuel, Routine Repairs, and Associated Costs: Routine repairs, tires, fuel, oil, or other automobile expense items shall not be allowed for the use of the privately owned automobile. These expenses are included in the mileage reimbursement rates. For this reason, College oil company credit cards will not be issued and may not be used for travel in private vehicles. No fuel from the College gas pump shall be used in private vehicles.
- 5) Insurance Coverage: When privately-owned automobiles are used on college business, drivers are required to conform to public law regarding vehicle liability insurance and/or financial responsibility as required. College insurance does not cover non-college vehicles. An employee who regularly uses a privately owned automobile on college business may be required to show a satisfactory evidence of liability insurance coverage.
- 6) Collision or Other Damages: When a privately-owned automobile operated by a college employee in the course of conducting College business is damaged by collision or receives other accidental damage, costs for repair expenses are borne by the employee.

d. Rental Automobiles:

- 1) When Use Should Be Authorized: Rental automobiles may be used when renting in a specific situation is considered to be more advantageous to the college than the use of taxis or other means of public transportation. The traveler is responsible for obtaining the best available rate commensurate with the requirements of the trip.

Advance reservations should be made whenever possible and an economy to mid-sized model requested. Although not always available, the discount commonly extended to the college by automobile rental agencies should always be requested.

The named renter is the person responsible for the rental vehicle. Each time a vehicle is rented on college business the renter must rent the vehicle both in their name and Howard College's name. This method is the only way the vehicle will be covered under college insurance. If Howard College is not named, then the contract is between the renter's personal insurance or credit card and the rental car company.

Collision Damage Waiver insurance (CDW) should be accepted on rental policies and those costs will be reimbursed to the traveler. Liability and other types of insurance should be declined and will not be reimbursed because the college provides rented-non-owned liability coverage through the college's institutional automobile insurance policy. Drivers should check with their insurance representative regarding how their personal coverage and exposure interfaces with college insurance.

Employees are required to follow the same safety guidelines when driving rented automobiles.

- 2) Expense Incurred Due to Damaged Rental Automobile: Expenses incurred by a traveler because of property damage to an automobile rented while on college business should be charged to the college's vehicle insurance policy. The traveler shall attach to the Travel Expense Voucher submitted for the trip a brief description of the damage to the automobile, including an explanation of the circumstances related to the damage. Refer to section "K" of this policy for further information.
- 3) Billings: Direct billing to the college for automobile rental charges is not authorized. Payments to automobile rental agencies for individual rental transactions are not guaranteed by the college. In addition, an automobile rental credit card shall not be obtained if the terms of the card require direct billing to the college or a guarantee of payment by the college, or any representation other than the individual's identification as an employee of the college.

e. Driving Violations:

Driving violations shall include but not be limited to speeding, use of electronic devices while driving, distracted driving, not using or requiring seatbelts.

1) 1st Offense:

- Employee will be required to view driving training videos and provide certificate of completion to the Human Resources department before being allowed to drive college vehicles again.
- The violation(s) will be documented.

2) 2nd Offense:

- Driving privileges will be revoked for 60 days.
- Employee will be required to view driving training videos and provide certificate of completion to the Human Resources department before the 60 day revocation period ends..
- The violation(s) will be documented.

3) 3rd Offense:

- Driving privileges will be revoked indefinitely.

- If the employee's position requires them to drive a college vehicle they may be terminated.

Employees driving while intoxicated or possessing alcohol or drugs in a college-owned vehicle will be terminated.

e. Miscellaneous Local Transportation:

- 1) Taxis: Taxi fares including customary tips up to but not exceeding 15% or rounded to the next dollar shall be allowed when the use of public transportation or airport limousine service is impractical or not available.
- 2) Local Buses or Shuttles: Fares for use of local buses or shuttles shall be allowed.
- 3) Other Special Conveyances: Charges for use of other types of conveyances shall be allowed when such use is beneficial to the College and when the fare for such conveyance is not already included in the original cost of the common carrier fare. An explanation of the necessity for the use of a special conveyances and receipts for the charges must accompany the claim for reimbursement.

F. PER DIEM AND PARTIAL PER DIEM EXPENSES

1. Travel Requiring Overnight Stay:

- a. Domestic Travel: Allowable daily Per Diem expenses are those amounts incurred for meals, and incidental travel expenses. This policy was established to be in compliance with IRS guidelines that govern these matters and also determine benefits that may be taxable.

The per diem policy for the Howard County Junior College District is as follows:

Meals: Thirty dollars (\$30.00) per day will be allowed for daily per diem at the rate of \$8.00 for breakfast, \$10.00 for lunch and \$12.00 for dinner. One half of the total daily amount (\$15.00) will be allowed on the first day of travel and one half of this amount (\$15.00) will be allowed on the day of return regardless of departure or return times without receipts unless the travel day extends beyond 14 hours. If it does extend beyond 14 hours, all three meals may be reimbursed at the full \$30 per day rate without receipts. The traveler must provide travel departure and return times if using this option. The full \$30.00 per diem amount will be allowed for all other days of travel. Receipts are not required for these days. Since the stated per diem rates are the maximum amounts allowed, employees may deduct meals provided through conferences, meetings or hotels, etc. from their request for per diem reimbursements.

Lodging: For overnight stay the college will reimburse at the state rate when presented with motel receipts. Since booking agencies like "Priceline" or "Travelocity" do not provide detailed motel receipts, employees may not book reservations for rooms through these types of companies. Consideration may be given for approval of higher rates when the employee is staying at a conference hotel or if the state rate is not available or practical to obtain. Employees should request the state rate at the time of check-in. Employees must also request exemption from state tax on motel stay.

Exemption certificates are available in the college business office. Reimbursement may not be allowed for state taxes. Employees may be asked for an employee identification card upon check-in. These ID cards are provided at no cost to employees and may be requested through the student services office in Big Spring either in person or through site or regular mail.

Disallowed Costs: Personal phone calls or charges for personal entertainment are not allowed. Charges for work-related telephone calls or for Internet service while on approved college travel are allowed. Employees must document that any charges for telephone or Internet service while traveling were for college business, or these charges will not be paid. Charges for room service are not allowed above the established limits per meal in the per diem policy. The above

per diem policy applies to approved travel only. If a trip is made without prior approval, the expense of that trip may not be funded by the college.

- b. Foreign Travel: Foreign travel shall be approved in advance by the President and shall be only in special circumstances.
2. Travel NOT Requiring Overnight Stay: Expenses for meals eaten on trips not requiring overnight stay are not paid unless one of the two criteria listed below are met and the travel is of an occasional nature (i.e., not a regular activity).
- a. Meals may be paid on same day trips if the meal was eaten as a part of conducting official college business that could not be scheduled outside of the mealtime.
 - b. Meals that are eaten when the same day trip extends the employee's normal workday by two consecutive hours or more at the beginning or the end of the day.
 - c. Bus drivers will receive \$15 per day per diem minimum when the travel time or on-duty time exceeds 5 hours on same-day trips.
 - d. If the workday extends beyond 14 hours, all three meals may be reimbursed at the full \$30.00 per day rate without receipts.

Example: If an employee's normal workday is 8:00 a.m. to 5:00 p.m. and the employee leaves work at 6:00 a.m. to conduct college business elsewhere and returns by 5:30 p.m., this employee would be eligible for the breakfast and lunch reimbursement of \$8.00 and \$10.00. In another scenario, the same employee leaves in the morning and returns at or after 7:30 p.m. then this employee would be entitled to the \$10.00 lunch and the \$12.00 dinner reimbursement. If the employee left after the noon hour, then only the \$12.00 dinner reimbursement would apply. The same rules would apply if the employee left at 6:00 a.m. and returned by noon, only the \$8.00 breakfast meal would apply. If the workday extends beyond 14 hours, all three meals may be reimbursed at the full \$30.00 per day rate without receipts.

- e. Mileage on same day trips may be paid based on automobile usage guidelines established by this policy.
3. Adjustment of Per Diem Reimbursement Requests: Since the stated per diem rates are the maximum amounts allowed, employees may deduct meals provided through conferences, meetings or hotels, etc. from their request for per diem reimbursements.
4. Travel in the Vicinity of Employee Headquarters or Residence: College vehicles should be used for local errands. Typically, mileage is not reimbursed for incidental, local travel incurred in an employee's personal vehicle. In certain circumstances, mileage may be reimbursed for repetitive travel when authorized by the employee's Cabinet Member prior to travel. Repetitive travel reimbursement requests shall be submitted monthly.
5. Contracting for Per Diem Expense: The President or President's designee may make agreements with restaurants, hotels, and similar establishments for the furnishing of Per Diem to a group or groups of college employees when it is advantageous to the college. When such an agreement is made, the vendor may receive payment either from the group leader or by billing the college.
- Group leaders may receive reimbursement, including up to but not exceeding a 15% or rounded to the next dollar tip, by submitting a Partial Per Diem claim form accompanied by the vendor's invoice for the actual expenses incurred. Itemized detailed receipts are required for reimbursement of most allowed incidental expenses, including restaurant and hotel/motel charges. Individual members of the group may claim reimbursement for the balance of their Per Diem expenses. Partial Per Diem forms will be required. Any exceptions to this policy must be approved by the President.

6. Charging Per Diem Expenses Directly to the College: Except as provided above, travelers are prohibited from charging lodging, meal, and miscellaneous expenses directly to the college.

G. MISCELLANEOUS EXPENSES

Some minor miscellaneous expenses may be allowed without receipts. Items such as programs to events, newspapers when necessary for a specific purpose, and other appropriate minor incidental expenses may be allowed without receipts up to a maximum of \$10.00 per trip. These expenses must be itemized on the "Report of Actual Travel Expenses" form.

Laundry expenses are allowed for team travel to tournaments when required due to overnight stay.

Disallowed expenses include personal laundry and/or dry cleaning, personal items such as medicine, clothing items, personal entertainment, alcohol, or any other items of a personal nature. All tips are disallowed costs if charged to a federal grant, which includes all Carl D. Perkins funds.

H. CONVENTIONS, CONFERENCES, OR BUSINESS MEETINGS

Travel expenses incurred in attending conventions, conference, or business meetings are allowed when approved by the appropriate college authority. These expenses include registration fees, transportation, per diem, and miscellaneous expenses. Reimbursement for any portion of the registration fee related to optional entertainment is not allowed. When the registration fee includes meals and lodging, the traveler may not be reimbursed for Per Diem expenses. Fees paid prior to the event may be submitted for prepayment by the college.

I. NON-COLLEGE PERSONNEL

1. Driving of College Vehicles by Non-College Personnel: Non-college personnel may drive college vehicles when approved by the cabinet member in charge and only when on official college business. Only in emergency situations can a non-college employee drive a 15-passenger van without the required driver training.
2. Driving of College Vehicles by Students or Student Assistants: Howard College students and student assistants may drive college vehicles on official college business when approved by the Chief Business Officer and only after the student's moving violation record has been checked by the above administrator. No more than two moving violations in the past three years will be used as the criteria to approve student or student assistant drivers. College vehicles may not be used by students or student assistants for personal or entertainment purposes unless accompanied by a college employee and only when on a pre-approved student activity as designated by a college administrator.

K. ACCIDENTS AND INJURIES

1. Accidents Involving Damage to Vehicles or Other Property: Individuals on approved college travel must immediately notify the office of the Chief Business Officer and the Chief Operations and Safety Security Officer of the occurrence and details of any accident in which any property is damaged. Please provide a copy of the police report if it is available. This Chief Business Officer's office can be reached by calling the Big Spring Site at 432-264-5008, the office of the Chief Operations and Safety Security Officer can be reached by calling the Big Spring Site at 432-264-5095.
2. Injuries to Individuals: Any bodily injury that has occurred while on approved college travel must be reported to the office of Chief Human Resources Officer. This office can be reached by calling the Big Spring Site at 432-264-5100.

If you are involved in an accident, please remember the following guidelines:

1. If you are able to do so, write down the names and phone numbers of any witnesses to the accident.
2. Statements to the police are fine, but do not give statements to other parties or to the other parties' insurance companies without first checking with the college administration and/or the college's insurance carrier.

EMPLOYEE HANDBOOK

POLICY: 4.3 Intellectual Property

ADOPTION DATE: August 16, 2004 Revised

INTELLECTUAL PROPERTY POLICY

Employees of Howard College are encouraged to publish, copyright, invent, and/or patent materials and objects of their own creation which will contribute to the advancement of knowledge. The college encourages and protects this interest and its personnel in relation to disclosure of scientific and technological developments including inventions, discoveries, trade secrets, computer software, and original works and ideas which may have monetary value. It is also the responsibility of the college to ensure that public funds and property are not used for personal gain. The author, creator, or inventor is free to benefit from royalties and monies accruing from such publication or invention, subject to the following guidelines:

- A. All classes of intellectual property, scientific, and technological developments, materials, or objects, including inventions, discoveries, trade secrets, computer software, and original works and ideas, created on the employee's own time, and without the use of college facilities, equipment, materials, or support shall be the sole property of the creator.
- B. All classes of intellectual property, scientific, and technological developments, materials, or objects, including inventions, discoveries, trade secrets, computer software, and original works and ideas, created by employees at college expense or on college time or by using college facilities or equipment shall be the property of the college. The college, in return for unrestricted license to use and reproduce original work without royalty payment, shall transfer to the creator of that work full ownership of any present or subsequent copyright/patent in accordance with that which follows.
- C. In the event that intellectual property, scientific, and technological developments, materials, or objects, including inventions, discoveries, trade secrets, computer software, and original works and ideas, are sold to entities outside the college, all income will go to the college for that project, including stipends paid to the developer (over and above contract salary), prorated support staff salaries, supplies and other expenses related to the intellectual property, scientific, and technological developments, materials, or objects, including inventions, discoveries, trade secrets, computer software, and original works and ideas.
- D. The college will ensure equity and management participation on the part of the inventor or inventors in business entities that utilize technology created at the institution.
- E. No college employee shall realize a profit from intellectual property, scientific, and technological developments, materials, or objects, including inventions, discoveries, trade secrets, computer software, and original works and ideas sold exclusively to Howard College students.
- F. When instructional material developed by faculty is sold in the college bookstore for profit, the publisher of the materials must be approved by the instructional administrator.

Any college employee who intends to create any intellectual property, scientific, and technological developments, materials, or objects, including inventions, discoveries, trade secrets, computer software, and original works and ideas developed wholly or partially using college time, equipment, materials, facilities, and/or personnel who intends to copyright, patent, or otherwise merchandise those intellectual property, scientific, and technological developments, materials, or objects, including inventions, discoveries, trade secrets, computer software, and original works and ideas will inform the president of the college of his/her intent through the instructional administrator. The president will have final approval. At that time the college will initiate a review of scientific and technological disclosures, including consideration of ownership and appropriate legal protection.

It is the responsibility of the party(ies) having ownership of the intellectual property, scientific and technological developments, materials, or objects, including inventions, discoveries, trade secrets, computer software, and original works and ideas, to secure any licenses, copyrights, or patents. These licenses, copyrights, or patents are secured at the expense of the party(ies) having ownership.

Personnel of college units whose function is to produce educational materials may not realize a profit from the sale of those materials. In the case of any materials produced exclusively by these units, copyright will be held by Howard College. Materials produced under an externally funded grant will be guided by the terms of the grant.

EMPLOYEE HANDBOOK	
POLICY: 4.4 College Facilities, Equipment, Maintenance, and Usage	ADOPTION DATE: January 28, 2013 Revised

FACILITIES/OFFICES

The college owns property, leases space, and also has in-kind usage of facilities. Facilities (employee offices) and equipment remain the property of the district and may be accessed periodically by appropriate personnel.

AUDIO-VISUAL EQUIPMENT AND SOFTWARE

The library serves as the college district media center, and most audiovisual equipment and software are kept there. Employees need to make advance reservations with the librarian for equipment, films, records, etc., to ensure that the materials and equipment they desire will be available when they need them. Employees are expected to learn to operate needed audiovisual equipment; library personnel are not available for this purpose.

USE OF COLLEGE EQUIPMENT

College equipment cannot be loaned for private use off site except in special instances, and then only with the approval of the President. Under no condition may college property or equipment be used for personal gain.

Employees of Howard College/SWCD will not be allowed to borrow equipment, tools, computers, or supplies from the college for personal use. An employee must have the permission of the Director of Facilities and Fleet Maintenance to use any equipment, tools, supplies, back-hoe, forklift, tractors, welder, mowers, lawn equipment, or any item listed on the Facilities inventory and then only for use on Howard/SWCD sites or property owned by Howard College.

Keys for all equipment, vehicles, and the gas pump will be in the Facilities secretary's office and will be issued to authorized personnel only. All employees will sign for the keys and/or equipment at the time of issuance and the employee must sign when the keys and/or equipment are returned.

Upon voluntary or involuntary termination of employment with the District, employees shall relinquish all District issued equipment and materials to their immediate supervisor, Cabinet member or Human Resources department. Equipment and materials include, but are not limited to, laptops, tablets, external storage devices, books, software, DVDs, carts, totes, supplies or any other item that belongs to the College District.

The employee is ultimately responsible for the safekeeping and return of any equipment upon termination of employment. The employees' supervisor should always be aware of and track any District issued items that are issued to any employee, especially if an item is removed from the site for any reason.

Upon checkout, the Human Resources department will verify with various departments, including the employees' supervisor, that the employee has returned all items and/or that accounts have been settled.

MAINTENANCE

Personnel are expected to help maintain their work areas in a reasonably neat manner since the district has a small maintenance staff. Unsatisfactory cleaning or maintenance should be reported to the appropriate administrator. Requests for maintenance, alterations, replacements, and moving of equipment should be made online at MaintenanceDirect.

EMPLOYEE HANDBOOK

POLICY: 4.5 Access Control/Allocation

ADOPTION DATE: August 13, 2018 Revised

Request for Access Devices: Access request forms must be completed and signed by the individual requesting access devices (fobs, cards and/or keys). The request must be approved by the supervisor before access will be issued.

Issuance of Access Devices: Access devices will be issued by, and records kept by the Human Resources Department for employees, contractors, and temporary access needs or site administrator as applicable.

Exterior Door Access Devices: Employees will be issued an access to the building in which their office is located and to buildings that access is necessary to perform their job functions. There will be an effort to limit building and room access to maintain a more secure environment. Contractors or persons needing temporary access will be issued a temporary access device for the specific time period access is required.

Interior Door Access Devices: Access devices Keys to interior doors will be issued to employees, or contract service providers or for temporary access as necessary.

Exterior Master Access Devices: Exterior door master access devices will not be issued to anyone except under the specific direction of the President of Howard College.

Loaning of Access Devices: Access devices may not be loaned to any non-college employee under any circumstances. Violation of this policy without justification may result in termination.

Broken Access Devices: Broken access devices will be replaced at no cost when they are returned to the Human Resources department or site administrator as applicable.

Lost Access Devices: Lost access devices will be replaced and charged to the individual at a cost of \$40 per item.

Stolen Access Devices: Stolen access devices will be replaced at no cost if a copy of the police report accompanies the request.

Access Device Inventory: Access devices no longer needed should be returned to the Human Resources Department or site administrator as applicable immediately. Upon resignation or termination, it is the employee's responsibility to turn in access devices to the Human Resources department or site administrator as applicable on or before the last day of work. Access devices not returned by an employee who resigns or is terminated will be charged to the employee's final check.

EMPLOYEE HANDBOOK

POLICY: 4.6 Scheduling of College Facilities

ADOPTION DATE: January 27, 2016 Revised

SCHEDULING OF COLLEGE-SPONSORED PROGRAMS ON CAMPUS

Approved programs will be placed on the master calendar for the facility. Call the switchboard and the call will be forwarded to the person responsible. Activities on the Big Spring site requiring food service should be scheduled through the Food Service Manager.

SCHEDULING OF COMMUNITY-SPONSORED PROGRAMS ON CAMPUS

To use college facilities, community organizations must apply in writing and complete appropriate forms. Call the switchboard at the appropriate site for scheduling information. Events are held regularly at the coliseum. See appendix for Coliseum Rate Schedule. For events at other facilities in the district, see appendix for Howard College and SWCD Facilities Rental Schedule.

SUMMER CAMPS

Summer camps are held on the district sites. See appendix for the HCJCD Summer Camp Policy.

EMPLOYEE HANDBOOK	
POLICY: 4.7 Communication Device Notification Service, Usage, Provision and Fees	ADOPTION DATE: March 27, 2017 Revised

NOTIFICATION SERVICE

The College has partnered with Rave Mobile Safety to provide an emergency alert system capable of delivering messages via HC Alert for faculty, staff, and students. It can send the message to an employee's Howard College email address, as well as cell phone and other email address provided. Additionally, the system is used to do automatic posts on college social media sites. This system is used to notify of closures and weather-related issues but also will be used for crisis/emergency notifications (fire, tornado, active shooter, etc.) for drills and real-life situations.

Employees are pre-enrolled in the program at no additional expense using Howard College email and cell phone number if on file. Employees are encouraged to login to the HC Alert (see link below) site to confirm contact information and choose notification preferences. (Note that cellular phone providers may charge a per-text message fee for the delivery of emergency notifications). Please note: While logged in, you are also given the option to remove your contact information if you do not wish to receive any emergency alerts from Howard College.

To manage your account, please visit [HC Alert System](#). These instructions will help you complete the verification process [HC Alert Instructions](#). If you have any concerns regarding the legitimacy of this email or have questions regarding sign in or out, please contact Howard College IT department at helpdesk@howardcollege.edu.

HC Alert is a safety tool used to promote timely notification of critical information to students, faculty and staff. As HC Alert is activated, Howard College sends an alert message using this system to the cell phone carrier. The cell phone carrier then provides the mechanism to get the message to the individual. Once the message is sent the college no longer has any control over how long it takes the message to reach the individual. Delivery times can range depending upon cell phone service carrier and/or email system. By choosing to remain in the HC Alert system the employee is acknowledging that he/she understand this disclaimer and choose to proceed with enrollment in the HC Alert system and waive and release any right and claims against Howard College, its sponsors, organizers, supervisors, and employees for damages and/or injuries which may be sustained while participating in the program.

Office Telephones

Employees may use college telephones for personal matters when usage does not interfere with the work environment. Employees may not charge personal long-distance calls to the college (personal long-distance calls made from college telephones should be charged to personal credit cards or calling cards). Employees must attest their compliance with this policy by certifying and affixing their signature to monthly long-distance telephone invoice logs.

Cellular Phones

The College may provide cell phones to employees for on-call, emergency or critical access. Employees carrying these phones should be available to respond at all times. College issued cell phones may not be used for personal gain.

The College may provide a monthly stipend to employees for their personal cell phone plans when it is beneficial to the college for employee's accessibility. Employees who receive stipends must provide their monthly, personal cell phone bill upon request. Normally, a monthly \$40 stipend will be granted. In some cases—when it is more economical to the college—a greater cell phone stipend will be granted in lieu of an employee incurring campus, long-distance charges. This larger stipend will not exceed \$100 and will be calculated on documented work-related needs. In rare and/or exceptional circumstances, this stated limit may be exceeded. All stipends will be considered and approved on an individual basis by the President or the president's designee and added to an employee's monthly paycheck. Effective 8/16/16 there will be no cell phone stipends allotted to newly hired employees. Employees receiving a cell phone

stipend as of 8/16/16 will be grandfathered and will continue to receive the cell phone stipend until the base on their respective salary schedule increases. The cell phone stipend will be absorbed at that time.

Failure to abide by this policy may result in loss of either the college-issued cell phone and/or the monthly stipend.

Facsimile Equipment

Employees may receive personal facsimile transmissions on college fax equipment; however, employees who send personal facsimiles on college equipment must pay for the facsimile transmission at the public records rate (see *Charges for Public Record* in Appendix.) It is the responsibility of the employee to ensure that these charges are paid to the college. Employees may not use college facsimile equipment for personal gain.

Copiers and Scanning Equipment

Employees may use copiers or scanning equipment for personal use when the employee reimburses the college at the rate elaborated in *Charges for Public Record* in Appendix.

Other Communication Equipment

Employees must pay for other items and charges listed in *Charges for Public Record* in the Appendix. Refer to Policy 4.8/Acceptable Use for related information.

EMPLOYEE HANDBOOK	
POLICY: 4.8 Information Technology Resources and Acceptable Use	ADOPTION DATE: March 27, 2017 Revised

Purpose

Policy 4.8 outlines Howard College Information Technology Resources as well as the Acceptable Use Policy, to comply with state and federal requirements including, but not limited to, TAC 202 and FERPA requirements.

Security Violations and Sanctions

Howard College Information Technology resources are valuable assets strategically provided to further the instructional, research, public service, and administrative functions of the college. Individuals using Information Technology owned or managed by the college are expected to know and comply with all college policies, procedures, as well as local, state and federal laws. Individuals are responsible for the security of any computer account issued to them and will be held accountable for any activity that takes place in their account.

- Detecting and Reporting
- Users of Howard College Information Technology resources are expected to report any known or observed attempted security violation. Additionally, they must not conceal or help to conceal violations by any party. Any actual or suspected security violation should be reported immediately to the Chief Technology Systems/Data Security Officer Services, a Cabinet member or the President of Howard College.
- Disciplinary Actions
- Violation of this policy may result in disciplinary action, which may include termination for employees, a termination of employment relations in the case of contractors or consultants, dismissal for interns and volunteers, or suspension or expulsion in the case of a student. Additionally, individuals are subject to loss of Howard College Information Technology resources, access privileges, civil, and criminal prosecution, as well as legal action under state and federal laws, and legal action by the owners and licensors of proprietary software for violation of copyright laws and license agreements.

INFORMATION TECHNOLOGY RESOURCES and ACCEPTABLE USE POLICIES

4.8.1 Responsibilities

1. The president of the college shall appoint an Information Security Officer (ISO) who shall report to executive management of the college. The ISO is the Chief Technology Systems/Data Security Officer Services.
2. The Information Security Office shall ensure that ongoing information security trainings are held, and compliance assessments are completed.

3. The Information Security Officer, in cooperation with information owners and custodians, shall develop and recommend policies, procedures, and practices necessary to ensure the security of information resources against unauthorized or accidental modification, destruction, or disclosure as maintained in the Howard College Internal Control Plan Procedures.
4. The Information Security Officer shall ensure that an independent, third party, biennial review of the information security program is performed, including but not limited to the Internal Control Plan Procedures.
5. Where appropriate and possible a logon banner/warning should be presented when a user logs on to a system.

4.8.2 Data Classification and Risk Assessment

1. All data owners or designated custodians shall be responsible for classifying data processed by systems under their purview based on data sensitivity so that the appropriate security controls can be applied, and the information resource can be appropriately managed.
2. The Howard College Internal Control Plan will be used to classify data types and their need for confidentiality, integrity, and availability.

4.8.3 Physical and Environmental Security Policy

1. All physical security and environmental control systems must comply with all applicable regulations such as, but not limited to, building codes and fire prevention codes.
2. All information resource facilities must be protected against loss from both physical and environmental threats in proportion to the category of data or systems housed within the facility.
3. Requests for access must be approved by the department head and authorized by the ISO.
4. Access codes, and/or keys must be changed on an annually basis based on the criticality or importance of the facility.
5. Access codes, and/or keys must not be shared, reallocated, or loaned to others.
6. Keys that are no longer required must be returned to HR Department.
7. Lost, stolen, or compromised access codes, and/or keys must be reported to ISO.
8. The code and/or key access rights of individuals that change roles within the college or are separated from their relationship with the college shall be removed.

4.8.4 Backup and Business Continuity

1. The ISO is responsible for developing and maintaining a Disaster Recovery Plan designed to address the operational restoration of the college's critical computer processing capability.
2. The frequency and extent of backups must be in accordance with the importance of the information and the acceptable risk as determined by the data owner.
3. All vendor(s) providing offsite backup storage, if any, for the college must be cleared to handle the highest level of information stored.
4. Physical access controls implemented at offsite backup storage locations, if any, must meet or exceed the physical access controls of the source systems. Additionally, backup media must be protected in accordance with the college's highest sensitivity level of information stored.
5. The backup and recovery process for each system must be documented and reviewed annually by the ISO or designee.
6. Backups must be tested monthly by the ISO or designee to ensure that they are recoverable.
7. Howard College IT System Administrators are responsible for backing up Howard College IT managed servers and are required to implement a tested and auditable process to facilitate recovery from data loss.
8. Records retention is the responsibility of the Data Owner. The Howard College IT backups are not to be used to satisfy the retention of records and are not customized for all the varying retention periods.
9. All departments should store data on network storage rather than local storage (e. g. PC or Mac hard drive). Local storage is not backed up by Howard College IT and will be the responsibility of the data owner.

10. Howard College IT System Administrators will perform daily incremental and monthly full data backups of all Howard College IT managed servers containing critical data for the purposes listed above.

Howard College will not be responsible for data stored on non-Howard College cloud storage systems and data will be subject to that vendors' retention terms of service.

4.8.5 Portable Computing and Encryption

1. Only portable computing devices approved by the Information Technology Department may be used to access college information resources.
2. College owned portable computing devices must be password protected.
3. Unattended portable computing devices must be physically secure. This means they must be locked in an office, locked in a desk drawer or filing cabinet, or locked in a secure, out-of-sight area of a vehicle.

4.8.6 Acceptable Use

1. Howard College and the Information Technology Department are finite by nature. All users must recognize that certain uses of college owned information technology resources may be limited or regulated as required to fulfill the college's primary teaching, research and public service missions.
2. Users must report any weaknesses in computer security, any incidents of possible misuse or violation of this agreement to the ISO.
3. Users must not attempt to access any data or programs contained on college systems for which they do not have authorization or explicit consent to do so.
4. Users must not share their college account(s), passwords, Personal Identification Numbers (PIN), Security Tokens (i.e. Smartcard), or similar information or devices used for identification and authorization purposes.
5. Users are responsible for all actions that take place with their account.
6. Users must distinguish between ideas, comments, and opinions of the individual user versus those that represent the official positions, programs, and activities of the college.
7. The college is not responsible for the content of documents, exchanges or messages, including links to other information locations on the internet or world wide web, that reflect only the personal ideas, comments and opinions of individual members of the college community, even where they are published or otherwise circulated to the public at large by means of college information technology resources.
8. Students, faculty and staff using information technology resources for purposes of exchanging, publishing or circulating official institutional documents must follow Howard College requirements concerning appropriate content, style and use of logos, seals, or other official insignia.
9. Users of Information Technology resources must not use any software not provided by the college without Information Technology Department approval.
10. Users must not purposely engage in activity that may interfere with or disrupt computer systems and networks and related services, by means including, but not limited to, the propagation of computer "worms", "viruses" and "Trojan Horses". Users may not harass, threaten or abuse others; degrade the performance of college information technology resources, deprive an authorized Howard College user access to a college resource, obtain extra resources beyond those allocated, or circumvent any computer security measures.
11. Users must not download, install or run security programs or utilities that reveal or exploit weaknesses in the security of a system. For example, users must not run password cracking programs, packet sniffers, or port scanners or any other nonapproved programs on college information technology resources.
12. Use of the College's information technology resources is strictly prohibited for unauthorized commercial activities, fraud, personal gain, and private, or otherwise unrelated to the College business or fundraising. This includes soliciting, promoting, selling, marketing or advertising products or services, reselling College resources, or political lobbying or campaigning.

13. Users must not intentionally create, access, store, view or transmit material which the college may deem to be offensive, indecent or obscene (other than in the course of academic research where this aspect of the research has the explicit approval of the college's official processes for dealing with academic ethical issues).
14. Illegal material may not be used to perform any legitimate job or academic function and therefore may not be created, accessed, stored, viewed, or transmitted on college information technology resources.
15. A Howard College owned, home based, computer must adhere to all the same policies that apply to use from within Howard College - facilities. Employees must not allow family members or other non-employees access to college computer systems.
16. Users must not otherwise engage in acts against the aims and purposes of Howard College - as specified in its governing documents or in rules, regulations and procedures adopted from time to time.
17. All user activity on Information Technology resources assets is subject to logging, monitoring, and review.
18. Privately owned information resources are subject to the Acceptable Use Policy when used or operated on campus.
19. As a convenience to the Howard College, user community, some incidental use of Information Technology resources is permitted. The following restrictions apply:
 - a. Incidental personal use of electronic mail, internet access, fax machines, printers, copiers, telephones, and so on, is restricted to college approved users; it does not extend to family members or other acquaintances.
 - b. Incidental use must not result in direct costs to the college.
 - c. Incidental use must not interfere with the normal performance of an employee's work duties.
 - d. No files or documents may be sent or received that may cause legal action against, or embarrassment to, the college.
 - e. Storage of personal email messages, voice messages, files and documents within the college's Information Technology Department must be minimal and anything deemed to be excessive can be deleted at the discretion of the ISO. Further, it is the responsibility of the individual to have personal data backed up on a privately owned storage device and the college is not responsible for any lost personal media or data.
 - f. All messages, files and documents – including personal messages, files and documents – located on college Information Technology Department equipment are owned by the college, may be subject to open records requests, and may be accessed in accordance with this policy.

4.8.7 Account Management

1. All access requests for Information Technology resources shall follow an account creation process that includes appropriate approvals.
2. Users (Trustees, full-time and part-time employees, official retirees, students and other approved users) must sign the appropriate Howard College - Information Technology Department Security Acknowledgement and Nondisclosure Agreement before access is given.
3. All accounts must be uniquely identifiable using a centrally assigned username from the Information Technology Department.
4. All accounts have a password construction and expiration that complies with the college Password Security Guidelines issued by the ISO.
5. Accounts of individuals, who have had their status, roles, or affiliations with the college change or who have become separated from the college, shall be updated or revoked to reflect their current status. In the event that a departing individual's account needs to remain enabled and open for access by a supervisor or a Cabinet Member, a written request will need to be submitted to the IT Help Desk requesting that the account password be reset and remain open. The default duration of the account will be set to 90 days at which time the account will expire. If the duration needs to be longer than 90 days, a written request by a Cabinet Member needs to be submitted to the IT

Help Desk requesting a time frame up to but not exceeding 365 days. The account will be retained for a minimum of 365 days from expiration or last use. The IT staff will flag these accounts and will send a report to Cabinet before deletion of any accounts in case a Cabinet member determines an account needs to remain active.

6. Accounts of individuals on extended leave may be disabled at the discretion of the Information Technology Department.
7. Accounts should be reviewed annually or based on control procedures if more frequently by system administrators and data owners to ensure their status is correct.
8. All vendor, consultant, and contractor accounts shall follow this policy.
9. Faculty, staff, student workers, approved visitors, and student accounts will have access to appropriate campus file shares and email with designated quotas, appropriate file servers, personal website, wireless access, specific applications, and self-service functionality.
10. Retiree and limited visitor accounts will have access to email with designated quotas, personal websites and self-service functionality. File shares other than the home drive and file servers are not available to this role.

4.8.8 Administrator/Special Access

1. All users of system administrator or other special access accounts must be authorized by the ISO, appropriate administrators and data owners.
2. Users must sign the appropriate Howard College - Information Technology Department Security Acknowledgement and Nondisclosure Agreement before access is given to an administrator or other special access account.
3. The password for a shared administrator/special access account must change when an individual with the password leaves the department or college, or upon a change in the third-party vendor personnel assigned to a college contract.
4. When special access accounts are needed for internal or external Audit, software development, software installation, or other defined need, they must be:
 - a. authorized by the system or data owner
 - b. created with a specific expiration date
 - c. removed when work is complete

4.8.9 Change Management Policy

1. Significant changes to any of the college's critical information resources, such as: operating systems, computing hardware, networks, and applications is subject to the discretion of the college administration with guidance and leadership provided by the Chief Technology Systems/Data Security Officer.
2. Minor changes will be made by the Information Technology Department under the leadership of the Chief Technology Systems/Data Security Officer.

4.8.10 Network Access

1. Use of the college network constitutes acknowledgement of, and agreement to abide by all policies set forth in the Acceptable Use Policy.
2. Users are permitted to use only those network addresses issued to them by the Information Technology Department.
3. All remote access to the college internal network must be authorized by Information Technology Department.
4. Users must not extend or re-transmit network services in any way.
5. Users must not install or alter network hardware or software in any way.
6. Network devices that pose an immediate threat to network operations, performance, or other network-connected devices must be disconnected or quarantined to minimize risk until the threat is removed.

4.8.11 Network Management and Configuration

1. The Information Technology Department owns and is solely responsible for the management or administration of the college data and telephony network infrastructure including, but not limited to, the following:
 - Installation, configuration and operation of all switches, routers, wireless devices, and firewalls
 - Installation, configuration and operation of active network management devices
 - Establishment and management of all protocols used on the college network
 - Network address allocation and distribution
 - All connections to external third-party data and telephony networks
 - All communications cabling installation or modification
 - Extension or re-transmission of network services in any way
 - Configuration and broadcast of all wireless signals providing access to the college network
 - Installation and configuration of all telephony devices
 - Creation and maintenance of all college network infrastructure standards and guidelines
 - Creation and maintenance of a directory of network devices
2. Any device connected to the college network is subject to Information Technology Services Department management and monitoring standards.
3. Howard College IT may disconnect and remove any Howard College IT unauthorized network device, including wireless routers and access points.
4. Howard College IT will perform annual vulnerability assessments and network scans to determine if assets hosted on Howard College's network are vulnerable to any known flaws in the operating system, services or application. The results are intended to assist server and application owners in securing their assets and any College related data that they may house. Server or Application owners will be notified of any vulnerability present on their systems, and any servers whose vulnerabilities have not been remediated in a predetermined amount of time may be disconnected from Howard College's network.
5. Departments and individual users are prohibited from attaching or contracting with a vendor to attach port assignable, hard-wired equipment such as routers, switches, hubs, firewall appliances, wireless access points, virtual private network (VPN) servers, network address translators, proxy servers, and dial-up servers to the College network without prior authorization from Howard College IT.
6. Howard College IT requires the registration of servers connected to the College network, which must be collocated in the Howard College IT data center. Following registration, Howard College IT will facilitate an information-technology risk assessment to ensure compliance with state and College standards and best practices. A department's administrative head is responsible for designating a server administrator for each server. The server administrator shall collaborate with Howard College IT as necessary to:
 - Register the server with the ISO.
 - Protect the server against exploitation of known vulnerabilities.
 - Address and resolve security problems identified with any device or application for which they are responsible.
 - Utilize the protection benefits available through the College's network edge protection mechanisms (e.g., firewall, intrusion prevention systems, etc.).
 - Accommodate risk assessments, vulnerability scans, and penetration tests of their server by Howard College IT and take steps to mitigate the risks identified by these procedures.
 - Immediately report system compromises and other security incidents to the ISO.

4.8.12 Information Technology Department Privacy Policy

1. Electronic files and data created, sent, received, stored, or transmitted across computers or other information technology resources owned, leased, administered, or otherwise under the custody and control of the college are not private unless expressly stated in federal or state law and may be accessed at any time by the college administration, following a defined approval process,

without knowledge of the information resource user or owner. Applicable open records requests shall follow the college standard formal request process.

The college may log, review, capture, and otherwise utilize information stored on or passing through its information technology resources as needed for the purpose of system administration and maintenance, for resolution of technical problems, for compliance with Texas Public Information Act, for compliance with federal or state subpoenas, court orders, or other written authorities, allow institutional officials to fulfill their responsibilities when acting in their assigned capacity, and to perform audits. No notification is required to view this information; however, users with privileged access are expected to maintain the privacy of the individual.

2. Identifying information shall be removed before sharing collected information to prevent loss of individual privacy where possible.
3. Employees, contractors, vendors, and affiliates of the college shall safeguard the privacy and security of any information owned by or entrusted to the college.
4. Disclosure of personally identifiable information to unauthorized persons or entities is expressly forbidden.
5. Access to personally identifiable information shall be granted through an appropriate approval process and be revalidated on a regular basis.
6. Paper and electronic documents containing personally identifiable information shall be secured during use and when not in use.
7. Electronic documents containing personally identifiable information shall only be stored on authorized systems.

4.8.13 Software Licensing

1. Copies of software licensed by the college shall not be made without verifying that a copy is permitted via the license agreement.
2. Software used on college-owned systems shall be properly licensed for their method of use (concurrent licensing, site licensing, or per system licensing).
3. The college has the right to remove inappropriately licensed software from college computers if the user is not able to show proof of license.
4. Software license management shall be monitored by the Information Technology Services Department.

4.8.14 Computer Related Purchasing and Support

1. The Information Technology Services Department must approve all information technology related software and hardware purchases regardless of source of funds, including any device capable of storing, transmitting or processing electronic college owned data.
2. The Information Technology Department will assist the Purchasing Department with all quotes for bids and prices.
3. Each division, department, and office must consult with the Information Technology Department when preparing its annual budget for guidance in developing its requests for funds for hardware and software acquisitions.

4.8.15 Data Disposal and Destruction

1. Prior to the sale, transfer, or other disposal of information technology resources, the Information Technology Department will assess whether to remove data from any associated storage device.
2. Electronic state records shall be destroyed in accordance with state and federal guidelines.
3. The college shall keep a record/form (electronic or hard copy) documenting the removal and completion of the process with the following information:
 - a. date
 - b. description of the item(s) and serial number(s)
 - c. inventory number(s)

4.8.16 Peer-to-Peer (P2P)

1. Users of state computers or networks shall not download/install or use any P2P software on state computers, networks, or mobile computing device (PDA) without specific authorization in writing from the Information Technology Department.
2. Any permitted use of P2P software is subject to all information resource policies including the Acceptable Use policy.

4.8.17 Malicious Code Policy

Prevention and Detection:

1. All desktops and laptops connected to the Howard College network must use Howard College approved virus protection software and configuration.
2. Each file server attached to the Howard College network must utilize Howard College approved virus protection software and must be setup to detect and clean viruses that may infect file shares.
3. Software to safeguard against malicious code (e.g. antivirus, anti-spyware, etc.) shall be installed and functioning on susceptible information technology resources that have access to the College network.
4. All information technology resource users are prohibited from intentionally developing or experimenting with malicious programs (e.g. viruses, worms, spyware, keystroke loggers, phishing software, Trojan horses, etc.) unless a part of an approved research or academic program.
5. All information technology resource users are prohibited from knowingly propagating malicious programs including opening attachments from unknown sources.
6. Email attachments and shared files of unknown integrity shall be scanned for malicious code before they are opened or accessed.
7. Flash drives, external hard drives, and other mass storage devices will be scanned for malicious code before accessing any data on the media.
8. Software safeguarding information technology resources against malicious code should not be disabled or bypassed by end-users.
9. The settings for software that protect information technology resources against malicious code should not be altered in a manner that will reduce the effectiveness of the software.
10. The automatic update frequency of software that safeguards against malicious code should not be disabled, altered or bypassed by end-users to reduce the frequency of updates.

Response and Recovery:

1. All reasonable efforts shall be made to contain the effects of any system that is infected with a virus or other malicious code. This may include disconnecting systems from the network or disabling service.
2. If malicious code is discovered, or believed to exist, an attempt should be made to remove or quarantine the malicious code using current antivirus or other control software.
3. If malicious code cannot be automatically quarantined or removed by antivirus software, the system should be disconnected from the network to prevent further possible propagation of the malicious code or other harmful impact. The presence of the malicious code shall be reported to Information Technology Services by contacting the ServiceDesk.
4. Personnel responding to an incident should be given the necessary access privileges and authority to afford the necessary measures to contain/remove the infection.
5. If possible, identify the source of the infection and the type of infection to prevent recurrence.
6. Any removable media (including flash drives, external hard drives, mass storage cards, etc.) recently used on an infected machine shall be scanned prior to opening and/or executing any files contained therein.
7. Howard College Services personnel should thoroughly document the incident noting the source of the malicious code (if possible), resources impacted, and damage or disruption to information

technology resources and submit to the Information Security Officer to be included in the Department of Information Resources Security Incident Reporting System.

4.8.18 User Password Policy

Users are responsible for what is accessed, downloaded, or created under their credentials regardless of intent. An unauthorized person can cause loss of information confidentiality, integrity and availability that may result in liability, loss of trust, or embarrassment to Howard College.

Account Holder Responsibilities:

1. Must create a strong password and protect it.
2. Password must have a minimum length of six (6) alphanumeric characters.
3. Password must contain a mix of upper case, lower case and numeric characters and special characters (!@#%^&*+=?/~';;, <>|).
4. Passwords must not be easy to guess, for instance, they should not include part of your social security number, your birth date, your nickname, etc.
5. Passwords must not be easily accessible to others (e.g. posted on monitors, under keyboards).
6. Computing devices must not be left unattended without locking or logging off of the device.
7. Stored passwords must be encrypted.
8. Howard College username and password should not be used for external services (e.g. LinkedIn, Facebook or Twitter).
9. Users should never share their password with anyone, including family, supervisors, co-workers and Howard College IT personnel.
10. Users will be required to change passwords at least once per 180 days.
11. If you know or suspect that your account has been compromised, change your password immediately and contact the Howard College IT Service Desk for further guidance and assistance.
12. If Howard College IT suspects your account has been compromised, your account will be deactivated, and you will be contacted immediately.

Any individuals responsible for managing passwords must:

1. Prevent or take steps to reduce the exposure of any clear text, unencrypted account passwords that Howard College applications, systems, or other services have received for purposes of authentication.
2. Never request that passwords be transmitted unencrypted. It is particularly important that passwords never be sent via email.
3. Never circumvent this password policy for the sake of ease of use.
4. Coordinate with Howard College IT regarding password procedures.

4.8.19 Electronic Data Security – Incident Response

The Importance of Securing Electronic Data

Much of the data stored or transmitted via Howard College's computing equipment is confidential. Unauthorized access to this data may constitute a violation of federal statutes such as the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and other laws designed to protect privacy. A breach in data security that compromises

personal information can lead to identity theft, putting members of the Howard College community at risk and exposing the College to litigation. Unauthorized access to other confidential data, though not usable for identity theft, may nonetheless have serious legal, financial, or public relations implications for the College.

Preventing Electronic Data Breaches

The task of protecting confidential electronic data is shared by all members of the Howard College community who have authorized access to such data. In general, confidential data should not be accessed, copied, stored, downloaded, transmitted, or used unless it is essential to do so to conduct College business.

Confidential data should not be stored on laptops or other mobile devices for longer than necessary and should be encrypted at all times when not actually in use. Devices that contain confidential data, whether mobile or not, should be secured by strong authentication (e.g., multiple levels of passwords) as well as by physical means (security cables, locked cabinets, etc.). Mobile devices should not be put into checked luggage when traveling.

The Chain of Responsibility

Under certain circumstances, confidential electronic data — such as student names, email addresses, or other information — may need to be conveyed to individuals or groups who are not employees of the College. These may be vendors, contractors, professional organizations, (internal) student organizations, or others. In these circumstances, the College must require the recipient of the data to abide by the same (or stricter) guidelines to protect the data from unauthorized access or abuse. This chain of responsibility must extend to any third parties (or beyond) to whom the confidential data might be further conveyed.

Responding to Data Security Breaches

Despite explicit guidelines for securing confidential electronic data, breaches can still occur. At such times, it is important that the College respond as quickly and as professionally as possible. Computer thefts, should be reported immediately to Howard College IT. Steps that Howard College IT will take in the event of a data security breach are as follows:

1. **Determination of the nature and scope of a breach**
 - identification of the person reporting the breach (name, contact info, etc.)
 - record of the location, timeframe, and apparent source of the breach
 - preliminary identification of confidential data that may be at risk
2. **Communication**
 - chief information officer
 - president and senior officers (depending on sensitivity and scope of data exposed)
 - legal counsel (depending on sensitivity and scope of data exposed)
 - law enforcement (depending on the nature/scope of theft)
 - Insurance Policy (company retained by Howard College to assist with breach notification)
 - if credit card data is involved notify bankcard holder within 24 hours of confirmed breach discovery (and notify Campus Police, Inc. for assistance)
3. **Investigation**
 - identify ongoing vulnerability of data to exposure from breach source (take immediate steps to address)
 - conduct preliminary forensic analysis (retain outside assistance as needed)
 - prepare inventory of data at risk
 - determine if exposed data were encrypted
 - identify security measures that were defeated (and by what means)
4. **Assessment of breach**
 - identify affected individuals at risk of identity theft or other harm
 - assess financial, legal, regulatory, operational, reputational and other potential institutional risks
5. **Remediation**

- implement password changes and other security measures to prevent further data exposure
- determine if exposed/corrupted data can be restored from backups; take appropriate steps
- determine if value of exposed data can be neutralized by changing account access, ID information, or other measures

6. Notification

Based on regulatory requirements (e.g., Oregon ID Theft Protection Act) and other factors, Senior Officers, CIO, and Director of Public Affairs (in consultation with legal counsel as appropriate) determine whether notifications are indicated for:

- government agencies
- affected individuals
- Howard College community
- business partners
- public
- other

If Senior Officers, CIO, and Director of Public Affairs determine that notifications are needed:

- the CIO will notify the insurance policy who will coordinate notifications to affected individuals. Unless directed otherwise by law enforcement, such notifications will be made without delay.
- the Chief Financial Officer and/or CIO will notify government agencies and business partners.
- the Director of Public Affairs will coordinate notifications to the Howard College community, the public, and others as necessary.

Communications will address the following points:

- nature and scope of breach
- general circumstances of the breach (e.g., stolen laptop, hacked database etc.)
- approximate timeline (e.g., date of breach discovery)
- steps the college has taken to investigate and assess the breach
- any involvement of law enforcement or other third parties
- appraisal of any misuse of the missing data
- college-provided *credit-watch* service for affected individuals
- Insurance steps on behalf of affected individuals
- steps that the college is taking to prevent future breaches of this nature

Post-Incident Follow-Up

In the wake of a data security breach, Howard College will:

- take steps to ensure that missing data cannot be used to access further information or cause harm in other ways to Howard College's electronic or other resources;
- pursue with law enforcement all reasonable means to recover lost data and equipment;
- review and modify as needed all procedures governing systems administration, software management, database protections, access to hardware, etc., to prevent future data breaches of a similar nature;
- take appropriate actions if staff negligence or other's behavior contributed to the incident.
- modify procedures, software, equipment, etc., as needed to prevent future data breaches of a similar nature; take appropriate actions if personnel negligence caused or contributed to it.

EMPLOYEE HANDBOOK	
POLICY: 4.9 Policies and Procedures for Fund Raising and Alumni Relations	ADOPTION DATE: December 14, 2020 Revised

POLICIES AND PROCEDURES FOR FUND RAISING AND ALUMNI RELATIONS

The success of fund raising, and alumni relations depends directly on the institution clearly and convincingly conveying its mission and purpose to the public. The institution must clarify the broad range of priorities and areas toward which public awareness and financial resources are to be focused. Determinations must be made whether funds will be sought for current operations, endowments, buildings, or other designated projects. The college must use fundamental skills of sound management and excellent communication with donors, alumni and prospects. Therefore,

Howard College has adopted the following policies and procedures for fund raising and alumni relations:

1. All fund-raising and alumni activities and publications must be approved **in advance** by the President, Director of Institutional Advancement or designated official of Howard College.
2. The Howard College Foundation, the SWCID Foundation, the San Angelo Foundation and alumni groups are coordinated through the offices of the President and Director of Institutional Advancement.
3. Reports of all fund-raising and alumni activities must be submitted to the Director of Institutional Advancement. Reports should include the name and description of the activity, the names of donors/alumni (if available), and the amount of monies/pledges collected if applicable.
4. Student organizations raising funds on campus should follow guidelines established in the *Club Guide*.
5. Persons involved in fund raising/alumni activities shall act according to the highest standards and visions of the institution, profession, and conscience.
6. Persons involved in fund raising/alumni activities shall comply with all applicable local, state, federal civil and criminal laws, and college fiscal and purchasing procedures. Persons involved in fund raising/alumni activities should avoid the appearance of any criminal offense or professional misconduct.
7. Persons involved in fund raising/alumni activities shall adhere to the principle that all donor, alumni and prospect information created by, or on behalf of, Howard College is the property of Howard College, and the office of Institutional Advancement is responsible for its use and release. Unless required by law, the information must not be given, sold, traded, transferred, removed, exchanged, etc., to people, institutions or business operations not affiliated with Howard College.
8. Persons involved in fund raising/alumni activities shall not disclose privileged information to unauthorized parties.
9. Persons involved in fund raising/alumni activities shall keep constituent information confidential and private to the fullest extent permitted by law in keeping with the Information Technology Resources and Acceptable Use Policy (4.8.6.12).
10. Persons involved in fund raising/alumni activities shall take care to ensure that all solicitation materials are accurate and correctly reflect the organization's mission and use of solicited funds.
11. Persons involved in fund raising activities shall, to the best of their abilities, ensure that contributions are used in accordance with donor's intentions.
12. Persons involved in fund raising activities shall ensure, to the best of their abilities, proper stewardship of charitable contributions, including careful investment of funds, timely reports on the use and management of funds, and explicit consent by the donor before altering the conditions of a gift.
13. Persons involved in fund raising activities shall ensure, to the best of their abilities, that donors receive informed and ethical advice about the value and tax implications of potential gifts by recommending third-party expert consultations.
14. Persons involved in fund raising activities shall neither seek nor accept finder's fees and shall, to the best of their abilities, discourage payment of such fees. In addition, donor/alumni information will not be transferred to a business entity for solicitation purposes of donors or alumni as a fund raising tool for the college.
15. Persons involved in fund raising shall disclose all conflicts of interest; such disclosure does not preclude or imply ethical impropriety.

EMPLOYEE HANDBOOK

POLICY: 4.10 Donation Acceptance

ADOPTION DATE: December 20, 2004

Gifts to the college may be cash (cash or checks), non-cash (equipment, books, securities, collections, or real property), or gifts-in-kind (work/services performed). All gifts must meet legal requirements and the mission and purpose of the college district while upholding ethical and moral standards. Actual gifts (whose size permits) and offers of gifts should be forwarded to the Director of Institutional Advancement or appropriate off-campus administrator, who will seek a determination from the President on whether to accept or reject the gift(s) or for placement on the board agenda for consideration. Gifts with a value of \$25,000 or more, significant space requirements, unbudgeted costs of \$10,000 or more that must be committed for gift acceptance, or annual maintenance cost equaling \$6,000 or more per year must be approved by the Board of Trustees. Gifts with a value less than \$25,000 will be reported to the Board of Trustees.

Guidelines for Acceptance of Gifts

Discretion must be used in determining whether or not to accept all gifts. Among the following factors that must be considered are these:

- A. Utility to the college
- B. Cost to the college, including special transport, installation, and future maintenance and repair
- C. Availability of appropriate space, if needed
- D. Possible legal, moral, ethical, and public relations considerations

No gifts will be officially accepted until all appropriate procedures are completed as outlined below.

Procedures for Acceptance of Cash Gifts

Cash gifts should be received in the office of Institutional Advancement or appropriate off-site administrator for accounting, reporting, and acknowledgement purposes. In situations where cash gifts are received at other offices, the cash, check, etc., and any accompanying documentation are to be taken immediately to the office of Institutional Advancement or appropriate off-site administrator. The following information should accompany the gift:

- Donor's name and street address (If the gift is from other than an individual, i.e., corporation, foundation, association, etc, an individual's name and title should be reported in addition to the firm name.)
- Date the gift is received
- Purpose (scholarship, capital equipment, endowment, general fund, etc.)
- Any reports required or other special follow-up consideration

Donations for the establishment of scholarship endowments must be processed by the Institutional Advancement Officer/site administrator utilizing the Cash Gift Agreement (see intranet under forms).

If no special designation is made, the cash gift will be deposited into the College's or the appropriate site foundation's unrestricted fund.

Procedures for Acceptance of Non-Cash or In-Kind Gifts

- Offers of non-cash or in-kind gifts should originate in the offices of Institutional Advancement or appropriate off-site administrator. Upon the offer of a non-cash or in-kind gift in other offices, the employee should not officially accept the gift until forwarding the request and pertinent information to the Institutional Advancement office or appropriate off-site administrator.
- Before acceptance by the college, a knowledgeable college representative will be asked to assess the utilization of the gift. In some cases, it may be the employee receiving the original request. If the gift cannot be used but could be traded or sold, the representative will discuss these options with the Institutional Advancement officer or off-site administrator. The college

representative and/or Institutional Advancement Officer/off-site administrator will then discuss these options with the prospective donor.

- If it is determined that the gift will be accepted, the Institutional Advancement Officer/off-site administrator will assure that delivery or pickup of the gift is arranged or carried out as appropriate. The Non-Cash Gift or Land/Real Estate or Gift-in-Kind Agreement (see intranet under forms) must be completed and filed in the District Institutional Advancement office. The non-cash gift may be utilized by the college or given to another non-profit organization if the donor wishes. By law, the donor cannot be provided with an estimated value of the gift. The donor is responsible for estimating a value (for his/her own tax deduction purposes) when notifying the Institutional Advancement Office.

Procedures for Acceptance of Land or Real Estate

- A. Offers of land or real estate gifts should be forwarded to the Institutional Advancement Office or off-site administrator.
- B. The administrator will gather and assemble data about the proposed gift and its use as an educational facility or its marketability and complete the *Non-Cash or Land/Real Estate Gift Agreement* (see intranet under forms).
- C. This information will be given to the President who will, in turn, make a recommendation for action to the Board of Trustees.

Guidelines for Acceptance of Land or Real Estate

Discretion must be used in determining whether or not to accept a gift. These factors are among those to be considered.

- A. Utility to the College
- B. Property survey or description
- C. Property appraisal or value
- D. Utility and other easements
- E. Property liens or leases
- F. Mineral Rights
- G. Donor restrictions and encumbrances, if any
- H. Environmental and regulatory matters
- I. Access to public record
- J. Operational endowment
- K. Deed restrictions
- L. Co-ownership issues
- M. Marketability
- N. Income and expense potential
- O. Insurance
- P. Property taxes paid for the year

Acknowledging, Recording, and Reporting all Gifts

The Office of Institutional Advancement/off-site administrator will:

- A. Notify the Office of the President of all gifts to the college including:
 1. Name and address of the donor;
 2. Amount and purpose of the monetary gift or description of a non-cash gift.
- B. Upon receipt of this information, the president will send the donor a letter of acknowledgement.
- C. Send the donor an acknowledgement/tax letter along with a College/Foundation receipt.
- D. Maintain a record of all College and Foundation gifts and donors.
- E. Deliver to the Business Office all monetary gifts who in turn will provide a receipt.
- F. Forward to the Business Office copies of all *Gift Agreements*.
- G. Assure that all reports are completed, and any special follow-up accomplished.

EMPLOYEE HANDBOOK	
POLICY: 4.11 Procedural Guidelines and Policies for the Development and Implementation of Externally Funded Grants and Contracts	ADOPTION DATE: October 26, 2020 Revised

EXTERNAL FUNDS POLICY

All externally funded grants and contracts must be related to the vision and mission of the district. Any proposals for externally funded grants or contracts not congruent with the district's vision and mission are not permitted.

For the purpose of this policy, the terms "externally-funded grant(s)" and "externally-funded contract(s)" will be collectively interpreted as external projects. This policy excludes external project funding for student financial aid programs.

This district policy is enabled for full and proper review, approval, implementation, and reporting of these obligations that include sponsors' contractual requirements, State/Federal laws, regulations, and guidelines.

A) EXPECTATIONS

1) Project Costs

All external project costs are expected to be reimbursed by the funding source. Budgets should reflect the actual costs of the project including, but not limited to, salaries and benefits for staff time devoted to the project, supplies, equipment, and administrative cost allowances as allowed by the funding entity.

2) Matching & Cost-Sharing

The project director is responsible for assuring that matching, cost-sharing, or special situations are met by the appropriate department and properly documented, as well as, completing the required matching/cost-sharing reports.

- Matching occurs when the college allocates a specified, contractual percentage to the project.
- Cost-sharing occurs when the college pays for certain costs that are not reimbursed by the funding source.

Matching and cost-sharing situations are handled on an individual basis. All matching and cost-sharing proposals should include a budget that details the total cost of the project and identifies costs to be borne by the funding source and the district, respectively. The President may negotiate and accept these types of agreements when the project is an integral part of the district's vision and mission, or when other more desirable financial arrangements are not possible. All matching, cost-sharing, and special situations must be approved by the President.

B) PROPOSAL DEVELOPMENT

1) Requests & Available Funding Opportunities

The college will actively pursue grants from appropriate private and public sources for the support and enhancement of the college's mission, goals, and strategic plan. District proposal writers will coordinate the receipt of all unassigned, incoming requests for proposals and other unassigned, available funding opportunities, including Texas and Federal Registry notifications received by the district for their respective site. They will either:

- pursue these opportunities,
- broadcast unassigned notices for potential interest, or
- file the documentation in a central location within their offices for future reference.

2) Pre-Proposal Discussion

The receipt of external project funds usually benefits the district; however, it can create additional reporting requirements, record keeping, and responsibilities. Therefore, permission must be granted prior to pursuing external project funds. Discussion should first be directed to a cabinet member and encompass:

- scope of external funding opportunities,
- proposal specifics including contract period,
- financial and narrative reporting requirements,
- chair/director/coordinator,
- budgets,
- matching and/or cost sharing requirements.
- salaries and benefits in excess of district contract amounts, and
- administrative costs.

3) Pre-Proposal Forms

If a favorable determination is made to pursue an external funding opportunity, the proposal writer shall:

- a) Review the Procedural Guidelines and Policies for the Development and Implementation of Externally Funded Grants and Contracts, Policy Number 4.11.
- b) Initiate the *Request to Apply for External Funding* and *Proposed External Funding Budget* forms and submit them to his/her division director or immediate supervisor, who will review, endorse, sign, and forward the forms to his/her respective cabinet member.
- c) The cabinet member will review, endorse, and forward to the Chief Business Officer.
- d) The Chief Business Officer will review the forms, endorse, and forward to the Chief Financial Officer.
- e) The Chief Financial Officer will review for the fiscal impact upon the district, endorse, and make a recommendation to the President.
- f) The President has the option of approving or disapproving the request. Upon the President's decision, forms will be returned to the Chief Business Officer. In some instances, the President may inform the Board of Trustees of the funding opportunity.
- g) Upon receipt of the approved *Request to Apply for External Funding* and *Proposed External Funding Budget* forms by the proposal writer, *he/she* may proceed with writing the proposal.

C) PROPOSALS

1) Preparation

The proposal writer shall be responsible for the proposal-writing process with final oversight responsibility of document preparation, required college signatures, packaging, and delivery.

Upon request, the Chief Technology Systems/Data Security Officer will provide general college information, statistics, and demographics.

2) Review

Two weeks before the proposal due date:

- a) The proposal will be reviewed and endorsed by the division director, immediate supervisor, or other appropriate personnel at the departmental level.
- b) The proposal writer will review the budget with the Chief Business Officer.
- c) The proposal writer will review the entire proposal with the appropriate Cabinet Member who will advise the President and other appropriate college officials of proposal completion and any unusual contractual requirements.
- d) The proposal writer will obtain the President's final approval and signature.

College personnel are cautioned not to sign any contractual documents since employees do not have authority to bind the district in legal agreements and since contractual documents received from funding sources occasionally contain conditions which are unacceptable in terms of college policy and/or operating procedures.

3) Negotiations

The district will negotiate any administrative details with the advice and assistance of the appropriate college administrator(s) or official(s), and the affected department(s). Open discussion between funding source personnel and the proposal writer are encouraged, but caution should be taken to ensure that no commitments are made in regard to funding, equipment, facilities, cost sharing/matching, administrative cost allowances, etc. Only the

college President has the authority to approve such commitments. In no instance shall anyone sign a contract until this review and negotiation process has been completed.

4) Control Over Activities

The college shall maintain control of all project activities of any sort that are established under this policy. This control over the quality and type of activities is to ensure that project activities are always in concert with the college and its stated vision and mission. The college will not enter into any agreements in which ultimate control is not maintained over the college's portion of the activities. The college will terminate any project that requires that the college relinquish control over its activities or actions.

5) Notice of Funding

When the district receives notice of funding, all documents received from the funding source including a Notice of Award or signed contract, effective dates, approved budget, budget detail, Catalog of Federal Domestic Assistance (C.F.D.A.) number (if applicable), project number, reimbursement procedures and completed and signed Project Budget Setup, shall be forwarded to the Chief Business Officer. Submission of documents on a timely basis will expedite establishment of a departmental account number.

Acceptance of external funds obligates the district to exercise full responsibility in pursuit of the project.

D) ADMINISTRATION OF EXTERNAL PROJECTS

1) Pre-Expenditure of Funds

Funds may not be pre-expended unless specifically allowed under the terms of the external project in which case a written agreement containing the items listed in Section C.5 - is delivered to the Chief Business Officer and a departmental account is activated.

2) Departmental Account Number Setup

When a written agreement containing the items listed in Section C.5 is delivered to the Chief Business Officer, a setup form will be completed and forwarded to the District Director Financial Accounting who will setup the external project in the fiscal system. The Project Director must allow a reasonable amount of time for college employees to setup departmental accounts and input initial budget amounts.

3) Administrative Costs

Administrative Costs are normally not authorized to be charged to external projects. Administrative Costs may be charged to external projects with special approval by the Chief Business Officer.

4) District Policies & Project Activities

District policies apply to all external projects. Projects will operate under the same policies and operating guidelines as normal activities of the district.

The Project Director will approve expenditures and purchase requests. The responsibility to ensure all expenditures conform to project guidelines rests solely with the Project Director.

Effort should be made to adapt and assimilate the project to existing practices, policies, salary structures, and procedures.

1) Use of College Resources

a) Administration

The college President and Chief Financial Officer, as well as other college administrative officials, may provide expertise as they coordinate the project's activities with the district's educational focus and administrative direction. From time to time, the President may inform the Board of Trustees regarding project activities.

b) Business Office & Financial Accounting

The Business Office and Financial Accounting departments provide services such as accounts payable, bank reconciliation, cash receipts, travel reimbursement, petty cash reimbursements, journal entries, record keeping, and reporting.

c) Information Technology

The Information Technology department provides operating systems, licenses, maintenance, intranet services, and internet connectivity for district and project computer equipment.

d) Chief Business Officer & Financial Accounting

The Chief Business Officer, and the Financial Accounting Department, jointly or individually, provide services such as department setup, initial budget input and budget changes, periodic and final expenditure reimbursement requests, journal entries, audit preparation, revenue and expense reports, college financial statement preparation, etc.

The Chief Business Officer will approve all purchase requests and other financial requests

e) Facilities and Fleet Department

The Facilities and Fleet department provides labor, supplies, and materials to clean and maintain project areas.

f) Human Resources Department

The Human Resources department provides services such as payroll calculation and payment, benefits coordination, and Federal and State wage and tax reporting, and record keeping requirements.

For new employees, the Project Director will complete a *Payroll Recommendation* form according to district policy. The Project Director will send the new employee to the Human Resources department to complete the required paperwork.

When the Project Director needs to modify an employee's department number, object code, or salary amount, a *Payroll Recommendation* form must be prepared and forwarded to the Human Resources department.

It is the responsibility of the Project Director to approve and submit timesheets or electronic time sheets for their employees to the Human Resources department according to the cut off dates established by the Human Resources department.

g) Purchasing Department

The purchasing department provides services in the form of requisitions, purchase orders, P-Cards, and guidance with bids and college purchasing procedures.

Purchase requests must follow college policy at all times.

The college opts to delay implementation of the new OMB standards, as allowed, for two fiscal years and continue utilizing procurement standards as authorized in previous OMB guidelines.

h) Other Departments

Other departments, such as Student Services and Instruction, may recruit students for projects. Before hiring foreign students for a project, the Chief Human Resources Officer shall be consulted to ensure compliance with Internal Revenue Service regulations.

i) Other

The district often provides office and classroom space and services such as utilities, janitorial, and property/equipment insurance. Sometimes the district may opt to charge projects for these type costs.

6) Reporting

a) Periodic Financial Reimbursement Requests

Financial reimbursement requests will be prepared from data in the financial accounting system. All reimbursement requests will be submitted according to the project's reporting requirements. The individual responsible for completing the requests is indicated on the *Request to Apply for External Funding* form.

- When the Project Director is responsible for completing the reimbursement request, the Project Director will deliver the request to the Chief Business Officer prior to submission, remembering that adequate time must be allowed for review. The Chief Business Officer will review the reimbursement request and upon their approval, the request may be submitted.
- When the Chief Business Officer prepares the reimbursement request, the program director will review and sign the report prior to submission.

The certified reports will be mailed (or electronically transmitted) to the funding source and signed site copies will be filed with other expenditure documentation in the appropriate files.

b) Program & Budget Amendments

Project and budget amendments will be prepared by the Project Director according to the terms and conditions of the project.

- If an amendment alters the project's scope and the amendment does not require the President's signature, the Project Director must notify the Chief Business Officer in writing of the change.
- If an amendment modifies financial amounts, the Project Director will initiate an online budget adjustment in the college's accounting system and provide an updated *Notice of Award* to the Chief Business Officer, when applicable.
- If a project end date changes, a copy of the notice must be provided to the Chief Business Officer who will notify the District Director Financial Accounting so that the accounting system can be updated.

c) Other Reports & Activities

- The Project Director is responsible for producing all statistical, narrative, and non-financial reports as required by the funding source. These reports must be completed and submitted according to the project's contractual requirements.
- Monthly, the Project Director will review and reconcile project expenses (e.g., payroll distribution, equipment, supplies, telephone, copy charges, etc.) as recorded in the college accounting system. Discrepancies should be immediately reported to the Chief Business Officer.
- Monthly, the project director will ensure that a Time & Effort log is completed for each employee paid from their Federal and State funded project according to the OMB guidelines. The project director will then safeguard a copy of the log in their files.

d) Final Project Financial Reports

In order to close a project and prepare a final expenditure report by the specified project due date, purchase orders should not be issued during the last 21 days of a project. In the event that a purchase order is requested during the 21 days prior to the project end date, the Project Director must notify the Chief Business Officer in advance for approval.

P-Card purchases shall not be made 60 days or less from project end dates.

The Project Director is responsible for clearing all encumbered items. When possible, these items should be cleared prior to the last 21 days of a project.

7) Fiscal Years

When the district suspends annual purchasing to close the fiscal year books, project purchase orders, travel reports, P-Cards, and petty cash will not be an exception to the suspension.

8) Sub-Grants

Sub-grants are the responsibility of the Project Director. The Project Director will notify award recipients according to the original project guidelines, execute necessary contractual documents, initiate the required purchase requests for sub-payment, obtain the sub-payment expenditure support documentation, and produce or obtain from the sub-recipient all statistical, narrative, non-financial, and financial reports as required by the funding source according to the timelines.

For each fiscal year a sub-recipient receives funds, the Project Director will obtain an annual certified audit report and all other required reports from each sub-recipient. The Project Director must follow up on all audit appropriate findings with the sub-recipient.

In the event equipment is acquired with sub-grant funds, the college will inventory these items when they fall within the ownership scope of the college. If the project guidelines specify that the equipment becomes the property of the sub-recipient, the college will relinquish control of these items to the sub-recipient according to project guidelines.

9) Over Expenditures

Over expenditures shall be cleared no later than 14 days prior to the expiration of the project. The Project Director is responsible for covering over expenditures. If departmental funds are unavailable, the appropriate site and/or administrative area will be responsible for covering over expenditures. The Project Director is responsible for coordinating the funding of any over expenditures with the appropriate site and/or administrative area.

10) Permanent Records

A permanent file of each project will be maintained by the Chief Business Officer as required by the college Records Management Retention Schedule or as required by the terms of the project, whichever is greater.

E) OTHER MATTERS

1) Receiving Sub-Grants

In situations where Howard College is a sub-grantee, the college will follow policies of the fiscal agent when Howard College:

- receives written allowable activities,
- receives a written budget, and
- has written authority from the fiscal agent stating that they are following project policies and guidelines, State law, and/or Federal law.

2) Supplanting

When a grant disallows supplanting, such as the Carl D. Perkins Career and Technical Education grant which disallows supplanting for CTE students, the Project Director shall ensure that grant funds are not used in place of other private, local, state, or federal funds which would normally be expended.

For example, these types of non-supplanting funds cannot be used to pay for services, staff, programs, or materials that would be normally paid with other funds, such as:

- any program or activity required by State law,
- THECB rules and requirements, and/or
- college board policy.

The Project Director shall maintain documentation that clearly demonstrates that non-supplanting grant funds were expended for supplementary activities only and maintain the documentation in their records.

3) Research Projects

Research projects are typically more a function of the university environment than that of the community college environment. For this reason, Howard College usually will not solicit or engage in research projects.

While a researcher's freedom to investigate and report results are preserved, research support from outside agencies should not undermine basic research principles.

If a research grant is written, all policies herein will apply to that project.

4) Duty to District

Administration will not allow a project activity to detract from the faculty or staff member's obligation and duty to the district.

Any project activity that requires an undue amount of time from an employee's normal duties must be covered by the project as a direct charge to the project's salary and benefits categories. If significant project time is required, additional compensation through the district's career pathing provisions may be utilized.

Fees paid to faculty or staff such as summer salaries, salary supplements, and consultant services must be approved in advance by the President, as well as the other opportunities mentioned in this section.

5) Dependency on External Funds

The district will not allow itself to become dependent upon external funding. Project funds will be used to enhance the normal activities of the institution and not to provide integral or generic services or functions.

6) Letters of Support

Letters of support can create obligations for the district, especially if district facilities are offered for project activities.

If an external entity requests a district employee to write a letter of support, the employee must complete a *Request to Write External Letter of Support* form and obtain administrative approval prior to writing the letter.

If an employee is requested to write a letter of support for a college proposal, the employee may proceed provided a *Request to Apply for External Funding* form has been approved by the college President.

F) EMPLOYEE CONFLICT OF INTEREST POLICY

No college employees, officers, or agents shall participate in the selection, award, or administration of a contract supported by external funds if a real or apparent conflict of interest would be involved. A conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family--or an organization which employs or is about to employ any of the parties indicated herein--has a financial or other interest in the firm selected for award. The officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements. However, recipients may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value.

G) CONTRACTS

Contracts concerning agreements between the college district and other organizations may be made only with the consent of the President. Contracts for services to be performed by or for the district are to be signed by the President or designee.

H) INVENTORY

Department heads are designated as property custodian and have responsibility to manage, control, and account for personal property and controlled property items—as defined below—within their department.

1) Personal Property

All non-consumable property having an acquisition cost of \$5,000 or more.

2) Controlled Property

Property listed below that costs between \$500 and \$4,999.99 such as:

- 1) Data projectors
- 2) Stereo systems
- 3) Cameras
- 4) Desktop CPUs
- 5) Tablets & handheld devices
- 6) Portable CPU laptops
- 7) Video recorders/laserdisc players (TV, VCR, camcorders)
- 8) Document cameras

College property management must follow the college's policies and procedures as denoted in the Purchasing/Property Management Procedure Manual.

Personal property and controlled property items will be tagged with a college inventory tag containing a unique identifying number. In addition, items purchased with federal or state grants funds will also be tagged with a label that identifies the grant funding source.

Physical Inventory

The property manager is responsible for having the actual physical inventory of each department reviewed. The property manager will forward to the department heads a detailed listing of the property and equipment carried on the property manager's records for the department. Each department head is responsible for seeing that an accurate inventory is conducted of all property assigned to their department in accordance with instructions given by the property manager. Any discrepancies should be noted on the detailed lists

For example, these types of non-supplanting funds cannot be used to pay for services, staff, programs, or materials that would be normally paid with other funds, such as:

- any program or activity required by State law,
- THECB rules and requirements, and/or
- college board policy.

The Project Director shall maintain documentation that clearly demonstrates that non-supplanting grant funds were expended for supplementary activities only and maintain the documentation in their records.

3) Research Projects

Research projects are typically more a function of the university environment than that of the community college environment. For this reason, Howard College usually will not solicit or engage in research projects.

While a researcher's freedom to investigate and report results are preserved, research support from outside agencies should not undermine basic research principles.

If a research grant is written, all policies herein will apply to that project.

4) Duty to District

Administration will not allow a project activity to detract from the faculty or staff member's obligation and duty to the district.

Any project activity that requires an undue amount of time from an employee's normal duties must be covered by the project as a direct charge to the project's salary and benefits categories. If significant project time is required, additional compensation through the district's career pathing provisions may be utilized.

Fees paid to faculty or staff such as summer salaries, salary supplements, and consultant services must be approved in advance by the President, as well as the other opportunities mentioned in this section.

5) Dependency on External Funds

The district will not allow itself to become dependent upon external funding. Project funds will be used to enhance the normal activities of the institution and not to provide integral or generic services or functions.

6) Letters of Support

Letters of support can create obligations for the district, especially if district facilities are offered for project activities.

If an external entity requests a district employee to write a letter of support, the employee must complete a *Request to Write External Letter of Support* form and obtain administrative approval prior to writing the letter.

If an employee is requested to write a letter of support for a college proposal, the employee may proceed provided a *Request to Apply for External Funding* form has been approved by the college President.

F) EMPLOYEE CONFLICT OF INTEREST POLICY

No college employees, officers, or agents shall participate in the selection, award, or administration of a contract supported by external funds if a real or apparent conflict of interest would be involved. A conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family--or an organization which employs or is about to employ any of the parties indicated herein--has a financial or other interest in the firm selected for award. The officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements. However, recipients may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value.

G) CONTRACTS

Contracts concerning agreements between the college district and other organizations may be made only with the consent of the President. Contracts for services to be performed by or for the district are to be signed by the President or designee.

H) INVENTORY

Department heads are designated as property custodian and have responsibility to manage, control, and account for personal property and controlled property items—as defined below—within their department.

1) Personal Property

All non-consumable property having an acquisition cost of \$5,000 or more.

2) Controlled Property

Property listed below that costs between \$500 and \$4,999.99 such as:

- 1) Data projectors
- 2) Stereo systems
- 3) Cameras
- 4) Desktop CPUs
- 5) Tablets & handheld devices
- 6) Portable CPU laptops
- 7) Video recorders/laserdisc players (TV, VCR, camcorders)
- 8) Document cameras

College property management must follow the college's policies and procedures as denoted in the Purchasing/Property Management Procedure Manual.

Personal property and controlled property items will be tagged with a college inventory tag containing a unique identifying number. In addition, items purchased with federal or state grants funds will also be tagged with a label that identifies the grant funding source.

Physical Inventory

The property manager is responsible for having the actual physical inventory of each department reviewed. The property manager will forward to the department heads a detailed listing of the property and equipment carried on the property manager's records for the department. Each department head is responsible for seeing that an accurate inventory is conducted of all property assigned to their department in accordance with instructions given by the property manager. Any discrepancies should be noted on the detailed lists

EMPLOYEE HANDBOOK

POLICY: 4.12 Solicitation

ADOPTION DATE: February 5, 2007

SOLICITATIONS, ADVERTISEMENTS, AND PRINTED MATERIALS

The primary mission of the college is educational. The college is responsible for promoting and protecting the intellectual and cultural growth and development of the institution and the members of its community. Therefore, no solicitations or advertisements, and no sales, displays, or distributions of publications on the site are permissible except as provided for below.

Definitions

1. Solicitation is defined as requesting money, seeking agreement to pay, taking subscriptions, selling merchandise or tickets, and/or offering any other comparable materials and privileges, in person, or by handbills, posters, emails or similar materials, to promote sales.
2. Advertisements are the displays of any items which have, as an integral part of their design, the identification of a consumer product or service.
3. Printed materials are publications, handbills, posters, leaflets, and other written matter intended for public distribution, sale or display on site.

Solicitations

1. Jurisdiction
 - a. All regulations pertaining to on-site by any individual and/or group and off-site solicitations by students and student organizations shall be administered by the Student Services Office.
 - b. All regulations pertaining to on-site and off-site solicitations by college departments shall be administered by the chief site administrator officers.
 - c. All regulations pertaining to the off-site solicitations of ex-students and friends of the college shall be administered by the Director of Institutional Advancement in conjunction with the Alumni Association.
2. Solicitations are prohibited on the site except for the following events and organizations:
 - a. Altruistic or charitable projects.
 - b. Scholarship fund drives.

- c. Service projects.
 - d. Educational or cultural projects having community-wide benefits.
 - e. Membership drives, fund raising projects, and canvassing by site student organizations.
 - f. Governmental agencies such as but not limited to the U.S. Postal Service and the Armed Services.
 - g. College departments.
 - h. Alumni Association.
 - i. Contract vending machine companies.
 - j. Local newspapers and periodicals.
 - k. Demonstrations of educational, instructional, or office equipment.
 - l. Services to the college community as allowed by the administration.
3. The regulating offices may grant special permission for solicitation purposes or places not listed above if exceptional circumstances justify such approval. Permission will not be granted for a request which violates any local, state, or federal law.
 4. Solicitations, if authorized, are generally prohibited in college buildings with the following exceptions:
 - a. The SUB/Student Centers, wherein merchandise is sold in accordance with the regulations established by the management of those facilities.
 - b. The residence halls, as long as the solicitation is either conducted entirely within a student's room with the consent of the roommate(s), or in assigned public areas. Sales parties and group demonstrations advertising projects are not allowed in lounges, meeting rooms, or other public areas.
 5. Requests for permission to solicit are granted for a specified period of time. In order to be eligible to solicit, an individual must present current student, faculty, staff or vendor identification and complete the request form provided by the authorizing office. A permit to solicit may be revoked by the authorizing office before the expiration of the specified time period, if the solicitation violates any of the regulations pertaining to solicitations and advertising or sale, display, or distribution of printed materials.
 6. Decisions by the Student Services Office rejecting or revoking permission for students or a student organization to solicit may be appealed to a college administrator appointed by the President.
 - a. A person or organization desiring to appeal must file a written appeal with the college administrator appointed by the President, which describes the objections to the decision of the Student Services Office.
 - b. After receiving the appeal, the college administrator appointed by the President shall notify the person or organization and the Student Services Office of the appeal decision within five (5) college working days.
 - c. At the Vice President's level, the person or organization will have exhausted the right of appeal within the college.

Advertisements

1. No advertisements by commercial organizations, either as groups or through student representatives, are allowed on the site except through established advertising policies of the athletic departments, or official college organizations in approved commercial publications, programs, or brochures.
2. Individuals and commercial organizations attempting to display or distribute unauthorized materials on site or use site facilities for such activity will be escorted from the site and will be subject to appropriate legal action.
3. No advertisement is permitted on the exterior side of residence hall room doors or within public areas of the residence halls.
4. Amplification equipment and/or the college email system may not be used to advertise or promote sales in conjunction with any approved solicitation activity unless authorized in advance.

Printed Materials

1. Only individuals affiliated with the college (i.e., students, faculty, or staff) may distribute handbills, leaflets, or any other type of printed materials on the site.
2. Students and student organizations are not required to secure prior approval concerning the content or distribution of such materials as leaflets and handbills. The materials, however, may not conflict with the provisions of the Code of Student Conduct and Discipline and must be in accordance with all applicable local, state, and federal laws. Solicitation materials must conform with the provisions stated in Section C of this part.
3. Printed materials may not be placed on the windshields of cars parked in college parking lots without permission of the vehicle owners.

4. Specific permission for distribution of printed materials must be obtained from the Student Services Office.
5. Posters, signs, and announcements are to be displayed only on college announcement bulletin boards provided for that purpose. The college announcement bulletin boards are restricted to use by registered student organizations, academic departments, and administrative units of the college. Commercial signs or announcements are prohibited.
6. Bulletin boards belonging to academic and administrative departments are for official college use only. Students are required to gain consent of the Student Services Office prior to displaying and/or posting signs, announcements, or posters. Because of space limitations, posters may not exceed a maximum size of 22" by 17". Posters may not be displayed earlier than two (2) weeks prior to the specified event. Posters should not be posted on glass doors because of the danger involved to those who use the passageway and should be hung in accordance with the instructions provided by the Student Services. Posters should be removed immediately following the event.
7. Posters, announcements, banners, cards, or other campaign material for any individuals seeking public office may not be posted or displayed on, or in, any academic or administrative buildings, site grounds, or parking lots. Such campaign material for individual's seeking public office may be posted only in an individual's assigned residence hall room, in designated areas in the Student Services area. Federal, State and Local campaign laws will be followed on Election Day as allowed by law.
8. Publications may be sold in the SUB and the Bookstore in accordance with the regulations established by the management of these agencies.

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POLICY: 4.13 Identity Theft Prevention

ADOPTION DATE: March 31, 2015 Revised

The Howard County Junior College District ("College") developed this Identity Theft Prevention Policy ("Policy") pursuant to the Federal Trade Commission's Red Flags Rule ("Rule"), which implements Section 114 of the Fair and Accurate Credit Transactions ("FACT") Act of 2003. The College will maintain compliance with the FACT Act, its amendments and regulations.

A. Purpose

The purpose of the Policy is to implement procedures to detect, prevent, and mitigate Identity Theft in connection with the opening of a Covered Account or an existing Covered Account, and to provide continued administration of the Policy as defined in the College's Identity Theft Prevention Procedures ("Procedures"). The Board of Trustees, through the approval of this Policy, directs management to create and implement procedures which shall include reasonable guidelines to:

1. Identify Red Flags for new and existing Covered Accounts and incorporate those Red Flags into the Procedures. College Covered Accounts include Tuition and Room/Board Payment Plans (in-house and administered by Service Providers) and Emergency Loans to Students;
2. Detect Red Flags that have been incorporated into the Procedures;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft; and
4. Ensure the Procedures are updated periodically to reflect changes with Identity Theft risks.

B. Administration

The Board of Trustees designates the Chief Financial Officer as the Administrator, and said designee is authorized to delegate duties under this Policy to appropriate staff. The Administrator will be responsible for:

1. Oversight, development, implementation, and administration;
2. Ensuring appropriate training of relevant staff;
3. Periodically review and update the Procedures, as necessary, to reflect changes in risks to students and the soundness of the College from Identity Theft; and
4. Ensuring that the activity of any Service Provider is conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of Identity Theft in performing any activity in connection with one or more Covered Accounts.

I. Procedures

The purpose of these Identity Theft Prevention Procedures (“Procedures”) is to detect, prevent, and mitigate Identity Theft in connection with the opening of a Covered Account or an existing Covered Account, and to provide continued administration of the Identity Theft Prevention Policy (“Policy”) of the Howard County Junior College District (“College”). In establishing these procedures related to the Policy, the College gave consideration to the size and complexity of the College’s operations and systems, as well as the nature and scope of the College’s activities.

II. Definitions

Covered Account – primarily a consumer account that involves multiple payments or transactions.

Identity Theft – fraud committed or attempted using the identifying information of another person without authority.

Red Flag - a pattern, practice, or specific activity that indicates the possible existence of Identity Theft.

Service Provider - a person or entity that provides a service directly to the College.

III. Covered Accounts

- a. College administered:
 - 1. Tuition and Room/Board Payment Plans
 - 2. Emergency Loans
- b. Service Provider administered:
 - 1. Tuition and Room/Board Payment Plans administered by any Service Provider

IV. Identification of Relevant Red Flags

- a. The College considers the following risk factors in identifying Red Flags for Covered Accounts:
 - 1. The types of Covered Accounts as noted above.
 - 2. Application to the College requires the following information to confirm identity:
 - a. Common application with personally identifying information;
 - b. GED, high school or college transcript (whichever appropriate); and
 - c. Official Texas Success Initiative Assessment (TSIA) Scores (i.e., ACT, SAT, etc).
 - 3. The methods provided to access Covered Accounts:
 - a. Disbursements obtained in person require picture identification.
 - b. Disbursements obtained by mail can only be mailed to an address on file.
 - 4. The College’s previous experiences with Identity Theft.
- b. The College will consider the following sources in identifying Red Flags for Covered Accounts:
 - 1. Incidents of Identity Theft that it has experienced;
 - 2. Experience from other institutions;
 - 3. Methods of Identity Theft that the College has identified as changes in Identity Theft risks and
 - 4. Applicable regulatory guidance and updates.
- c. The categories of Red Flags will include but are not limited to the following:
 - 1. Suspicious Documents
 - a. Identification provided appears to have been altered, forged, or not authentic;
 - b. Identification document or card with a person’s photo or physical description is inconsistent with the person presenting the document;
 - c. Other document(s) with information is inconsistent with existing student information; and
 - d. Application for Covered Accounts or services appears to have been altered or forged.
 - 2. Suspicious Personal Identifying Information
 - a. Identifying information presented is inconsistent with other information the student provides (i.e., inconsistent birth date or social security number);
 - b. Identifying information presented is inconsistent with other sources of information or with existing student information on file;
 - c. Identifying information presented matches information that has been used on an account that is known to be fraudulent;
 - d. Identifying information presented is the same of another student; and
 - e. A student fails to provide required personal identifying information, especially after being reminded;
 - 3. Suspicious Covered Account Activity or Unusual Use of Account
 - a. Change of address followed by a request to change the student’s name;

- b. Payments cease on an otherwise consistently up-to-date account;
 - c. Mail sent to the student is repeatedly returned as undeliverable;
 - d. Notice to the College that a student is not receiving mail sent by the College;
 - e. Notice to the College that an account has unauthorized activity;
 - f. Breach in the College's computer system security; and
 - g. Unauthorized access to or use of student account information.
4. Notice from Other Sources
- a. Notice from a student, an Identity Theft Victim, law enforcement, or other persons or entities regarding possible Identity Theft in connection with Covered Accounts.

V. Detection of Red Flags

- a. Student Enrollment

In order to detect any of the Red Flags identified in Section C associated with the enrollment of a student, College personnel will:

 - 1. Require certain identifying information such as name, date of birth, home address, academic records, or other identification; and
 - 2. Verify the student's identity at the time of issuance of a student identification card (review some type of photo identification and copy of student's schedule).
- b. Existing Students

In order to detect any of the Red Flags identified in Section C for an existing student's Covered Account, College personnel will:

 - 1. Verify the identity of students if they request information or request a change to permanent records whether in person or via telephone, facsimile or e-mail.

VI. Responding to Red Flags

- a. The College shall take one or more of the following steps to each Red Flag detected, commensurate on the degree of risk posted:
 - 1. Monitor a Covered Account for evidence of Identity Theft;
 - 2. Contact the student or potential student;
 - 3. Change passwords, security codes or other security devices that permit access to a Covered Account;
 - 4. Notify law enforcement;
 - 5. Determine no response is warranted under the particular circumstances.

VII. Administration

- a. Responsibilities

Oversight, development, implementation, and updating of the Procedures lies with the Administrator, as designated by the Board of Trustees. Per the Policy, the Administrator is authorized by the Board to delegate these duties to appropriate staff.
- b. Staff Training

Relevant College staff shall be trained either by or under the direction of the Administrator in the detection of Red Flags, and the responsive steps to be taken when a Red Flag is detected. College employees are expected to notify the Administrator once they become aware of an incident of Identity Theft or the College's failure to comply with the Policy.
- c. Service Provider Agreements

The College shall take steps to ensure the activity of a Service Provider is conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of Identity Theft in performing any activity in connection with one or more Covered Accounts. Prior to contracting with a Service Provider, the College will obtain a copy of their Identity Theft Prevention Program to ensure compliance with the FTC's Red Flags Rule.
- d. Updates

The Administrator will periodically review and update the Procedures to address changes in risks from Identity Theft to students and the soundness of the College from Identity Theft, as well as make recommendations to the Board of Trustees regarding changes to the Policy as needed. In doing so the Administrator will consider the College's experiences with Identity Theft, changes in methods of Identity Theft, changes in methods of detecting, preventing, and mitigating Identity

Theft, changes in types of accounts the College maintains, and changes in the College's business arrangements with other entities.

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POLICY: 4.14 Surplus Property Disposal	ADOPTION DATE: January 27, 2016 Revised
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SURPLUS PROPERTY DISPOSAL

Howard College/SWCD shall maintain control over inventoried property to prevent loss due to theft or other means and to dispose of surplus property as allowed by State law that includes but is not limited to District-run silent auctions, contracting with auctioneers both on and off site, contracting with online auction firms, advertised sale via local newspaper(s), disposal of electronic equipment at e-waste processing centers, and transfer of property to other State entities. Written business procedures relative to District-run silent auctions are maintained by the Chief Business Officer.

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POLICY: 4.15 Substantive Change	ADOPTION DATE: January 27, 2016
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Howard College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The Board of Trustees and administration are committed to full compliance with SACSCOC Principle of Integrity, Core Requirements, Comprehensive Standards, policies, and additional Federal Requirements. The purpose of this policy is to ensure continuous compliance with SACSCOC Comprehensive Standards related to substantive change and its *Policy on Substantive Change for Accredited Institutions of the Commission Colleges*.

The administration shall notify SACSCOC of substantive changes in accordance with SACSCOC substantive change policy and, when required, seek approval prior to the initiation of such changes. Substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Substantive change includes:

- Any change in the established mission or objectives of the institution;
- Any change in legal status, form of control, or ownership of the institution;
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated by SACSCOC;
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation;
- A change from clock hours to credit hours;
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program;
- The establishment of an additional location geographically apart from the main site at which the institution offers at least 50% of an educational program;
- The establishment of a branch campus;
- Closing a program, off-campus site, branch campus, or institution;
- Entering into a collaborative academic arrangement such as a dual degree program or joint degree program with another institution;
- Acquiring another institution or a program or a location of another institution;
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution;
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the College's programs;
- Additional changes identified by the SACSCOC Board of Trustees.

The Administrative Cabinet is responsible for the development, dissemination, implementation, monitoring, and regular evaluation of procedures to ensure compliance with this Policy. The SACSCOC Liaison is responsible for monitoring College activities and notifying SACSCOC in advance of substantive changes and program developments in accord with the substantive change policy of SACSCOC. Compliance with this policy and associated procedures is mandatory.

PROCEDURES

1. The SACSCOC Liaison shall review SACSCOC policy on substantive change and communicate policy requirements to the Administrative Cabinet on an ongoing basis. The SACSCOC Liaison will meet periodically with the Instructional Council to determine if there are any institutional changes that would qualify as substantive in nature to require notification to SACSCOC.
2. The institutional changes that may be considered substantive are listed above.
3. Substantive changes are classified by SACSCOC according to the nature of the change, and the subsequent procedure to be followed is outlined in SACSCOC Policy Statement, *Substantive Change for SACSCOC Accredited Institutions*. Some substantive changes only require notification without a Prospectus and others require notification with the submission of a Prospectus.
4. Notification constitutes a letter from the institution's chief executive officer or his/her designated representative to the President of SACSCOC, summarizing the proposed change, providing the intended implementation date, and listing the complete physical address, if the change involves the initiation of an off-campus site or branch campus.
5. If a Prospectus is required for submission, the SACSCOC Liaison will work with the respective area in which the change is applicable to compile the contents of the Substantive Change Prospectus. A final draft of the Prospectus will be reviewed by the Administrative Cabinet prior to submission to SACSCOC.
6. The SACSCOC Liaison is responsible for submitting the Substantive Change Prospectus, cover letter, required fees, and supporting documentation to the President for signature and submission to SACSCOC.
7. The SACSCOC Liaison will maintain records, both electronically and in hard copy, of substantive change documentation for reference to support the institution's compliance with accreditation standards.
8. The SACSCOC Liaison will be responsible for developing the policy on substantive change, submitting the policy for review, and revising the policy as a result of periodic evaluation of the effectiveness of the policy.

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POLICY: 4.16 Records Management	ADOPTION DATE: September 23, 2013

POLICY

It is the policy of Howard County Junior College District to maintain a certified uniform Records Management System resulting in the efficient, cost-effective management of records in compliance with Texas Government Code 441.

PERTINENT INFORMATION

Records management in state government involves the systematic control of recorded information from its creation to its final disposition. The records that Howard County Junior College District employees create and maintain are important to the overall operation, and must be managed in an efficient, cost-effective manner. A Records Management System is required by Texas Government Code Section 441. A retention schedule is submitted and approved by the State Auditor's Office and the Texas State Library. Texas Government Code Section 441.183-185 states:

The agency head of each state agency shall:

- 1) establish and maintain a records management program on a continuing and active basis;

- 2) create and maintain records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency designed to furnish information to protect the financial and legal rights of the state and any person affected by the activities of the agency;
- 3) make certain that all records of the agency are passed to the agency head's successor in the position of agency head;
- 4) identify and take adequate steps to protect confidential and vital state records;
- 5) cooperate with the commission in the conduct of state agency records management surveys; and
- 6) cooperate with the commission, the director and librarian, and any other authorized designee of the director and librarian in fulfilling their duties under the subchapter.

RECORDS MANAGEMENT OFFICERS

- (a) Each state agency head shall act as or appoint a records management officer for the state agency to administer the agency's records management program.
- (b) The records management officer for each state agency shall:
 - 1) administer the records management program established under Section 441.183;
 - 2) assist the agency head in fulfilling all of the agency head's duties under this subchapter and rules adopted under this subchapter;
 - 3) disseminate to employees of the agency information concerning state laws, administrative rules, and agency policies and procedures relating to the management of state records; and
 - 4) fulfill all duties required of records management officers under this subchapter and rules adopted under this subchapter.
- (c) A records management officer designated under this section continues to serve in that capacity until:
 - 1) the officer ceases employment with the state agency;
 - 2) the agency head chooses to act as the records management officer for the agency; or
 - 3) the agency head appoints another person as the records management officer.

RECORDS RETENTION SCHEDULE

- a) Each records management officer, with the cooperation of any staff of a state agency that the officer considers necessary, shall survey the state records of the agency and prepare and submit a records retention schedule to the state records administrator.
- b) The records retention schedule must list the state records created and received by the agency, propose a period of time each record shall be maintained by the agency, and provide other information necessary for the preparation of an effective records management program.
- c) The state records administrator and the state archivist shall review the schedule and recommend the schedule's approval or disapproval to the director and librarian and the state auditor.

- d) If the director and librarian and the state auditor approve the schedule, the schedule may be used as the basis for the lawful disposition of state records under Section 441.187 for a period to be determined by the commission.
- e) The commission shall adopt rules concerning the submission of records retention schedules to the state records administrator.
- f) The commission may, by rule, prescribe a minimum retention period for any state record unless a minimum retention period for the record is prescribed by another federal or state law, regulation, or rule of court.

DELEGATION OF AUTHORITY

At the request of the Texas State Library, Records Management Division, and in accordance with the legal requirement, the President, as head of Howard County Junior College District, has designated the District Registrar as Records Management Officer for Howard County Junior College District.

OPERATING REQUIREMENTS

The Records Management Officer will collect and disseminate information that defines the requirements of a Record Management System and is responsible for administering a uniform Records Management System for Howard County Junior College District as follows:

- 1) establish, present for implementation, and maintain a uniform file coding system;
- 2) establish procedures for implementing the filing system;
- 3) establish, submit for certification, and maintain a records retention schedule which meets the State's legal requirements and fulfills the needs of Howard County Junior College District;
- 4) establish procedures for microfilming records;
- 5) establish procedures to dispose of state records;
- 6) establish and maintain a Records Disaster Recovery Plan; and
- 7) maintain archival records.

PERFORMANCE STANDARDS

- 1. College procedures have been developed and implemented in compliance with this System Operating Standard.
- 2. Departments have copies of and are using the Certified Records Retention Schedule.
- 3. Departments are preparing Disposition Logs when disposing of Howard County Junior College District records.

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POLICY: 4.17 Credit Card Processing and Handling Security	ADOPTION DATE: August 22, 2019 Reaffirmed EFFECTIVE DATE:

A. Purpose

The purpose of the Credit Card Processing and Handling Security Policy is to outline Howard County Junior College District "Howard College" credit card security requirements as required by the Payment Card Industry Data Security Standard (PCI DSS) Program. Howard College is committed to these security

policies to protect credit card information received by authorized Howard College employees and will take all appropriate measures to protect credit card data used to make payments to Howard College. Howard College employees in a position to receive and process credit card transactions are required to review and sign this policy.

B. Procedures

Protect Stored Cardholder Data

- The full contents of any track data from the magnetic stripe (located on the back of a card, equivalent data contained in a chip, or elsewhere) are not stored under any circumstance.
- The card verification code or value (three-digit or four-digit number printed on the front or back of a payment card) are not stored under any circumstance.
- The personal identification number (PIN) or the encrypted PIN Block are not stored under any circumstance.
- Howard College will mask the primary account. A properly masked number will show no more than the first six and last four digits of the primary account number.

Encrypt Transmission of Cardholder Data Across Open, Public Networks

- Sending unencrypted credit card information by end user messaging technologies (email, instant messaging, chat, etc.) is prohibited.

Restrict Access to Cardholder Data by Business (Need to Know)

- Access to cardholder information and data is limited to only those individuals whose job require such access.
- Only authorized employees may process credit card transactions.
- Employees with such authorization are based on job classification and function.
- A signed acknowledgement of this security policy shall be maintained in authorized individual's employee file.

Restrict Physical Access to Cardholder Data

Physically Secure All Media Containing Cardholder Data

- Hard copies of transaction documentation (paper, receipts, reports, etc.) are stored in a separate, secure room within the Student Accounting office in Big Spring.
- Hard copies of transaction documentation (paper, receipts, reports, etc.) from the Lamesa and San Angelo sites are sent to Big Spring where they are stored in a separate, secure room.
- Credit card terminals are only accessible to employees who require entrance into the area in order to perform functions of their jobs.
- Other security safeguards used include doors that only open with a keypad code, security cameras and multiple entry doors that are locked when the office is closed.

Destruction of Data

- Credit card payments may be accepted via telephone, physical mail, or in person.

- All hard copy materials must be destroyed when no longer needed.
- Never hand write information unless unable to process a transaction immediately. Once the payment is processed and confirmed, immediately shred any written data.

Protection of Payment Devices

- Swipe readers and any other payment terminals must be protected. This protection must include preventing the devices from being tampered with or substituted.
- Howard College maintains an up-to-date list of devices. Employees must maintain the integrity and accuracy of the inventory.
- The inventory list includes:
 - Make and model of all devices
 - Location of each device
 - Device serial number or other method of unique identification
 - The inventory list is updated by the Chief Fiscal Officer/Controller or District Director of Financial Accounting/Assistant Controller when device locations change, devices are added, or existing ones removed.
- The devices must be periodically inspected to check for tampering or detect substituting.
- Employees whose job functions include interacting with the payment devices are provided training that enables them to be aware of attempted tampering or replacement devices.
 - Employees must verify the identity of third-party persons claiming to be repair or maintenance personnel prior to granting them access.
 - Employees must not install, replace, or return devices without verification from management.
 - Employees must be aware of suspicious behavior.
 - Employees must report suspicious behavior to the Chief Fiscal Officer/Controller, or designee.

Maintain a Policy that Addresses Information Security for Employees and Contractors

- Howard College employees in a position to receive and process credit card transactions are required to review and sign an acknowledgement of this policy.
- The policy is reviewed annually.
- The Chief Fiscal Officer/Controller or designee should be notified immediately of any suspected or real security incidents involving cardholder data.
- In the event a breach or compromise to card holder data or processing terminals, the Chief Fiscal Officer/Controller, the District Director of Financial Accounting/Assistant Controller or

the District Director of Student Accounting shall notify applicable card associations, merchant service providers, and appropriate law enforcement.

EMPLOYEE HANDBOOK	
POLICY: 4.18 Concealed Carry of Handguns on Campus	ADOPTION DATE: May 23, 2022 Reaffirmed EFFECTIVE DATE: August 1, 2017

- PURPOSE:** This policy/procedure is intended to establish guidelines and procedures for the implementation of the state statute authorizing the concealed carry of handguns on the premises of Howard College. These rules and regulations were established by the president of Howard College in consultation with faculty, staff, and students and reviewed and approved by the Howard County Junior College District Board of Trustees. This policy/procedure will become effective August 1, 2017 and is intended to be in conformity with the requirements of Texas Government Code Section 411.2031.
- REVIEW:** This policy/procedure will be reviewed in August of even numbered years by the Office of the President of Howard College.

POLICY/PROCEDURE

1. Definitions

- a. Campus – all land and buildings owned or leased by Howard College as lessee.
- b. Premises – a building or portion of a building.
- c. Handgun license holder – an individual licensed to carry a concealed handgun under Subchapter H, Chapter 411 of the Texas Government Code (“Chapter 411”). Generally, such an eligible individual must be at least 21 years of age, not have a criminal record as defined by the code, and meet certain education and proficiency requirements. Chapter 411 contains some exceptions to the age requirement (e.g., ex-military personnel).
- d. Concealed handgun – a handgun, the presence of which is not openly discernible to the ordinary observation of a reasonable person.
- e. Designated research laboratories – any laboratory, room, or storage area where chemical(s) with a National Fire Protection Association (NFPA) label that lists a particular chemical(s) as a 3 or higher in any category of flammability, instability, or health hazard or is listed as radioactive in the special hazard category and, in addition, any labs using or storing biohazardous agents or toxins. The term also includes any laboratory for which federal law, licensing agreements, or a contractual research agreement precludes the presence of firearms.
- f. Exclusionary zone – any premise in which the carry of a concealed handgun is prohibited by virtue of Texas statute or these rules.

2. General Provisions

- a. Subject to applicable Texas or federal laws and rules adopted by the College, individuals holding a valid Texas Concealed Handgun License (CHL) or the state designation for the same, License to Carry (LTC), will be allowed to carry their handgun, concealed on their person, on the campus of Howard College.
- b. Unless otherwise prohibited, concealed carry license holders may carry their handgun while in Howard College vehicles.
- c. Dual credit classrooms are considered college classes and therefore concealed carry is allowed.
- d. Color Guard firearms may be used on Howard College campuses for use in Color Guard related events.
- e. Pursuant to Texas Penal Code Sections 46.035 and 30.07, the open display of a handgun in plain view of another person on Howard College property is never allowed

except by an authorized individual such as a peace officer while in the actual discharge of his/her duty.

- f. While Howard College will employ all reasonable means to delineate exclusionary zones by signage in accord with Texas statutory law, it is the responsibility of the permit holder to know, understand, and follow these rules and applicable laws while on the campus of Howard College. Holders of such permits are bound by state and federal law and may face criminal or civil penalties for violation of those statutes.
- g. Authorized permit holders are not required to disclose their concealed carry license status to anyone other than a magistrate or peace officer. The College will not maintain a list of concealed carry license holders. This information is not a matter of public record. Howard College employees (other than a law enforcement officer) may not, under any circumstances, require students or employees to disclose their concealed carry license status.

3. Specific Exclusions to Concealed Carry of a Handgun

- a. Exclusionary zone – The College president is the only person with the authority to declare a specific premise or venue as an exclusionary zone. Therefore, except as provided herein, without the express written consent of the president, no faculty member, staff member, student, or student group may exclude a specific premise or venue as “off limits.” Similarly, the Howard College President can authorize concealed carry in exclusionary zones by select campus personnel under special circumstances, as related to security and safety measures put in place by the College.
- b. Exclusion by law – Texas statutes outside of Texas Government Code Section 411.2031 separately provide exclusions of certain premises or events, which provisions are hereby incorporated. Under such laws, concealed carry is prohibited from the following premises or locations:
 - Where a high school, collegiate, or professional sporting event or interscholastic event is taking place, including Howard College athletic events;
 - Where any UIL sanctioned competition is being held;
 - Where any Board of Trustees meeting is being held;
 - Any location dealing with Student Conduct or Discipline;
 - Where any other official governmental meeting or proceeding is being conducted; and
 - Where any official judicial proceeding is being conducted; and
 - Where polling is being conducted for local, state, or federal elections; and
 - Testing Centers or any other location where standardized tests are being administered.
- c. Additional exclusions are as follows:
 - Any premise where professional counseling services are provided;
 - Any child care facility including Howard Cottage;
 - Any hospital premise used by Howard College for instructional purposes;
 - Designated laboratories; ¹
 - Any College event where alcohol is being served by an organization under Texas Alcoholic Beverage Commission rules and regulations;
 - Performance venues and locations during ticketed events on a case-by-case basis if a temporary designation is obtained from the president pursuant to 3(d) below.
- d. Other specific premises or venues may be declared “off limits” by the College president. Adoption of exclusion for a premise or venue must be reasonably justified. The requestor must provide evidence that a concealed handgun on that particular premise or venue creates some special danger. Requests for exclusion must be provided in writing to the Office of the President of Howard College at least 90 days prior to the date of the event.
- e. To assist in the process of approving exclusions, a standing committee titled the Campus Carry Committee will be established. The committee will be charged with investigating requests for exclusions and making a recommendation to the president concerning the request. The chair and members of this committee will be appointed by

the president and will include representatives from the Administrative Dean's office, the Faculty Senate, and Student Government Association, as well as representatives from the office of Human Resources, the Howard College District General Counsel, and the Howard College Facilities and Emergency Management personnel.

- f. Any premises on which a program, activity, or camp is conducted exclusively for minors may be excluded from concealed carry pursuant to 3(d) above.
- g. License holders should be aware of, and comply with, existing Federal or State statutes when carrying both on and off of Howard College campuses.

- ¹ The College president, after review of specific uses of individual laboratories, may, on a limited basis, exempt some laboratories for which the president has determined that the risks of the presence of a handgun is de minimis in comparison to significant logistical challenges presented by declaring such laboratory as an exclusionary zone.

4. College Housing

- a. Handgun license holders residing in Howard College housing accommodations will be allowed to possess handguns on the premise provided that:
 - (1) such possession is in compliance at all times with Texas statutory law and these rules; and
 - (2) the license holder stores his/her handgun(s) in a College-approved gun safe installed in the license holder's room.
- b. Students who are assigned to dorm rooms where a firearm is stored and who are concerned about their wellbeing may request a transfer to another room. Please refer to the College housing contract for specific provisions concerning possession of firearms in college housing.

5. Information to the College Community

Howard College will widely distribute these rules and regulations and offer educational information regarding these rules and safety procedures to the students, staff, and faculty through the College's website, student and employee handbooks, and other publications.

EMPLOYEE HANDBOOK

**POLICY: 4.19 Video and Closed-Circuit
Television (CCTV) Monitoring**

ADOPTION DATE: June 23, 2021 Revised

The purpose of this policy is to regulate the use of video recording and Closed-Circuit Television (CCTV) security systems so that safety and security is enhanced while respecting the privacy rights of the College community and the public and maintaining compliance with all applicable laws and policies.

This policy applies to all personnel with respect to the installation and use of video security and CCTV cameras, except as noted below, in facilities owned or controlled by the College.

All references to video security and CCTV systems throughout this policy are for those systems which were designed and installed with the intent and ability to record video and/or be monitored for purposes of enhancing campus safety and physical facility security.

Exclusions

This policy does not apply to:

- 1. Use of video recording and CCTV technology for video conferencing.
- 2. Use of class lecture recordings and/or archiving for the purpose of content sharing.

A. GENERAL PRINCIPLES

- 1. Howard College and Campus Security are committed to enhancing the quality of life of the campus community by integrating the best practices of campus safety with state-of-

the-art technology. A critical component of a comprehensive security program is the use of video recording and CCTV.

2. Any interception, duplication, transmission, or other diversion of video and CCTV technologies for purposes other than safety and security contemplated by this policy is generally prohibited. Safety and security purposes include, but are not limited to:
 - Protection of individuals, including students, faculty, staff, and visitors.
 - Protection of college owned and/or property and buildings, including building perimeters, entrances and exits, lobbies and corridors, receiving docks, special storage areas, laboratories, and cashier locations.
 - Monitoring of common areas and areas accessible to the public, including parking lots, public streets, and pedestrian walks.
 - Investigation of criminal activity, and/or employee/student conduct.
 - Protection against an act of terrorism or related criminal activity.
 - Protection of Critical Infrastructure as defined under the Texas Homeland Security Act, the USA Patriot Act, or the United States Department of Homeland Security.
3. Information obtained via video and CCTV monitoring will be used for safety/security, and law enforcement purposes, however, it may also be used for student/employee investigations when there is reasonable cause to do so.
4. Video and CCTV monitoring of public areas for security purposes will be conducted in a professional, ethical, and legal manner consistent with existing College policies.
5. Monitoring shall be limited to uses that do not violate a reasonable expectation to privacy.
6. Monitoring individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other protected classifications is prohibited.
7. Monitoring will be based on suspicious behavior, not individual characteristics.
8. Video and CCTV monitoring of public areas is limited to uses that do not violate the reasonable expectation of privacy as defined by law.
9. Images and any related data collected by video recording or CCTV are the property of Howard College.

B. RESPONSIBILITIES

1. The Chief Operations and Safety Security Officer and the President of the College are authorized to access all video/CCTV monitoring to enhance and maintain safety and security at Howard College.
2. The four user roles listed below identify those authorized to the video/CCTV security system and the system functions each role is provided.
 - Administrative User: President of the College, Chief Operations and Safety Security Officer, Chief Technology Systems/Data Security Officer, and College Information Technology Department Directors. Full system access, to include access of all district cameras, ability to make system changes and create new user accounts.
 - Power User: Howard College Campus Security. Able to access live footage, recordings, adjust camera view settings, to include access of all district cameras, and provide recorded video to law enforcement in consultation with Chief Operations and Safety Security Officer.
 - Restricted User: Contract Security, Judicial Officers, Coordinators of Residence Education, Assistant Coordinators of Residence Education, Director of Childcare Center, Assistant to Childcare Director, and Executive Dean of the Lamesa Campus. Able to access live footage, recordings, but no access to system settings. Includes camera access to respective campus, building, or department.
 - Standard User: Camera Monitors, Lamesa Dual Credit Advisor/Lamesa Site Assistant, Lamesa Site Assistant, Coordinators of Testing. Able to access live footage only, and no access to system settings. Includes camera access to respective campus, building, or department.

3. Camera users will be trained by the Chief Operations and Safety Security Officer and/or the Chief Technology Systems/Data Security Officer in the technical, legal, and ethical parameters of the appropriate camera use. Camera users will receive a copy of this policy and provide written acknowledgment that they have read and understood its contents. The Chief Technology Systems/Data Security Officer will be notified by the Chief Operations and Safety Security officer when each individual camera user has completed such training to develop a user account and grant access to the video/CCTV security system.
4. Campus Security will monitor new developments in the law and industry standards and protections.

C. PROCEDURES

1. The Chief Operations and Safety Security Officer is authorized to oversee and coordinate the use of video and CCTV monitoring equipment at Howard College.
2. All approved individuals involved in video and CCTV monitoring will perform their duties consistent with policies developed by Howard College.
3. Approved individuals involved in video and CCTV monitoring shall not share their user account information nor
4. Howard College may post signage as appropriate indicating that CCTV equipment is in use.
5. CCTV camera positions and views of residential housing may be limited, however, the use of video and CCTV systems in those areas are a necessity for the preservation and protection of college-owned property and assets. Any view given of housing areas will be similar to what is available with unaided vision. Furthermore, any CCTV view must not violate the standard of "a reasonable expectation of privacy."
6. The CCTV monitoring locations will be configured so as to prevent the tampering with or unauthorized duplication of information.
7. Recorded video images will be stored for as long as storage capacity will allow or as allowed by law, unless retained as part of a criminal investigation or court proceedings (internal, civil and criminal), or other bona fide use as approved by the Chief Operations and Safety Security Officer or the President of the College, in which case it will be retained as appropriate and as needed. Recorded images will be stored in a secure location with access by authorized personnel only. Those recorded devices which are no longer needed for criminal justice or administrative purposes will be destroyed or electronically erased.
8. Video Media will be stored on a secure server with access only by authorized personnel.
9. Individuals authorized to access video/CCTV images while on campus may also access this data with portable smart devices as approved by the Chief Operations and Safety Security Officer or the President of the College.
10. Departmental video/CCTV systems must be approved by the Chief Operations and Safety Security Officer, in consultation with the President of the College. Approved departmental video/CCTV systems will be governed by this policy.

D. Requests for Information Obtained from Monitoring Systems

1. Information relating to ongoing criminal investigations and anti-terrorism must only be released when approved by the Chief Operations and Safety Security Officer, in consultation with the President of the College.
2. Open Records Requests for recorded video must be forwarded to the Chief Operations and Safety Security Officer.
3. Lawful requests (e.g., subpoenas, search warrants) for recorded video must be forwarded to the Chief Operations and Safety Security Officer, then be in consultation with the President of the College.
4. Internal requests for copies and/or information of video recording must be forwarded by a Cabinet Member to the Chief Operations and Safety Security Officer by official memo

or other official documentation. Records of this documentation will be maintained by the Chief Operations and Safety Security Officer.

5. The President of the College may delegate certain authorities as needed.

E. Documentation from Camera Users

1. Any incident that is supported or initiated by video/CCTV will be documented.
2. In the record of the incident, the operator will enter:
 - That CCTV was used on the incident.
 - The specific camera/s used.
 - Any pertinent information gathered by CCTV.

RELATIONSHIP OF FULL-TIME EMPLOYEE TO COLLEGE

EMPLOYEE HANDBOOK

POLICY: 5.1 Guidelines for Recruiting, Screening, and Hiring of Personnel; Recommendations of Current or Former Employees and/or Verification of Employment

ON DATE: May 22, 2023 Revised

A. General

1. The college affords equal opportunity to every individual. It does not discriminate against any applicant or employee because of race, color, national origin, sex, disability, age, religion, veteran status or any other protected status.
2. The college intends to comply with all applicable state and federal laws pertaining to employer-employee relations.
3. When requesting a replacement for a new or vacant position, all supervisory personnel may consider individuals currently under their supervision who may be qualified for advancement.
4. Employees of less than eighteen years of age are only hired when the employing supervisor is willing to accept total responsibility for compliance with federal child labor laws. These laws are available from the Chief Human Resources Officer or the federal government. The employing supervisor will be required to sign a statement accepting total responsibility for said compliance.

B. Procedure

1. Recruitment
 - a. When it becomes known that a position will become available, the supervisor, after obtaining approval from the President, submits a Personnel Requisition form available on the internet to the Chief Human Resources Officer. The requisition contains the date the position will be open, special preparation required, and comments regarding preferred qualifications.
 - b. The Human Resources Office prepares a position notice and posts it for five days prior to advertising externally unless the supervisor requests it to be posted externally at the same time. After this five-day period, the position will be placed on the Internet (www.howardcollege.edu), other external sources, and may be advertised in appropriate places as determined by the hiring supervisor.
 - c. The position will be posted for a minimum of five calendar days before being filled. The administration may omit the five-day posting procedure when there are extenuating circumstances.
 - d. All positions are open until filled. Positions not filled within 60 days will be reevaluated and may be reposted. Applicants not qualified will be notified.
 - e. Applicants' original files are kept in the Human Resources office.
 - f. No employment commitment can be considered binding prior to appropriate processing of the applicant by the Chief Human Resources Officer.
 - g. Applications will be kept on file for one year.
2. Interviewing/Selection
 - a. The Human Resources office obtains and collates the following information on applicants:
 - 1) Application form and resume,
 - 2) Transcripts of college courses, and
 - 3) Completed reference checks.
 - b. Interview Selection Procedures:
 - 1) The Human Resources department will refer applicants to the hiring supervisor.
 - 2) The department head and/or the hiring supervisor will review applications and credentials and select the applicants to be considered for interviews.
 - 3) Requirements for faculty positions in courses designed for transfer are a master's degree with 18 graduate hours in the teaching field. Instructors in courses not designed for transfer must meet education/certification requirements and/or document appropriate work experience. Qualifications are minimum requirements. In addition, applicants for faculty positions will be further screened by comparison with academic training and experience of other applicants. Only those applicants who are selected as best suited for the needs of the specific position may receive a personal interview for the position.

- 4) Non-faculty employees are selected for interviewing on the basis of academic training and/or work experience.
In addition, an applicant is selected who is best suited for the needs of the specific position.
- 5) The department head/or hiring supervisor will review the individuals selected for possible interview and may pre-screen these applicants by:
 - a. placing calls or making contact with individuals on the applicant's reference lists, former employer list, and/or
 - b. contacting persons that could be familiar with the applicant that are not on the applicant's reference or employer lists.
- 6) Reference checks are required on all full-time employees. Reference checks will be made and recorded using the prescribed form and format provided by the Human Resource Department. Reference checks will be made by the Cabinet member or designee.
- 7) A minimum of three prior employer references will be contacted during the screening/reference check process.
- 8) Personal references may also be obtained and may be substituted for employer references if three employer references are not available. Personal references should include individuals who can verify the applicant's character (i.e., pastor, business associate, co-worker, teacher, school counselor, etc.). The President will pre-screen applicants for Cabinet level positions. Reference forms must be filed in the Human Resources Office.
- c. A prospective candidate for a position is usually invited to the site for a personal interview with the appropriate supervisor, administrator, and/or the President.
- d. Once a candidate has been selected for employment and references have been completed the hiring supervisor requests a salary figure from the Chief Human Resources Officer. New employees are allowed to bring in a maximum of 20 years' experience (see Broadbanding in appendix). Faculty positions: Faculty Credential forms must be submitted for approval prior to requesting a salary figure. After receiving a salary figure, an inquiry is made by the supervisor to determine if the prospect is indeed interested in coming to work at the college pending successful completion of any required tests based on provisional letter guidelines for exempt employees and a 60-day probationary period for non-exempt employees. If the prospect replies in the affirmative, the Cabinet member or designees will then check references at the last place of employment if the employer has not been previously contacted.
- e. All applicants may be subject to a criminal background check prior to employment with the district. The applicant's signed release will be obtained. If more information is needed to process the criminal background check, the Human Resource department will contact the applicant. If the position being filled requires a criminal background check, this will be done before the official offer of employment is extended to the applicant. Background check information will be kept confidential in the Human Resource office.
- f. All Bus drivers (CDL required) and Level 3 security applicants will be subject to a pre-employment drug test.
- g. Sex Offender Registration: See policy 1.4.
- h. The college will require that specific positions pass a post-offer, pre-employment physical assessment by a licensed physical therapist or physician of the college's choice. This test is to assure that the prospective employee possesses the ability to perform the required elements of the job. Prospective employees who do not pass this test will have the offer of employment retracted by the college. This test will be provided at the college's expense. Candidates for other positions of employment within the college may also be required to pass a similar test if in the opinion of the college the job requirements and demands warrant such a test. Candidates for these positions who fail the test will similarly have the offer of employment retracted. There may be situations where the employee may be re-tested after employment. Certain physical requirements are required for specific positions. Employees who successfully pass the pre-employment test are required to maintain those physical standards to remain employed in that position. If circumstances cause a supervisor to

question the physical capability of an employee in their position, that supervisor may recommend to the appropriate administrator that the employee be re-tested. This request will also be reviewed by the Chief Human Resources Officer. Employees' refusal to be retested may be grounds for termination.

- i. Human Resources will notify the hiring department if the applicant is eligible for hire. No formal offer of employment may be extended until "eligibility for hire" notification is given by the Human Resources department.

3. Commitment to Employ

Note: No employee may begin working at Howard College until all required documentation is on file and all procedural requirements have been met. Any questions regarding this section must be cleared with the Chief Human Resources Officer in advance.

- a. The Human Resources department will complete a file after the justification for the selection of the individual employed has been submitted from the hiring supervisor on the Recommendation for Employment form. If transcripts are not official, the employee must request that official transcripts be sent to the Human Resource Office. If transcripts are not received within 90 days after the employment start date, the employee may be placed on unpaid leave until transcripts are received.
- b. Business Office records are checked for any outstanding charges the new employee may have as a former employee or student. If outstanding charges are found, the employee will be notified that deductions will occur from their monthly check until all outstanding charges are recovered.
- c. The Human Resources office may issue provisional letters of employment to exempt employees after all required paperwork has been completed and presented to Human Resources. Letters of employment for non-exempt employees may be issued only after the 60-day probationary period evaluation has been received and all required paperwork has been completed in Human Resources.
- d. The President informs the Board of Trustees of the selection of exempt individuals to approved positions in the budget. If the position has not been previously approved in the budget, the President will submit the position to the Board of Trustees for approval prior to the selection of an employee. Cabinet members must be approved by the board before final hiring.

4. Travel Reimbursement

- a. Candidates who are offered and accept employment with the college may receive reimbursement for travel to the interview.
- b. Candidates who are offered employment, but decline will not receive reimbursement for travel to the interview.
- c. Candidates who are invited for an interview but are not offered a position will not be reimbursed for travel to the interview.
- d. Phone and video interviews may be used as appropriate.
- e. In instances where a candidate is invited for a second interview, approved costs may be paid by the college. Prior arrangements must be made with the President if reimbursement is to be considered.

C. Recommendations of Former or Current Personnel and/or Verification of Employment

If an employee is contacted by an outside individual seeking a reference for a current or former employee, the employee should inform the individual that it is the policy of the college that all official recommendations of current or former employees and/or verification of employment will be made only by the college's Human Resource department. College personnel that choose to make personal recommendations of former or current employees personally assume all risks and liability associated with these recommendations.

EMPLOYEE HANDBOOK

POLICY: 5.2 Salary Determination and Distribution

ADOPTION DATE: May 23, 2022 Revised

It is the Board of Trustees intent to provide college employees adequate salaries and a well-planned program of benefits to enable them to live in dignity and to facilitate the college in attracting, employing, and retaining personnel who are capable and willing to implement programs that fulfill the philosophy, principles, and objectives of the college.

Definition of Full-Time Employee

Non-faculty full-time exempt employees can be employees who work at least 30 or more hours per week. Employees who are scheduled to work less than a 38-hour work week (36-hour during summer schedule) will have their work schedule set by their immediate supervisor. Such schedules must also be set so as to provide essential services to college clients and customers in the most effective manner. For any given employee whose regular work week is less than 38 hours (36 hours during summer schedule), his/her pay will be adjusted accordingly. Full-time non-exempt employees are those employees who work at least 38 hours per week (36 hours during summer schedule).

All non-faculty pay schedules are based on 38 hours per week (36 hours during summer schedule), which will include 8:00 a.m.– 5:00 p.m., Monday through Thursday and 8:00 a.m. -- 3:00 p.m. on Friday for the Fall and Spring semesters. Summer hours for full-time employees will be 7:30 a.m. – 5:00 p.m., Monday through Thursday. This schedule may vary depending on the site location to meet the needs of the community served. In some instances, the job description of an individual position will require different hours to address services required for students, staff, and/or the community. These schedule variations must be approved through the regular approval channels for job description updating or position approvals.

Faculty Positions

Base salaries for all full-time faculty are determined by a uniform salary schedule, based upon formal education and relevant experience (see appendix for current faculty salary schedule). New employees may bring in up to 20 years' experience. In addition to the base salaries, faculty teaching load can result in additional pay for the faculty member (see policy 6.6).

Faculty are required to work a minimum of 38 hours per week.

Employment terms and/or stipends may vary due to specific program expectations and/or additional administrative duties.

Other Exempt and Non-Exempt Positions

Salaries for other exempt and non-exempt positions are determined by a formula (see appendix for Broadbanding) based on the job description. Each position is evaluated relative to education required, minimum experience, complexity of duties, impact, supervision of others, contacts with others, and physical effort/conditions. After this evaluation, the position has points assigned resulting in placement on appropriate salary schedules (see appendix for salary schedules). New employees may bring in up to 20 years' experience.

Special Assignments

Compensation for special assignments will be determined by the appropriate administrator and approved through the budgeting process.

Salary Supplements

In rare situations, a salary supplement may be given to a designated position by an individual or entity as a gift, grant, donation or other consideration. Any gift, grant, donation or other consideration from an individual or entity that is designated to be used as a salary supplement for an employee of the Howard County Junior College District cannot influence decision-making or actions of the employee or

the college in the favor of the individual or entity providing the salary supplement. Posting of the salary supplement will be on the college's website according to state law.

Salary Distribution

Salaried employees who are not temporary will be paid over 12 months regardless of the term of employment. Employees who separate from employment will be paid for all work performed. This policy does not change the employment status of at-will employees.

All full-time employees are required to participate in direct deposit which they will set up in their Greenshades account.—Direct deposits post to the employees account on the first banking day of the month unless otherwise specified by the employee's banking institution.

New full-time employees, excluding faculty whose employment term is less than 12 months (see below), that are hired prior to the monthly payroll due date will receive their first paycheck on the designated pay day of the following month.

New full-time faculty whose employment term is less than 12 months and who begin on the faculty contract/letter start date will receive their first monthly compensation on the October payday. New faculty whose employment term is less than 12 months who begin employment prior to the faculty contract/letter start date will receive a partial check on September 1.

Personal requests for payroll cash advances will not be processed/approved. These transactions are considered loans against future payroll earnings are not permissible due to statutes and laws governing these types of loans.

A \$5.00 administrative fee will be charged each month to employees who have monies withheld from their earnings for IRS levies, child support, and student loan defaults as per Texas Family Code - Chapter 158. The \$5.00 monthly charge will be withheld from the earnings.

Sign Language/Interpreting

Exempt and non-exempt employees, other than staff interpreters, who hold state or national Interpreter Certification and are willing to assist with interpreting will receive additional compensation only for hours worked outside their regularly scheduled workday. Faculty will receive compensation only for hours worked in excess of the hours per week required by the position held. Compensation for interpreting will be paid based on the level of certification held by the employee at the rate of \$30 per hour for master's Level, \$25 per hour for Advanced Level and \$20 per hour for Basic Level Certification.

Career Pathing

Career pathing is an opportunity for an employee to gain new experiences or assume additional responsibility. It is an opportunity for the college to effectively complete different projects or try new enterprises.

A full-time employee becomes eligible for career pathing after 12 months of satisfactory performance in their current position. The career path an employee takes must be developed by the supervisor with input from the employee to include specific goals, timelines, and action plans. A career pathing opportunity may be proposed in writing or in conversation by a supervisor to an employee or by an employee to a supervisor. The President will review the career pathing written proposal, determine the need, and, if need is established, will determine the compensation. Compensation will be made in monthly payments at the regular pay period. In the case of non-exempt employees, the career pathing will be compensated monthly as overtime hours. Most career path decisions will be made in the summer during the budget process.

The length of time for a career path project could range from three (3) months to two (2) years, depending on the need and the employee's schedule and availability. The employee is expected to complete the full workday as prescribed by the current position held. Career pathing is an opportunity for extra work above and beyond the workday.

If a project is continued after its initial timeline, the project will be evaluated to determine the need for it to be included in the full-time job description. If it is determined that the project should become a part of the full-time job description, the position will be re-evaluated for broadbanding purposes with those responsibilities included.

Career pathing is represented as a choice to the employee and is not mandatory. The proposal must be an activity of benefit to the college district. The employee has the right to withdraw from the career pathing and continue in his/her current position. The college can also decide that the arrangement

is not working and can discontinue the career pathing project. If a person leaves a position, the responsibilities that were added as a result of career pathing may or may not remain in that position.

EXAMPLE: John Doe is asked to serve as the auditor for an educational pilot program that is funded by a grant. The pilot program is for one year. He is compensated monthly during the one-year period. ENDING #1: At the end of the year, the program is implemented as a permanent program and John is asked to continue as auditor. It becomes a part of his job description, and the position is re-evaluated for broadbanding purposes. ENDING #2: At the end of the year, the program is not continued. John continues in his position as before.

EMPLOYEE HANDBOOK	
POLICY: 5.3 Benefits	ADOPTION DATE: June 26, 2023 Revised

INSURANCE

All full-time employees eligible to participate in TRS or ORP are eligible for insurance benefits through the Employees Retirement System of Texas (ERS). Some coverage may be covered under the IRS Code 25 cafeteria plan. Information concerning these plans and other employee benefits may be obtained from the Human Resources office. Employees or eligible dependents will have the option to convert medical and dental coverage to individual policies at their own expense upon termination of their relationship with the district. The policies will be administered according to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). Insurance benefits paid for and provided by the HCJCD cannot be continued throughout the summer months following a resignation if the employee does not continue receiving compensation through the summer months.

RETIREMENT PROGRAMS

All full-time employees (with the exception of return-to-work retirees) are required to belong to the Teacher Retirement System of Texas (TRS) or to the Optional Retirement Plan (ORP). Part-time employees belonging to TRS through another employer are required to include their college earnings in the retirement plan. Persons intending to withdraw from the retirement program may initiate withdrawal procedures upon receipt of the final paycheck. A supplemental retirement program is available for those who wish to participate. The Financial Benefits Committee monitors the program.

The employee can withdraw the personal contribution to TRS when he/she is no longer a college employee. However, if an employee remains with the college for a minimum of five (5) years, he/she has a vested interest and is entitled to receive the benefits from it upon retirement. Complete information regarding the Teacher Retirement Program is available in the Human Resources office or online @www.trs.texas.gov.

Those persons eligible for the ORP may enroll with any carrier approved by the State of Texas and the district. Only those companies shown on the List of 403(b) Certified Companies on the Teacher Retirement System web site will be considered for approval. If a company is removed from the TRS list, they will immediately be removed as an active carrier. Only those employees using that carrier at the time they become inactive may continue to use the carrier. A complete list of approved ORP carriers is available in the Human Resources Office. The district chooses to limit each carrier's representatives, including brokers, to two (2) per city based on site location. The district and the carrier will mutually approve agents. The carrier or its respective agents may be removed from the active list by action of the Financial Benefits Committee at any time. Employees transferring from other schools are required to select an ORP carrier from the district's list.

Return-to-work TRS retirees may be subject to a TRS Care and/or pension surcharges based on their retirement date. More information regarding TRS surcharges can be found on the TRS website.

RETIREMENT PLANNING

District employees considering retirement should give advance notice so that the Human Resources Office may provide assistance in obtaining information associated with retirement benefits (insurance & annuities).

TAX-DEFERRED ANNUITIES

Under the provision of public law, an employee of the college may be eligible to purchase a tax-deferred retirement annuity. While the annuity is being purchased, the employee does not pay current income taxes on the amount deducted from his/her salary for the annuity premium. Taxes will be paid on the deferred annuity at the time of withdrawal.

If the employee signs an agreement for a tax-sheltered annuity program, his/her current salary is reduced by whatever amount is stated on the agreement. This is defined as a reduction rather than a deduction to comply with the current tax regulations. Interested employees may obtain information on annuity programs, including a list of approved carriers, from the Human Resources office. A carrier may be removed from the active list by action of the Financial Benefits Committee at any time. Only those companies shown on the List of 403(b) Certified Companies on the Teacher Retirement System web site will be considered for approval. If a company is removed from the TRS list, they will immediately be removed as an active carrier. Only those employees using that carrier at the time they become inactive may continue to use the carrier.

SOCIAL SECURITY

All full-time employees are covered by Social Security. The necessary salary deductions are made each month and members are entitled to all benefits of the plan.

WORKER'S COMPENSATION

All district employees are covered by workers' compensation insurance while in the course and scope of their duties for the district. Workers' compensation insurance pays for medical bills resulting from injuries or illness an employee incurs while in the course and scope of his/her duties with the District. Workers' compensation also pays a partial salary continuation benefit for time lost from work as the result of an eligible work-related injury or illness. The length and amount paid are governed by State law. For injuries resulting in long term or permanent disability, the employee may be eligible for other payments as governed by State law.

Reporting Responsibility:

Any employee who experiences an on-the-job injury is required to notify his/her supervisor and the Chief Human Resources Officer as soon as possible after the incident occurs. The employee is required to complete the Injury Report and submit it to the Chief Human Resources Officer. If the employee is unable to report the injury or complete the Injury Report, the supervisor and/or co-worker should report the incident immediately to the Chief Human Resources Officer.

Lost Time:

It is the policy of the district that if an employee is disabled or unable to work because of an occupational accident, the employee shall be compensated as follows: Employees will be paid by the college during the seven-day "waiting period" as defined by workers' compensation if the employee has accrued sick leave or vacation to cover the period. If the employee does not have accrued sick leave or vacation to cover the seven-day waiting period, that period will be without pay. Employees receiving pay under the workmen's compensation program will **not** receive salary compensation from the college during the period that they are being paid by workers' compensation.

LEGAL SERVICES

The Board of Trustees may authorize legal service for employees who are sued for actions that occur in the performance of their assigned duties. Information may be obtained from the Chief Human Resources Officer. Employees are encouraged to consider legal insurance available through for the Texas Community College Teachers Association.

EDUCATIONAL AND WELLNESS BENEFITS

Employees eligible for participation in the college insurance and retirement plans (as defined by the Employee Retirement System) may take advantage of several fringe benefits outlined below:

Credit Classes

Tuition costs may be waived for Trustees, employees and part-time employees eligible for ERS insurance benefits for a total of 6 hours per semester. Trustees, employees and part-time employees eligible for ERS insurance benefits are required to pay course fees, student service fees, building use

fees, lab fees, as well as books, kits, or other supplies required for a class. Trustees, employees and part-time employees eligible for ERS insurance benefits that have resigned or whose tenure/employment is not expected to continue through the semester are not eligible to participate in either the Tuition Waiver or the Trustees/Employee's Dependent Scholarship program.

Eligible dependents, as defined by the Employee Retirement System and/or the U.S. Department of Education Financial Aid Program, may be provided a scholarship to cover a portion of the cost of enrolling in courses for credit. In-District eligible dependents will receive a \$150.00 scholarship and Out-of-District eligible dependents will receive a \$180.00 scholarship will be applied before other aid. The eligible dependent is required to pay appropriate tuition, course fees, student service fees, building use fees, as well as books, kits, or other supplies required for a class.

Classes taken for audit purposes only cannot be covered through this program.

Trustees, employees, and part-time employees eligible for ERS insurance benefits or dependents who withdraw from all classes or fail to achieve a 2.0 semester grade point average (GPA) on courses paid in whole or in part from the Employee Scholarship program will be required to self-pay for courses the next semester. The Employee Scholarship will be reinstated once a Trustee, employee, or part-time employee eligible for ERS insurance benefits or his/her dependent(s) complete a semester of course work with a 2.0 GPA or above.

Non-Credit/Continuing Education Classes

Trustees, employees and part-time employees eligible for ERS insurance benefits may enroll in continuing education classes at 50% of the standard tuition and fees unless otherwise notified.

Dependents of Trustees/, employees/, and part-time employees eligible for ERS insurance benefits are not eligible for the tuition reduction for continuing education classes. Students will be required to pay for books, kits, or other supplies required for class.

Fitness Center

Trustees, full-time employees, part-time employees, or retired employees and their dependents over the age of 18 may use the fitness center at no charge. Trustees, full-time employees, part-time employees, or retired employees using the Fitness Center under this arrangement will not receive college credit. Trustees, full-time employees, part-time employees, or retired employees wishing to receive credit may enroll under the Employee Scholarship program described above. Eligible dependents may enroll in the Fitness Center for credit under the Trustees/employee scholarship program.

Full-time non-employees of Howard College whose employer requires them to office on a Howard College campus will be given a discounted rate of \$75 per year. The discounted rate does not apply to dependents of the full-time non-employee. All full-time non-employees wishing to receive college credit may apply and enroll as a Howard College student.

EMAIL USAGE

Retired employees have access to Howard College's Microsoft Outlook email.

EMPLOYEE COUNSELING

Benefits are available through the insurance program for employees that are having difficulty in coping with a personal problem.

STAFF DEVELOPMENT INCENTIVE PROGRAM

The college has a voluntary staff development incentive program. The program has two categories: Wellness and Student/Community. Information about the program requirements are distributed each June. All full-time employees may participate in the staff development program.

The reward of each employee that completes the staff development program will be one vacation day. Employees that meet the requirements of the staff development program will receive the award in the month of June. Awards do not have to be used that fiscal year and can be carried forward. Awards can accumulate and can be used for vacation, personal or sick leave purposes. A single award cannot be used in increments but must be used in its entirety due to record keeping procedures. The employee must submit the form to claim the time as well as enter the time in the online time keeping system. Employees should inform supervisors of intentions to use staff development awards as an addition to regular leave in any given year. Lost forms will not be reissued. Upon leaving the institution, unused staff development forms cannot be submitted as a claim for reimbursement.

CHILDREN AT WORK

Employees should not bring children to the site and leave them unattended while involved in work or site business during regular working hours. Children should not attend work with their parents. In the event of a temporary, unusual circumstance, an employee should discuss the issue with the respective cabinet member. On the Big Spring site, a childcare center is available for employee's children depending on space.

PREGNANT WORKERS FAIRNESS ACT (EFFECTIVE JUNE 27, 2023)

The Pregnant Workers Fairness Act (PWFA) provides consideration of reasonable accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an "undue hardship". An employee seeking a PWFA accommodation should contact the Chief Human Resources Officer at 432-264-5100 to begin the interactive process.

RIGHT TO EXPRESS BREAST MILK IN THE WORKPLACE

Effective September 1, 2015, per HB 786, the college will make reasonable accommodations for the needs of employees who express breast milk for one year after the child's birth. A reasonable amount of break time will be provided. One 15-minute break during each half of the work shift will be allowed with pay. The employee must submit leave for any additional time taken. A location will be provided that is shielded from view and free from intrusion from other employees and the public.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee notify the college if they believe the college is out of compliance in providing breaks for a nursing mother. The employee must give the college 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact the Chief Human Resources Officer at 432-264-5100.

EMPLOYEE HANDBOOK	
POLICY: 5.4 Additional Education and Certification	ADOPTION DATE: February 26, 2007 Revised

REQUIRED ADDITIONAL EDUCATION FOR FACULTY

Faculty are hired with the appropriate credentials for teaching in a discipline. However, changes in regulations or technology sometimes makes it necessary for a faculty member to return to school for additional credentials. If the college requires a faculty member to return for additional course work that was not a condition of initial employment, the college may pay the tuition, fees, and travel to an area university or for distance learning if grant funds are available. These hours may be applied to placement on the faculty salary schedule.

REQUIRED ADDITIONAL CERTIFICATION

When persons are required by the college to attain state or national certifications (EPA certification, HAZMAT certification, DACUM Facilitator, etc.) that are not currently required by the position, the college will pay the costs associated with attaining the certification. Persons who earn these required certifications will receive a one-time monetary allocation upon completion of certification requirements. The Administrative Cabinet will determine the need for special certifications and the allocation amount.

A non-exempt or exempt position is not usually rebanded when an employee receives professional development that upgrades existing skills. If the skill base is considerably broadened, rebanding will be considered.

ELECTED ADDITIONAL EDUCATION FOR FACULTY

Course approval for salary increments: The college wants to encourage each faculty member to seek additional graduate credit in areas that will enhance the instructional expertise. These guidelines are not intended to inhibit graduate enrollments.

To be certain the courses taken can be used to earn incentive pay, please follow these guidelines:

1. Instructors working on advanced degrees in their teaching fields at regionally accredited universities shall have all courses on their official degree plans approved, except courses taken to meet language requirements.
2. Courses, which are not part of a degree plan, need to be approved on a course-by-course basis. Random graduate courses and graduate education courses will be approved only if a clear relationship exists between the course's content and the instructor's assignment.
3. As a general policy, eighteen hours is the maximum number of hours to be earned in any one year. Three hours will be approved during each long semester and twelve hours each summer.
4. As a courtesy to the college, an employee should inform the appropriate administrator if the employee plans to accumulate enough hours to move over on the salary schedule before the next contract/letter is issued. To be included on the contract/letter, the courses must be completed, and a grade received prior to the beginning of the fall term. Official transcripts must be provided to the Human Resources office.
Exceptions to these guidelines, either in hours or course subjects approved, shall be made in writing to the president for approval.

COLLEGE AND CERTIFICATE ALLOWANCES

The following guidelines should be followed when taking classes (at Howard College/SWCD or at another institution):

1. An employee planning to enroll in college courses during required work hours or courses that could impact the employee's required responsibilities must receive approval from their supervisor prior to enrollment.
2. As a general policy, an employee may take six hours in a long semester and three hours per summer session for courses taken during the required work hours.
3. As a courtesy to the college, an employee should inform the appropriate administrator, prior to enrollment, if the employee plans to enroll in courses outside of the required work hours.
4. If an employee takes a course during regular work hours, the time away from work should be made up in the same week.
5. Employees taking classes should not work on assignments during regular work hours except during breaks.
6. Employees should avoid using college supplies/equipment to complete an assignment, i.e. copy machine, paper, etc.
7. The copy machine may be used if the employee wishes to pay the required copying charge. Copies made on district equipment must be paid for at current public rate (see appendix).
8. If the additional education results in changes to the employee points, the courses must be completed, and a grade received prior to the beginning of the fall term to be effective on the next year's letter/contract.

EMPLOYEE HANDBOOK	
POLICY: 5.5 Professional Growth, Development, Training and Meetings	ADOPTION DATE: June 26, 2023

NEW EMPLOYEE ORIENTATION

All new employees are required to attend. Two (2) orientations are held each fiscal year. Each new employee will be scheduled to attend the next orientation following his/her date of hire.

ANNUAL REQUIREMENT

Howard College recognizes the need for the continued professional growth and development of all employees. Changes in educational, business practices, expectations of governing and regulating bodies, technology and institutional procedures require continued updating of knowledge and skills. Individual employees must take the initiative in promoting their own growth and development. While some institutional funds are available for these activities, all employees are responsible for their own continued professional development. Application for institutional funds is made through the appropriate site administrator. Additional professional development opportunities throughout the year are announced via email to college employees and are also available in the online training platform. All employees are required to complete four (4) hours of professional development annually as well as completing required training each year. Documentation of this professional growth must be submitted to the appropriate supervisor. Forms are available in the Hawk Hub.

Additional professional growth activities may include but are not limited to:

- Teleconferences or telecourses.
- Workshops, seminars, and/or short courses to develop new skills (see Policy 5.4).
- Scholarly papers presented at the local, regional, state, and/or national level. A paper is defined as any work of original thesis or proposition that may or may not involve extensive research.
- Publication of books, articles, and papers.
- Active participation in professional associations and organizations at the local, regional, state, and national level.
- Service to the college - providing programs or workshops for students, staff, or faculty or development of new instructional materials and/or courses.
- Service to the community - providing programs or workshops to organizations or civic groups.
- Writing and submitting a grant or assistance with writing and submitting a grant unless it is part of the employee's job description.
- Completion of approved college courses (see Policy 5.4).
- Occupational/work experience - must pertain to the employee's immediate area or related field. Work experience, excluding Howard College appointments, shall include but not be limited to outside instruction, summer or part-time employment, salaried/non-salaried, or contract work. Since the goal of occupational/work experience is to refine, develop, or update skills, diversification in work experience shall be encouraged (see Policies 6.1, 7.1, 8.1).

The continued professional growth and development of faculty is necessary for institutions of higher education to continue to provide educational programs that include new developments and knowledge in academic disciplines, reflect new instructional programs and public service techniques and strategies, and meet changing needs and expectations of students. Individual faculty members must take the initiative in promoting their own growth as teachers, scholars, and, especially in professional and occupational fields, practitioners.

SUPERVISOR TRAINING

New supervisors are required to attend. Trainings are held each fiscal year. Each new supervisor will be scheduled to attend the trainings following his/her date of hire or promotion.

REQUIREMENT FOR FACULTY TEACHING INTERACTIVE TELEVISION COURSES

Faculty teaching via interactive television (ITV) for the first time must attend a training orientation prior to the course start date. Training for faculty teaching via interactive television (ITV) will include training in the use of ITV equipment as well as teaching techniques appropriate to the ITV classroom. Training requirements for faculty teaching online courses are detailed in Policy 6.16.

MEETINGS

General convocations are called by the area administrator or president. Attendance at meetings and professional development meetings is required. Employees may be convened by their respective administrators.

EMPLOYEE HANDBOOK

POLICY: 5.6 Leaves of Absence

ADOPTION DATE: August 1, 2022 Revised

A. Holidays

Holidays for employees will be set by the president and announced by memorandum at the beginning of each fiscal year. If a college holiday occurs on a day that is outside of the employee's normal work schedule, the employee is not entitled to recover the holiday missed. Employees are credited with holiday hours for the time they would normally be scheduled to work on the day the holiday falls.

B. Development Leave

Employee development leaves (without salary) may be granted by the president with approval of the Board of Trustees for a period of not less than one semester or more than one year. A faculty development leave will be granted only if a suitable substitute can be found for the faculty member who requests leave. Substitutes will be made aware of the temporary nature of the position. An employee must have been with the district at least two years to be eligible for development leave. An employee requesting a leave of absence should prepare a written request describing the details of the requested leave (purpose, length, and other pertinent details). The written request should be directed to both the appropriate administrator and the president and should be submitted well in advance in order for proper arrangements to be made and for Board approval.

C. Sick Leave

All full-time employees may accumulate a maximum of 720 hours of sick leave. Sick leave accrues at the rate of 8 hours per month of service. The monthly sick leave credit may be pro-rated if the employee's work week is less than 38 hours. The following regulations apply to sick leave:

1. One-half month or more full-time employment is considered a complete month in computing earned sick leave. Less than one-half month of full-time employment is disregarded.
2. Credit for sick leave accumulates during leaves of absence with pay.
3. An employee must enter sick leave on a weekly basis in the online time keeping system. In cases of elective hospitalization prior approval must be obtained. In all cases of elective hospitalization, a physician's statement of immediate necessity may be required.
4. An employee may be required to furnish a doctor's release. Each supervisor and/or the Chief Human Resources Officer will have individual discretion over these instances.
5. Sick leave with pay is allowed a full-time employee for absence from work for which he/she has been scheduled during the employee's normal work week up to the amount of his/her earned credits when the absences are due to the following:

An employee will be allowed reasonable time with sick leave for medical or dental appointments if it is not possible to schedule the appointment on his/her own time. Requests for such time off should be made as far in advance as possible by notifying the supervisor.

6. Illness or injury should be reported to the employee's immediate supervisor as soon as possible. An employee planning to return to work following sick leave should notify his/her supervisor as early as possible of the employee's return time. Actual hours missed are charged to sick leave.
7. An employee who transfers from one department to another maintains the balance of his/her unused sick leave.
8. Sick leave will be deducted from the employee's accumulated sick leave in accord with the employee's regular work schedule.
9. An employee is not entitled to take sick leave with pay except when he/she or a member of his/her immediate family is actually ill. (Immediate family is defined as: mother, father, sister, brother, spouse, child, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law,

grandmother, grandfather, son-in-law, daughter-in-law, stepmother, stepfather, stepchild, niece, nephew, aunt, uncle, or a person who occupies a position of significance, living in the same household or, if not in the same household, are totally dependent upon the employee for personal care or services on a continuing basis. Any extenuating circumstances will be reviewed on a case-by-case basis and must be approved by the President prior to the leave of absence.

Malingering and other abuses of sick leave privileges constitute grounds for dismissal.

Accumulated sick leave does not constitute a claim for reimbursement when one's employment is terminated with the district except in the case of retirees (see #10).

10. Employees who are retiring may use up to the equivalent of four weeks (152 hours based on a 38-hour week base) of their accrued sick leave immediately preceding their retirement date or be paid the equivalent in their final check. If the employee chooses to be paid, they must receive payment in the same fiscal year as retirement.
11. Employees who change from full-time to permanent part-time with no break in service may carry over unused sick leave and use it as needed. However, once the employee changes from full-time to part-time, no sick leave may be earned or accrued.
12. If a college retiree returns to work in a benefits eligible position within 2 years of retirement, the balance of their sick leave at retirement will be reinstated.

D. The Family and Medical Leave Act (FMLA)

- (a) If at any time, when an employee becomes eligible for leave under this subsection, the college and any shared-service agreements in which it participates as fiscal agent employer have a combined total of fifty employees within seventy-five miles of any college or above-described co-op facility, the following provisions of the Family and Medical Leave Act apply.
- (b) Any employee who has been employed by the college for at least twelve months and for at least 1,250 hours of service during the twelve months immediately preceding the date when leave is requested to commence shall be eligible for the following described FMLA leave.
- (c) The leave shall be granted for any of the following qualifying events:
 1. The birth of a child or the need to care for a newborn child of the employee;
 2. The placement of a child with the employee for adoption or foster care;
 3. The need for the employee to care for a child, spouse, or parent with a serious health condition;
 4. The employee's own serious health condition if it makes the employee unable to perform the functions of his job.
- (d) If an employee becomes eligible for FMLA leave the unpaid FMLA leave shall commence when the employee exhausts all accrued leave. In the event the employee is eligible for the Sick Leave Pool, FML (Family Medical Leave) will run concurrent with the Sick Leave Pool. Notice to the employee of this fact shall be given to the employee by the Chief Human Resources Officer at the time of the requested leave, or as soon thereafter as the Chief Human Resources Officer learns the leave is FMLA eligible.
- (e) During the time of FMLA leave, all college health benefits shall be afforded as if the employee had continued to work, with the college continuing to pay the employer portion of any health care premium. The employee shall continue to pay all premium payments as if the employee were continuing to work instead of taking the leave.
- (f) The college may recover its share of healthcare premiums paid for the employee if the employee does not return to work for any reason other than the continuous serious health condition of the employee or the employee's immediate family or another reason beyond the employee's control. The employee shall be considered as having returned to work 30 calendar days after return to work.
- (g) The college may require that the employee present a certification of fitness to return to work if the absence was caused by the employee's own serious health condition. The college may delay storing the employee to employment until it receives a certificate relating to the health condition that caused the employee's absence.
- (h) The taking of FMLA leave shall not result in the employee losing any benefits that accrued prior to the start of the leave.

- (i) Leave shall be determined based on the needs of the employee and may be granted for an amount of time not to exceed twelve work weeks during any twelve-month period.
- (j) The college shall calculate the twelve-month period and twelve-week leave entitlement as follows: Howard College/SWCD chooses the “rolling” 12-month period measured backward from the date an employee uses any FML for determining the 12-month period.
- (k) If at any time the Board of Trustees elects to change the manner in which FMLA entitlements are calculated, the President shall give 60 days’ notice to all employees during any transition period. The employee shall be entitled to a calculation under whichever method affords the employee the greater entitlement during the transition period.
- (l) If both spouses are employed by the college, each may request FMLA, but the combined leave may be limited to a total of twelve weeks if the leave is for:
 - 1. birth of the employee’s child or to care for the child after birth;
 - 2. placement of a child with the employee for adoption or foster care or to care for the child after placement;
 - 3. care of the employee’s parent with a serious health condition.
- (m) FMLA leave may be taken intermittently by non-instructional employees as follows:
 - 1. Leave may be taken in separate blocks of time due to a single qualifying reason, such as a reduced leave schedule with a lesser number of days per work week or a lesser number of hours.
 - 2. Leave taken after the birth or placement of a child for adoption or foster care may be taken intermittently if the college agrees. If, however, the parent has a serious health condition or other qualifying cause apart from the care of the child, this section shall not apply.
 - 3. Leave may be taken intermittently on a reduced leave schedule when medically necessary for planned or unanticipated medical treatment of a related serious health condition by or under the supervision of a health
 - 4. care provider, for recovery from treatment or recovery from a serious health condition, or to provide care or psychological comfort to an immediate family member with a serious health condition.
 - 5. If the employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or family member, including during a period of recovery from a serious health condition, or if the college agrees to permit intermittent or reduced schedule leave for the birth of a child or for the placement of a child for adoption or foster care, the college may require the employee to transfer temporarily during the period of intermittent or reduced leave schedule to an available alternate position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee’s regular position. The alternative position must have equivalent pay and benefits.
- (n) For instructional employees desiring to take intermittent leave or leave on a reduced schedule to care for a family member or for the employee’s own serious health condition, which is foreseeable based on planned medical treatment, and the employee would be on leave for more than twenty percent (20%) of the total number of working days over the period leave would extend, the college may require the employee to choose either:
 - 1. to take leave for a period or periods of a particular duration not greater than the duration of the planned treatment; or
 - 2. to transfer temporarily to an available alternative position for which the instructional employee is qualified, which has equivalent pay and benefits, and which better accommodates recurring
 - 3. periods of leave than does the employee’s regular position.
 - 4. The above-described policy applies only to leave involving more than 20% of the working days during the period over which the leave extends. If the instructional employee desires to take leave for 20% or less of the working days during the leave period, the college shall not request transfer of the employee to an alternate position.
- (o) If an employee does not give notice of foreseeable FMLA leave to be taken intermittently or on a reduced leave schedule, the college may require the employee to take leave of a particular

- duration or to transfer temporarily to an alternative position or require the employee to delay the taking of leave until the thirty-day notice provision is met.
- (p) If an instructional employee requests to take leave more than five weeks before the end of the semester, the college may require the employee to continue to take leave until the end of the term, if the leave will last at least three weeks and the employee would return to work during the three-week period before the end of the term.
 - (q) If an instructional employee requests to take leave more than five weeks before the end of the term for a purpose other than the employee's own serious health condition, and the employee will return during the five-week period before the end of the term, the college may require the instructional employee to continue to take leave until the end of the term, if the leave will last more than two weeks and the employee would return to work during the two-week period before the end of the term.
 - (r) If an instructional employee begins leave for a purpose other than the employee's own serious health condition during the three-week period before the end of the term, and the leave will last more than five working days, the college may require the employee to continue taking leave until the end of the term.
 - (s) Salaried employees who are among the highest paid 10% of all the employees of the college at the time of the request for leave need not be restored to the same position if to do so would cause substantial and grievous economic injury to the operations of the college. If the college believes reinstatement should be denied to such an employee, it must give written notice of this fact to the employee at the time the employee gives notice of the need for FMLA leave. At the same time, the college must fully inform the employee of the potential consequences with respect to reinstatement and maintenance of health benefits, if the college should determine that substantial and grievous economic injury to the college operation will result if the employee is reinstated upon return.
 - (t) No employee of the college shall interfere with any employee's rights under the law or this policy to request or assert a right to FMLA leave.
 - (u) Notice of FMLA entitlements shall be posted in all facilities where employees work and where employees can read it. If a significant number of employees are fluent in another language, the notice shall appear in that language as well.
- (v) Military Family Leave Entitlements (National Defense authorization Act for FY 2008, as amended)

1. Military Caregiver Leave:

Eligible employees (spouse, son, daughter, parent, or next of kin of service member) may take up to 26 work weeks of unpaid leave during a "single 12-month period" to care for a covered service member with a serious injury or illness. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. A serious injury or illness is one that was incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating.

The "single 12-month period" begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12-month period established by the employer for other types of FMLA leave. An eligible employee is limited to a combined total of 26 work weeks of leave for any FMLA qualifying reason during the "single 12-month period". (Only 12 of the 26 weeks total may be for a FMLA qualifying reason other than to care for a covered service member.) Leave may be taken intermittently whenever medically necessary to care for a covered service member with a serious injury or illness. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operation.

Spouses employed by the same employer are limited to a combined total of 26 work weeks in a "single 12-month period" if the leave is to care for a covered service member with

a serious injury or illness, and for the birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.

2. **Qualifying Exigency Leave:**

Eligible employees may take up to a total of 12 work weeks of unpaid leave during the normal 12-month period established by the employer for FMLA leave for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. Under the terms of the statute, qualifying exigency leave is available to a family member of a military member in the National Guard or Reserves; it does not extend to family members of military members in the Regular Armed Forces.

Qualifying exigencies may be found on the U.S. Department of Labor website at www.dol.gov

Leave may be taken intermittently for a qualifying exigency arising out of the active-duty status or call to active duty of a covered military member.

E. Bereavement Leave

Bereavement leave is granted for absence from job duties, when necessary, by a death in the employee's immediate family or as approved by a cabinet member or by the president. (see immediate family definition in sick leave section on page 1) One day of bereavement leave per incident will not be charged to the employee's accrued leave. Any additional time per incident will be charged against accumulated sick (when applicable), vacation or personal leave and is not deducted from an employee's salary unless all leave has been used. Bereavement leave is also granted for funeral attendance when an employee is serving as a pallbearer.

Bereavement leave may be granted to attend the funeral of another college employee or a member of the college employee's immediate family. Employees attending these services are allowed up to 2 hours if the services are local and up to 4 hours if the services are out of town and will not be charged for this time with supervisor approval.

F. Bad Weather Days

Classes will be held and business will continue as usual on bad weather days unless hazardous conditions exist affecting travel to the local site. The president or designated administrator will determine the need to cancel classes and will coordinate with the local school district. Closure announcements will be given to the local radio stations by 6:00 a.m. or as appropriate. In some instances, employees will not be able to travel due to local conditions in his/her place of residence. These leaves of absence will be handled on a case-by-case basis and could be charged to vacation or personal leave. In cases where class begins late, such as 10:00 a.m., activities will begin at the place where you would be at that time.

G. Court or Jury Duty

Any employee may fulfill his/her civic responsibilities of serving as a juror, witness or court interpreter. An employee who is subpoenaed as a witness or called to serve as a juror or court interpreter should report the call to his/her immediate supervisor. He/she will be relieved from duties for the reasonable time required for rendering such services. The employee is entitled to retain all compensation received for such services, and no deductions will be made in pay for the reasonable time he/she is absent from duty fulfilling these responsibilities. The employee is required to document this leave by entering it in the online time keeping system.

H. Work at Home/Altered Operation

While Howard College does not have a work at home policy, some employee jobs may lend themselves to do a portion or all of their work from home during times of illness, absence or special circumstances. This option may not be available to all employees because of the nature of their job. These arrangements must be approved by the college president. In these special circumstances and if agreeable to the employee and the employee's supervisor, case by case arrangements will be considered. This arrangement must be pre-approved by the respective cabinet member and the president and reviewed and

reauthorized every 30 days or as determined by the president. Hours recognized as work would not be charged as employee leave. Time worked must be substantially documented.

I. Sick Leave Pool

Purpose: To establish guidelines for the creation and operation of a sick leave pool intended to benefit full-time employees by providing for the alleviation of some of the hardship caused to employees who suffer a catastrophic injury or illness to themselves or in their immediate family.

Criteria: All regular permanent full-time employees are eligible to apply for pool leave if they or an immediate family member suffers a catastrophic illness or injury.

Sick Leave Pool Use: The conditions governing use of pool leave are:

- employees may use pool leave for their catastrophic illness or injury or for a member of their immediate family;
- employees must exhaust **ALL** accrued leave entitlement before they are eligible to use leave from the pool;
- employees must submit a completed Certification of Physician or Practitioner Form for each provider, supporting their medical condition, with the Sick Leave Pool Donation/Request Form;
- employees on pool leave continue to accrue sick leave;
- employees who use pool leave are not required to pay back pool leave;
- awards of leave from the pool can be used **ONLY** for the catastrophic condition for which the award was made;
- employee requests for leave from the pool must be approved by the President of the District.

Return of Time Donated to Pool: Employees who contribute sick leave to the pool cannot recover donated leave unless they are eligible to use it through the pool.

Contributions to Leave Pool: Contributions to the pool are strictly voluntary. All regular permanent full-time employees may contribute up to 24 hours of their sick leave to the pool each fiscal year, unless retiring. Retiring employees may donate up to 120 hours of their accrued balance at the time of retirement by submitting a Sick Leave Pool Donation/Request Form when they “check out” in Human Resources. An employee contribution drive will be initiated to add hours to the sick leave pool in February of each year. Only one such contribution drive will be conducted per year unless specifically authorized by the President. Employees who make contributions to the pool may not stipulate who will receive the contributions. To contribute time to the pool, an eligible employee will submit a Sick Leave Pool Donation/Request Form provided by the Human Resources Office during the sick leave pool contribution drive.

Balance Required to Donate: Employees may not contribute sick leave to the pool until they have completed 12 months of employment and if the contribution would cause their balance of accrued sick leave to fall below 80 hours. The 80-hour balance requirement does not apply to retirees.

Maximum Time Awarded: The amount of pool leave awarded to an employee during a 12-month period will not exceed a total of 360 hours, whether it be for a single catastrophic illness/injury or any combination of catastrophic illnesses/injuries. The 12-month period will begin on the first day pool leave is used from the initial award. Any amount of pool leave awarded to an employee during a 12-month period will be recorded as paid leave under the FMLA. Pool leave and FML will run concurrent. For further details on the FMLA and other leave policies, refer to the district's Employee Handbook. In the case of multiple family members employed by the district, only one award will be made per family for the same catastrophic illness of one family member. All requests to use sick leave from the pool will be reviewed and approved **ONLY** by the President. Upon the President's approval of the request, the effective time and date will normally be that on which the employee entered leave without pay status. **Under no circumstances** will awards be made retroactive more than 30 calendar days prior to receipt of the request by the Human Resources Department. The Chief Human Resources Officer shall credit the approved time to the employee who may use the time in the same manner as sick leave earned in the course of employment with the

district. However, it may be used only for the catastrophic condition for which it was awarded. The use of this leave need not be continuous. An employee who needs to use their pool leave intermittently is required to utilize all currently accrued leaves before re-accessing the remainder of the leave awarded from the pool. Employees may also be required by their supervisor to produce evidence of the cause or circumstances necessitating the intermittent use of the leave awarded from the pool.

Unused Sick Leave Pool Time: The Human Resources Office will track each employee receiving sick leave pool hours for 12 months following the date the award is initially used by the employee. Only hours used will be deducted from the Sick Leave Pool balance.

Definitions: Catastrophic Condition- A catastrophic condition is characterized by the sudden onset of symptoms that can be life threatening. The following are examples of conditions that may be considered catastrophic: most forms of cancer, brain tumors, severe heart attack, severe stroke, acquired immune deficiency syndrome, and cerebral aneurysm. Conditions of a chronic nature that may require long term medical treatment are not in and of themselves considered catastrophic. Examples of conditions not usually covered unless accompanied by a catastrophic condition or a complication that leads to a catastrophic condition include gynecological problems and conditions; hysterectomies; gallbladder surgery; surgery for herniated disk; carpal tunnel syndrome; allergies; bronchitis; most broken bones and orthopedic surgeries; angina; pregnancy and childbirth, vaginal or caesarean section; and postpartum recovery.

General Eligibility Criteria: The criteria used by the President to determine whether an illness or injury is catastrophic will be:

- a medical diagnosis or surgery in the current Federal Register List of Diagnosis Related Groups (DRG) which rates an Outlier Threshold of 28 or greater, and
- a condition so severe that it results in the employee being unable to work for at least 20 continuous workdays.

A diagnosis or surgery not listed on the DRG or a disability not meeting the 20 consecutive days criterion may qualify for designation as catastrophic under certain unusual conditions and may be considered by the President. Consultation with a physician may be necessary.

Outlier Threshold - The length of stay that must be achieved for a particular Federal Register List of Diagnosis Related Groups (DRG) before the outlier criteria apply.

Outlier Diagnosis - A case involving an unusually long length of stay or one in which the costs are substantially above the usual cost for the diagnosis group.

Immediate Family – Mother, father, sister, brother, spouse, child, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandmother, grandfather, son-in-law, daughter-in-law, stepmother, stepfather, stepchild, niece, nephew, aunt, or uncle, or a person who occupies a position of significance, who are living in the same household or, if not in the same household, are totally dependent upon the employee for personal care or services on a continuing basis. Any extenuating circumstances will be reviewed on a case-by-case basis and must be approved by the President prior to the leave of absence.

K. Military Leave

Employees who are members of any branch of service are entitled to all rights according to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), see 38 U.S.C. Individuals who voluntarily or involuntarily leave his/her employment position to undertake military service are protected under USERRA. USERRA also prohibits employers from discriminating against past and present members of the uniformed services and applicant to the uniformed services. For more information, see www.dol.gov/vets.

Required Notice-The employee must provide advance notice, either oral or written. However, no advance notice is required if it is precluded by military necessity or if it would be impossible or

unreasonable to give. Texas State employees must provide a copy of the military orders and submit a leave request to his or her supervisor.

An employee who is a member of the Texas military forces or a reserve component of the United States Armed Forces is entitled to a paid leave of absence from their duties on a day on which the person is engaged in authorized training or duty ordered or authorized by proper authority. Paid military leave is limited to 15 workdays each federal fiscal year (Oct 1 – Sept 30) and do not need to be consecutive. Employees are entitled to use available accrued leave during a time of active military service. During a leave of absence, the person may not be subjected to loss of time, efficiency rating, personal time, sick leave, or vacation time.

Employees are entitled to carry forward from one fiscal year to the next the net balance up to a maximum of 45 workdays.

L. Personal Leave

Personal leave may be granted for personal reasons, provided adequate arrangements can be made for the employee's responsibilities during the absence. It should not be granted if significant inconvenience or more than normal expense to the college would result. Employees who have personal business requiring their absence from assigned duties must receive approval from the appropriate supervisor. Personal leave is charged against personal leave balance based on the actual hours missed and is only deducted from an employee's salary if all available personal leave has been used beginning September 1, 2017. All full-time employees regardless of term receive 25 hours of personal leave each year. Personal leave hours do not roll over and do not accumulate.

M. Vacations – Faculty Exempt

All full-time, faculty exempt employees on a 9-month up to 11-month contract receive five days of paid vacation time of winter break in addition to the two-week scheduled holiday break for all employees. Twelve-month faculty employees do not receive these 5 days unless they choose to use vacation (see section O. Vacations Exempt and Non-Exempt Staff and 12-month Exempt Faculty (Correctional Studies excluded)). In order to provide instruction during the fall and spring semesters, this time is built in during a winter break. Faculty may use personal leave during a regular semester according to policy (see above/L. Personal Leave). Less than 12-month faculty who teach in the mini semesters may be compensated extra and do not receive additional vacation time. Faculty working more than nine months receive the same scheduled holidays as 12-month employees during the time worked. 12-month faculty will follow the vacation schedule of 12-month employees. See the holiday schedule distributed annually.

N. Vacation/Holidays-Correctional Facilities

Howard College employees who are assigned full-time to a correctional facility will observe the following vacation/holiday calendar. Calendars and workdays will coincide with the prison schedule. (If the correctional/detention center does not observe one of the holidays listed, then the employee may take that day or another day in place of that day at another time.)

Labor Day (1 day) Martin Luther King's Birthday (1 day)

Columbus Day (1 day) President's Day (1 day)

Veterans Day (1 day) Memorial Day (1 day)

Thanksgiving (2 days) Juneteenth (1) day

Christmas Day* Independence Day (1 day)

New Year's Day* Spring Break (5 days)

Christmas/New Year's (5 days) Vacation: 2 weeks

Additional Break of 5 consecutive days (floating week) is granted to Correctional Studies

employees who are hired prior to holiday break in that fiscal year. The floating week must be taken consecutively unless special approval is obtained for medical reasons. Employees are not paid for this time upon resignation, termination or interruption of employment.

If closure occurs by the correctional institution on a day/s leave is taken, the following will be observed:

1. If an employee is taking their floating week, no adjustments will be made, and the full floating week (40 hours) will be deducted from the employee's floating leave balance.
2. If an employee is taking any other leave of absence (vacation, sick, personal), the hours the employee is unable to enter the facility are not counted against the employee's accrued leave.

*If Christmas Day and New Year's Day fall on a weekday, then employees will get those days off in addition to the five days of Christmas/New Year's Break. If Christmas Day and New Year's Day fall on a weekend, then the employee gets only the five working days off for Christmas/New Year's Break.

Current employees are credited 80 hours to be used during the year. Employees hired after September 1, accrue vacation time at 6.67 hours each month worked. An employee is permitted to carry over 165 hours of vacation time.

O. Vacations - Exempt and Non-Exempt Staff and 12-month Exempt Faculty (Correctional Studies excluded)

Employees working for twelve months are entitled to accrue up to 55 hours of paid vacation time from the date of employment. An additional 27 hours of paid vacation time is used during the summer break, totaling 82 hours. Employees will be required to take mandatory vacation during the designated summer break week as listed on the academic calendar (beginning in July 2021). Nine hours of that week would be the July 4th holiday (regardless of when the holiday falls) for a total of 36 hours for the week. On September 1, current employees are credited 55 hours to be used during the year. Employees hired after September 1, accrue vacation time at 4.58 hours each month worked. The monthly vacation credit may be pro-rated if the employee's regular work week is less than 38 hours in the fall and spring; and 36 hours in the summer.

P. Vacation – Applies to all employees who earn vacation:

1. One-half month or more full-time employment is considered a complete month in computing earned vacation. Less than one-half month of full-time employment is disregarded.
2. An employee is permitted to carry over 165 hours of vacation time. If an employee terminates with the college prior to the completion of the fiscal year and has used unaccrued vacation time, the employee's final paycheck will be adjusted.
3. Unearned vacation leave may not be used for sick leave related instances without prior approval of the supervisor. Each supervisor will have individual discretion over approval of these instances.
4. Upon resignation, termination or interruption of employment, the balance of accrued vacation time will be paid if at least ninety days service has been rendered. Exceptions are as follows:
 - a. An employee may be discharged without notice or without further pay for willful violation of rules, misconduct, or similar causes.
 - b. If the last day of duty is other than the last day of the respective ninety-day period for accruing vacation, leave will be computed to the nearest quarter hour.
5. Length of service is determined as follows:
 - a. If all service has been continuous except for sick leave, authorized absences, or temporary lay-offs, the employee's length of service shall continue from the original date of employment.
 - b. If an employee's employment is terminated and he/she later is re-employed for full-time, he/she is considered to be the same as a new employee so far as allowed paid vacation is concerned.

- c. In the event that an employee transfers or is promoted, the continuous credited service accumulated under the employee's present position is counted as continuous credited service under the new position.
- 6. Holidays recognized by the district and occurring during a vacation period are not counted against vacation time.
- 7. Vacation time does not accrue during authorized absences without compensation.
- 8. Extra pay is not given in lieu of vacation leave (except in the case of termination – see #5).
- 9. A record of vacation time accrued and taken is kept for each employee from the beginning date of his/her employment.
 - a. The maintenance of this record is kept in the online time keeping system.
 - b. The records are subject to inspection by the internal auditors upon request.
- 10. Vacation schedules are determined according to the needs of the department. Department supervisors shall determine the appropriate time for employees to schedule vacations. All vacation schedules are subject to control and prior approval of both the department supervisor and the President. Employees are required to schedule their vacations so as not to interfere with normal operations of their department as determined by the supervisor. When employees request vacations for the same period, the employee who requests time off first receives priority. If requests are received at the same time, the employee with the greater length of service receives priority.
- 11. In case of an employee's death, the balance of their accrued vacation leave will be paid to the estate. The payment is calculated at the rate of compensation being paid the employee at the time of death.
- 12. Non-faculty employees that change from full-time to part-time with no break in service may carry over any unused vacation time and use it according to district policy, or they may choose to have the accumulated vacation leave paid to them. However, an employee who changes from full-time to part-time will not earn or accrue vacation.
- 13. Employees that change from a 12-month staff position to a full-time or part-time faculty position that is less than 12 months and that does not accrue vacation will have the balance of their accrued vacation leave paid to them.
- 14. Supervisors may request employees who have announced their resignation or whose contracts/letters will not be renewed to take any accumulated vacation time prior to their last day.

Q. Leave Without Pay

Employees must first use any accrued leave before taking leave without pay. This applies to sick, vacation and personal leave balances by this policy. Leave without pay should only be taken for unusual circumstances and must be approved by the respective cabinet member. Excessive absences that result in consistent frequent uses of leave without pay can result in termination.

R. Staff Development Leave Award

Employees can receive an additional day of vacation upon completion of the staff development incentive program (see Policy 5.3/Benefits). Awards do not have to be used that fiscal year and can be carried forward if the award form is presented as documentation. Awards can accumulate and can be used for vacation, personal or sick leave purposes. A single award cannot be used in increments but must be used in its entirety.

EMPLOYEE HANDBOOK	
POLICY: 5.7 Evaluations, Promotion, Transfer, and Reassignments	ADOPTION DATE: August 6, 2015 Revised

EVALUATIONS

Each employee with three years or less experience in the Howard County Junior College District will be evaluated annually through the use of evaluation forms furnished by the college. Employees with four or more years will be evaluated every three years or as deemed necessary by their supervisor. Current positions that have minor changes in responsibilities can be reviewed for consideration of evaluation

deviating from this schedule at the discretion of the respective cabinet member and/or Human Resources office. The results of the evaluations will be reviewed with each respective employee. Evaluations will be done by February 28 of each year. The purpose of these evaluations includes improvement of the performance, review of broad banding points as appropriate, job promotion, termination, and other related items. Job descriptions will also be updated. (See Faculty Section for more information on Faculty Evaluations)

PROMOTION, TRANSFER, AND REASSIGNMENTS

An employee who desires to apply for another position within the college should notify Human Resources. If the employee is selected for an interview, it is their responsibility to notify their current supervisor.

An employee may be reassigned at any time if deemed necessary by the college administration and/or Board of Trustees.

Upon promotion, transfer, or reassignment, keys no longer needed must be returned to the Human Resources department.

RELATIONSHIP OF FACULTY TO COLLEGE

EMPLOYEE HANDBOOK

POLICY: 6.1 Provisional Letters of Employment/Non-Contract Employment/Summer and Mini Letter of Intents/Contracts

ADOPTION DATE: August 6, 2015 Revised

PROVISIONAL LETTER OF EMPLOYMENT

New full-time faculty in the district will receive a Provisional Letter of Employment. Faculty must teach full time for a consecutive fall and spring semester the same academic year with the district before being eligible for a contract. Provisional letters for newly hired full-time faculty may begin two weeks prior to the official contract starting date for faculty. The letter of employment and a copy of the employee's job description must be signed and returned to the president not later than fourteen (14) days from the date of issue or the offer of employment shall be void. The offer of a letter of employment may be withdrawn by the Board at any time before it is signed and delivered to the office of the president.

NON-CONTRACT EMPLOYMENT

Employees who are not tenured nor employed under the terms of a written employment contract have no property right and may be dismissed at will.

SUMMER AND MINI SEMESTER LETTER OF INTENT

A letter of intent for full-time faculty will be given to faculty being considered for summer and mini teaching assignments. This is non-contract employment. Pay will be determined according to the summer and mini pay policy for full-time faculty (Policy 6.6). The full-time status of a faculty member will change to adjunct the following term after official resignation or retirement if he/she teaches on a part-time basis. Pay will be determined according to the adjunct faculty pay schedule (Policy 9.4).

Faculty who will not be renewed the following academic semester may not be eligible to teach summer and mini terms. If eligible, pay will be according to the adjunct pay schedule (Policy 9.4).

CONTRACTS

An appointment is effective only for the term stated in the contract of employment and no property right is created beyond the term stated in the contract. Contracts may be issued for terms of one, two, or three years. To be eligible for a two-year contract, an employee must have completed a minimum of five (5) years of continuous full-time employment with the college. To be eligible for consideration for a three-year contract, an employee must have completed a minimum of ten (10) years of continuous full-time employment with the college. To initiate consideration for receiving an annually renewable two or three year term contract, each year an employee must submit a written report of achievements, contributions to the college, and other information that the employee feels may support the request. Employees wishing to request this contract term cannot be conditionally approved if on a disciplinary track. This written report must be submitted to the appropriate division director by February 1 of each year to be considered. Each division director will submit to the instructional administrator by March 1, a list of faculty members recommended for reappointment for one, two, or three-year contracts. The instructional administrator will compile a list of recommendations for the president who will submit a final recommended list to the Board of Trustees for approval.

Official notice of employment status is issued to faculty from the office of the president during April of each academic year. The official offer of employment is made when a completed contract is presented. The preparation of contracts is dependent upon the adoption of the college budget that may be delayed pending the passage of an appropriations bill by the State Legislature or other circumstances. All contracts and a copy of the employee's job description must be signed and returned to the Human Resources office not later than fourteen (14) days from the date of issue or the offer of employment shall be void. The offer of a contract of employment may be withdrawn by the Board at any time before it is signed and delivered to the office of the president.

Lack of enrollment in the discipline in which a faculty member is employed may result in reassignment, non-renewal, or cancellation of the contract.

A faculty member may be reassigned at any time if deemed necessary by the college administration and Board of Trustees.

Faculty will be compensated for additional assignments pursuant to the college compensation plan.

OUTSIDE EMPLOYMENT

Full-time members of the faculty and staff are asked to inform their respective supervisor and cabinet member of any outside employment planned during the term of the individual contract or letter on an annual basis. This outside employment cannot interfere with job duties at Howard College.

EMPLOYEE HANDBOOK	
POLICY: 6.2 Duties and Responsibilities of a Faculty Member	ADOPTION DATE: January 27, 2016 Revised

DUTIES AND RESPONSIBILITIES OF A FACULTY MEMBER

Under the direct supervision of the designated administrator and division director, a faculty member performs the following duties:

1. Responsible for adhering to all college policies and procedures as outlined in the *Employee Handbook* at www.howardcollege.edu. If assistance is needed, contact Human Resources.
2. Maintains satisfactory attendance.
3. Teaches assigned classes following approved course syllabi.
4. Is on time for classes and notifies the supervisor as early as possible of an unscheduled absence.
5. Schedules, posts, and keeps a minimum of five office hours each week for student consultation, during normal working hours, as approved by the division director, in addition to student conferences by appointment.
6. Cooperates with substitute instructors and maintains course continuity.
7. Assists with the registration of students as assigned.
8. Makes all required grade reports to the office of the Registrar according to schedule and/or campus procedures.
9. Maintains a class roll and grade book in which are recorded the daily attendance, grades, and the semester grade averages for all students.
10. Ensures integrity of all exams.
11. Reports all student problems in need of special consideration to the appropriate official.
12. Makes such special reports as may be requested by various administrative officers.
13. Processes and maintains general budget expenditures for the appropriate program as applicable.
14. Attends all faculty meetings, Professional Development, commencements, and other official convocations called by the college administration. Required to participate in graduation and wear appropriate graduation attire. Must attend all student events in related discipline.
15. Serves on faculty committees as appointed by the supervisor or by the president.
16. Cooperates and encourages student participation in the formal evaluation process.
17. Performs such extra-class duties as may be assigned by the administration.
18. Advise students when there is opportunity, realizing that the faculty member is often in the best position for effective guidance.
19. Keeps the administration informed regarding problems, progress, and matters affecting the welfare of students, faculty, or the institution in general.
20. At the beginning of the semester, clearly informs the students in writing of the manner in which grades are determined.
21. At the end of the school year, checks out with the appropriate administrators.
22. Is a good public relations agent, both in the classroom and the community, to include projecting a professional image in the areas of dress, appearance, personal grooming, and conduct.
23. Channels each request or grievance through the administrative hierarchy delineated in the organizational chart of the college.
24. Creates and implements an acceptable learning environment associated with the instructional process.

25. Assists the appropriate administrators in making curriculum changes and developing course schedules.
26. Writes and maintains a course syllabus for each course taught that adheres to established guidelines and requirements.
27. Assesses student learning outcomes and program outcomes following established procedures and deadlines and submits appropriate and adequate documentation.
28. Actively participates in meetings and trainings as called by instructional leaders to analyze student learning assessment results.
29. Uses assessment results to plan and implement changes in courses and/or programs in an effort to improve student learning outcomes.
30. Does not abuse alcohol or indulge in illegal drugs.
31. Participates effectively in the faculty advising system as assigned.
32. Maintains only those personal relationships with students and colleagues that do not interfere with the performance of professional duties.
33. Administer appropriate assessment instruments and submits required documentation to the appropriate administrator.
34. Performs other duties as assigned.

❖ Failure to abide by these policies may be considered breach of contract.

EMPLOYEE HANDBOOK	
POLICY: 6.3 Resignations, Administrative Leave, Disciplinary Action, Dismissal, Grievance Procedures, Non-Reappointment, and Faculty Retrenchment	ADOPTION DATE: May 22, 2023 Revised

RESIGNATION

Faculty members who choose to resign should notify their supervisor in writing. Funds in retirement accounts cannot be released to an employee until the last payroll has been processed. When the employment relationship concludes between the college and an employee, the employee must be physically at work the day following any official college holiday if the employee is to be compensated for the holiday period. Vacation days or personal days may not be used to meet this attendance requirement. Employees who are retiring are not required to work the day following any official college holiday but must be physically at work or use accrued vacation, personal leave, or Staff Development award their last scheduled day preceding any official college holiday to be compensated for the holiday period immediately following their last scheduled day.

Faculty who resign may be removed from the summer and mini term schedules.

ADMINISTRATIVE LEAVE WITH PAY

In some instances, employees will be placed on administrative leave with pay pending an investigation or other pertinent matters by the President. This action is not considered a disciplinary action. The employee shall be notified in writing of the terms and conditions, if any.

DISCIPLINARY ACTION

The general types of disciplinary actions include, but are not limited to, the following: oral reprimand, documented reprimand held with supervisor, written reprimand for the personnel file, disciplinary leave with pay, probation, change of assignment, demotion, suspension without pay, and dismissal. Disciplinary action is the responsibility of a supervisor or administrator and action taken should be appropriate to the situation. The immediate supervisor of the supervisor taking action and Chief Human Resources Officer should be consulted before any disciplinary action is taken.

DISMISSAL

Any faculty member under the terms of an employment contract, may be dismissed for good cause before the completion of the term of employment. "Good cause" shall include any ground that is put forward by college authorities in good faith and that is not arbitrary, irrational, unreasonable, or not irrelevant to the duties with which such college authorities are charged and is not limited to some form of inefficiency or misconduct on the part of the person dismissed. The immediate supervisor of the supervisor taking action and Chief Human Resources Officer should be consulted prior to any faculty dismissal.

The term shall include but not be limited to the following:

1. Failure or refusal to comply with official directives, either oral or written.
2. Failure to comply with official policies.
3. Inefficiency or incompetency in performance of duties.
4. Conviction of any felony grade crime or conviction of any other crime involving moral turpitude. "Conviction" is defined to include deferred adjudication or probation.
5. Necessary reduction in force (retrenchment).
6. Possession of or being under the influence of alcohol while being on duty.
7. Possession of or being under the influence of illegal drugs.
8. Insubordination.
9. Indecent or immoral conduct which violates common decency or morality or reflects negatively on the reputation of Howard College.
10. Physical or mental incapacity not otherwise protected by law that prevents full performance of the employee's duties.
11. Failure to correct deficiencies pointed out in observation, supplemental memoranda, or other communications.

Before any employee employed under the terms of an employment contract is dismissed before the completion of the term fixed in the contract, the employee shall be given reasonable notice in writing of the proposed action and the grounds therefore.

If, upon written notification, the employee desires to be heard and to contest the proposed action of the Board, he/she shall give the Hearing Committee (see committee list) written notice within ten (10) college working days of his receipt of the notice of proposed dismissal. In the event that the employee does not give actual written notice of his request for hearing within the ten (10) college working days prescribed, the Board may take action on the proposal and the employee shall be deemed to have waived any right to a hearing.

In the event that the employee shall file a timely request for hearing, said hearing shall be set within 10 college working days of the date the request for the hearing is received by the Hearing Committee.

The Hearing Committee may conduct the hearing in closed session unless the employee requests a public hearing, in which case the hearing shall be open to the public. In matters where the conduct of individuals other than the faculty member or employee filing the grievance will be at issue and will require testimony from those individuals, or evidence of the conduct of those individuals, then the affected individuals shall have the right to petition the Board to close to the public either the entire hearing or those portions of the hearing at which the affected individual's conduct will be discussed or at which they will testify.

At the hearing, the employee may employ counsel. The employee shall have the right to hear the evidence upon which the dismissal is based, to cross examine all adverse witnesses, and to present evidence in his behalf. The Committee shall determine the existence of good cause for dismissal, which determination shall be based solely upon the evidence presented in the hearing.

The employee may be suspended with pay by the president pending the outcome of the dismissal hearing.

In the event that the decision of the Hearing Committee is unsatisfactory to the employee or the supervisor, either may within five college working days after receipt of the decision of the Hearing Committee file a written notice of appeal to the President. Upon receipt of the notice of appeal, the President will schedule a hearing within five (5) college working days with the employee and the supervisor. The President will issue a decision within 10 college working days following the hearing.

If the employee or supervisor is not satisfied with the decision, each may request a hearing with the governing board within five college working days of the receipt of the decision of the President. The

governing board will conduct the hearing within 30 college working days from the date of the request for a hearing. The governing board will make the final decision on the matter.

Faculty who are dismissed may be removed from the summer and mini term schedules.

NON-REAPPOINTMENT

An appointment is effective only for the term stated in the contract of employment and no property right is created beyond the term stated in the contract. The responsible supervising administrator who decides to recommend such an employee for non-reappointment must notify that person in writing at least two weeks in advance of the employee's contract completion date. The Board may decide not to renew the contract of any employee if, in its judgment, the best interests of the district will be served by such non-reappointment. A faculty member who is non-reappointed may present a grievance in person to the President on the issue of the faculty member's employment. The President's decision on this grievance is final and may not be appealed to the governing board.

Faculty who are non-renewed may be removed from the summer and mini term schedules.

FACULTY RETRENCHMENT

Retrenchment is the need for reduction in faculty positions arising from declining enrollment, declining funding, and/or the elimination or redirection of academic or occupational/technical programs or grants. When circumstances require a reduction in staff, the reduction will be accomplished using the following procedures: The president shall submit to the Board a recommendation for dismissing particular faculty members after applying the following criteria, listed in order of importance, in each selected employment area to determine which employees shall be retained:

1. Performance: Employee's effectiveness as reflected by written evaluations or assessments.
2. Professional Background: Professional education and work experience related to the position.
3. Breadth of Education: Preparation for other instructional/administrative assignments.
4. Seniority: Years of teaching or administrative experience with Howard College.

After considering the President's recommendation, the Board shall determine which employees shall be dismissed. The employee shall be given a written statement of the reasons or conditions requiring such dismissal and shall, upon request, be given a hearing in accordance with the policy for dismissal during the contract term.

This policy applies only to retrenchment conducted during the term of employment of affected employees where such employees have a property interest in their position. No personnel action other than retrenchment shall be considered under this procedure. Retrenchment cannot be subject for grievance.

CHECK-OUT PROCEDURES

When an employee resigns, the department supervisor should notify the Chief Human Resources Officer within twenty-four hours. The supervisor should submit the employee's statement of resignation to Human Resources. If a resignation letter is not submitted by the resigning employee, the supervisor should submit a Payroll Recommendation form to Human Resources. All persons leaving employment with the college district should meet with Human Resources personnel or applicable campus representative to complete the check-out process.

DEDUCTION STATEMENT

As noted on the letter or contract the college will deduct any outstanding charges (former student or employee) found during the check-out process from the employee's last paycheck. This includes keys/fobs, and any equipment not returned. If charges exceed the last check, the employee must sign a repayment agreement for the remaining balance.

EMPLOYEE HANDBOOK

POLICY: 6.4 Evaluation

ADOPTION DATE: March 2, 2015 Revised

EVALUATIONS

Each full-time and part-time faculty member will be evaluated by students and the appropriate instructional administrator. The evaluation will utilize the faculty evaluation criteria and the classroom observation criteria. Each full-time and part-time faculty member will be evaluated by students through the use of evaluation forms furnished by the college.

Full-time and part-time faculty with three years or less experience at Howard College/SWCD will be evaluated annually by the appropriate instructional administrator and students. Full-time and part-time faculty with four or more years of experience at Howard College/SWCD will be evaluated every three years or as deemed necessary by the appropriate instructional administrator. Current positions that have minor changes in responsibilities can be reviewed for consideration of evaluation deviating from this schedule at the discretion of the respective cabinet member and Human Resources office. Beginning in 2015-2016, those faculty teaching online who are due a classroom evaluation by their supervisor will have their online course(s) reviewed again by the Dean Review Committee, utilizing the same criteria, prior to their online course(s) going live during the semester (year) they are scheduled for an evaluation. After the online course(s) go live, the supervisor will select one online course to observe that term. The online course evaluation will be in addition to a face-to-face classroom observation. The results of the evaluation will be reviewed with each respective employee. Evaluations will be completed by February 28 of each year. Job descriptions will also be updated.

The division director and other administration will have the opportunity to be evaluated by faculty members on an annual basis. The result of the evaluation will be reviewed with each evaluated person.

Since the primary thrust of education at Howard College/SWCD is effective teaching and vocational training, it is essential that faculty be employed who possess such instructional skills. Through classroom observations by the division director and/or the instructional administrator, faculty members are able to demonstrate their teaching abilities. The follow-up sessions to discuss the classroom observations provide the opportunity to point out observed strengths as well as areas that may need improvement. The follow-up session provides an additional opportunity to discuss the faculty member's educational plans and professional activities as well as his/her involvement with site committees, professional organizations, and the local community as it may relate to the college.

When the results of a faculty evaluation are not satisfactory, the follow-up session will include a specific plan for improvement. The session will include discussion of student evaluation, supervisor evaluation, and classroom evaluation. Options for improvement may include mentoring by a peer instructor as well as seminars on improving teaching methodology, learning styles, curriculum development, etc. A target date for accomplishing the improvement measures will be set and documented. A second review by the division director or the instructional administrator will also be scheduled. All improvement efforts will be documented in the faculty's personnel file. The goal is for the evaluation to lead to improved skills for the faculty and improved quality in the educational program.

EVALUATION CRITERIA FOR FACULTY

I. Classroom Performance

- A. Classroom observation by the Instructional Administrator.
- B. Student evaluations on HCJCD questionnaire.
- C. Information obtained from conferences with students, faculty members, and other site personnel.

II. Organization of Courses or Training Program

- A. Clearly stated objectives and course requirements.
- B. Relevancy of class assignments to course objectives.
- C. Tests/evaluations focus on materials covered in course or training program.

III. Accessibility

- A. Maintains scheduled office hours.
- B. Available to discuss homework, assignments, missed course material or term projects.

IV. Involvement with Site Activities

- A. Participates on college committees.
- B. Initiates viable suggestions to improve site atmosphere, programs, buildings, etc.
- C. Sponsors some club or site organizations.
- D. Keeps supervisor apprised about site activities and/or community involvement.

V. Instructors Qualifications

- A. Meets academic standards set forth by SACSCOC.
- B. Meets standards established by Coordinating Board in Statement of Qualifications for vocational instructors.
- C. If employment contract contains educational conditions, satisfactory progress is being made to meet them.
- D. Completed required professional growth and development activities.

VI. Assessment

- A. Administers required assessment instruments.
- B. Reports assessment results to appropriate administrator.

CLASSROOM OBSERVATION CRITERIA

Used by Instructional Administrator.

Classroom Performance

- i. Appears organized and seems prepared to teach the lesson.
- ii. Demonstrates practical and theoretical knowledge of subject matter.
- iii. Uses variety of teaching strategies during class presentation.
- iv. Creates atmosphere that is conducive for students to ask questions and/or express their opinions. Generally, encourages student participation during the class.
- v. Communicates effectively.
- vi. Motivates students to want to learn.
- vii. Seems interested in teaching this course.
- viii. Answers students' questions clearly and directly.
- ix. Relates material to previous topics and how it fits into overall course.
- x. Evaluates/tests using items that focus on material covered in course.

EMPLOYEE HANDBOOK	
POLICY: 6.5 Faculty Teaching Load and Pay/Fall and Spring; Mini and Summer Sessions	ADOPTION DATE: May 23, 2022 Revised

Full-time faculty work 38 hours per week/prison faculty 40 hours per week, inclusive of class time, office hours (see policy 6.2), prep time or course management, campus/community activities, and assigned job responsibilities. Faculty are expected to be on campus or the instructional site as needed and to be engaged in the campus community.

Duties considered to be normal concomitant faculty assignments include academic counseling of students, aiding in registration, serving on committees, sponsoring student organizations, and participating in college and community events. Each full-time member of the faculty will be required to perform such extra duties as may be assigned without additional remuneration.

The load policy has no bearing on whether the college has a program or not. The Board of Trustees makes that determination. Music, art, drama, and athletics are programs the college desires to have on certain sites to promote a comprehensive community college atmosphere.

In the event of an underloaded teaching schedule, and unless they have leave without pay, no faculty member will receive less than their base salary but would be assigned additional professional duties as appropriate.

Faculty schedules must be approved by instructional administrators. Efforts will be made to meet faculty schedule requests. Course location, mode, date/time, and length may be adjusted to meet

student and/or college needs. Faculty members may be assigned to teach late afternoon, evening, weekend, and/or eLearning courses. Consistent schedules are not guaranteed.

I. Standard Teaching Load for Instructors

- A. The standard teaching load for full-time faculty employed on an academic year 9-month basis is 30 instructional load units (ILU)/15 ILU's each fall and spring semester (see ILU table below). The standard teaching load and contract length for health professions, cosmetology, and programs based at correctional facilities varies. These loads are based on program requirements, and ILUs are not calculated.
- B. During the fall and spring terms, full-time faculty will teach **no more than three internet/online sections** per semester as part of their load unless requested to do so by the instructional dean (based on enrollment needs and/or unusual circumstances) and approved by the site lead. Faculty teaching four-hour courses will teach no more than two online sections per semester. If specific needs arise, the site lead is allowed to make exceptions on a case-by-case basis. Instructional leaders from each site will collaborate on developing the online course schedule to best meet students' needs and to ensure the quality of online courses meets the established standards.
- C. To Be Arranged Courses (TBA): TBA courses may be taught at an arranged time by full-time faculty only under special circumstances and with approval from the appropriate instructional dean and the site lead. A contract must be in place with the student that outlines course expectations, requirements, and deadlines. Instructors teaching a student by arrangement will be compensated \$500.
- D. Two or more courses taught in the same time period, are considered one course as part of the ILU load.
- E. The determination of student enrollment for a course generally depends on the seating availability of a classroom chosen, safety concerns, program requirements, or instruction mode. In some instances, the
- F. student number available for enrollment will decrease or increase as determined by the site-based instructional dean in discussion with the instructor and approved by the site lead:
 1. Ten students is considered a minimum number for a course to make except in special circumstances or due to program requirements and at SWCD based on student need.
 2. A maximum enrollment of 35 students will be used for online classes. Due to dual credit site enrollments, attrition or faculty underload, an unusual contingency of a minimum number of students above 35 will be considered by the site based instructional dean in discussion with the instructor and approved by the site lead.

ILUs

This table does not apply to activity courses within the Visual/Performing Arts and Kinesiology Divisions or structured science laboratory courses (see tables below).

SCH	Weekly Lec Hrs (1:1)	Weekly Lab Hrs (.67:1)	ILUs
1	1	0	1.00
1	0	3	2.01
1	0	4	2.68
2	1	2	2.34
2	2	0	2.00
2	2	1	2.67
3	2	2	3.34
3	2	3	4.01
3	2	4	4.68
3	3	0	3.00
3	3	1	3.67

4	2	5	5.35
4	3	2	4.34
4	3	3	5.01
4	4	0	4.00
4	4	1	4.67

Internships, cooperatives, and/or practicums are calculated as one lab hour (0-1) with an ILU ratio of .33:1 regardless of how many students enroll in the course.

Structured Science Laboratory Courses

SCH	Weekly Lec Hrs (1:1)	Weekly Lab Hrs (1:1)	ILU's
1	0	3	3.00
4	3	3	6.00

Structured Science Laboratory Class:

1. Labs are (1) scheduled at a specific time; (2) taught and set-up by an instructor (not a lab assistant); (3) structured with specific assignments and projects to be completed each period; and (4) a continuation of the lecture.
2. Extensive one on one instruction or tutoring are required.
3. Lectures or demonstrations to the class are common.
4. **The lab is taught face-to-face, not online (online labs are calculated at .67:1 ratio as in the table above).**

ILUs for Certain Courses in the Visual and Performing Arts and Kinesiology Divisions

Course	SCH	Weekly Lec Hrs (1:1)	Weekly Lab Hrs	Lab Hrs Ratio	ILU's
MUAP 11XX & 21XX (per student)	1	0	1	.33:1	.33
MUAP 12XX & 22XX (per student)	2	0	2	.66:1	1.32
MUEN (lecture & lab) (concert groups)	1	0	3	1:1	3.00
MUSI 11XX (lecture & lab)	1	0	2	.67:1	1.34
PHED 11XX	1	0	3	.75:1	2.25
DRAM 11XX & 21XX (lecture & lab)	1	0	3	1:1	3.00
DANC 11XX	1	0	3	.67:1	2.01

II. Overload Calculation Policy

The maximum load permitted for instructors will be 21 ILUs per semester. Any load that exceeds this maximum must be approved by the site lead and must meet an unusual contingency and should be on a temporary per semester basis. When overload is assigned, the instructional load increases and instructional hours will increase accordingly.

This overload policy does not apply to health professions and cosmetology due to the format of course and clinical/lab instruction. Faculty in these programs receive a stipend in lieu of overload pay based on contract length and administrative responsibility. Faculty teaching at correctional facilities receive an overload/safety stipend.

When appropriate, needed and showing a consistent trend for an overload, compensation for work above the standard teaching load for full-time faculty will be calculated in the academic contract/letter.

In the event a course(s) does not make, the course(s) will be taught in a mini or summer session for no additional compensation or a faculty member will be asked to do additional work such as tutoring, supplemental instruction, etc. if the course(s) that did not make during the fall and/or spring semester is not needed during a mini or summer session. If overload pay is not built into the contract/letter, compensation will be paid in two equal payments the first banking day of November and December for the fall semester; and, April and May for the spring semester.

Overload pay for full-time faculty is paid at \$300 per ILU over 15 (per each fall and spring semester). Overload pay for full-time faculty is the same for all faculty, regardless of educational attainment (associate, bachelors, masters, or doctorate).

III. Travel

The instructor will be reimbursed for mileage if the off-site location is outside the city limits of the instructor's home site. A mileage log must be maintained and a reimbursement report must be submitted monthly.

FACULTY TEACHING LOAD AND PAY/MINI AND SUMMER SESSIONS

I. Teaching Load for Instructors

The maximum load for an instructor in a 4 week term is 6 ILUs. If maximum load must be exceeded, it must be an unusual contingency and must be approved by the appropriate instructional dean and the site lead. If approval is received to exceed the maximum load, payment for the additional course will be at the same rate. Faculty are expected to maintain a minimum of four office hours per week during these shortened sessions consistent with the delivery mode. Faculty will accommodate students' reasonable requests to communicate outside scheduled office hours.

II. Pay

If a course has fewer than 10 students, the decision to cancel will be at the discretion of the site lead, based on the needs at that site. Low enrollment courses that cannot be cancelled due to program requirements will be paid at full rate, as approved by the site lead. December and May mini classes are not counted as part of the fall/spring maximum 21 hour teaching load.

Mini and Summer session course assignments for full-time instructors will be paid \$900 per ILU.

SWCD summer courses will be offered dependent upon the revenue generated and approved on a case-by-case basis by the instructional dean and site lead.

Pay for mini and summer terms will be on the first banking day following the end of each term. Exception: If the term ends after the payroll due date pay will be received the following month.

EMPLOYEE HANDBOOK

POLICY: 6.6 Oral and Written Communication Proficiency

ADOPTION DATE: January 27, 2016 Revised

ORAL AND WRITTEN COMMUNICATION PROFICIENCY

Beginning the fall semester 1990, each instructor of academic courses at Howard College/SWCD was asked to complete a statement identifying his or her primary language in order to comply with House Bill 638. A person's language is defined as the one used professionally. Declaration of the primary language can be based on country of origin, academic training, successful instructional experience, or other credible evidence.

The administrator responsible for hiring the faculty member will sign the Statement of Communication Proficiency Form (71st Texas Legislative Session, HB638) to verify that the faculty member is proficient in

oral and written communication. The instructional administrators will use one or more of the following to determine communication proficiency:

- Interview/communication proficiency
- Transcripts - College/University English Composition - Grades of C or better
- American Sign Language and other Foreign Language College/University Grades of C or better
- ACT score of 18 or above
- SAT I score of 400 or above on the verbal
- SAT II: English Language Proficiency Test (ELPT) with English Language Proficiency Verification
- TASP score of 230 or higher on the Reading portion and 220 or higher on the Writing portion
- TAAS with minimum score of 1780 on the writing test and a Texas Learning Index (TLI) of 89 on the reading test
- TOEFL score of 550
- GRE score of 800
- Stanford Achievement Test with Deaf Norms scores of 652 on Reading Comprehension and 662 on Language Total
- Sign Language Evaluation Board (SLEB) Certificate with 80% or above
- American Sign Language Instructor with state or national certification
- Other forms documenting communication proficiency (must be approved by the administration)

Each instructor whose primary language is not English will be required to take the TOEFL (Test of English as a Foreign Language). Any instructor who fails to achieve a satisfactory score on the test will be required to enroll in a 10-week tutorial/instruction course taught by one of the ESL-trained instructors in the Howard College Adult Education and Literacy Department. Instructors will be required to continue enrollment until a satisfactory score is attained on the TOEFL.

Regardless of individual declaration, if there is any indication of English language deficiency during interviews and/or performance, individuals will be required to follow the same procedures as those outlined above.

Each employee will be responsible for payment of expenses incurred in the taking of required test(s) and for the tuition or tutorial fees incurred if a course is required.

EMPLOYEE HANDBOOK	
POLICY: 6.7 Faculty Rank and Professor Emeritus	ADOPTION DATE: April 28, 2014 Revised

FACULTY RANK

The following rank will be held by those faculty members who meet the minimum standards as described:

Instructor:

1. Persons who are eligible for employment to the faculty of Howard College will be designated by the rank of Instructor.

Assistant Professor:

1. Master's degree and five years experience.
2. Master's degree, plus 24 additional graduate hours.

Associate Professor:

1. Master's degree and twenty years experience.
2. Master's degree, plus 24 additional graduate hours, and ten years experience.
3. Master's degree, plus 60 additional graduate hours or ABD, and five years experience.
4. Doctorate.

Professor:

1. Master's degree, plus 60 additional hours or ABD, and twenty years experience.
2. Doctorate and ten years experience.

The assignment of faculty ranks will occur only after a faculty member has achieved the above minimums. The years of experience will be computed by the same methods used to determine placement on the salary schedule with a maximum of ten years of experience being allowed for prior service.

PROFESSOR EMERITUS POLICY

Before a person is designated as Professor Emeritus, the following guidelines must be followed:

1. Complete 20 years of service to the district;
2. Be retired from the district;
3. Be nominated by three faculty members;
4. Have nominations submitted to the President for consideration for recommendation to the Board; and
5. Award no more than one Professor Emeritus designation per site per year.

EMPLOYEE HANDBOOK	
POLICY: 6.8 Tenure	ADOPTION DATE: August 14, 1996

(Although this is the stated tenure policy of the Howard County Junior College District, in action taken on October 16, 1979, the Board of Trustees moved that ". . . faculty tenure be frozen until such time as it seems feasible to return to the policy.")

A specific system of faculty tenure undergirds the integrity of each academic institution. Tenure means assurance to an experienced faculty member that he or she may expect to continue in his or her academic position unless adequate case for dismissal is demonstrated in a fair hearing, following established procedures of due process. Each tenure shall be granted by the Board of Trustees of the Howard County Junior College District according to policies and procedures established for that purpose. The tenure system of the district consists of the following and applies only to full-time instructors:

- A. Beginning with the appointment to a full-time position, each faculty member of the Howard County Junior College District shall be required to serve a provisional period of five consecutive years before establishing tenure. The five-year provisional period cannot officially begin until after the instructor holds the master's degree or equivalent. (This applies only to those individuals employed initially for fall semester 1976 and thereafter.) No individual initially employed with duties other than, and/or in addition to, teaching will be eligible for tenure. The academic year consists of fall and spring semesters of a given college year.
- B. In cases where the terms of the provisional period have been met, appointment of an individual to a sixth consecutive year of full-time teaching service in the Howard County Junior College District qualifies one for consideration to tenured status. The Chief Human Resources Officer shall compile a list for the Executive Vice-President, H.C., or SWCD, of candidates for tenure. The Executive Vice-President is responsible for initiating (not later than February 1) the list of eligible candidates for tenure to the appropriate division head. Tenure is considered only upon recommendation by one's division head and the appropriate vice president to the president, not later than March 1. If a candidate is not recommended for tenure, the candidate and the respective division head will be notified before final consideration by the president. At this time the candidate may appeal the decision to the Hearing Committee who sends their recommendation to the president. The president takes the recommendations to the Board who makes the final decision on awarding tenure.
- C. Upon achieving tenured status, a faculty member is informed by the president in writing.
- D. Notice of non-reappointment or of intention not to reappoint a faculty member will be given in writing in accord with the following standards: (1) not later than March 1 of the first through fourth years of

provisional service, and (2) not later than December 15 of the fifth year of provisional service. (See also Non-Reappointment Policy.)

- E. An individual who is eligible for tenure, who is not awarded tenured status within the minimum service period, may be continued as a probationary member of the faculty for a maximum of two additional years. In specific situations where a probationary contract is issued for the sixth or seventh year, it would be so stated that this is a probationary contract. In the event a contract for an eighth year of consecutive full-time service is awarded; it shall be construed to mean that tenured status has been achieved or the contract shall be shown to be terminal.
- F. No person loses tenured status as an instructor by accepting a leave of absence or by accepting an appointment to a college administrative position. No administrator has tenure in an administrative assignment. No division head has tenure as a division head.
- G. Awarding of tenure status to instructors whose time and employment with the Howard County Junior College District and whose performance would merit such an award may be withheld if declining enrollment, either actual or projected, would indicate a probable reduction in staff, or if the phasing out of instructional programs requires reduction of faculty, or in cases of bona fide financial emergency. In cases of these events occurring, exceptions may be made to the tenure policy.
- H. A faculty member holding tenure may be dismissed only for adequate cause, and only after procedures hereinafter prescribed have been followed. Except in cases of moral turpitude, conviction of a felony, or breach of contract, notice of dismissal will be given a tenured person one year prior to termination of employment. This provision does not create an award of severance pay but contemplates the performances of duties assigned for the period between dismissal notice and final termination (see dismissal policy).

EMPLOYEE HANDBOOK	
POLICY: 6.9 Academic Freedom and Responsibilities	ADOPTION DATE: August 14, 1996 Revised

ACADEMIC FREEDOM

Public institutions of higher education are conducted for the common good. The common good is dependent upon a free search for truth and its free expression. The college district is committed to the principle that the faculty members must be free to pursue scholarly inquiry without undue restriction and to vote and publish conclusions concerning the significance of evidence that they consider relevant. Faculty members may be assured that their professional careers or resultant material benefits will not be jeopardized because of differences of opinion with anyone inside or outside the district.

- A. Faculty members are entitled to full freedom in research and in the publication of its results, subject to the adequate performance of academic duties, but research for pecuniary return must be undertaken only with the prior approval from the appropriate administrator.
- B. Faculty members are entitled to freedom in the classroom in discussing their discipline, but they should refrain from introducing controversial matter bearing no relationship to the subject.
- C. Faculty members are citizens, members of a learned profession, and members of an educational community. Speaking or writing as citizens, they should be free from institutional censorship or discipline, but their special position in the community is recognized as imposing special obligations. As individuals of learning and as members of an educational community, instructors should understand that the public may judge the profession and the institution by their utterances, appearance, and actions. It is therefore expected that they will at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and conduct themselves in a professional manner.

- D. When expressing themselves as private citizens, faculty members should indicate that they are not representing the college district.
- E. The fundamental responsibilities of faculty members as teachers and scholars include maintenance of competence in their fields of specialization and the exhibition of such competence in lectures, discussions, and publications.

EMPLOYEE HANDBOOK	
POLICY: 6.10 Curriculum or Degree Revisions	ADOPTION DATE: February 11, 2015 Revised

CURRICULUM OR DEGREE REVISIONS

Primary responsibility for the content, quality, and effectiveness of the curriculum is given to the faculty. The General Studies faculty evaluate the core curriculum annually or as needed. The Workforce Education faculty evaluate curriculum for each workforce education program annually, utilizing input from advisory boards and employers.

If a faculty member determines a need for a revision in the content of the curriculum/program, the faculty member(s) recommends revisions to the appropriate director and/or dean of the appropriate division. The recommendation is then forwarded to the chief academic officer. The chief academic officer presents all recommendations to the Instructional Council for approval. If the council approves the recommendation, it is referred to the President for review and appropriate action, i.e. Board of Trustees approval, Southern Association of Colleges and Schools Commission on Colleges approval, Texas Higher Education Coordinating Board submission, and catalog inclusion. If the council does not approve the recommendation, the faculty making the recommendation may go to the college president. The president may choose to review the recommendation with the appropriate director/dean, the council, and/or the administrative cabinet. Once a recommendation is approved, the appropriate administrator is informed and is responsible for coordinating the efforts of the division for implementation.

EMPLOYEE HANDBOOK	
POLICY: 6.11 Semester Scheduling	ADOPTION DATE: December 19, 2005 Revised

EXTENDED DAY AND SUMMER TEACHING

Extended day courses are a regular part of the curriculum. Instructors are routinely called upon to teach extended day courses as a portion of their regular load. Prior to summer, faculty members are asked to indicate whether or not they desire to teach in one or both terms of the summer session. Notices concerning summer employment are issued separately from annual contracts. Employment for either summer session is available only upon compelling evidence of divisional need and approval of the instructional administrator. The summer schedule of courses is based upon anticipated enrollment patterns. The assignment of instructors to extended day and summer classes is the responsibility of the instructional administrator. For administrative purposes, classes offered after 6:00 p.m. are referred to as extended day classes.

CHANGING CLASS MEETING HOURS

Provision for meeting at a time other than the regularly scheduled class or laboratory session can be made only with the permission of the supervisor. Such permission should be obtained prior to any announcement of change to students.

CHANGING CLASSROOMS

In an effort to maximize classroom space, it may be necessary at times to change assigned classrooms after the semester has started. Instructors must obtain permission from their supervisors prior to making such changes.

EMPLOYEE HANDBOOK	
POLICY: 6.12 Course Management	ADOPTION DATE: April 27, 2022 Revised

SYLLABI

Each faculty member will have at hand a syllabus or course outline for each course that he/she teaches. All faculty will use the same prescribed format for preparing syllabi. The division director shall have on file copies of all syllabi for courses currently taught in the division.

It is expected that assignments will be planned so that students with average capacity, adequate prerequisites, and reasonably good study habits may complete the preparation in two hours for each hour in class. As appropriate, faculty will include the following statement in the syllabus: College-level courses may include controversial, sensitive, and/or adult material. Students are expected to have the readiness for college-level rigor and content.

FIELD TRIPS

Arrangements for a field trip for a class should be made through the supervisor or division director and the instructional administrator well in advance of the trip. They will need to know the nature and purpose of the trip, sponsorship, names of students who will be going, and the estimated time frame of the trip. Transportation and expenses must be approved by the supervisor or division director and the instructional administrator prior to the event.

EXAMINATIONS

Effective classroom teaching necessitates the use of examinations both for the purpose of instruction and for evaluation of student achievement. The teacher as a diagnostician should utilize the type of tests best suited to the information being sought.

Each faculty member will determine and announce by the third-class session what the examination policy and approximate schedule will be. Examinations will be scheduled only in regular class or laboratory periods.

Final examinations are required for all students in all classes that are offered for college credit. Examinations are to be held according to schedules prepared by the instructional administrator.

CLASS ATTENDANCE POLICY

Regular and punctual class attendance is important to the attainment of the educational objectives of the college. Each instructor or program will have attendance guidelines with administrative approval that will be consistent with the mission of the college but will fulfill individual course requirements. Each instructor's policy will be explained in detail to the class at the beginning of the semester and will be included in the course syllabus. Attendance is effective on the first day of classes of the semester.

Regular and punctual attendance in class and laboratories is expected of all students. Excused absences for college activities will be reported to faculty by memo from the Dean of Students. All other absences will be evaluated by the instructor. It is the student's responsibility to communicate with the faculty member concerning any absence as soon as the student is aware that he/she will be absent or as soon as the student returns to class. The student must take the initiative and assume the responsibility for making up any missed work. In some cases, the student may be required to present evidence to support an absence.

According to the instructor's attendance policy, an instructor may choose to officially drop the student from the class with the student receiving a grade of "W." However, if the instructor does not choose to officially drop the student from class, it is the student's responsibility to drop the class if he/she chooses. The student may contact the instructor to discuss his/her specific situation, but the instructor will not be required to provide make-up opportunities for unexcused absences. A student who is not dropped by the

instructor and chooses not to drop will at the conclusion of the semester receive the appropriate grade achieved by his/her course work.

A student who does not attend developmental or remedial courses when required by TSIA policies may be dropped from the class. Students who are dropped from all their developmental courses may be administratively withdrawn from all Howard College courses.

FX GRADE POLICY AND PROCEDURE

A faculty member may award a grade of FX at the end of the term to a student regardless of mode of instruction (face to face, online, ITV) or student classification (dual credit, traditional). This grade means that the student registered and paid for the course and failed the course because the student missed an excessive number of classes and did not exercise the right to drop the course or was not eligible to drop the course because of regulations. Logging into an online course without active participation is seen as non-attending. For each grade of FX submitted, the last date the student attended the course must be reported. Grades of FX will not be posted without this date.

A grade of "FX" is treated exactly the same as a grade of "F" in terms of grade point average, probation, suspension, and satisfactory academic progress. The grade of FX indicates a completed course just as a grade of F indicates a completed course. The grade of FX is not a drop or withdrawal and will appear on the transcript as FX. The process to appeal the grade of FX is the same as an appeal for any other faculty awarded grades.

Excessive Absences shall be defined by the individual faculty member clearly in his/her syllabus. Faculty members do not have to use this option.

DISCIPLINE

It is the duty of the instructor in charge to see that order is preserved, and the instructor is authorized to exclude any student from the room for sufficient cause. Such action must be reported to the dean of students and the division director.

PRIVACY RIGHTS OF STUDENTS

Refer to the Student Handbook for privacy rights.

ACADEMIC GRADES

Each faculty member will maintain a definite evaluation procedure that is approved by the administration and that is explained in writing to the students. Examination grades and test papers should be returned to students promptly. Grades remain as recorded and can be changed only by the faculty member. In the absence of the faculty member, the supervisor is charged with the responsibility for changing incomplete grades. The instructor's supervisor must approve any change in grade by a faculty member after final semester grades are recorded. Justification of grade changes must be made in writing. Each faculty member is responsible for turning in proper grade reports on all students who are officially certified as enrolled in the faculty member's classes on the official census day of each semester and term. Faculty will be required to submit grade reports at various times during the semester/term in order to assist with initiatives such as retention, registration, advising, etc. These grades must be reported in accordance with the schedule and/or site procedures.

ACADEMIC GRADE GRIEVANCE PROCEDURE

Any academic grade or grading method is subject to review when such method is questioned by a student regarding a specific grade received by the student. All questions concerning an academic grade or grading procedure are first considered and reviewed by the faculty member. If the student does not accept the decision of the faculty member, the next step will be consideration and review by the instructor's supervisor. If the student disagrees with the decision of the instructor's supervisor, the student's case may then be referred to the Student Academic Hearing Committee for normal hearing procedures. See the appendix in this handbook for detailed procedures of the Academic Grade Grievance Procedure.

INSTRUCTIONAL PROJECTS IN THE COMMUNITY

Instructional projects for the college, community, and/or an individual may be completed based on instructional objectives for the class. Routine projects will be discussed with the instructional dean prior to

the start of an academic year. Delivery of certain projects may be impacted by course sequences and/or the college academic calendar. The Standard Operating Procedures for Instructional Projects in the Community (see Appendix) must be followed.

EMPLOYEE HANDBOOK

POLICY: 6.13 Educational Support Services

ADOPTION DATE: December 19, 2005 Revised

LIBRARY

Faculty members are expected to become familiar with the resources of the library. They are expected to guide their students in the development of habits, attitudes, and skills that will enable them to use the library effectively. The librarian consults with the division directors concerning needed acquisitions by May 15 and October 15 of each year. New subscriptions to periodicals must be made prior to February 15 of each year.

Books from the regular collections circulate for three weeks and may be renewed if not in demand. Periodicals, special reference works, and audio-visual materials may be borrowed only by the faculty. Materials may be reserved for part or all of a semester by giving written notice to the librarian well in advance of assignments. This notice should indicate author, title, call number, number of copies, and length of reserve period. All materials are removed from reserve at the end of the semester.

The librarian assists classroom instruction by placing books on reserve, giving guided tours of the library, providing library orientation to classes, and offering various other services.

The library has supplies and equipment for preparing many kinds of media, including overhead projector transparencies, video and audiocassettes, slides, tapes, and laminated posters.

BOOK ADOPTION AND PURCHASING POLICIES

Instructors must give students the option of purchasing used books if available, with the exception of consumable books. The bookstore will not purchase back books that have a large amount of writing, answers to quizzes, etc. Instructors within the same department are not required to use the same book. It is the instructor's option to use the past book edition or to adopt the newest edition.

It is the instructor's option to label a book either "required" or "optional." Optional textbooks recommended by instructors should be clearly marked as an optional text on the adoption form. Textbook adoptions not marked as optional will automatically be considered required texts. Once a book is designated as required, it will not be refunded.

Instructors are encouraged to select textbooks for a minimum three-year adoption period. Instructors should communicate the basis for anticipated, unusual enrollment increases or decreases in courses when these conditions can be predicted. Site administrators will distribute procedures relative to the adoption of textbooks.

INSTITUTIONAL SUPPORT SERVICES

Each site has institutional support services to include tutoring, test-taking, and counseling services for students. Please contact the site administrator for details.

ACADEMIC ADVISING

Academic advising procedures vary on each site. Please contact the site administrator for details.

INSTRUCTIONAL DESIGN SERVICES

Faculty may contact the WEB CT administrator for assistance in developing on-line courses.

EMPLOYEE HANDBOOK	
POLICY: 6.14 Student Services	ADOPTION DATE: January 27, 2016 Revised

SPONSORSHIP OF STUDENT ACTIVITIES

Faculty sponsors allow students optimum freedom and responsibility in planning and executing their activities. Faculty sponsors also are to (1) attend all meetings and activities of the group they sponsor and to remain until the close of the activity; (2) act as liaison between students, administration, and the business office; (3) take such measures as may be necessary to protect the college buildings, property, and equipment; (4) sign applications for approval of activities to be scheduled by the dean of students; (5) sign purchase orders; (6) submit information to the dean of students concerning meeting times and places and list of officers of the group; and (7) when travel is involved for the student organization, the faculty sponsor must travel with the students. Certain organizations do not choose their advisor(s), rather they are assigned a full-time faculty or staff person by the college who volunteers to sponsor the organization. Established full-time faculty or staff members who reduce employment hours below full-time status and maintain an office on campus may continue to function as an advisor of a student organization with the approval of the Student Service Officer.

STUDENT ORGANIZATION FUNDS

Payment of the activity fee at the time of registration entitles a student to admission to any district-sponsored event unless otherwise published. Students may earn funds for club activities through projects approved by the dean of students. The bookstore will handle the sale of all school supplies and books. The Chief Financial Officer serves as custodian of all student activity funds.

FINANCIAL ASSISTANCE FOR STUDENTS

The district provides financial assistance to needy and/or deserving students through grants, scholarships, loans, and part-time employment. Students in need of financial assistance should be referred to the financial aid office.

EMPLOYEE HANDBOOK	
POLICY: 6.15 Online Course Development and Review	ADOPTION DATE: January 27, 2016 Revised

Online, hybrid, and enhanced courses will be built utilizing the approved master template. Prior to a course being offered for the first time in Blackboard Ultra, it will be reviewed by the Dean of eLearning and Instructional Design. Following the initial review, courses will be reviewed again by the Dean of eLearning and Instructional Design in the same year that the faculty member teaching the course is due for a classroom evaluation by their supervisor. The same criteria will be used to evaluate the courses in the initial and subsequent reviews. The review will ensure the instructor has included a syllabus; Getting Started module with a welcome, instructor introduction, instructional materials, syllabus, and course map; a calendar; and appropriately labeled learning modules which demonstrate the minimum standards of excellence in the courses including lecture, assessment, application, and interaction. After the online course(s) go live, the supervisor will select one online course to observe that term.

The Policies and Procedures manual can be found by logging in to Blackboard at <https://howardcollege.blackboard.com> and on the Online Teaching and Learning Center.

RELATIONSHIP OF NON-EXEMPT EMPLOYEE TO COLLEGE

EMPLOYEE HANDBOOK	
POLICY: 7.1 Probationary Period/Letter of Employment	ADOPTION DATE: September 27, 2010 Revised

PROBATIONARY PERIOD

Appointment to a staff position is made on the basis of qualification, merit, and ability. At the time of initial employment, a new staff member will be provided a complete description of the job to be performed. The staff employee is responsible for each of the duties outlined and for updating the job description as it changes.

A new staff member is required to serve sixty working days during the probationary period before final certification as a status employee. Prior to the end of the probationary period, each staff employee will be evaluated by his/her supervisor. The evaluation will be done on a standard evaluation form furnished by the Human Resources department. The purpose of these evaluations is to determine if the employee should continue employment. During the probationary period, a staff employee may be dismissed without notice if the ability and qualifications necessary to provide satisfactory service are not demonstrated. Successful completion of the employee probationary period is not a guarantee of a right to employment.

LETTER OF EMPLOYMENT

All non-exempt employees are by definition at-will employees and can be terminated at the discretion of the employer. A letter of employment does not create any property rights in any position. Employees employed under the terms of a letter of employment have no property rights in the job or position at which they are employed, and such employees may be dismissed at will. Letters of employment are issued by the president's office and must be signed along with a copy of the employee's job description and returned to the president no later than fourteen days from the date of issue.

OUTSIDE EMPLOYMENT

Full-time members of the faculty and staff are asked to inform their respective supervisor and cabinet member of any outside employment planned during the term of the individual contract or letter on an annual basis. This outside employment cannot interfere with job duties at Howard College.

EMPLOYEE HANDBOOK	
POLICY: 7.2 Duties and Responsibilities of Non-Exempt Employees	ADOPTION DATE: January 27, 2016 Revised

DUTIES AND RESPONSIBILITIES OF NON-EXEMPT EMPLOYEES

Under the direct supervision of the designated administrator and/or supervisor, an employee performs the following duties:

1. Responsible for adhering to all college policies and procedures as outlined in the *Employee Handbook* at www.howardcollege.edu. If assistance is needed, contact Human Resources.
2. Maintains satisfactory attendance.
3. Fulfills duties as defined in the position's job description.
4. Is on time for assigned duties and notifies the appropriate supervisor as early as possible of an unscheduled absence.
5. Assists with the registration of students as assigned.
6. Reports all problems in need of special consideration to the appropriate official.
7. Makes such special reports as may be requested by various administrative officers.
8. Attends all meetings called by the college administration unless excused by the supervisor.
9. Serves actively on committees as appointed by the president.
10. Cooperates, participates, and encourages participation in the formal evaluation process.

11. Keeps the administration informed regarding problems, progress, and matters affecting the welfare of the institution in general.
12. Is a good public relations agent both on the site and in the community, to include projecting a professional image in the areas of dress, appearance, personal grooming, and conduct.
13. Does not abuse alcohol or indulge in illegal drugs.
14. Channels each request or grievance through the administrative hierarchy delineated in the organizational chart of the college.
15. Processes and maintains general budget expenditures for the appropriate program as applicable.
16. Maintains only those personal relationships with students and colleagues that do not interfere with the performance of professional duties.
17. Performs such extra duties as may be assigned by the administration.

EMPLOYEE HANDBOOK	
POLICY: 7.3 Resignation, Administrative Leave, Disciplinary Action, Dismissals, Appeals and Layoffs	ADOPTION DATE: May 22, 2023 Revised

RESIGNATION

When a non-exempt employee plans to resign from employment in the college district, as much advance notice of the resignation date as possible should be given to the supervisor so that arrangements for a replacement can be made. At least two (2) weeks notice is considered as minimal good practice. No employee should be absent from duty without authorized leave except briefly in cases of sickness or emergency. Any employee who is absent without authorized leave of absences is deemed to have abandoned his/her position and to have resigned from the college district. Exceptions may be made if the employee can verify that extenuating circumstances prevented his/her reporting or requesting leave. When the employment relationship concludes between the college and an employee, the employee must be physically at work the day following any official college holiday if the employee is to be compensated for the holiday period. Vacation days or personal days may not be used to meet this attendance requirement. Employees who are retiring are not required to work the day following any official college holiday but must be physically at work or use accrued vacation, personal leave, or Staff Development award their last scheduled day preceding any official college holiday to be compensated for the holiday period immediately following their last scheduled day.

ADMINISTRATIVE LEAVE WITH PAY

In some instances, employees will be placed on administrative leave with pay pending an investigation or other pertinent matters by the President. This action is not considered a disciplinary action. The employee shall be notified in writing of the terms and conditions, if any.

DISCIPLINARY ACTION, DISMISSALS,

This procedure does not apply to dismissal during the probationary period.

Disciplinary Action.

The general types of disciplinary actions include, but are not limited to, the following: oral reprimand, documented reprimand held with supervisor, written reprimand for the personnel file, disciplinary leave with pay, probation, change of assignment, demotion, suspension without pay, and dismissal. Disciplinary action is the responsibility of a supervisor or administrator and action taken should be appropriate to the situation. The immediate supervisor of the supervisor taking action and Chief Human Resources Officer should be consulted before any disciplinary action is taken.

Dismissal and Suspension

Offenses justifying suspension or dismissal include, but are not limited to:

1. Failure or refusal to comply with official directives, either oral or written.
2. Failure to comply with official policies.
3. Inefficiency or incompetency in performance of duties.

4. Conviction of any felony grade crime or conviction of any other crime involving moral turpitude. "Conviction" is defined to include deferred adjudication or probation.
5. Necessary reduction in force (retrenchment).
6. Possession of or being under the influence of alcohol while being on duty.
7. Possession of or being under the influence of illegal drugs.
8. Insubordination.
9. Indecent or immoral conduct which violates common decency or morality or reflects negatively on the reputation of Howard College.
10. Physical or mental incapacity not otherwise protected by law that prevents full performance of the employee's duties.
11. Failure to correct deficiencies pointed out in observation, supplemental memoranda, or other communications.

The immediate supervisor of the supervisor taking action and Chief Human Resources Officer should be consulted prior to any dismissal or suspension.

APPEAL

At-will employees have no property rights and may be dismissed at will. There is no appeal of this employment action.

LAYOFFS

When it becomes necessary to lay off one or more employees in a department, the supervisor should consider all pertinent factors, such as individual production records and quality of past work performed when selecting the employees to be laid off. When possible, department supervisors will give staff personnel fourteen (14) calendar days notice prior to layoffs. Whenever possible and applicable, persons on lay-off status are recalled before new staff personnel are employed.

CHECK-OUT PROCEDURES

When an employee resigns, the department supervisor should notify the Chief Human Resources Officer within twenty-four hours. The supervisor should submit the employee's statement of resignation to Human Resources. If a resignation letter is not submitted, the supervisor should submit a Payroll Recommendation form. All persons leaving employment with the college district should meet with Human Resources personnel or applicable site representative to complete the check-out process.

DEDUCTION STATEMENT

As noted on the letter or contract the college will deduct any outstanding charges (former student or employee) found during the check-out process from the employee's last paycheck. This includes keys/fobs, and any equipment not returned. If charges exceed the last check, the employee must sign a repayment agreement for the remaining balance.

EMPLOYEE HANDBOOK	
POLICY: 7.4 Definition, Classification, Pay, and Rest Periods	ADOPTION DATE: November 5, 2018 Revised

A non-exempt employee is defined as a person employed by Howard College in a position which is subject to minimum wage and overtime provisions of the Federal Fair Labor Standards Act of 1938 (FLSA) as amended (see below).

CLASSIFICATION AND PAY

Staff personnel are classified according to a uniform plan and are paid according to a corresponding salary schedule. Classification is made on the basis of duties and responsibilities. Positions with similar duties and responsibilities are grouped in the same class. In accordance with the provisions of federal statutes, there is no discrimination in classification or pay and all non-exempt positions are assigned

appropriate salaries that provide equal pay for equal work and responsibility. A salary figure stated in monthly or yearly terms is not intended to create an employment contract for that period.

Full-time non-exempt employees whose regular schedule requires less than 38 hours per week will be paid at the regular hourly rate through 38 hours. Overtime pay will be calculated as defined below.

FLSA AND POLICY REGARDING OVERTIME PAY

Non-exempt employees will be subject to the overtime provisions of the Federal Fair Labor Standards Act of 1938 (FLSA) as amended. Non-exempt employees who are required to work in excess of 38 hours in a workweek are entitled to compensation for the excess hours. The college defines the work week as that period beginning at 12:01 a.m. on Saturday and extending through the seven-day period ending at 11:59 p.m. the following Friday. Compensation for all authorized overtime in excess of 38 hours per week worked by eligible employees shall consist of overtime payment at the rate equal to one and one-half times the employee's regular rate of pay.

On occasions when the employee is required to work in excess of the regular daily working hours, it is permissible to adjust the remaining workweek so that 38 hours will not be exceeded in that workweek, if the arrangement is mutually agreeable between employee and supervisor.

Regularly scheduled college holidays will be counted as hours worked in the calculation of the number of hours in a workweek. However, the hours will not be counted towards overtime hours.

No FLSA non-exempt employee will be permitted to work overtime without prior approval of the supervisor. The amount of authorized overtime should be limited to that which is absolutely necessary. Employees who are determined to be FLSA "exempt" are consequently exempt from the provisions of the Fair Labor Standards Act.

FLSA non-exempt employees required to travel to another city for work assignments will report time spent in travel as working time.

CALL-OUT COMPENSATION

Non-exempt employees may be called out unexpectedly to respond to emergency situations that may arise. Non-exempt employees should record the actual time worked in the online time keeping system. In addition, non-exempt employees may record one extra hour work time credit for each call-out occurrence. The extra hour credit for an unexpected call-out should be recorded separately and should be labeled "Call-Out Credit."

REST PERIODS

Each supervisor may allow employees one rest period during each half of the work shift, to be taken as work allows subject to the following provisions:

1. No single rest period may exceed more than fifteen (15) minutes absence from the staff employee's workstation.
2. Staff personnel may not accumulate rest periods.
3. Rest period time may not be used for late arrival or early departure from duty.

RELATIONSHIP OF EXEMPT EMPLOYEE TO COLLEGE

EMPLOYEE HANDBOOK	
POLICY: 8.1 Provisional Letters of Employment/Non-Contract Employment/Contracts	ADOPTION DATE: January 27, 2016 Revised

PROVISIONAL LETTER OF EMPLOYMENT

New full-time exempt staff in the district will receive a Provisional Letter of Employment. Exempt staff must be employed full-time for a complete academic year with the HCJCD before being eligible for a contract. The letter of employment and a copy of the employee's job description must be signed and returned to the President no later than fourteen days from the date of issue to be valid.

NON-CONTRACT EMPLOYMENT

Employees who are not employed under the terms of a written employment contract have no property right and may be dismissed at will.

CONTRACTS

An appointment is effective only for the term stated in the contract of employment and no property right is created beyond the term stated in the contract. The issuance of official contracts follows the approval of members of the administration by the Board of Trustees. Contracts may be delayed pending the passage of an appropriations bill by the State Legislature or adoption of a college budget. However, all contracts and a copy of the employee's job description must be signed and returned to the President no later than fourteen days from the date of issue to be valid. The offer of a contract of employment may be withdrawn by the Board at any time before it is signed and delivered to the Office of the President.

An employee may be reassigned at any time if deemed necessary by the college administration and Board of Trustees.

Employees will be compensated for additional assignments pursuant to the college compensation plan.

OUTSIDE EMPLOYMENT

Full-time members of the faculty and staff are asked to inform their respective supervisor and cabinet member of any outside employment planned during the term of the individual contract or letter on an annual basis. This outside employment cannot interfere with job duties at Howard College.

EMPLOYEE HANDBOOK	
POLICY: 8.2 Duties and Responsibilities of Professional Employees	ADOPTION DATE: January 27, 2016 Revised

DUTIES AND RESPONSIBILITIES OF EXEMPT EMPLOYEES

Under the direct supervision of the designated administrator and/or supervisor, an employee performs the following duties:

1. Responsible for adhering to all college policies and procedures as outlined in the *Employee Handbook* at www.howardcollege.edu. If assistance is needed, contact Human Resources.
2. Maintains satisfactory attendance.
3. Fulfills duties as defined in the position job description.
4. Is on time for assigned duties and notifies the appropriate supervisor as early as possible of an unscheduled absence.
5. Assists with the registration of students as assigned.
6. Reports all problems in need of special consideration to the appropriate official.
7. Makes such special reports as may be requested by various administrative officers.

8. Attends all meetings called by the college administration. Staff in the student services area are required to attend commencements and other official convocations. All staff are invited to participate in graduation by wearing appropriate graduation attire.
9. Serves actively on committees as appointed by the president.
10. Cooperates, participates, and encourages participation in the formal evaluation process.
11. Keeps the administration informed regarding problems, progress, and matters affecting the welfare of the institution in general.
12. Processes and maintains general budget expenditures for the appropriate program as applicable.
13. Is a good public relations agent both on the site and in the community, to include projecting a professional image in the areas of dress, appearance, personal grooming, and conduct.
14. Does not abuse alcohol or indulge in illegal drugs.
15. Channels each request or grievance through the administrative hierarchy delineated in the organizational chart of the college.
16. Maintains only those personal relationships with students and colleagues that do not interfere with the performance of professional duties.
17. Administers appropriate assessment instruments and submits required documentation to the appropriate administrator.
18. Participates in strategic planning and institutional effectiveness.
19. Performs such extra duties as may be assigned by the administration.

* Failure to abide by these policies may be considered breach of contract.

ADDITIONAL DUTIES

Exempt employees may be subject to assignment of additional professional duties. Duties may include accepting teaching assignments, serving on task force/committees, or sponsoring student organizations. In some instances, certain teaching assignments are part of the employee job description and additional compensation will not be given. When institutional need warrants teaching assignments that are not written into the job description and requires additional duties beyond the responsibilities of the current position, consideration may be given for additional compensation in the form of adjunct pay. This will be handled on a case-by-case basis.

EMPLOYEE HANDBOOK	
POLICY: 8.3 Resignation, Administrative Leave, Disciplinary Action, Dismissal, Grievance Procedure, Non-Reappointment and Retrenchment	ADOPTION DATE: May 22, 2023 Revised

RESIGNATION

Employees who choose to resign should notify their supervisor in writing. Funds in retirement accounts cannot be released to an employee until the last payroll has been processed. When the employment relationship concludes between the college and an employee, the employee must be physically at work the day following any official college holiday if the employee is to be compensated for the holiday period. Vacation days or personal days may not be used to meet this attendance requirement. Employees who are retiring are not required to work the day following any official college holiday but must be physically at work or use accrued vacation, personal leave, or Staff Development award their last scheduled day preceding any official college holiday to be compensated for the holiday period immediately following their last scheduled day.

ADMINISTRATIVE LEAVE WITH PAY

In some instances, employees will be placed on administrative leave with pay pending an investigation or other pertinent matters by the President. This action is not considered a disciplinary action. The employee shall be notified in writing of the terms and conditions, if any.

DISCIPLINARY ACTION

The general types of disciplinary actions include, but are not limited to, the following: oral reprimand, documented reprimand held with supervisor, written reprimand for the personnel file, disciplinary leave with pay, probation, change of assignment, demotion, suspension without pay, and dismissal. Disciplinary action is the responsibility of a supervisor or administrator and action taken should be appropriate to the situation. Disciplinary action is the responsibility of a supervisor or administrator and action taken should be appropriate to the situation. The immediate supervisor of the supervisor taking action and Chief Human Resources Officer should be consulted before any disciplinary action is taken.

DISMISSAL

Any employee employed under the terms of an employment contract may be dismissed for good cause before the completion of the term of employment. "Good cause" shall include any ground that is put forward by college authorities in good faith and that is not arbitrary, irrational, unreasonable, or not irrelevant to the duties with which such college authorities are charged and is not limited to some form of inefficiency or misconduct on the part of the person dismissed.

The term shall include but not be limited to the following:

1. Failure or refusal to comply with official directives, either oral or written.
2. Failure to comply with official policies.
3. Inefficiency or incompetency in performance of duties.
4. Conviction of any felony grade crime or conviction of any other crime involving moral turpitude. "Conviction" is defined to include deferred adjudication or probation.
5. Necessary reduction in force (retrenchment).
6. Possession of or being under the influence of alcohol while being on duty.
7. Possession of or being under the influence of illegal drugs.
8. Insubordination.
9. Indecent or immoral conduct which violates common decency or morality or reflects negatively on the reputation of Howard College.
10. Physical or mental incapacity not otherwise protected by law which prevents full performance of the employee's duties.
11. Failure to correct deficiencies pointed out in observation, supplemental memoranda, or other communications.

The immediate supervisor of the supervisor taking action and Chief Human Resources Officer should be consulted before any employee is considered for dismissal and before any employee employed under the terms of an employment contract is dismissed prior to the completion of the term fixed in the contract, the employee shall be given reasonable notice in writing of the proposed action and the grounds therefore.

If, upon written notification, the employee desires to be heard and to contest the proposed action of the Board of Trustees, he/she shall give the Hearing Committee written notice within ten (10) college working days of his receipt of the notice of proposed dismissal. In the event that the employee does not give actual written notice of his request for hearing within the ten (10) college working days prescribed, the Board of Trustees may take action on the proposal and the employee shall be deemed to have waived any right to a hearing.

In the event that the employee shall file a timely request for hearing, said hearing shall be set within 10 college working days of the date the request for the hearing is received by the Hearing Committee.

The Hearing Committee may conduct the hearing in closed session unless the employee requests a public hearing, in which case the hearing shall be open to the public. In matters where the conduct of individuals other than the employee filing the grievance will be at issue and will require testimony from those individuals, or evidence of the conduct of those individuals, then the affected individuals shall have the right to petition the Board to close to the public either the entire hearing or those portions of the hearing at which the affected individual's conduct will be discussed or at which they will testify.

At the hearing, the employee may employ counsel. The employee shall have the right to hear the evidence upon which the dismissal is based, to cross examine all adverse witnesses, and to present evidence in his behalf. The Committee shall determine the existence of good cause for dismissal, which determination shall be based solely upon the evidence presented in the hearing.

The employee may be suspended with pay by the president pending the outcome of the dismissal hearing.

In the event that the decision of the Hearing Committee is unsatisfactory to the employee or the supervisor, either may within five college working days after receipt of the decision of the Hearing Committee file a written notice of appeal to the president. Upon receipt of the notice of appeal, the president will schedule a hearing within five (5) college working days the employee and the supervisor. The president will issue a decision within 10 college working days following the hearing.

If the employee or supervisor is not satisfied with the decision, each may request a hearing with the Board of Trustees within five college working days of the receipt of the decision of the president. The Board of Trustees will conduct the hearing within 30 college working days from the date of the request for a hearing. The Board of Trustees will make the final decision on the matter.

NON-REAPPOINTMENT

An appointment is effective only for the term stated in the contract of employment and no property right is created beyond the term stated in the contract. The responsible supervising administrator who decides to recommend such an employee for non-reappointment must notify that person in writing at least two weeks in advance of the employee's contract completion date. The Board may decide not to renew the contract of any employee if in its judgment the best interests of the district will be served by such non-reappointment. An exempt employee who is non-reappointed may present a grievance in person to the President on the issue of the employee's employment. The President's decision on this grievance is final and may not be appealed to the governing board.

RETRENCHMENT

Retrenchment is the need for reduction in positions arising from declining enrollment, declining funding, and/or the elimination or redirection of departments or grants. When circumstances require a reduction in staff, the reduction will be accomplished using the following procedures: The President shall submit to the Board a recommendation for dismissing particular employees after applying the following criteria, listed in order of importance, in each selected employment area to determine which employees shall be retained:

1. Performance: Employee's effectiveness as reflected by written evaluations or assessments.
2. Professional Background: Professional education and work experience related to the position.
3. Breadth of Education: Preparation for other instructional/administrative assignments.
4. Seniority: Years of employment with Howard College.

After considering the President's recommendation, the Board shall determine which employees shall be dismissed. The employee shall be given a written statement of the reasons or conditions requiring such dismissal and shall, upon request, be given a hearing in accordance with the policy for termination during the contract term.

This policy applies only to retrenchment conducted during the term of employment of affected employees where such employees have a property interest in their position. No personnel action other than retrenchment shall be considered under this procedure. Retrenchment cannot be subject for grievance.

CHECK-OUT PROCEDURES

Whenever an employee resigns or is dismissed, the department supervisor should notify the Chief Human Resources Officer within twenty-four hours. The supervisor should submit the employee's statement of resignation and/or a payroll recommendation form. All persons leaving employment with the college district should meet with Human Resources personnel or applicable site representative to complete the check-out process.

DEDUCTION STATEMENT

As noted on the letter or contract the college will deduct any outstanding charges (former student or employee) found during the check-out process from the employee's last paycheck. This includes keys/fobs, and any equipment not returned. If charges exceed the last check, the employee must sign a repayment agreement for the remaining balance.

RELATIONSHIP OF PART-TIME EMPLOYEE TO COLLEGE

EMPLOYEE HANDBOOK

POLICY: 9.1 Hiring, Benefits, Evaluations

ADOPTION DATE: May 22, 2023 Revised

The college employs both part-time faculty and non-faculty positions. These positions have no property rights and are at-will positions. Part-time employees are not eligible for leave benefits including vacation and sick leave. Adjunct faculty receive letters of intent. Policies in the following sections of this handbook pertain to part-time employees, and part-time employees should become familiar with the policies: Guiding Principles, Organizational Structure, Institutional Effectiveness and Advancement, and Business and Operating Policies and Procedures. In addition, part-time faculty should become familiar with applicable policies in the full-time faculty section of the Employee Handbook.

Hiring Procedure

1. Recruitment

- a. When a department determines there is a need for a part-time position (based on their budget), the hiring supervisor must notify Human Resources. If the hiring supervisor chooses to post the position, they will send the information to Human Resources who will create a job posting. Part-time positions may be posted on-site and on the college web site.
- b. Applications received by Human Resources are forwarded to the appropriate hiring supervisor for the interview process. Applications submitted directly to the hiring supervisor should be forwarded to Human Resources.
- c. Applicants' original files are kept in the Human Resources Office.
- d. Applications will be kept on file for one year.

2. Interviewing/Selection

- a. The supervisor selects qualified applicants for interviews. At least one reference check will be required on part-time employees by the hiring supervisor. In the case of student employees, letters of reference that are already on file for other purposes, such as scholarship consideration, may be substituted for this one required reference check.
- b. Some part-time applicants may be subject to a criminal background check prior to employment with the college. The applicant's signed release is obtained from Human Resources. If more information is needed to process the criminal background check, the Human Resource department will contact the applicant. If the position being filled requires a criminal background check, this will be done before the official offer of employment is extended to the applicant.
- c. The Human Resources department will notify the hiring department if the applicant is eligible for hire. No offer of employment may be extended until "eligibility for hire" notification is given by the Human Resources department. Background check information will be kept confidential in the Human Resources office.
- d. Pay rates for part-time positions are determined by the adjunct faculty schedule or the part-time salary schedule (see appendix).
- e. The hiring supervisor will submit a Payroll Recommendation, references, and any other applicant materials to Human Resources.

3. Commitment to Employ

Note: No employee may begin working at Howard College until all required documentation is on file and all procedural requirements have been met. Any questions regarding this section must be cleared with the Chief Human Resources Officer in advance.

- a. When an applicant is hired, the new part-time employee should contact the Human Resources department prior to the first day of employment to complete new hire paperwork. Human Resources will notify the supervisor via email when the employee is released to work.

- b. Employees of less than eighteen years of age are only hired when the employing supervisor is willing to accept total responsibility for compliance with the Federal Child Labor Laws. These laws are available from the Human Resources Office or the federal government. The employing supervisor will be required to sign a statement accepting total responsibility for said compliance.
- c. Business Office records are checked for any outstanding charges the new employee may have as a former employee or student. If outstanding charges are found, the employee will be notified that deductions will occur from their monthly check until all outstanding charges are recovered.

INSURANCE

There may be instances where workload may qualify a part-time employee for insurance and retirement benefits. Per Section 4890H of the Internal Revenue Code, enacted by the Affordable Care Act, February 12, 2014, part-time faculty are credited with 2.25 hours of service per week for each credit hour they teach. If they work 30 hours or more per week, they are eligible for insurance benefits after a 60-day waiting period. Plans for group health insurance, group life insurance, group dental insurance, and short term and long-term disability insurance are available to these employees. The coverage may be selected under the IRS Code 25 cafeteria plan. Information regarding eligibility for these benefits may be obtained from the Human Resources office. Employees or eligible dependents will have the option to convert medical and dental coverage to individual policies at their own expense upon termination of their relationship with the district. The policies will be administered by

Employees Retirement System of Texas (ERS) according to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).

RETIREMENT PROGRAMS

Part-time employees who meet the eligibility requirement for benefits are required to belong to the Teacher Retirement System of Texas (TRS). Part-time employees belonging to TRS through another employer are required to include their college earnings in the retirement plan.

Employees that elect TRS will have a percentage of his/her gross salary deducted each month and deposited with TRS. The State Comptroller will place a percentage in the employee's TRS account each month.

The employee can withdraw the personal contribution to TRS when he/she is no longer a college employee. However, if an employee remains with the college for a minimum of five (5) years, he/she has a vested interest and is entitled to receive the benefits from it upon retirement. Complete information regarding the Teacher Retirement Program is available in the Human Resources office or online @ www.trs.state.tx.us. Part-time employees who are not eligible for insurance benefits, and who are not covered by TRS at another entity, are required to contribute to the part-time retirement account. Employees will have a 7.5% deduction each month that is deposited with the current third-party administrator for the part-time retirement plan.

TAX-DEFERRED ANNUITIES

Under the provision of public law, an employee of the college may be eligible to purchase a tax-deferred retirement annuity. While the annuity is being purchased, the employee does not pay current income taxes on the amount deducted from his/her salary for the annuity premium. Taxes will be paid on the deferred annuity at retirement.

If the employee signs a contract for a tax-sheltered annuity program, his/her current salary is reduced by whatever amount is stated on the contract. This is defined as a reduction rather than a deduction to comply with the current tax regulations. Interested employees may obtain information on annuity programs, including a list of approved carriers, from the Human Resources office. A carrier may be removed from the active list by action of the Welfare Committee at any time. Only those companies shown on the List of 403(b) Certified Companies on the Teacher Retirement System web site will be considered for approval. If a company is removed from the TRS list, they will immediately be removed as an active carrier. Only those employees using that carrier at the time they become inactive may continue to use the carrier.

WORKER'S COMPENSATION

All college employees are covered by workers' compensation insurance while in the course and scope of their duties for the college. Workers' compensation insurance pays for medical bills resulting from injuries or illness an employee incurs while in the course and scope of his/her duties with the college. Workers' compensation also pays a partial salary continuation benefit for time lost from work as the result of an eligible work-related injury or illness. The length and amount paid are governed by State law. For injuries resulting in long-term or permanent disability, the employee may be eligible for other payments as governed by State law.

Reporting Responsibility:

Any employee who experiences an on-the-job injury is required to notify his/her supervisor and the Chief Human Resources Officer as soon as possible after the incident occurs. The employee is required to complete the Injury Report and submits it to the Chief Human Resources Officer. If the employee is unable to report the injury or complete the Injury Report, the supervisor and/or co-worker should report the incident immediately to the Chief Human Resources Officer.

Lost Time:

It is the policy of the college that if an employee is disabled or unable to work because of an occupational accident, the employee shall be compensated as follows: Employees will be paid by the college during the seven-day "waiting period" as defined by workers' compensation if the employee has accrued sick leave or vacation to cover the period. If the employee does not have accrued sick leave or vacation to cover the seven-day waiting period, that period will be without pay. Employees receiving pay under the workmen's compensation program will **not** receive salary compensation from the college during the period that they are being paid by workers' compensation.

LEGAL SERVICES

The Board of Trustees may authorize legal service for employees who are sued for actions that occur in the performance of their assigned duties. Information may be obtained from the Chief Human Resources Officer. Employees are encouraged to consider legal insurance available through the Texas Community College Teachers Association.

EDUCATIONAL AND WELLNESS BENEFITS

Employees eligible for participation in the college insurance and retirement plans (as defined by the Employee Retirement System) may take advantage of several fringe benefits outlined below:

Credit Classes

Tuition costs may be waived for part-time employees eligible for ERS insurance benefits for a total of 6 hours per semester. Eligible dependents, as defined by the Employee Retirement System and/or the U.S. Department of Education Financial Aid Program, may be provided a scholarship to cover a portion of the cost of enrolling in courses for credit. In-District eligible dependents will receive a \$150.00 scholarship and Out-of-District eligible dependents will receive a \$180.00 scholarship not to exceed the cost of enrollment per semester. The eligible dependent is required to pay appropriate tuition, and Trustees, employees and part-time employees eligible for ERS insurance benefits and eligible dependents are required to pay course fees, activity fees, building use fees, and regular lab fees. Trustees, employees, part-time employees eligible for ERS insurance benefits or dependents will be required to pay for kits or other supplies required for class. Trustees, employees and part-time employees eligible for ERS insurance benefits that have resigned or whose tenure/employment is not expected to continue through the semester are not eligible to participate in either the Tuition Waiver or the Trustees/Employee's Dependent Scholarship program.

Classes taken for audit purposes only **cannot** be covered through this program. Part-time employees eligible for ERS insurance benefits or dependents who withdraw from all classes or fail to achieve a 2.0 semester grade point average on courses paid in whole or in part from the Employee Scholarship program will be required to self-pay for courses the next semester. The Employee scholarship fund will be reinstated once a part-time employee eligible for ERS insurance benefits or his/her dependents complete a semester of course work with a 2.0 GPA or above.

Non-Credit/Continuing Education Classes

Part-time employees eligible for ERS insurance benefits may enroll in continuing education classes at 50% of the standard tuition and fees unless otherwise notified. Dependents of part-time employees eligible for HC employee benefits are not eligible for the tuition reduction for continuing education classes. Students will be required to pay for books, kits, or other supplies required for class.

Fitness Center

Part-time employees and their dependents over the age of 18 may use the fitness center at no charge. Part-time employees using the Fitness Center under this arrangement will not receive college credit. Part-time employees wishing to receive credit may enroll under the Employee Scholarship program described above. Eligible dependents may enroll in the Fitness Center for credit under the Trustees/employee scholarship program.

EMPLOYEE COUNSELING

Employees that are having difficulty in coping with a personal problem are encouraged to contact the district counseling department. The counseling department will assist employees in seeking the appropriate help while maintaining a level of confidentiality.

CHILDREN AT WORK

Employees should not bring children to the site and leave them unattended while involved in work or site business during regular working hours. Children should not attend work with their parents. In the event of a temporary, unusual circumstance, an employee should discuss the issue with the respective cabinet member. On the Big Spring site, a childcare center is available for employee's children depending on space.

RIGHT TO EXPRESS BREAST MILK IN THE WORKPLACE

Effective September 1, 2015, per HB 786, the college will make reasonable accommodations for the needs of employees who express breast milk for one year after the child's birth. A reasonable amount of break time will be provided. One 15-minute break during each half of the work shift will be allowed with pay. The employee must submit leave for any additional time taken. A location will be provided that is shielded from view and free from intrusion from other employees and the public.

EVALUATIONS

Each employee with three years or less experience in the Howard County Junior College District will be evaluated annually through the use of evaluation forms furnished by the college. Employees with four or more years will be evaluated every three years or as deemed necessary by their supervisor. Current positions that have minor changes in responsibilities can be reviewed for consideration of evaluation deviating from this schedule at the discretion of the respective cabinet member and/or Human Resources office. The results of the evaluations will be reviewed with each respective employee. Evaluations will be done by February 28 of each year. The purpose of these evaluations includes improvement of the performance, review of broad banding points as appropriate, job promotion, termination, and other related items. Job descriptions will also be updated. (See Faculty Section for more information on Faculty Evaluations)

CHECK-OUT PROCEDURES

Employees should check out in the Human Resources office on or before their last day. Supervisors should submit a Payroll Recommendation form indicating the employee's last day.

DEDUCTION STATEMENT

The college will deduct any outstanding charges (former student or employee) found during the check-out process from the employee's last paycheck. This includes keys/fobs, and any equipment not returned. If charges exceed the last check, the employee must sign a repayment agreement for the remaining balance.

EMPLOYEE HANDBOOK	
POLICY: 9.2 Definition/Compensation for Non-Faculty	ADOPTION DATE: May 22, 2023 Revised

PART-TIME NON-FACULTY

Definition of Part-Time Non-Faculty Employee

Part-time non-faculty employees are those employees who work less than 30 hours per week. Scheduled work hours are flexible depending upon the department and hours will be set by the immediate supervisor. In some instances, the job description of an individual position will require different hours to address services required for students, staff, and/or the community. These schedule variations must be approved through the regular approval channels for job description updating or position approvals. Such schedules must also be set so as to provide essential services to college clients and customers in the most effective manner.

Compensation for Part-Time Non-Faculty Employee

Part-time employees are paid on the first banking day of the month unless there is a conflict with a college holiday. In these instances, part-time employees can pick up their paycheck on the next college working day (see appendix).

EMPLOYEE HANDBOOK	
POLICY: 9.3 Duties and Responsibilities for Non-Faculty	ADOPTION DATE: January 27, 2016 Revised

DUTIES AND RESPONSIBILITIES OF NON-FACULTY EMPLOYEES

Under the direct supervision of the designated administrator and/or supervisor, a part-time non-faculty employee performs the following duties:

1. Responsible for adhering to all college policies and procedures as outlined in the *Employee Handbook* at www.howardcollege.edu. If assistance is needed, contact Human Resources.
2. Maintains satisfactory attendance.
3. Fulfills duties as defined by the supervisor.
4. Is on time for assigned duties and notifies the appropriate supervisor as early as possible of an unscheduled absence.
5. Reports all problems in need of special consideration to the appropriate official.
6. Makes such special reports as may be requested by various administrative officers.
7. Attends all meetings called by the college administration unless excused by the supervisor.
8. Completes required annual online training.
9. Cooperates, participates, and encourages participation in the formal evaluation process.
10. Keeps the administration informed regarding problems, progress, and matters affecting the welfare of the institution in general.
11. Processes and maintains general budget expenditures for the appropriate program as applicable.
12. Is a good public relations agent both on the site and in the community, to include projecting a professional image in the areas of dress, appearance, personal grooming, and conduct.
13. Does not abuse alcohol or indulge in illegal drugs.
14. Channels each request or grievance through the administrative hierarchy delineated in the organizational chart of the college.
15. Maintains only those personal relationships with students and colleagues that do not interfere with the performance of professional duties.
16. Performs such extra duties as may be assigned by the administration.

EMPLOYEE HANDBOOK

**POLICY: 9.4 Part-Time Faculty
Definition/Appointment and
Workload/Compensation for Part-
Time Faculty**

ADOPTION DATE: August 15, 2022 Revised

PART-TIME FACULTY

Definition of Part-Time Faculty

Part-time faculty are those who teach seven (7) credit hours or less per week. Part-time faculty represent a substantial portion of the Howard College teaching staff. The college is aware of and values the important contributions made by part-time instructors not only in the classroom but also in the community. Each part-time faculty member's major responsibility is to provide quality instruction to students. This responsibility does not end in the classroom, however. Part-time faculty are encouraged to stay up to date with what is happening in the college in terms of growth and expansion and services available to students. In addition to the information provided in this handbook, faculty members are expected to be generally familiar with the contents of the current catalog and the student handbook.

Appointment and Workload

Part-time instructors are employed on a semester-to-semester basis renewable at the option of Howard College. In order to become employed as a part-time instructor, applicants must possess certain professional qualifications (see Policy 5.1, B-2 and B-3).

Compensation for Part-Time Faculty

- A. Part-time instructors in academic (for credit) classes will be paid \$900 per ILU (see ILU table in Policy 6.6).
- B. In some programs, part-time instructors will be paid an hourly rate of \$50 per hour due to program requirements and structure of courses (health professions, cosmetology, etc.).
- C. Compensation may vary for part-time instructors being paid from grant funds as stipulated in the grant.
- D. Part-time instructors in workforce training/continuing education classes will be paid according to the following schedule:

CREDENTIALS	
Associate Degree	\$ 40.00 per contact hour
Bachelor Degree	\$ 42.00 per contact hour
Master Degree	\$ 44.00 per contact hour
Doctoral Degree	\$ 46.00 per contact hour
- E. Compensation will be paid in three equal payments on the first banking day of October, November and December for the long fall semester; and March, April and May for the long spring semester.
- F. Part-time faculty will be paid for mini, summer and 8-week sessions on the first banking day following the end of each term. Exception: If the term ends after the payroll due date pay will be received the following month.
- G. Part-time faculty who teach TBA courses will be paid according to the formula for TBA courses in Section II.I in the Full-Time faculty section Policy 6.6.
- H. Compensation for teaching Community Education (non-funded) courses will be paid at the rate of \$20 per hour. Due to contracts and special arrangements for these types of courses, exceptions may be necessary and will be at the discretion of the appropriate instructional administrator.
- I. Substitute instructors will be paid at the compensation rate for part-time faculty (see above).
- J. Offsite training: Adjunct faculty will be paid a stipend of \$25 for less than two hours, \$50 for less than five hours, \$75 less for less than eight hours, and a maximum of \$100 for more than eight hours if training is required and was approved. Travel will be paid according to college policy.

EMPLOYEE HANDBOOK	
POLICY: 9.5 Absence Procedure	ADOPTION DATE: January 27, 2016 Revised

Absence Procedure

Part-time instructors teaching college credit courses are expected to meet all their classes for the length of time scheduled. However, the college recognizes that during the semester, situations may arise which prevent instructors from meeting class, though the expectation is that such absences will be rare. The following guidelines have been established to ensure that efforts are made to provide students all the classroom instruction to which they are entitled and that instructors are treated fairly and consistently.

It is the instructor's responsibility to recommend qualified substitutes, who may be either college employees or outside individuals. In most situations a substitute can be arranged far in advance of the class meeting. All substitutes must be approved by the site instructional dean or the Dean of Teaching and Learning.

If a substitute wishes to be paid, rather than substituting on a "trade-off" or "favor" basis, the amount will be deducted from the part-time instructor's salary.

If an emergency or last minute, and unavoidable situation arises and a substitute cannot be arranged, the site instructional dean or the Dean of Teaching and Learning must be notified as soon as possible.

In such instances each instructor will be allowed one absence per each section taught per semester.

If such emergencies occur more than once in the semester, the college will make deductions from the instructor's salary for the second and subsequent "uncovered" absences.

EMPLOYEE HANDBOOK	
POLICY: 9.6 Duties and Responsibilities for Part-Time Faculty	ADOPTION DATE: January 27, 2016 Revised

DUTIES AND RESPONSIBILITIES OF A PART-TIME FACULTY MEMBER

Under the direct supervision of the appropriate administrator, a part-time faculty member performs the following duties:

1. Responsible for adhering to all college policies and procedures as outline in the *Employee Handbook* at www.howardcollege.edu. If assistance is needed, contact Human Resources.
2. Maintains satisfactory attendance.
3. Teaches assigned classes following approved course syllabi.
4. Is on time for classes and notifies the supervisor as early as possible of an unscheduled absence.
5. Posts and keeps office hours as appropriate for student consultation, as approved by the division director, in addition to student conferences by appointment.
6. Cooperates with substitute instructors and maintains course continuity.
7. Makes all required grade reports to the office of the Registrar promptly and according to schedule.
8. Maintains a class roll and grade book in which are recorded the daily attendance, grades, and the semester grade averages for all students.
9. Ensures integrity of all exams.
10. Reports all student problems in need of special consideration to the appropriate official.
11. Makes such special reports as may be requested by various administrative officers.
12. Serves on faculty committees as appropriate.
13. Performs such extra-class duties as may be assigned by the administration.
14. Advise students when there is opportunity, realizing that the faculty member is often in the best position for effective guidance.
15. Keeps the administration informed regarding problems, progress, and matters affecting the welfare of students, faculty, or the institution in general.
16. At the beginning of the semester, clearly inform the students in writing of the manner in which grades are determined.

17. At the end of the term, checks out with the appropriate administrators.
18. Is a good public relations agent, both in the classroom and the community, to include projecting a professional image in the areas of dress, appearance, personal grooming, and conduct.
19. Channels each request or grievance through the administrative hierarchy delineated in the organizational chart of the college.
20. Creates and implements an acceptable learning environment associated with the instructional process.
21. Writes and maintains a course syllabus for each course taught that adheres to established guidelines and requirements.
22. Assesses student learning outcomes and program outcomes following established procedures and deadlines and submits appropriate and adequate documentation.
23. Actively participates in meetings and trainings as called by instructional leaders to analyze student learning assessment results.
24. Uses assessment results to plan and implement changes in courses and/or programs in an effort to improve student learning outcomes.
25. Does not abuse alcohol or indulge in illegal drugs.
26. Maintains only those personal relationships with students and colleagues that do not interfere with the performance of professional duties.
27. Maintains effective working relationships with colleagues and supervisors.
28. Teaches classes using established texts and/or prescribed instructional materials.
29. Maintains professional competence.
30. Prepares adequately for classes.
31. Assists in maintaining effective laboratories where applicable.
32. Attends all faculty meetings as required by the administration. Invited to attend graduation and participate by wearing appropriate graduation attire, but not required.
33. Administer appropriate assessment instruments and submits required documentation to the appropriate administrator.
34. Performs other duties as assigned.

EMPLOYEE HANDBOOK	
POLICY: 9.7 Professional Growth and Development/Faculty, Meetings and Training	ADOPTION DATE: May 22, 2023 Revised

PROFESSIONAL GROWTH AND DEVELOPMENT

Howard College recognizes the need for the continued professional growth and development of all faculty. The continued professional growth and development of faculty is necessary for institutions of higher education to continue to provide educational programs which include new developments and knowledge in academic disciplines, reflect new instructional programs and public service techniques and strategies, and meet changing needs and expectations of students. Individual faculty members must take the initiative in promoting their own growth as teachers, scholars, and, especially in professional and occupational fields, practitioners. While some institutional funds are available for professional growth and development, all faculty are responsible for their own continued professional development. Application for institutional funds is made through the instructional administrator at each site. Howard College encourages professional growth and development by offering one professional development day each academic year. Part-time faculty are required to attend an adjunct orientation (online or in person) each academic year and are required to earn one (1) hour of professional growth each semester they teach, as well as complete required online training each year. Documentation of this professional growth must be submitted to the division director/chair annually. Forms are available in the Hawk Hub.

Additional professional growth activities may include but are not limited to:

- Teleconferences or telecourses.
- Workshops, seminars, and/or short courses to develop new skills.

- Scholarly papers presented at the local, regional, state, and/or national level. A paper is defined as any work of original thesis or proposition that may or may not involve extensive research.
- Publication of books, articles, and papers.
- Active participation in professional associations and organizations at the local, regional, state, and national level.
- Service to the college - providing programs or workshops for students, staff, or faculty or development of new instructional materials and/or courses.
- Service to the community - providing programs or workshops to organizations or civic groups.
- Writing and submitting a grant.
- Completion of approved college courses.
- Occupational/work experience - must pertain to the faculty's immediate teaching areas or related fields. Work experience, excluding Howard College appointments, shall include but not be limited to outside instruction, summer or part-time employment, salaried/non-salaried, or contract work. Since the goal of occupational/work experience is to refine, develop, or update faculty skills, diversification in work experience shall be encouraged.

REQUIREMENT FOR FACULTY TEACHING INTERACTIVE TELEVISION COURSES

Faculty teaching via interactive television (ITV) for the first time must attend a training orientation prior to the course start date. Training for faculty teaching via interactive television (ITV) will include training in the use of ITV equipment as well as teaching techniques appropriate to the ITV classroom. Training requirements for faculty teaching online courses are detailed in Policy 6.16.

FACULTY MEETINGS

General convocations of the part-time faculty are called by the instructional administrator. Part-time faculty may be convened by their respective instructional administrators as appropriate. Part-time faculty are also invited to attend the professional development day activities for full-time faculty.

APPENDIX

GRIEVANCE PROCEDURE

Discrimination on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status/sexual harassment of an employee by a student

- (a) Each employee and trustee of the college will be notified of the location of the Employee Handbook which contains all grievance procedures.
- (b) The conduct which is discrimination, disparaging conduct, or other professionally or socially inappropriate conduct on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status shall be given the broadest definition allowed by laws; both as to the type of conduct meeting these definitions and the settings in which the conduct occurs. In addition, sexual harassment or inappropriate social or sexual conduct shall be given the broadest definition allowed by law both as to the type of conduct meeting these definitions and the settings in which the conduct occurs.
- (c) Such conduct in any education-related or social setting shall be grounds for disciplinary action if in the opinion of the Board of Trustees the misconduct warrants such action.
- (d) This college has zero tolerance for discrimination, disparaging conduct, or other educational or socially inappropriate conduct on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status by a student towards an employee in any work or college setting, including any job or college-related or social setting. In addition, this college has zero tolerance for sexual harassment and any socially or sexually inappropriate conduct of one student, employee, official, or trustee towards another in work settings, including any job or college-related, professional, or social setting.
- (e) Any employee experiencing misconduct, sexual harassment, or inappropriate sexual conduct by a student in any educational setting, including any job-related or social setting, shall immediately report the inappropriate conduct to the immediate supervisor. The supervisor shall immediately report the matter to the area cabinet member and all other appropriate supervisors in the chain of command. The cabinet member shall inform the Student Services cabinet member and the appropriate site coordinator for students. In the event, the matter involves a coordinator or cabinet member, the supervising cabinet member or another cabinet member will handle the issue.
 - 1. Dean of Student Services (Big Spring area) – serves as Coordinator for all student discrimination complaints on the Big Spring site.
 - 2. Dean of Student Services (SWCD) – serves as Coordinator for all student discrimination complaints at SWCD.
 - 3. Dean of Student Services (San Angelo) – serves as Coordinator for all student discrimination complaints on the San Angelo site.
 - 4. Director (Lamesa) – serves as Coordinator for all student discrimination complaints on the Lamesa site.
 - 5. Director of Correctional Studies – serves as Coordinator for all student discrimination complaints at correctional studies sites.The cabinet member shall also inform the Chief Human Resources Officer who shall be kept involved as appropriate in the process. In the prison setting, the Director of Correctional Studies shall immediately report the issue to the appropriate correctional officials. The matter will be handled according to correctional facility procedures and will be subject to the rules of the correctional facility.
- (f) The President shall be informed within one workday of the reported conduct. In the event the matter involves the President, the issue will be handled by the uninvolved administrator. The President shall decide whether the best interests of the employee complaining and the College warrant placing the employee involved on a leave with pay status pending investigation. The student may also be removed from the site as appropriate pending investigation.

- (g) The President may, where appropriate, place the employee on a leave with pay status and the student in a precautionary status (i.e. not required to attend class, live in the dorm, be transferred to another instructor, etc.) stating simply that it is "in the best interest of the college pending investigation and final action." (See *Administrative Leave with Pay Procedures*.)
- (h) The site coordinator and respective cabinet member should investigate at once and, where possible, use an investigator of the same protected category as the employee reporting objectionable conduct with specific training in discrimination. In the event of sexual harassment, an investigator of the same sex as the employee reporting will be used if possible. This individual should have training in sexual harassment if possible.
- (i) All employees or others interviewed should be advised that written statements either submitted by the individual or transcribed by a college employee will be requested under oath and that during the process honesty as if one were in a court of law is expected.
- (j) If a student under the age of 18 is necessary as a witness, the student should not be interviewed until written consent is secured from the parent, court-ordered guardian, or other with lawful control of the student.
- (k) The site coordinator and cabinet member shall review all information and decide upon appropriate action. Within five workdays, a decision regarding whether inappropriate conduct has occurred and what action should be taken shall be made by the site coordinator and cabinet member, unless exceptional circumstances such as unavailability of key witnesses for interviews suggests a longer period of time is necessary to fully and fairly investigate.
- (l) Any authorized action, including expulsion, may be recommended. The procedures of the college and state and federal laws shall then apply, such as right of grievance, right of appeal and hearing, etc. The President may then elect to continue the employee on a leave with pay status and/or the student in a precautionary status so long as necessary to serve the best interests of the college.
- (m) If the report of inappropriate conduct by an employee is determined to be valid, but the student accused of inappropriate conduct is allowed to continue as a student with the college, the student should be informed in writing that the next instance of inappropriate conduct may result in immediate suspension or expulsion. The student should sign the letter, review this procedure, and sign both documents. Both documents shall then be maintained in the student's disciplinary file.
- (n) If the report of inappropriate conduct by the employee is determined to be a blatant false accusation, the reporting employee will be subject to disciplinary action.
- (o) Every employee has an active duty to report sexual harassment, discrimination, and disparaging or other socially inappropriate conduct, whether it involves the employee, another employee, a student, or other. Failure of the employee to promptly report shall subject the employee failing to report to adverse employment action, including, if appropriate, termination of employment.
- (p) The President, each site administrator, and other appropriate administrators responsible for students shall post a non-discriminatory notice in locations where accessible by students. If a majority of the students are primarily fluent in another language, the notice shall be posted in the second language. A Title IX coordinator who shall oversee certain aspects of this policy will also be appointed by the President.

GRIEVANCE PROCEDURE

Discrimination on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status/sexual harassment of an employee by another employee or college trustee

- (a) Each employee and trustee of the college will be notified of the location of the Employee Handbook which contains all grievance procedures.
- (b) The conduct which is discrimination, disparaging conduct, or other professionally or socially inappropriate conduct on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status shall be given the broadest definition allowed by laws; both as to the type of conduct meeting these definitions and the settings in which the conduct occurs. In addition, sexual harassment or inappropriate social or sexual conduct shall be given the broadest definition allowed by law both as to the type of conduct meeting these definitions and the settings in which the conduct occurs.
- (c) Such conduct in any job-related professional or social setting shall be grounds for termination if in the opinion of the Board of Trustees the misconduct warrants such action.
- (d) This college has zero tolerance for discrimination, disparaging conduct, or other professional or socially inappropriate conduct on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status by one student, employee, official, or trustee towards another individual in any work or college setting, including any job or college-related, professional, or social setting. In addition, this college has zero tolerance for sexual harassment and any socially or sexually inappropriate conduct of one student, employee, official, or trustee towards another in work settings, including any job or college-related, professional, or social setting.
- (e) Any employee experiencing misconduct, sexual harassment, or inappropriate sexual conduct by an employee, official, or trustee in any work setting, including any job-related professional or social setting, shall immediately report the inappropriate conduct to their immediate supervisor who shall in turn immediately refer the matter to the area cabinet member and all other supervisors in the chain of command. The cabinet member shall inform the Chief Human Resources Officer who shall be kept involved as appropriate in the process. In the event that the complaint involves physical facilities, the District Chief Operations/Safety and Security Officer will also be notified. If the objectionable conduct involves the employee's immediate supervisor, or if the employee wishes to report to another administrator, the report of sexual misconduct, discrimination, disparaging conduct, or other professionally or socially inappropriate conduct by the employee shall be to the area cabinet member. If the conduct of the cabinet member is objectionable, the employee should report the concern to the President or Vice President Academic and Student Affairs if the President is unavailable. If the inappropriate conduct involves the Vice President Academic and Student Affairs and the President is not available, the employee should report the concern to the Chief Human Resources Officer. If the inappropriate conduct involves the President, the employee should report the concern to the Vice President Academic and Student Affairs. In the event the Vice President Academic and Student Affairs is not available, the employee should report to the Chief Human Resources Officer.
- (f) The President or the Vice President Academic and Student Affairs if the President is unavailable shall be informed within one workday of the reported conduct. The President or Vice President Academic and Student Affairs shall decide whether the best interests of the employee complaining and the College warrant placing any employee involved on a leave with pay status pending investigation.
- (g) The President or the Vice President Academic and Student Affairs may, where appropriate, place one or more employees on a leave with pay status stating simply that it is "in the best interest of the college pending investigation and final action." (*See Administrative Leave with Pay Procedures.*)

- (h) The cabinet member or the President/Vice President Academic and Student Affairs should investigate at once and, where possible, use an investigator of the same protected category as the employee reporting objectionable conduct with specific training in discrimination in the workplace. In the event of sexual harassment, an investigator of the same sex as the employee reporting objectionable conduct with specific training in sexual harassment should be used if possible.
- (i) All employees or others interviewed should be advised that written statements either submitted by the individual or transcribed by a college employee will be requested under oath and that during the process honesty as if one were in a court of law is expected.
- (j) If a student under the age of 18 is necessary as a witness, the student should not be interviewed until written consent is secured from the parent, court-ordered guardian, or other with lawful control of the student.
- (k) The cabinet member shall review all information and decide upon appropriate action. Within five workdays, a decision regarding whether inappropriate conduct has occurred and what action should be taken shall be made by the cabinet member, unless exceptional circumstances such as unavailability of key witnesses for interviews suggests a longer period of time is necessary to fully and fairly investigate.
- (l) If the individuals involved are not satisfied with the decision of the cabinet member, one or both can appeal that decision in writing to the President within five workdays. Within ten workdays, the president of the college will issue the final decision after reviewing all pertinent information.
- (m) Any authorized action, including termination of employment, may be recommended. The procedures of the college and state and federal employment laws shall then apply, such as right of grievance, right of appeal and hearing, etc. The President may then elect to continue one or more employees on a leave with pay status so long as necessary to serve the best interests of the college.
- (n) If the inappropriate conduct involves the President, the same procedures regarding investigation shall apply but the Vice President Academic and Student Affairs will conduct the investigation. The results of the investigation shall be reviewed by the Chairman of the Board of Trustees. In either a specially called or regular Board meeting, after proper placement on the agenda, the Chairman shall recommend such action as deemed appropriate to all members of the Board of Trustees.
- (o) If the inappropriate conduct involves a member of the Board of Trustees, the same procedures regarding investigation shall apply but the Chairman of the Board of Trustees, or in the case the Chairman of the Board of Trustees is accused the Vice Chairman of the Board of Trustees, shall review the results of the investigation conducted by the President. In either a specially called or regular Board meeting, after proper placement on the agenda, the Chairman of the Board of Trustees or Vice Chairman of the Board of Trustees where the Chairman of the Board of Trustees is accused, shall recommend such action as deemed appropriate to all members of the Board of Trustees.
- (p) If the report of inappropriate conduct by an employee is determined to be valid, but the employee accused of inappropriate conduct is allowed to continue employment with the college, the employee should be informed in writing that the next instance of inappropriate conduct may result in immediate termination of employment. The employee should sign the letter, review this procedure, and sign both documents. Both documents shall then be maintained in the employee's personnel file.

- (q) If the report of inappropriate conduct by an employee is determined to be a blatant false accusation, the reporting employee can be subject to disciplinary action.
- (r) Every employee has an active duty to report sexual harassment, discrimination, and disparaging or other socially inappropriate conduct, whether it involves the employee, another employee, a student, or other. Failure of the employee to promptly report shall subject the employee failing to report to adverse employment action, including, if appropriate, termination of employment.
- (s) The President, each site administrator and other appropriate administrators shall post a notice stating, "Equal Employment Opportunity is the Law", in locations where accessible by employees. If a majority of the employees are primarily fluent in another language, the notice shall be posted in the second language. A Title IX coordinator who shall oversee certain aspects of this policy will also be appointed by the President.

SAFETY AWARDS PROGRAM:

Howard College intends to provide a safe and secure environment for all employees and students. Rewards for workplace safety will be given to individuals who exemplify these efforts.

To qualify for an individual award, the employee must be full-time. The following departmental employees are eligible for Howard College's Safety Award Program: Facilities and Fleet Maintenance. This includes the Chief Operations and Safety Security Officer.

To qualify for the individual safety award, employees will be subject to the following criteria on fiscal year basis.

AWARDS PROGRAM CRITERIA:

1. The employee shall not have a lost time injury.
2. The employee shall operate equipment and vehicles as intended and must follow any applicable safety procedures during use.
3. The employee shall not deviate from accident or injury notification procedures at any time.
4. Failure to use/wear required PPE will result in the safety award being lost for that year.
5. Failure to follow safety protocol will result in the safety award being lost for that year.
6. Supervisors who fail to direct or correct safety protocol will lose their safety award for that year.
7. The employee must be employed by March 1 or at least 6 months in the fiscal year to be eligible.

INDIVIDUAL AWARDS:

Individuals achieving 100% personal safety compliance with the above criteria will receive a gift signifying their personal safety achievement for that year. Awards will be presented in the fall for the preceding year.

HOWARD COUNTY JUNIOR COLLEGE DISTRICT

Big Spring, Texas

Policy Governing Meetings of the Board of Trustees

I. Regular Meetings

- A. Regular meetings of the Board of Trustees of the Howard County Junior College District shall be held in the Board room at Howard College on the fourth Monday of each month at 12:30 p.m., unless otherwise provided by the Board of Trustees.
- B. An agenda shall be prepared under the direction of the President.
- C. Written notice of the date, hour, place, and subject of each meeting of the Board shall be given as prescribed by law. Notice will be given as follows:
 - 1. A copy of the agenda for the meeting will either be delivered to the County Clerk of Howard County or telephoned to any news media requesting such notice and consenting to pay any and all expenses incurred by the college in providing special notice.
 - 2. Notice shall be posted, delivered, or given at least 72 hours prior to the day of the meeting.
 - 3. Members of the Board shall be given notice of regular or special meetings at least 72 hours prior to the day of the meeting by the President or by a designated person.
- D. All meetings of the Board of Trustees shall be opened in public as prescribed by law.

II. Special Meetings

Special meetings of the Board of Trustees may be called by the Chairman of the Board, by four members of the Board, or by the President of the college when approved by the Chairman of the Board. All members of the Board shall be notified of the place, date, and time of special meetings as well as the item or items of business to be considered at least three days prior to the meeting, except in cases of emergency. In instances when the Board member is not notified by telephone or personal contact, a letter addressed to the Board member's mailing address shall be construed as official notification.

III. Emergency Meetings

An emergency is considered to exist when the items or item of business to be transacted cannot be satisfactorily handled at a meeting where three days notification is possible. Individual Board members will be notified personally by telephone or by letter of emergency special meetings and be informed of the specific date, time, place of the meeting, and the item or items of business to be considered.

Notice of all emergency meetings shall include the date, hour, place, and subject of the meeting and will express the nature of the emergency or urgent public necessity that requires an emergency meeting. Such notice will be posted at least two hours before the meeting is convened. The presiding officer or member calling such meeting shall notify all news media which have previously requested such notice.

IV. Recessed Meetings

Recessed meetings may be held as the business of the Board of Trustees requires. At the time of recess, the time, date, and place of the continuation of the meeting shall be determined and announced.

V. Closed Sessions or Executive Sessions

- A. Closed or executive sessions will not be held unless the Board of Trustees has first been convened in open meeting for which notice has been given. If, during the open meeting, a closed or executive session is necessary, the presiding officer of the Board shall announce that a closed or executive session will be held and identify the section or sections under **Government Code Section 551.071, 551.072, 551.073, 551.074, 551.076, 551.087** which authorizes the holding of such closed or executive session, including but not limited to:

551.071 Consultation with Attorney - To conduct a private consultation with an attorney about pending litigation or a settlement offer.

551.072 Deliberation Regarding Real Property - To deliberate the purchase, exchange, lease, or value of real property, if deliberation in an open meeting would have a detrimental effect on the position of the college in negotiations with a third person.

551.073 Deliberation Regarding Prospective Gift - To deliberate a negotiated contract for a prospective gift or donation if deliberation in an open meeting would have a detrimental effect on the position of the college in negotiations with a third person.

551.074 Personnel Matters - To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, or to hear a complaint or charge against an officer or employee.

551.076 Security - To deliberate the deployment, or specific occasions for implementation, of security personnel or devices; or a security audit.

551.087 – Economic Development - To discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or to deliberate the offer of a financial or other incentive to a business prospect.

- B. A certified agenda or tape recording shall be kept of all closed sessions except those involving consultations with an attorney.
- C. The Board will not take any final action or final vote or make any final decision with regard to any matter considered in a closed or executive session. Such final action, final votes, or final decisions with regard to any matter considered in closed session will be made only in a meeting that is open and for which proper notice was given.
- D. After any and all closed or executive sessions, the Board will reconvene the public meeting or session before adjourning.

Quorum

A quorum for the transaction of official business of the college shall consist of a majority of the membership of the Board; less than a quorum may adjourn to a specified time.

Appearance of Delegations

Citizens who wish to appear before the Board of Trustees at a regular meeting should state the purpose of their appearance and submit a short written brief of their testimony to the Chairman of the Board at least ten days prior to the Board meeting, indicating the amount of time needed for their presentation. At the discretion of the Chairman, the item may be placed on the agenda and an amount of time shall be allotted for the presentation. The Chairman shall submit copies of the brief with other information to all members of the Board of Trustees with the agenda for the regular Board meeting.

Communication to the Board

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 Chairman may set reasonable time limits on presentations.

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.

Order of Business and Procedures

1. Unless otherwise determined by the Board, all meetings will be conducted in accordance with Robert's Rules of Order, Revised.

2. A record of all transactions of the Board will be set forth in an Official Minute Book of the Board of Trustees. The minute book will be kept in the President's office as a permanent official record of school legislation in the college and will be open to inspection by the public.
3. The minutes will record the name of the person making a motion, the name of a person seconding it, and the vote. Voting will be in a manner prescribed by the presiding officer, except that a roll call vote may be required by a Board member. A member voting against a motion may state his reasons and may have them recorded in the minutes if he/she so requests at the time of voting. Board members may request inclusion of statements they deem vital.
4. Meetings shall start promptly at the appointed time, provided a quorum is present. If a quorum is not present at the appointed time, the Board members present shall wait a minimum of 15 minutes, and if a quorum is still not present, may then adjourn.

Transaction of Business

When possible, business of the Board shall be transacted in regular scheduled meetings. Committees shall transact business only on authority granted them by the Board and their acts shall have no final authority until their action has been approved by the Board. Each action of the Board where supported by the majority is binding on the whole Board. There can be no action by a part of the Board of Trustees that is not supported by the majority of the Board in attendance at a regular or called meeting.

No individual member of the Board shall speak for the Board in any official capacity before action is taken by the Board unless specifically authorized to do so by Board policy or by a majority of the Board while in session.

Amendments to Board Policies

Board policies may be adopted, amended, or suspended by a two-thirds vote of the members of the Board of Trustees present and voting at a meeting of the Board provided that a proposed amendment has been submitted in writing to the Board of Trustees prior to being voted upon at a regular meeting.

Adopted by the Board of Trustees of the Howard County Junior College District this 22nd day of January, 1996.

/S/ Donald B. McKinney
Chairman

CONSTITUTION OF THE FACULTY SENATE

HOWARD COUNTY JUNIOR COLLEGE DISTRICT

ARTICLE I

Name The name of this organization shall be: Faculty Senate of the Howard College. The abbreviation of the name of this organization shall be: FSHC

ARTICLE II Purpose and Jurisdiction

Section 1.

The purpose of the Faculty Senate will be to facilitate participation of faculty members in identifying, defining, and achieving the purposes of the Howard College. The Faculty Senate will be the official voice of the faculty and as such will make recommendations on academic and professional matters relating to the best interests of the college.

Section 2.

The jurisdiction of the Faculty Senate will be to review and to recommend to the administration in all areas involved with academic and professional policy, including but not limited to:

1. Curriculum
2. Instruction
3. Student evaluation
4. Communication
5. Professional faculty matters.

ARTICLE III Electorate

Section 1.

The electorate of this organization will be persons with full-time faculty contracts with Howard College.

Section 2.

Each instructional division of the institutions will be considered a voting constituency, and each of the constituencies will be represented as described in Article IV Section 1.

ARTICLE IV Composition

Section 1.

The Faculty Senate will be composed of the following senators:

- A. One senator from Big Spring will represent the divisions of General Studies and AEL.
- B. One senator from San Angelo will represent the divisions of General Studies and AEL.
- C. One senator from Big Spring will represent the divisions of CTE, CE/Workforce.
- D. One senator from San Angelo will represent the divisions of CTE, CE/Workforce.
- E. One senator from SWCD will represent the divisions (all).
- F. One senator from Lamesa will represent the divisions (all).
- G. One senator from the Federal Correctional Institution campuses will represent the divisions (all).
- H. One senator from Big Spring will represent the division of Health Professions.
- I. One senator from San Angelo will represent the division of Health Professions.

Section 2.

The election of each senator will require a simple majority vote by members of each division. The election will be conducted by a secret ballot which lists all members who are interested in representing that division. The division will also elect an alternate senator.

Section 3.

All senators will be elected for three-year terms. No senator may be elected for more than two consecutive terms. Faculty senate membership will be considered the senator's committee assignment unless the administration deems it necessary for the individual to serve on more than one committee.

Section 4.

If a vacancy occurs in the Senate, the affected division will elect an eligible replacement for the unexpired term. Such election will be conducted within twenty (20) class days following the vacancy.

Section 5.

If no persons with full-time faculty contracts are eligible from an institutional division, a person with a part-time or adjunct faculty position from that institutional division may be elected in their stead.

**ARTICLE V
Officers**

Section 1.

The officers of this organization will be Chair, Vice-Chair and Secretary.

Section 2.

The Faculty Senate will elect the officers by majority vote at the September meeting of the senate. Officers serve one-year terms with a three-year consecutive term limit. Newly elected officers assume their duties at the conclusion of the September meeting of the senate.

Section 3.

Other vacancies in senate officer positions will be filled as follows:

In case of the continued disability, resignation, or removal of the Chair, the Vice Chair will become Chair for the remainder of the unexpired term.

In case of the continued disability, resignation, or removal of the Vice Chair, the Senate will elect from its current membership a new Vice Chair for the remainder of the unexpired term.

In case of the continued disability, resignation, or removal of the Secretary, the Senate will elect from its current membership a new Secretary for the remainder of the unexpired term.

Section 4.

A Senate officer may be removed from their elected office by a two-thirds majority vote of the entire Senate. A secret ballot on removal will occur fifteen (15) class days after the Senate's receipt of written charges of the officer's failure to perform their

duties. The written charges must be accompanied by the signatures of at least one-third of the entire number of Senators. The Senate officer will be given ten (10) class days to respond in writing. The response will be distributed to all of the Senators before voting on removal occurs. The removal of a Senator from their elected officer position does not end their term as Senator for their division.

Section 5.

The duties of the Chair will be:

1. To call Senate meetings,
2. To prepare and distribute an agenda for each meeting,
3. To preside at Senate meetings,
4. To meet with the Howard College president following each Senate meeting
5. To present, in writing, matters for discussion to the Howard College President
6. To appoint a Senate representative to attend each Board of Trustees meeting and to notify Howard College President prior to the meeting who the representative will be.

Section 6.

The duty of the Vice-Chair will be to preside at Senate meetings in the absence of the Chair.

Section 7.

The duties of the Secretary will be:

1. To keep accurate, appropriate, and permanent records of the proceedings and findings of the Faculty Senate.
2. To publish and distribute to the electorate copies of the minutes of all Faculty Senate meetings.
3. To process all routine correspondence and matters of business pertaining to the Senate.

ARTICLE VI Senatorial Duties

Section 1.

The duties of each Senator shall be:

- A. To attend a minimum of three Senate meetings per sixteen (16) week semester
- B. To communicate with their constituency on a regular basis
- C. To participate in the decision-making process by voting on all motions considered by the Senate

ARTICLE VII Quorum

Section 1.

Two-thirds of the current membership of the Senate shall constitute a quorum.

ARTICLE VIII Meetings

Section 1.

The Senate shall have four (4) meetings per sixteen (16) week semester. Electronic meetings will be authorized at the decision of the Chair. Meetings during the summer semesters or additional meetings during the sixteen (16) week semester may be called as special meetings described in Article VII Section 2.

Section 2.

Special meetings may be called:

1. By the chairperson at his or her discretion
2. Upon the receipt of a written request of either one-third of the senators or ten percent of the electorate.

Section 3.

All Senate meetings will follow Robert's Rules of Order. All newly elected senators are responsible for familiarizing themselves with this system prior to their first Senate meeting.

Section 4.

All elected Senators share an equal vote on all matters of the Faculty Senate. Senators or their alternate must be present to vote. The Chair may not break a tie vote. Any motion that results in a tie vote will automatically fail for lack of a simple majority.

Section 5.

Attendance at all Senate meetings will be open to:

1. Elected members of the Senate
 2. The Electorate
 3. Invited members of the Administration, Student Government, or Student Body.
- Such invitations must come from a currently serving Faculty Senator.

ARTICLE IX

Agenda

Section 1.

The agenda for all regular and special meetings will be prepared and distributed to the members of the Senate at least ten (10) class days prior to the particular meeting.

Section 2.

Any member of the Electorate may present in writing to his or her senator items for the agenda. The senator will deliver such items to the chairperson who will place them on the agenda for the next regular meeting of the Senate.

Section 3.

All agenda items listed under the Unfinished Business agenda, shall be considered suspended during the interim period between each sixteen (16) week semester. These agenda items may be considered during special meetings of the Senate as called by the Chair.

ARTICLE X Committees

Section 1.

The Executive Committee will consist of the three (3) officers of the Faculty Senate.

Section 2.

The function of the Executive Committee will be to serve as the Senate's designated spokesperson to the President and/or appropriate Administrator.

Section 3.

The chairperson may appoint ad hoc committees from the Senate or from the electorate to address specific matters and report to the Senate within the shortest possible time.

**ARTICLE XI
Amendments**

Section 1.

Amendments to the Constitution of the Faculty Senate of Howard College may be initiated by a majority vote of the elected members of the Senate or by a petition of one-fourth of the Electorate.

Section 2.

Amendments to the Constitution become effective immediately upon ratification by a majority vote of the total electorate. The electorate will receive copies of amendments at least ten (10) class days prior to the voting. Voting shall be by written ballot.

Updated May 4, 2020

H. C. J. C. D. Summer Camp Policy

Howard College/SWCD allows summer camps and athletic leagues to be held on college property and in college facilities only within the following guidelines. These camps or leagues may be conducted either (1) by Howard College or (2) through a contract with an outside party (Contractor) and Howard College (College). In the second scenario, the camp revenue and expenses will be the responsibility of the contractor. If the camp is conducted by Howard College, the camp revenue and expenses will be the responsibility of Howard College.

Camps Conducted by Howard College and/or SWCD

- Howard College/SWCD staff/personnel will be responsible for scheduling all necessary facilities and services.
- Howard College/SWCD will receive all income and expend College funds for the purposes of the camp or league.
- A camp/league budget must be proposed by the appropriate Howard College/SWCD staff/personnel and this budget must be approved in advance by the college administration. This budget must estimate the expected revenue and all expected expenses including all personnel/staff costs.
- The responsible staff will submit a close-out report to the administration on camp activities within 30 days following the end of the activity.

Camps Conducted by Outside Contractors

- Scheduling of each activity must be approved in writing by the College administration prior to any scheduling of facilities or release of publicity.
- The Howard College Residence Hall Directors are in charge of dorm reservations and scheduling of housing facilities.
- Howard College/SWCD Food Service has first right of refusal of meal services.
- The Howard College Coliseum Assistant is in charge of Coliseum scheduling.
- Howard College Athletic Director is in charge of sports facilities scheduling.
- The SWCD Dean of Student Services is in charge of scheduling the Maddux Student Center, SWCD Dormitories, and the SWCD Student Activity Center.
- Each activity must arrange for appropriate liability insurance, naming the College as an additional insured. Proof of insurance will be required in advance of the activity. Insurance limits shall be \$1,000,000 per occurrence/ \$2,000,000 aggregate.
- A minimum of 24 beds in both the Howard College men's and women's dormitories will be reserved for summer school students. These beds may be released to camp participants if they are not utilized by Howard College summer school students.
- Contractors will be required to provide a final guarantee of participants 30 calendar days prior to the first day of the camp. This information will be shared with appropriate departments, such as but not limited to the housing department.
- Contractors canceling a camp 30 days or less but five days prior to the first day of the camp will be charged a \$200 cancellation fee. Contractors canceling a camp/reservation

five days or less before the first day of the camp will be required to pay the \$200 cancellation fee plus any additional fees that were incurred by the college in order to prepare for the camp (i.e. If housing had been requested a charge equivalent to the first night stay in the residence hall based on the final guaranteed numbers will be issued).

- Charges for college facilities and services will be the responsibility of the contracting party. These charges, once presented, must be paid within 30 days. Facilities and services will be charged at a rate in agreement with college policy or as otherwise agreed in advance with the college administration. Any disputes of the charges must be submitted in writing to Howard College Business Office at 1001 Birdwell Lane, Big Spring, TX 79720, within 10 working days of the date of the invoice.
- Contractors will arrange for and make direct payment for all outside costs, goods, and services. No charges to the college are allowed.
- Contractors with outstanding balances to the College that are 30 days or older will not be permitted to schedule/reserve HC/SWCD facilities and/or services.
- All camps and activities must include the wording ***"Howard College's and/or SWCD's _____ Camp or League"***, or ***"Coach Xxxxxxx's Howard College and/or SWCD _____ Camp"*** or as appropriate.
- All camps and/or activities must be operated in a manner complementary to the mission, goal, and purpose of Howard College/SWCD.
- Howard College and/or SWCD will only be responsible for providing agreed facilities and services. The Howard College/SWCD Business Office or other College personnel will not receive, hold, or disburse camp funds as this is the responsibility of the Contractor. All record keeping for the camps is the sole responsibility of the Contractor and the camp staff. Howard College/SWCD staff will not be involved in the keeping of camp records.
- Damages to college property or facilities will be charged to the Contractor.
- The Contractor shall be considered the Camp Director and this Camp Director shall be in attendance at all times during the camp.
- If facilities are rented, the College will be responsible for opening, cleaning, and securing the premises at the close of each day's activities.
- If facilities are provided as a contractual fringe benefit to college staff, the staff person shall be responsible to open College facilities, be in attendance during the camp/league activities, maintain cleanliness and order during camp/league activities, and lock the College facilities at the close of each day's activities.
- Howard College and/or SWCD reserve the right to cancel or terminate any activity not meeting the above stated criteria.

This camp will be (please mark one box):

☐ Conducted by Howard College

☐ A contract camp as described in this policy. All Contract camps must submit the Liability Insurance Certificate with this document.

I _____ WILL SERVE AS THE CAMP DIRECTOR AND ACCEPT THE
CONDITIONS LISTED ABOVE.

Please return this document to the Howard College Administrative Dean of Student Services, 1001
Birdwell Lane, Big Spring, TX 79720.

Approved by the Board of Trustees: February 28, 2000

Revised January 27, 2016

G. C. Broughton Jr. Agriculture Complex Rental Schedule

Howard College-----

(432) 264-5110

1001 Birdwell Lane

Big Spring, TX 79720

RATE SCHEDULE

Revised 8/30/2021

FACILITY		NON-
PROFIT		
Classroom (4 hrs.)	\$ 75	
\$75		
Kitchen Lab (4 hrs.)	\$100	
Concession/ Meeting Room (4 hrs.)	\$100	
Broughton Show Barn/ (1 day)	\$1,000 (1 day)	\$ 500
Exhibit Hall* (2 days)	\$1,750 (2 days)	\$ 875
(3 days)	\$2,500 (3 days)	\$1,250
Broughton Pavilion* (1 day)	\$ 750 (1 day)	\$ 375
(2 days)	\$1,300 (2 days)	\$ 650
(3 days)	\$1,860 (3 days)	\$ 930

*A clean-up fee will be assessed to tenants based on the type of event held in the facility. Show Barn/Exhibit Hall clean-up fees range between \$800 and \$1,000. Pavilion clean-up fees range between \$250 and \$450. Clean-up fees amounts will be determined by Howard College at the time of rental and will be included in the rental contract.

All fees are payable in advance. Any variance to this fee schedule is at the option of the President and/or the appropriate College Administrator. The above rates are used as a guide for determining charges. Each event will be charged as to its specific requirement. Some or all fees may be waived for youth events at the option of the President and/or the appropriate College Administrator. Please note that these charges may be changed without notification to future tenants.

There is a surcharge for incidental sales of \$100 or 20% of gross sales receipts, whichever is greater. This charge is waived for youth non-profit and/or non-commercial events.

The G. C. Broughton Ag. Complex is an educational building reserved for agriculture activities and events.

Rental agreements will not preempt the main educational purpose of this facility. Renters should expect student traffic in the facility.

Tenants shall assume responsibility for the preservation of order in the rented facility and shall be liable for any damage or loss or college property.

Insurance may be required for any of the above rentals.

GENERAL LIABILITY:

\$1,000,000 – Each Occurrence
\$1,000,000 – General Aggregate
\$1,000,000 – Personal & Advertising Injury
\$1,000,000 – Products/Completed Operations – Aggregate
\$5,000 – Premises Medical Expense
\$500,000 – Damage to Rented Premises (each occurrence)
Howard College named as “Additional Insured” as well as a Waiver of Subrogation in favor of
Howard College.

CERTIFICATE OF LIABILITY INSURANCE:

The remarks section should include a description of the event.

WORKERS COMPENSATION

(ONLY REQUIRED IF AN OUTSIDE PROVIDER IS SETTING UP THE EVENT)

\$1,000,000 – Employers Liability – Each Accident
\$1,000,000 – Employers Liability – Each Employee
\$1,000,000 – Employers Liability – Disease – Policy Limit
Statutory Limits as well as a Waiver of Subrogation in favor of Howard College

Dorothy Garrett Coliseum Rental Schedule

Howard College-----
(432) 264-5045 1001 Birdwell Lane Big Spring, Texas 79720

RATE SCHEDULE

Revised 11/25/19

EVENT

ALL COLISEUM PUBLIC SPACES:	\$3,000
CONCERT; CIRCUS:	\$2,500
ARENA:	
Banquet, Dance, Lecture, Exhibit, Athletic	\$1,000
Youth	\$ 500
MEETING ROOMS:	
Entire East Room (120' x 36")	\$ 600
Half East Room (60' x 36")	\$ 300
Charlie's Den (20' x 40")	\$ 300
CONCOURSE:	
Each section	\$ 250
Entire	\$1,000

- Rental rates are per day of occupancy plus move-in/move-out costs.
- Insurance may be required for any of the above rentals.

GENERAL LIABILITY:

\$1,000,000 – Each Occurrence
\$1,000,000 – General Aggregate
\$1,000,000 – Personal & Advertising Injury
\$1,000,000 – Products/Completed Operations – Aggregate
\$5,000 – Premises Medical Expense
\$500,000 – Damage to Rented Premises (each occurrence)
Howard College named as "Additional Insured" as well as a Waiver of Subrogation in favor of Howard College.

CERTIFICATE OF LIABILITY INSURANCE:

The remarks section should include a description of the event.

WORKERS COMPENSATION

(ONLY REQUIRED IF AN OUTSIDE PROVIDER IS SETTING UP THE EVENT)

\$1,000,000 – Employers Liability – Each Accident
\$1,000,000 – Employers Liability – Each Employee
\$1,000,000 – Employers Liability – Disease – Policy Limit
Statutory Limits as well as a Waiver of Subrogation in favor of Howard College

LIQUOR LIABILITY

(IF LIQUOR IS TO BE SOLD)

Liquor Liability insurance with a limit of \$1,000,000 that names Howard College as additional insured.

HOST LIQUOR LIABILITY INSURANCE

(IF LIQUOR IS TO BE SERVED BUT NOT SOLD)

Host Liability Insurance is required If liquor is served but not sold. This may be included as a part of lessee's General Liability Insurance policy. A certificate of insurance will be required that lists Howard College named as "Additional Insured".

Concession Stands are never rented, and concessions are offered by the College only.

- Concession items not sold by the college may be sold by the lessee with prior approval of the coliseum management.
- Information concerning the event will be advertised on the coliseum external sign. Lessee signage concerning the event cannot be placed on college grounds with the exception of the Howard County Elections office.
- Security - Event and overnight security will always be the responsibility of the lessee and the security provider is subject to the prior approval by the coliseum management.
- Equipment including tables, chairs, risers, microphones, podium and sound system are provided and included in rental price if requested.
- Electrical service is provided and included in rental price, but extensive set-up could be an additional charge and is subject to availability.

MISCELLANEOUS

Stage (including stairs)	\$200 - \$500 (depending on size)
Removal/Replacement of Davis Court	\$1,600 (if required)
Move In/Move Out-Arena	\$400/day if available
Move In/Move Out-East Room	\$75/day for ½; \$150 for full if available
Move In/Move Out-Concourse	\$75/day per section if available

In order to hold an event date, a rental deposit will be required at the time of scheduling an event when the contract is signed which is equal to one-half of the building rental charge. Exception to this is for official college groups. If a cancellation is made prior to 30 days before the scheduled date, 75% of the rental deposit will be refunded. If cancellation occurs after 30 days prior to the scheduled date, 50% of the rental deposit will be refunded.

The above rates are to be used as a guide for determining charges and normally cover an 8-hour period on the day of the event. Events going overtime may be charged at the rate of \$50 per hour. All utility charges are included in the basic rental fee. Each event will be charged as to its specific requirements. Any events not fitting into the above categories will be negotiated with the coliseum management. Any variance to this fee schedule is at the option of the College President, campus administrator, and the coliseum management. Please note that these charges may be changed without notification to future tenants.

Facility rentals are designed to be for short-term use. The maximum length of any contract for facility rental shall not exceed 30 days. Contracts exceeding this length of time must be renegotiated every 30-day period.

Applicants shall assume responsibility for the preservation of order in the rented facility and shall be liable for any damage or loss of college property at the replacement cost. The college reserves the right to deny future rental due to damage to the facility or abuse of regulations.

Board Policy further governs the use of this facility. Please see this policy for full details.

Hall Center for the Arts Rental Schedule

Howard College-----
(432) 264-5161 1001 Birdwell Lane Big Spring, Texas 79720

RATE SCHEDULE

Revised 8/30/2021

FACILITY

Dr. Granville T. Hall Auditorium	\$ 400 (\$100/hr.)
Marie F. Hall Amphitheater	\$ 100 (\$25/hr.)
Florence T. Hall Studio Theatre	\$1,000 (\$100/hr.)
Foyer/Gallery	\$ 400 (\$100/hr.)
Classroom (4 hours) (As is but including clean up)	\$ 75

Anyone requesting use of the piano must pay for tuning.

Piano Tuning \$ 75

Rental fees are payable in advance. There is a surcharge for incidental sales of \$100 or 20% of gross sales receipts, whichever is greater. This charge is waived for youth non-profit and/or non-commercial events.

The Hall Center for the Arts is an educational building reserved for performing arts (art, music, dance, drama) activities and events. In addition, the Hall Center for the Arts focuses on educational activities and events (film, lectures, town hall meetings, exhibits or training). In some instances, social events such as community receptions are allowed.

Rental agreements will not preempt the main educational purpose of this facility. Renters should expect student traffic in the facility.

Rental costs for the Auditorium, Studio Theatre and Amphitheater are based on 1 to 4 hours (4-hour minimum). In excess of four hours is charged at an hourly rate. This rate includes basic technical assistance. If more than basic technical assistance is required, charges will be assessed at \$75 per hour. Renters are not permitted to operate the light and sound systems. If light and sound systems are needed, fees for these will be charged at an amount to offset the cost to the College.

NO FOOD OR DRINK ALLOWED IN THE HALL CENTER FOR THE ARTS with the exception of the Foyer and under special circumstances. Catering will be provided only by the college food service according to guidelines established.

Scheduling of events in college facilities will be subject to availability of each facility. Regular college activities and organizations shall have precedence when requesting the use of any facility, provided it has not already been reserved. Classrooms will only be available during non-class hours. Facilities rentals are designed to be for short-term use. The maximum length of any contract for facility rental shall not exceed 15 days. Contracts exceeding this length of time must be renegotiated every 15-day period.

Applicants shall assume responsibility for the preservation of order in the rented facility and shall be liable for any damage or loss of college property. Please contact 264-5161 for more information.

General Facilities Rental Schedule/Big Spring Campus

Howard College-----

(432) 264-5000 1001 Birdwell Lane Big Spring, Texas 79720

RATE SCHEDULE

Revised 8/30/2021

FACILITY

CLASSROOM (4 hrs.) \$75
(as is but including clean up)

CLASSROOM (8 hrs.) \$150
(as is but including clean up)

CACTUS ROOM (4 hrs.) \$100
(including setup/cleanup a \$100 refundable cleaning deposit is required)

Distance Learning Studios

Domestic Connections:

Room Rental per site \$40 per hour
Scheduling Fee per site \$50
Phone/Line charges (will be charged at actual cost)

Cancellation Policy: If the cancellation is not received at least 48 hours before the scheduled date, the scheduling party will lose the scheduling fee per site.

Distance Conferencing Studios

Room Rental per site \$40 per hour
Scheduling Fee per site \$50
Phone/Line charges (will be charged at actual cost)

Teleconference Fee: \$100

To schedule the library classroom for a non-college teleconference, contact the Dean of Libraries.

Rental fees are payable in advance.

The above rates are to be used as a guide for determining charges. Each event will be charged as to its specific requirements. Any events not fitting into the above categories will be negotiated with the appropriate College Administrator. Any variance to this fee schedule is at the option of the President and the appropriate College Administrator. Please note that these charges may be changed without notification to future tenants.

The college may not schedule an event requiring special setup that is in the judgment of the college not feasible. If these events are scheduled, they will be required to use the standard room setup.

The above rates normally cover either a 4-hour period or an 8-hour period on the day of the event. A rate of \$15 per hour will be charged for moving in and moving out. Events going overtime will be charged at the rate of \$20 per hour. Special equipment may be rented for events. Costs for these items will be negotiated for each event and will be based on the availability of the equipment. The college reserves the right to levy surcharges for facilities left in unacceptable condition following an event. All local, state, and national laws, codes, and ordinances will be complied with by all renters and their guests.

The college reserves the right to cater all food consumed in college facilities. Outside catering will not be permitted in the Student Union Building unless the event is first declined by Howard College food services and approved by the Dean of Students. In the case that a catered event is declined by Howard College food service, the renter may request special permission to use off-site catering. Concerns for cross contamination and the lack of public kitchen facilities in the building require that the off-site caterer must

hold a permit from the Texas Department of Health. An additional cleaning fee of \$.50 per person per day will normally be charged when outside food or beverages are brought in. The only exception for outside food and beverages being brought into the SUB will be for individual consumption such as "brown bag" meetings. Howard College organizations are exempted from the catering/food policy.

Scheduling of events in college facilities will be subject to availability of each facility. Regular college activities and organizations shall have precedence when requesting the use of any facility, provided it has not already been reserved. Classrooms will only be available during non-class hours. Facilities rentals are designed to be for short-term use. The maximum length of any contract for facility rental shall not exceed 15 days. Contracts exceeding this length of time must be renegotiated. Long term rental contracts may be approved by the President and the appropriate College Administrator. Any rental contract may be cancelled at the discretion of Howard College.

Applicants shall assume responsibility for the preservation of order in the rented facility and shall be liable for any damage or loss of college property. Only table decorations are allowed. No decorations may be attached to the walls or ceiling and no confetti is allowed.

General Facilities Rental Schedule/Lamesa Campus

Howard College-----

(806) 872-2223 1810 Lubbock Hwy. Lamesa, Texas 79331

RATE SCHEDULE

8/30/2021

FACILITY

CLASSROOM (4 hrs.) \$75
(as is but including clean up)

CLASSROOM (8 hrs.) \$150
(as is but including clean up)

Distance Learning Studios

Domestic Connections:

Room Rental per site \$40 per hour
Scheduling Fee per site \$50
Phone/Line charges (Will be charged at actual cost)

Cancellation Policy: If the cancellation is not received at least 48 hours before the scheduled date, the scheduling party will lose the scheduling fee per site.

Distance Conferencing Studios

Room Rental per site \$40 per hour
Scheduling Fee per site \$50
Phone/Line charges (Will be charged at actual cost)

Rental fees are payable in advance.

The above rates are to be used as a guide for determining charges. Each event will be charged as to its specific requirements.

The college may not schedule an event requiring special setup that is in the judgment of the college not feasible. If these events are scheduled, they will be required to use the standard room setup.

The above rates normally cover either a 4-hour period or an 8-hour period on the day of the event. A rate of \$15 per hour will be charged for moving in and moving out. Events going overtime will be charged at the rate of \$20 per hour. Special equipment may be rented for events. Costs for these items will be negotiated for each event and will be based on the availability of the equipment. The college reserves the right to levy surcharges for facilities left in unacceptable condition following an event. All local, state, and national laws, codes, and ordinances will be complied with by all renters and their guests.

Scheduling of events in college facilities will be subject to availability of each facility. Regular college activities and organizations shall have precedence when requesting the use of any facility, provided it has not already been reserved. Classrooms will only be available during non-class hours. Facilities rentals are designed to be for short-term use. The maximum length of any contract for facility rental shall not exceed 15 days. Contracts exceeding this length of time must be renegotiated. Long term rental contracts may be approved by the President and the appropriate College Administrator. Any rental contract may be cancelled at the discretion of Howard College.

Applicants shall assume responsibility for the preservation of order in the rented facility and shall be liable for any damage or loss of college property. Only table decorations are allowed. No decorations may be attached to the walls or ceiling and no confetti is allowed.

SWCD Facilities Rental Schedule

SWCD of Howard College-----
(432) 264-3700 3200 Avenue. C Big Spring, Texas 79720

RATE SCHEDULE

Revised 8/30/2021

FACILITY

Activity Center

Classroom (4 hours)	\$75
(as is but including clean up)	
Athletics/Gymnasium	\$300

Maddux Student Center

Cafeteria (per day)	\$125
(including setup/cleanup)	
Auditorium (per day)	
(including setup/clean up)	\$125
Rattlesnake Room (8 hours)	
(including setup/clean up)	\$50

Camps/Trainings

Apartment cleaning fee for camps occupying)	\$30/apartment/night-college sponsored camps (3 or 4 persons occupying)
	\$40/apartment/night-contract camps (3 or 4 persons occupying)
Dorm cleaning fee for camps occupying)	\$8/night per person-college sponsored (Based on double occupancy)
	\$10/night per person-college sponsored (Based on single occupancy)
	\$10/night per person-contract camps (Based on double occupancy)
	\$12/night per person-contract camps (Based on single occupancy)

Distance Learning Studios

Room Rental per site \$40 per hour	
Scheduling Fee per site	\$50

Distance Conferencing Studios

Room Rental per site \$40 per hour	
Scheduling Fee per site	\$50
Phone/Line charges (Will be charged at actual cost)	

Rental fees are payable in advance.

***Cancellation Policy:** If the cancellation is not received at least 48 hours before the scheduled date, the scheduling party will lose the scheduling fee per site.

The above rates are to be used as a guide for determining charges. Each event will be charged as to its specific requirements. Any events not fitting into the above categories will be negotiated with the Provost. Any variance to this fee schedule is at the option of the College President, site administrator. Please note that these charges may be changed without notification to future tenants.

San Angelo General Facilities Rental Schedule

Howard College-----
76905 (325) 481-8300 Ext. 3223 3501 N. US Hwy 67 San Angelo, Texas

RATE SCHEDULE

Revised 8/30/2021

FACILITY

CLASSROOM (4 hrs.) \$75
(as is but including clean up)

Distance Learning Studios

Room Rental per site \$40 per hour
Scheduling Fee per site \$50

Cancellation Policy: If the cancellation is not received at least 48 hours before the scheduled date, the scheduling party will lose the scheduling fee per site.

Rental fees are payable in advance.

The above rates are to be used as a guide for determining charges. Each event will be charged as to its specific requirements. Any events not fitting into the above categories will be negotiated with the site administrator. Any variance to this fee schedule is at the option of the President and the site administrator. Please note that these charges may be changed without notification to future tenants.

The college may not schedule an event requiring special setup that is in the judgment of the college not feasible. If these events are scheduled, they will be required to use the standard room setup.

The above rates normally cover either a 4-hour period or an 8-hour period on the day of the event. A rate of \$15 per hour will be charged for moving in and moving out. Events going overtime will be charged at the rate of \$20 per hour. Special equipment may be rented for events. Costs for these items will be negotiated for each event and will be based on the availability of the equipment. The college reserves the right to levy surcharges for facilities left in unacceptable condition following an event. All local, state, and national laws, codes, and ordinances will be complied with by all renters and their guests.

The college reserves the right to cater all food consumed in college facilities. Outside catering will not be permitted unless the event is first declined by Howard College food services. In the case that a catered event is declined by Howard College food service, the renter may request special permission to use off-site catering. Concerns for cross contamination and the lack of public kitchen facilities in the building require that the off-site caterer must hold a permit from the Texas Department of Health. An additional cleaning fee of \$.50 per person per day will normally be charged when outside food or beverages are brought in. The only exception for outside food and beverages being brought into the facilities will be for individual consumption such as "brown bag" meetings.

Scheduling of events in college facilities will be subject to availability of each facility. Regular college activities and organizations shall have precedence when requesting the use of any facility, provided it has not already been reserved. Classrooms will only be available during non-class hours. Facilities rentals are designed to be for short-term use. The maximum length of any contract for facility rental shall not exceed 15 days. Contracts exceeding this length of time must be renegotiated prior to the beginning of a new contract period.

Applicants shall assume responsibility for the preservation of order in the rented facility and shall be liable for any damage or loss of college property.

WEST TEXAS TRAINING CENTER

Business and Industry Meeting Rooms Rental Schedule

Howard College-----

76905

(325) 481-8300 Ext. 3223 3501 N. US Hwy 67 San Angelo, Texas

RATE SCHEDULE

Revised 8/30/2021

Room #	Meeting Room Name	Time Frame Rented	Rental Fee	Optional Overnight Fee
A106	Wolslager Room	8 hr. day	\$110	\$25/24 Hours
A106	Wolslager Room	½ day	\$55	\$25/24 Hours
107	KJB Conference Hall	8 hr. day	\$180	\$25/24 Hours
107	KJB Conference Hall	½ day	\$90	\$25/24 Hours
107	Half of Conference Hall	8 hr. day	\$110	\$25/24 Hours
107	Half of Conference Hall	½ day	\$55	\$25/24 Hours
104	Rapid Response Room	8 hr. day	\$220	\$25/24 Hours
104	Rapid Response Room	½ day	\$110	\$25/24 Hours

HOWARD COUNTY JUNIOR COLLEGE DISTRICT

Policy Governing Public Requests for College Documents

The Public Information Act, Texas Government Code Chapter 552, gives individuals the right to access government records; and an officer for public information and the officer's agent may not ask why they want them. All government information is presumed to be available to the public.

Governmental bodies shall promptly release requested information that is not confidential by law, either constitutional, statutory, or by judicial decision, or information for which an exception to disclosure has not been sought.

More detailed information on the Public Information Act may be found on the Office of Attorney General (OAG) web site: <https://www.oag.state.tx.us/open/index.shtml>. If you have questions regarding the Public Information Act, please call the OAG's Open Government hotline at (512) 478-OPEN (6736) or (877) OPEN-TEX (673-6839).

Submitting a Request:

Public information may be requested on any business day during regular college business hours. Business days do not include weekends, holidays, agency skeleton crew days, or any day the college is closed.

Requests must be submitted in writing. Only written requests trigger a governmental body's obligations under the Public Information Act. No specific form is required, but please include enough description and detail about the information requested to enable us to accurately identify and locate the information requested. Additionally, the requestor should define the format in which they would like to receive the requested information so that the proper documents/files can be provided. Requests may be submitted as follows:

Email:	csmith@howardcollege.edu
Mail:	Cindy Smith Director of Effectiveness and Information Howard College 1001 Birdwell Lane Big Spring, TX 79720
In Person:	1001 Birdwell Lane Big Spring, TX 79720

Cost of Copies

Howard College uses the [rules](#) established by the Office of the Attorney General in determining the charges for providing copies of public information or for making public information available for inspection. See the next page for fees that have been established for the college district.

Originally adopted by the Board of Trustees of the Howard County Junior College District the February 12, 1974, revised November 20, 1979, December 15, 1981, April 25, 1994, January 22, 1996, and August 6, 2015.

/S/ Dr. John Freeman
Chairman

CHARGES FOR PUBLIC RECORDS

Effective January 27, 2016

1. Paper Copy
 - A. Standard Size –Black/White (up to 8 ½ x 14) \$.10 per page
 - B. Standard Size –Color (up to 8 ½ x 14) \$.50 per page
 - C. Nonstandard size (larger than 8 ½ x 14) \$.50 per page
 - D. Nonstandard-size-Color (larger than 8 ½ x 14) \$ 1.00 per page
 - E. Specialty Paper Actual Cost
2. Fax Charge

A. Local	\$.10 per page
B. Long Distance	\$.50 per page
3. Nonstandard Copy	
A. Diskette	\$ 1.00 each
B. Magnetic tape	Actual Cost
C. VHS video cassette	\$ 2.50
D. Audio cassette	\$ 1.00
E. Rewritable CD (CD-RW)	\$ 1.00
F. Digital Video (DVD)	\$ 3.00
G. JAZ Drive	Actual Cost
H. Other	Actual Cost
4. Personnel charge	\$15.00 per hour
5. Overhead charge	20% of personnel charge - Govt Code Chapter 552.261(a)
6. Microfiche or microfilm charge	
A. Paper copy	\$.10 per page
B. Fiche or film copy	Actual Cost
7. Remote document retrieval charge	Actual Cost
8. Computer resource charge	
A. Mainframe	\$10.00 per CPU minute
B. Midsized	\$ 1.50 per CPU minute
C. PC	\$ 1.00 per clock hour
D. Client/Services	\$ 2.20 per clock hour
9. Programming time charge	\$28.50 per hour - Govt Code Chapter 552.231
10. Miscellaneous supplies	Actual Cost
11. Postage and shipping charge	Actual Cost
12. Processing a Request for Public Information	\$15.00 per hour
13. Scanning Fees	\$.10 per page
14. Other Costs	Actual Cost

FINAL 2023-24 HOWARD COLLEGE SALARY SCHEDULE

Faculty / 9 months / 38 hour week base

Year	Step/Yr. = -0-	\$463.26 1,974	(Schedule Adjustment +/-) = 1,974	\$0.00 877	877	877	877	877	877	877
	ASSOC	BACH	MAST	M-12	M-24	M-36	M-48	M-60	DR	DR-12
0	36,727	38,701	40,675	41,552	42,429	43,306	44,183	45,060	45,937	46,814
1	37,190	39,164	41,138	42,015	42,892	43,769	44,646	45,523	46,400	47,277
2	37,654	39,628	41,602	42,479	43,356	44,233	45,110	45,987	46,864	47,741
3	38,117	40,091	42,065	42,942	43,819	44,696	45,573	46,450	47,327	48,204
4	38,580	40,554	42,528	43,405	44,282	45,159	46,036	46,913	47,790	48,667
5	39,044	41,018	42,992	43,869	44,746	45,623	46,500	47,377	48,254	49,131
6	39,507	41,481	43,455	44,332	45,209	46,086	46,963	47,840	48,717	49,594
7	39,970	41,944	43,918	44,795	45,672	46,549	47,426	48,303	49,180	50,057
8	40,433	42,407	44,381	45,258	46,135	47,012	47,889	48,766	49,643	50,520
9	40,897	42,871	44,845	45,722	46,599	47,476	48,353	49,230	50,107	50,984
10	41,360	43,334	45,308	46,185	47,062	47,939	48,816	49,693	50,570	51,447
11	41,823	43,797	45,771	46,648	47,525	48,402	49,279	50,156	51,033	51,910
12	42,286	44,260	46,234	47,111	47,988	48,865	49,742	50,619	51,496	52,373
13	42,750	44,724	46,698	47,575	48,452	49,329	50,206	51,083	51,960	52,837
14	43,213	45,187	47,161	48,038	48,915	49,792	50,669	51,546	52,423	53,300
15	43,676	45,650	47,624	48,501	49,378	50,255	51,132	52,009	52,886	53,763
16	44,139	46,113	48,087	48,964	49,841	50,718	51,595	52,472	53,349	54,226
17	44,603	46,577	48,551	49,428	50,305	51,182	52,059	52,936	53,813	54,690
18	45,066	47,040	49,014	49,891	50,768	51,645	52,522	53,399	54,276	55,153
19	45,529	47,503	49,477	50,354	51,231	52,108	52,985	53,862	54,739	55,616
20	45,992	47,966	49,940	50,817	51,694	52,571	53,448	54,325	55,202	56,079
21	46,456	48,430	50,404	51,281	52,158	53,035	53,912	54,789	55,666	56,543
22	46,919	48,893	50,867	51,744	52,621	53,498	54,375	55,252	56,129	57,006
23	47,382	49,356	51,330	52,207	53,084	53,961	54,838	55,715	56,592	57,469
24	47,845	49,819	51,793	52,670	53,547	54,424	55,301	56,178	57,055	57,932
25	48,309	50,283	52,257	53,134	54,011	54,888	55,765	56,642	57,519	58,396
26	48,772	50,746	52,720	53,597	54,474	55,351	56,228	57,105	57,982	58,859
27	49,235	51,209	53,183	54,060	54,937	55,814	56,691	57,568	58,445	59,322
28	49,699	51,673	53,647	54,524	55,401	56,278	57,155	58,032	58,909	59,786
29	50,162	52,136	54,110	54,987	55,864	56,741	57,618	58,495	59,372	60,249
30	50,625	52,599	54,573	55,450	56,327	57,204	58,081	58,958	59,835	60,712
31	51,088	53,062	55,036	55,913	56,790	57,667	58,544	59,421	60,298	61,175
32	51,552	53,526	55,500	56,377	57,254	58,131	59,008	59,885	60,762	61,639
33	52,015	53,989	55,963	56,840	57,717	58,594	59,471	60,348	61,225	62,102
34	52,478	54,452	56,426	57,303	58,180	59,057	59,934	60,811	61,688	62,565
35	52,941	54,915	56,889	57,766	58,643	59,520	60,397	61,274	62,151	63,028
36	53,405	55,379	57,353	58,230	59,107	59,984	60,861	61,738	62,615	63,492
37	53,868	55,842	57,816	58,693	59,570	60,447	61,324	62,201	63,078	63,955
38	54,331	56,305	58,279	59,156	60,033	60,910	61,787	62,664	63,541	64,418
39	54,794	56,768	58,742	59,619	60,496	61,373	62,250	63,127	64,004	64,881
40	55,258	57,232	59,206	60,083	60,960	61,837	62,714	63,591	64,468	65,345
41	55,721	57,695	59,669	60,546	61,423	62,300	63,177	64,054	64,931	65,808
42	56,184	58,158	60,132	61,009	61,886	62,763	63,640	64,517	65,394	66,271
43	56,647	58,621	60,595	61,472	62,349	63,226	64,103	64,980	65,857	66,734
44	57,111	59,085	61,059	61,936	62,813	63,690	64,567	65,444	66,321	67,198
45	57,574	59,548	61,522	62,399	63,276	64,153	65,030	65,907	66,784	67,661
46	58,037	60,011	61,985	62,862	63,739	64,616	65,493	66,370	67,247	68,124
47	58,500	60,474	62,448	63,325	64,202	65,079	65,956	66,833	67,710	68,587
48	58,964	60,938	62,912	63,789	64,666	65,543	66,420	67,297	68,174	69,051
49	59,427	61,401	63,375	64,252	65,129	66,006	66,883	67,760	68,637	69,514
50	59,890	61,864	63,838	64,715	65,592	66,469	67,346	68,223	69,100	69,977

FINAL 2023-24 HOWARD COLLEGE SALARY SCHEDULE
ADMINISTRATIVE EXEMPT / 12 months / 38 hour week base

Step/Yr. =	377.83	(Schedule Adjustment +/-) =				0			
Year -0-	3508	3508	3508	3508	3508	3508	3508	3508	3508
	1001-1050	1051-1100	1101-1150	1151-1200	1201-1250	1251-1300	1301-1350	1351-1400	1401-1450
0	49,024	52,532	56,040	59,548	63,056	66,564	70,072	73,580	77,088
1	49,402	52,910	56,418	59,926	63,434	66,942	70,450	73,958	77,466
2	49,779	53,287	56,795	60,303	63,811	67,319	70,827	74,335	77,843
3	50,157	53,665	57,173	60,681	64,189	67,697	71,205	74,713	78,221
4	50,535	54,043	57,551	61,059	64,567	68,075	71,583	75,091	78,599
5	50,913	54,421	57,929	61,437	64,945	68,453	71,961	75,469	78,977
6	51,291	54,799	58,307	61,815	65,323	68,831	72,339	75,847	79,355
7	51,668	55,176	58,684	62,192	65,700	69,208	72,716	76,224	79,732
8	52,046	55,554	59,062	62,570	66,078	69,586	73,094	76,602	80,110
9	52,424	55,932	59,440	62,948	66,456	69,964	73,472	76,980	80,488
10	52,802	56,310	59,818	63,326	66,834	70,342	73,850	77,358	80,866
11	53,180	56,688	60,196	63,704	67,212	70,720	74,228	77,736	81,244
12	53,558	57,066	60,574	64,082	67,590	71,098	74,606	78,114	81,622
13	53,935	57,443	60,951	64,459	67,967	71,475	74,983	78,491	81,999
14	54,313	57,821	61,329	64,837	68,345	71,853	75,361	78,869	82,377
15	54,691	58,199	61,707	65,215	68,723	72,231	75,739	79,247	82,755
16	55,069	58,577	62,085	65,593	69,101	72,609	76,117	79,625	83,133
17	55,447	58,955	62,463	65,971	69,479	72,987	76,495	80,003	83,511
18	55,825	59,333	62,841	66,349	69,857	73,365	76,873	80,381	83,889
19	56,202	59,710	63,218	66,726	70,234	73,742	77,250	80,758	84,266
20	56,580	60,088	63,596	67,104	70,612	74,120	77,628	81,136	84,644
21	56,958	60,466	63,974	67,482	70,990	74,498	78,006	81,514	85,022
22	57,336	60,844	64,352	67,860	71,368	74,876	78,384	81,892	85,400
23	57,714	61,222	64,730	68,238	71,746	75,254	78,762	82,270	85,778
24	58,092	61,600	65,108	68,616	72,124	75,632	79,140	82,648	86,156
25	58,469	61,977	65,485	68,993	72,501	76,009	79,517	83,025	86,533
26	58,847	62,355	65,863	69,371	72,879	76,387	79,895	83,403	86,911
27	59,225	62,733	66,241	69,749	73,257	76,765	80,273	83,781	87,289
28	59,603	63,111	66,619	70,127	73,635	77,143	80,651	84,159	87,667
29	59,981	63,489	66,997	70,505	74,013	77,521	81,029	84,537	88,045
30	60,359	63,867	67,375	70,883	74,391	77,899	81,407	84,915	88,423
31	60,736	64,244	67,752	71,260	74,768	78,276	81,784	85,292	88,800
32	61,114	64,622	68,130	71,638	75,146	78,654	82,162	85,670	89,178
33	61,492	65,000	68,508	72,016	75,524	79,032	82,540	86,048	89,556
34	61,870	65,378	68,886	72,394	75,902	79,410	82,918	86,426	89,934
35	62,248	65,756	69,264	72,772	76,280	79,788	83,296	86,804	90,312
36	62,626	66,134	69,642	73,150	76,658	80,166	83,674	87,182	90,690
37	63,003	66,511	70,019	73,527	77,035	80,543	84,051	87,559	91,067
38	63,381	66,889	70,397	73,905	77,413	80,921	84,429	87,937	91,445
39	63,759	67,267	70,775	74,283	77,791	81,299	84,807	88,315	91,823
40	64,137	67,645	71,153	74,661	78,169	81,677	85,185	88,693	92,201
41	64,515	68,023	71,531	75,039	78,547	82,055	85,563	89,071	92,579
42	64,893	68,401	71,909	75,417	78,925	82,433	85,941	89,449	92,957
43	65,270	68,778	72,286	75,794	79,302	82,810	86,318	89,826	93,334
44	65,648	69,156	72,664	76,172	79,680	83,188	86,696	90,204	93,712
45	66,026	69,534	73,042	76,550	80,058	83,566	87,074	90,582	94,090
46	66,404	69,912	73,420	76,928	80,436	83,944	87,452	90,960	94,468
47	66,782	70,290	73,798	77,306	80,814	84,322	87,830	91,338	94,846
48	67,160	70,668	74,176	77,684	81,192	84,700	88,208	91,716	95,224
49	67,537	71,045	74,553	78,061	81,569	85,077	88,585	92,093	95,601
50	67,915	71,423	74,931	78,439	81,947	85,455	88,963	92,471	95,979

FINAL 2023-24 HOWARD COLLEGE SALARY SCHEDULE

Professional Exempt / 12 months / 38 hour week base

Step/Yr. =	377.83										
Year -0-	2631	2631	2631	2631	2631	2631	2631	2631	2631	2631	2631
(Schedule Adjustment +/-) =	0										
	701-750	751-800	801-850	851-900	901-950	951-1000	1001-1050	1051-1100	1101-1150	1151-1200	1201-1250
0	32,361	34,992	37,623	40,254	42,885	45,516	48,147	50,778	53,409	56,040	58,671
1	32,739	35,370	38,001	40,632	43,263	45,894	48,525	51,156	53,787	56,418	59,049
2	33,116	35,747	38,378	41,009	43,640	46,271	48,902	51,533	54,164	56,795	59,426
3	33,494	36,125	38,756	41,387	44,018	46,649	49,280	51,911	54,542	57,173	59,804
4	33,872	36,503	39,134	41,765	44,396	47,027	49,658	52,289	54,920	57,551	60,182
5	34,250	36,881	39,512	42,143	44,774	47,405	50,036	52,667	55,298	57,929	60,560
6	34,628	37,259	39,890	42,521	45,152	47,783	50,414	53,045	55,676	58,307	60,938
7	35,005	37,636	40,267	42,898	45,529	48,160	50,791	53,422	56,053	58,684	61,315
8	35,383	38,014	40,645	43,276	45,907	48,538	51,169	53,800	56,431	59,062	61,693
9	35,761	38,392	41,023	43,654	46,285	48,916	51,547	54,178	56,809	59,440	62,071
10	36,139	38,770	41,401	44,032	46,663	49,294	51,925	54,556	57,187	59,818	62,449
11	36,517	39,148	41,779	44,410	47,041	49,672	52,303	54,934	57,565	60,196	62,827
12	36,895	39,526	42,157	44,788	47,419	50,050	52,681	55,312	57,943	60,574	63,205
13	37,272	39,903	42,534	45,165	47,796	50,427	53,058	55,689	58,320	60,951	63,582
14	37,650	40,281	42,912	45,543	48,174	50,805	53,436	56,067	58,698	61,329	63,960
15	38,028	40,659	43,290	45,921	48,552	51,183	53,814	56,445	59,076	61,707	64,338
16	38,406	41,037	43,668	46,299	48,930	51,561	54,192	56,823	59,454	62,085	64,716
17	38,784	41,415	44,046	46,677	49,308	51,939	54,570	57,201	59,832	62,463	65,094
18	39,162	41,793	44,424	47,055	49,686	52,317	54,948	57,579	60,210	62,841	65,472
19	39,539	42,170	44,801	47,432	50,063	52,694	55,325	57,956	60,587	63,218	65,849
20	39,917	42,548	45,179	47,810	50,441	53,072	55,703	58,334	60,965	63,596	66,227
21	40,295	42,926	45,557	48,188	50,819	53,450	56,081	58,712	61,343	63,974	66,605
22	40,673	43,304	45,935	48,566	51,197	53,828	56,459	59,090	61,721	64,352	66,983
23	41,051	43,682	46,313	48,944	51,575	54,206	56,837	59,468	62,099	64,730	67,361
24	41,429	44,060	46,691	49,322	51,953	54,584	57,215	59,846	62,477	65,108	67,739
25	41,806	44,437	47,068	49,699	52,330	54,961	57,592	60,223	62,854	65,485	68,116
26	42,184	44,815	47,446	50,077	52,708	55,339	57,970	60,601	63,232	65,863	68,494
27	42,562	45,193	47,824	50,455	53,086	55,717	58,348	60,979	63,610	66,241	68,872
28	42,940	45,571	48,202	50,833	53,464	56,095	58,726	61,357	63,988	66,619	69,250
29	43,318	45,949	48,580	51,211	53,842	56,473	59,104	61,735	64,366	66,997	69,628
30	43,696	46,327	48,958	51,589	54,220	56,851	59,482	62,113	64,744	67,375	70,006
31	44,073	46,704	49,335	51,966	54,597	57,228	59,859	62,490	65,121	67,752	70,383
32	44,451	47,082	49,713	52,344	54,975	57,606	60,237	62,868	65,499	68,130	70,761
33	44,829	47,460	50,091	52,722	55,353	57,984	60,615	63,246	65,877	68,508	71,139
34	45,207	47,838	50,469	53,100	55,731	58,362	60,993	63,624	66,255	68,886	71,517
35	45,585	48,216	50,847	53,478	56,109	58,740	61,371	64,002	66,633	69,264	71,895
36	45,963	48,594	51,225	53,856	56,487	59,118	61,749	64,380	67,011	69,642	72,273
37	46,340	48,971	51,602	54,233	56,864	59,495	62,126	64,757	67,388	70,019	72,650
38	46,718	49,349	51,980	54,611	57,242	59,873	62,504	65,135	67,766	70,397	73,028
39	47,096	49,727	52,358	54,989	57,620	60,251	62,882	65,513	68,144	70,775	73,406
40	47,474	50,105	52,736	55,367	57,998	60,629	63,260	65,891	68,522	71,153	73,784
41	47,852	50,483	53,114	55,745	58,376	61,007	63,638	66,269	68,900	71,531	74,162
42	48,230	50,861	53,492	56,123	58,754	61,385	64,016	66,647	69,278	71,909	74,540
43	48,607	51,238	53,869	56,500	59,131	61,762	64,393	67,024	69,655	72,286	74,917
44	48,985	51,616	54,247	56,878	59,509	62,140	64,771	67,402	70,033	72,664	75,295
45	49,363	51,994	54,625	57,256	59,887	62,518	65,149	67,780	70,411	73,042	75,673
46	49,741	52,372	55,003	57,634	60,265	62,896	65,527	68,158	70,789	73,420	76,051
47	50,119	52,750	55,381	58,012	60,643	63,274	65,905	68,536	71,167	73,798	76,429
48	50,497	53,128	55,759	58,390	61,021	63,652	66,283	68,914	71,545	74,176	76,807
49	50,874	53,505	56,136	58,767	61,398	64,029	66,660	69,291	71,922	74,553	77,184
50	51,252	53,883	56,514	59,145	61,776	64,407	67,038	69,669	72,300	74,931	77,562

FINAL 2023-24 HOWARD COLLEGE SALARY SCHEDULE

Non-Exempt / 12 months / 38 hour week base

Step/Yr. =	(Schedule Adjustment +/-) = 0													
Year -0-	877	877	877	877	1754	1754	1754	1754	1754	1754	1754	1754	1754	1754
	401-450	451-500	501-550	551-600	601-650	651-700	701-750	751-800	801-850	851-900	901-950	951-1000	1001-1050	1051-1100
0	25,953	26,830	27,707	28,584	29,461	31,215	32,969	34,723	36,477	38,231	39,985	41,739	43,493	45,247
1	26,223	27,100	27,977	28,854	29,731	31,485	33,239	34,993	36,747	38,501	40,255	42,009	43,763	45,517
2	26,493	27,370	28,247	29,124	30,001	31,755	33,509	35,263	37,017	38,771	40,525	42,279	44,033	45,787
3	26,763	27,640	28,517	29,394	30,271	32,025	33,779	35,533	37,287	39,041	40,795	42,549	44,303	46,057
4	27,033	27,910	28,787	29,664	30,541	32,295	34,049	35,803	37,557	39,311	41,065	42,819	44,573	46,327
5	27,303	28,180	29,057	29,934	30,811	32,565	34,319	36,073	37,827	39,581	41,335	43,089	44,843	46,597
6	27,574	28,451	29,328	30,205	31,082	32,836	34,590	36,344	38,098	39,852	41,606	43,360	45,114	46,868
7	27,844	28,721	29,598	30,475	31,352	33,106	34,860	36,614	38,368	40,122	41,876	43,630	45,384	47,138
8	28,114	28,991	29,868	30,745	31,622	33,376	35,130	36,884	38,638	40,392	42,146	43,900	45,654	47,408
9	28,384	29,261	30,138	31,015	31,892	33,646	35,400	37,154	38,908	40,662	42,416	44,170	45,924	47,678
10	28,654	29,531	30,408	31,285	32,162	33,916	35,670	37,424	39,178	40,932	42,686	44,440	46,194	47,948
11	28,924	29,801	30,678	31,555	32,432	34,186	35,940	37,694	39,448	41,202	42,956	44,710	46,464	48,218
12	29,194	30,071	30,948	31,825	32,702	34,456	36,210	37,964	39,718	41,472	43,226	44,980	46,734	48,488
13	29,464	30,341	31,218	32,095	32,972	34,726	36,480	38,234	39,988	41,742	43,496	45,250	47,004	48,758
14	29,734	30,611	31,488	32,365	33,242	34,996	36,750	38,504	40,258	42,012	43,766	45,520	47,274	49,028
15	30,005	30,882	31,759	32,636	33,513	35,267	37,021	38,775	40,529	42,283	44,037	45,791	47,545	49,299
16	30,275	31,152	32,029	32,906	33,783	35,537	37,291	39,045	40,799	42,553	44,307	46,061	47,815	49,569
17	30,545	31,422	32,299	33,176	34,053	35,807	37,561	39,315	41,069	42,823	44,577	46,331	48,085	49,839
18	30,815	31,692	32,569	33,446	34,323	36,077	37,831	39,585	41,339	43,093	44,847	46,601	48,355	50,109
19	31,085	31,962	32,839	33,716	34,593	36,347	38,101	39,855	41,609	43,363	45,117	46,871	48,625	50,379
20	31,355	32,232	33,109	33,986	34,863	36,617	38,371	40,125	41,879	43,633	45,387	47,141	48,895	50,649
21	31,625	32,502	33,379	34,256	35,133	36,887	38,641	40,395	42,149	43,903	45,657	47,411	49,165	50,919
22	31,895	32,772	33,649	34,526	35,403	37,157	38,911	40,665	42,419	44,173	45,927	47,681	49,435	51,189
23	32,165	33,042	33,919	34,796	35,673	37,427	39,181	40,935	42,689	44,443	46,197	47,951	49,705	51,459
24	32,436	33,313	34,190	35,067	35,944	37,698	39,452	41,206	42,960	44,714	46,468	48,222	49,976	51,730
25	32,706	33,583	34,460	35,337	36,214	37,968	39,722	41,476	43,230	44,984	46,738	48,492	50,246	52,000
26	32,976	33,853	34,730	35,607	36,484	38,238	39,992	41,746	43,500	45,254	47,008	48,762	50,516	52,270
27	33,246	34,123	35,000	35,877	36,754	38,508	40,262	42,016	43,770	45,524	47,278	49,032	50,786	52,540
28	33,516	34,393	35,270	36,147	37,024	38,778	40,532	42,286	44,040	45,794	47,548	49,302	51,056	52,810
29	33,786	34,663	35,540	36,417	37,294	39,048	40,802	42,556	44,310	46,064	47,818	49,572	51,326	53,080
30	34,056	34,933	35,810	36,687	37,564	39,318	41,072	42,826	44,580	46,334	48,088	49,842	51,596	53,350
31	34,326	35,203	36,080	36,957	37,834	39,588	41,342	43,096	44,850	46,604	48,358	50,112	51,866	53,620
32	34,596	35,473	36,350	37,227	38,104	39,858	41,612	43,366	45,120	46,874	48,628	50,382	52,136	53,890
33	34,867	35,744	36,621	37,498	38,375	40,129	41,883	43,637	45,391	47,145	48,899	50,653	52,407	54,161
34	35,137	36,014	36,891	37,768	38,645	40,399	42,153	43,907	45,661	47,415	49,169	50,923	52,677	54,431
35	35,407	36,284	37,161	38,038	38,915	40,669	42,423	44,177	45,931	47,685	49,439	51,193	52,947	54,701
36	35,677	36,554	37,431	38,308	39,185	40,939	42,693	44,447	46,201	47,955	49,709	51,463	53,217	54,971
37	35,947	36,824	37,701	38,578	39,455	41,209	42,963	44,717	46,471	48,225	49,979	51,733	53,487	55,241
38	36,217	37,094	37,971	38,848	39,725	41,479	43,233	44,987	46,741	48,495	50,249	52,003	53,757	55,511
39	36,487	37,364	38,241	39,118	39,995	41,749	43,503	45,257	47,011	48,765	50,519	52,273	54,027	55,781
40	36,757	37,634	38,511	39,388	40,265	42,019	43,773	45,527	47,281	49,035	50,789	52,543	54,297	56,051
41	37,027	37,904	38,781	39,658	40,535	42,289	44,043	45,797	47,551	49,305	51,059	52,813	54,567	56,321
42	37,298	38,175	39,052	39,929	40,806	42,560	44,314	46,068	47,822	49,576	51,330	53,084	54,838	56,592
43	37,568	38,445	39,322	40,199	41,076	42,830	44,584	46,338	48,092	49,846	51,600	53,354	55,108	56,862
44	37,838	38,715	39,592	40,469	41,346	43,100	44,854	46,608	48,362	50,116	51,870	53,624	55,378	57,132
45	38,108	38,985	39,862	40,739	41,616	43,370	45,124	46,878	48,632	50,386	52,140	53,894	55,648	57,402
46	38,378	39,255	40,132	41,009	41,886	43,640	45,394	47,148	48,902	50,656	52,410	54,164	55,918	57,672
47	38,648	39,525	40,402	41,279	42,156	43,910	45,664	47,418	49,172	50,926	52,680	54,434	56,188	57,942
48	38,918	39,795	40,672	41,549	42,426	44,180	45,934	47,688	49,442	51,196	52,950	54,704	56,458	58,212
49	39,188	40,065	40,942	41,819	42,696	44,450	46,204	47,958	49,712	51,466	53,220	54,974	56,728	58,482
50	39,458	40,335	41,212	42,089	42,966	44,720	46,474	48,228	49,982	51,736	53,490	55,244	56,998	58,752

FINAL 2023-24 HOWARD COLLEGE SALARY SCHEDULE

Interpreter / 9 month / 38 hour week base

Step/Yr. = 463.26 (Schedule Adjustment +/-) = 0

Year	-0- BASIC & 2)	1974 (1 ADVANCED (3 & 4)	1974 MASTER (5)
0	31,227	33,201	35,175
1	31,690	33,664	35,638
2	32,153	34,127	36,101
3	32,617	34,591	36,565
4	33,080	35,054	37,028
5	33,543	35,517	37,491
6	34,007	35,981	37,955
7	34,470	36,444	38,418
8	34,933	36,907	38,881
9	35,396	37,370	39,344
10	35,860	37,834	39,808
11	36,323	38,297	40,271
12	36,786	38,760	40,734
13	37,249	39,223	41,197
14	37,713	39,687	41,661
15	38,176	40,150	42,124
16	38,639	40,613	42,587
17	39,102	41,076	43,050
18	39,566	41,540	43,514
19	40,029	42,003	43,977
20	40,492	42,466	44,440
21	40,955	42,929	44,903
22	41,419	43,393	45,367
23	41,882	43,856	45,830
24	42,345	44,319	46,293
25	42,808	44,782	46,756
26	43,272	45,246	47,220
27	43,735	45,709	47,683
28	44,198	46,172	48,146
29	44,662	46,636	48,610
30	45,125	47,099	49,073
31	45,588	47,562	49,536
32	46,051	48,025	49,999
33	46,515	48,489	50,463
34	46,978	48,952	50,926
35	47,441	49,415	51,389
36	47,904	49,878	51,852
37	48,368	50,342	52,316
38	48,831	50,805	52,779
39	49,294	51,268	53,242
40	49,757	51,731	53,705
41	50,221	52,195	54,169
42	50,684	52,658	54,632
43	51,147	53,121	55,095
44	51,610	53,584	55,558
45	52,074	54,048	56,022
46	52,537	54,511	56,485
47	53,000	54,974	56,948
48	53,463	55,437	57,411
49	53,927	55,901	57,875
50	54,390	56,364	58,338

Summer Pay Schedule

BASIC	(1 & 2)	ADVANCED (3 & 4)	MASTER (5)
\$25.00/hr		\$30.00/hr	\$40.00/hr

FINAL 2023-24 HOWARD COLLEGE SALARY SCHEDULE

Executive Cabinet / 12 months / 38 hour week base

Step/Yr. = 569.41 (Schedule Adjustment +/-) = 0

Year	-0-	4385	4385	4385	4385	4385	4385	4385	4385	4385	4385
	1101-1150	1151-1200	1201-1250	1251-1300	1301-1350	1351-1400	1401-1450	1451-1500	1501-1550	1551-1600	1601-1650
0	56,745	61,130	65,515	69,900	74,285	78,670	83,055	87,440	91,825	96,210	100,595
1	57,314	61,699	66,084	70,469	74,854	79,239	83,624	88,009	92,394	96,779	101,164
2	57,884	62,269	66,654	71,039	75,424	79,809	84,194	88,579	92,964	97,349	101,734
3	58,453	62,838	67,223	71,608	75,993	80,378	84,763	89,148	93,533	97,918	102,303
4	59,022	63,407	67,792	72,177	76,562	80,947	85,332	89,717	94,102	98,487	102,872
5	59,592	63,977	68,362	72,747	77,132	81,517	85,902	90,287	94,672	99,057	103,442
6	60,161	64,546	68,931	73,316	77,701	82,086	86,471	90,856	95,241	99,626	104,011
7	60,731	65,116	69,501	73,886	78,271	82,656	87,041	91,426	95,811	100,196	104,581
8	61,300	65,685	70,070	74,455	78,840	83,225	87,610	91,995	96,380	100,765	105,150
9	61,869	66,254	70,639	75,024	79,409	83,794	88,179	92,564	96,949	101,334	105,719
10	62,439	66,824	71,209	75,594	79,979	84,364	88,749	93,134	97,519	101,904	106,289
11	63,008	67,393	71,778	76,163	80,548	84,933	89,318	93,703	98,088	102,473	106,858
12	63,578	67,963	72,348	76,733	81,118	85,503	89,888	94,273	98,658	103,043	107,428
13	64,147	68,532	72,917	77,302	81,687	86,072	90,457	94,842	99,227	103,612	107,997
14	64,717	69,102	73,487	77,872	82,257	86,642	91,027	95,412	99,797	104,182	108,567
15	65,286	69,671	74,056	78,441	82,826	87,211	91,596	95,981	100,366	104,751	109,136
16	65,855	70,240	74,625	79,010	83,395	87,780	92,165	96,550	100,935	105,320	109,705
17	66,425	70,810	75,195	79,580	83,965	88,350	92,735	97,120	101,505	105,890	110,275
18	66,994	71,379	75,764	80,149	84,534	88,919	93,304	97,689	102,074	106,459	110,844
19	67,564	71,949	76,334	80,719	85,104	89,489	93,874	98,259	102,644	107,029	111,414
20	68,133	72,518	76,903	81,288	85,673	90,058	94,443	98,828	103,213	107,598	111,983
21	68,702	73,087	77,472	81,857	86,242	90,627	95,012	99,397	103,782	108,167	112,552
22	69,272	73,657	78,042	82,427	86,812	91,197	95,582	99,967	104,352	108,737	113,122
23	69,841	74,226	78,611	82,996	87,381	91,766	96,151	100,536	104,921	109,306	113,691
24	70,411	74,796	79,181	83,566	87,951	92,336	96,721	101,106	105,491	109,876	114,261
25	70,980	75,365	79,750	84,135	88,520	92,905	97,290	101,675	106,060	110,445	114,830
26	71,549	75,934	80,319	84,704	89,089	93,474	97,859	102,244	106,629	111,014	115,399
27	72,119	76,504	80,889	85,274	89,659	94,044	98,429	102,814	107,199	111,584	115,969
28	72,688	77,073	81,458	85,843	90,228	94,613	98,998	103,383	107,768	112,153	116,538
29	73,258	77,643	82,028	86,413	90,798	95,183	99,568	103,953	108,338	112,723	117,108
30	73,827	78,212	82,597	86,982	91,367	95,752	100,137	104,522	108,907	113,292	117,677
31	74,396	78,781	83,166	87,551	91,936	96,321	100,706	105,091	109,476	113,861	118,246
32	74,966	79,351	83,736	88,121	92,506	96,891	101,276	105,661	110,046	114,431	118,816
33	75,535	79,920	84,305	88,690	93,075	97,460	101,845	106,230	110,615	115,000	119,385
34	76,105	80,490	84,875	89,260	93,645	98,030	102,415	106,800	111,185	115,570	119,955
35	76,674	81,059	85,444	89,829	94,214	98,599	102,984	107,369	111,754	116,139	120,524
36	77,244	81,629	86,014	90,399	94,784	99,169	103,554	107,939	112,324	116,709	121,094
37	77,813	82,198	86,583	90,968	95,353	99,738	104,123	108,508	112,893	117,278	121,663
38	78,382	82,767	87,152	91,537	95,922	100,307	104,692	109,077	113,462	117,847	122,232
39	78,952	83,337	87,722	92,107	96,492	100,877	105,262	109,647	114,032	118,417	122,802
40	79,521	83,906	88,291	92,676	97,061	101,446	105,831	110,216	114,601	118,986	123,371
41	80,091	84,476	88,861	93,246	97,631	102,016	106,401	110,786	115,171	119,556	123,941
42	80,660	85,045	89,430	93,815	98,200	102,585	106,970	111,355	115,740	120,125	124,510
43	81,229	85,614	89,999	94,384	98,769	103,154	107,539	111,924	116,309	120,694	125,079
44	81,799	86,184	90,569	94,954	99,339	103,724	108,109	112,494	116,879	121,264	125,649
45	82,368	86,753	91,138	95,523	99,908	104,293	108,678	113,063	117,448	121,833	126,218
46	82,938	87,323	91,708	96,093	100,478	104,863	109,248	113,633	118,018	122,403	126,788
47	83,507	87,892	92,277	96,662	101,047	105,432	109,817	114,202	118,587	122,972	127,357
48	84,076	88,461	92,846	97,231	101,616	106,001	110,386	114,771	119,156	123,541	127,926
49	84,646	89,031	93,416	97,801	102,186	106,571	110,956	115,341	119,726	124,111	128,496
50	85,215	89,600	93,985	98,370	102,755	107,140	111,525	115,910	120,295	124,680	129,065

FINAL 2023-24 HOWARD COLLEGE SALARY SCHEDULE

CEO / 12 months / 38 hour week base

Year	Step/Yr. = -0-	760.99 7016	(Schedule Adjustment +/-) = 7016	7016	7016	0
	1551-1600	1601-1650	1651-1700	1701-1750	1751-1800	
0	143,185	150,201	157,217	164,233	171,249	
1	143,946	150,962	157,978	164,994	172,010	
2	144,707	151,723	158,739	165,755	172,771	
3	145,468	152,484	159,500	166,516	173,532	
4	146,229	153,245	160,261	167,277	174,293	
5	146,990	154,006	161,022	168,038	175,054	
6	147,751	154,767	161,783	168,799	175,815	
7	148,512	155,528	162,544	169,560	176,576	
8	149,273	156,289	163,305	170,321	177,337	
9	150,034	157,050	164,066	171,082	178,098	
10	150,795	157,811	164,827	171,843	178,859	
11	151,556	158,572	165,588	172,604	179,620	
12	152,317	159,333	166,349	173,365	180,381	
13	153,078	160,094	167,110	174,126	181,142	
14	153,839	160,855	167,871	174,887	181,903	
15	154,600	161,616	168,632	175,648	182,664	
16	155,361	162,377	169,393	176,409	183,425	
17	156,122	163,138	170,154	177,170	184,186	
18	156,883	163,899	170,915	177,931	184,947	
19	157,644	164,660	171,676	178,692	185,708	
20	158,405	165,421	172,437	179,453	186,469	
21	159,166	166,182	173,198	180,214	187,230	
22	159,927	166,943	173,959	180,975	187,991	
23	160,688	167,704	174,720	181,736	188,752	
24	161,449	168,465	175,481	182,497	189,513	
25	162,210	169,226	176,242	183,258	190,274	
26	162,971	169,987	177,003	184,019	191,035	
27	163,732	170,748	177,764	184,780	191,796	
28	164,493	171,509	178,525	185,541	192,557	
29	165,254	172,270	179,286	186,302	193,318	
30	166,015	173,031	180,047	187,063	194,079	
31	166,776	173,792	180,808	187,824	194,840	
32	167,537	174,553	181,569	188,585	195,601	
33	168,298	175,314	182,330	189,346	196,362	
34	169,059	176,075	183,091	190,107	197,123	
35	169,820	176,836	183,852	190,868	197,884	
36	170,581	177,597	184,613	191,629	198,645	
37	171,342	178,358	185,374	192,390	199,406	
38	172,103	179,119	186,135	193,151	200,167	
39	172,864	179,880	186,896	193,912	200,928	
40	173,625	180,641	187,657	194,673	201,689	
41	174,386	181,402	188,418	195,434	202,450	
42	175,147	182,163	189,179	196,195	203,211	
43	175,908	182,924	189,940	196,956	203,972	
44	176,669	183,685	190,701	197,717	204,733	
45	177,430	184,446	191,462	198,478	205,494	
46	178,191	185,207	192,223	199,239	206,255	
47	178,952	185,968	192,984	200,000	207,016	
48	179,713	186,729	193,745	200,761	207,777	
49	180,474	187,490	194,506	201,522	208,538	
50	181,235	188,251	195,267	202,283	209,299	

FINAL 2023-24 HOWARD COLLEGE SALARY SCHEDULE

Part-Time/Non-exempt

Level 1	\$9.00 /hour*	Entry level; Requires no special skills or education. Requires supervision at all times./Work-study students.
Level 2	\$12.00 /hour*	Some experience, training, or college credit required. Requires supervision. Limited skills required. Base level for Howard Cottage
Level 3	\$13.00 /hour*	Some experience, training, or college credit required. Limited supervision required, specific skills, knowledge of a particular field, etc. required. Howard Cottage - for those that have Associate degree and/or C.D.A. certification
Level 4	\$14.00 /hour*	Some experience, training, or college credit required. Requires no on-the-job supervision and independent decision-making. Could involve opening/closing offices, labs, etc. Howard Cottage - for those that have Bachelor degree
Level 5	\$15.00 /hour*	Jobs that require specialized training and/or education. May require license or certificate. May work independently, on weekends or late at night.
Level 6	\$18.00 /hour*	Jobs that require specialized training and/or education. Can require some, but limited, management duties.
Level 7	hourly rate with be based upon comparable full-time salary schedule position	Jobs that require specialized training and/or education. Broad management duties including hiring and independent decision-making.
Not Ranked	Market Rate	Competitive wages paid for unusual situations

Raises--\$.25 per year only upon recommendation of supervisor and approval of the President
or Executive Cabinet member.

Tutors

HS Education	\$15.00 /hour
Associate	\$20.00 /hour
Baccalaureate	\$21.00 /hour
Masters	\$22.00 /hour
Doctorate	\$23.00 /hour

Adjunct Faculty

See policy 9.4

Basketball Game Staff (pay per game):**Table Officials: Bookkeeper, Game Clock, Shot Clock, Announcer**

Base: No Experience	2-5 years	6-10 years	11 or more years
\$35.00	\$40.00	\$45.00	\$50.00

Stats/Music/Ticket Sales

Base: No Experience	2-5 years	6-10 years	11 or more years
\$25.00	\$30.00	\$35.00	\$40.00

Softball Game Staff (pay per game):**Announcer, Music, Score Board Operator**

Base: No Experience	2-5 years	6-10 years	11 or more years
\$40.00	\$45.00	\$50.00	\$55.00

Baseball Game Staff (pay per game):**Announcer, Music, Score Board Operator**

Base: No Experience	2-5 years	6-10 years	11 or more years
\$60.00	\$65.00	\$70.00	\$75.00

BROADBANDING BACKGROUND

In order to be fair as possible to all employees and consistent in compensation and structure, a study was initiated in 1992 relative to the determination of salary for employees not on a salary schedule. At that time faculty, interpreters, and classified employees' salaries were determined by salary schedules. But there were about 50 employees whose salaries were not determined by a salary schedule. Instead, those salaries were negotiated. A preliminary salary schedule was presented to those employees affected in 1993. Those employees had immediate concerns about the schedule. As a result, the issue was assigned to a Continuous Quality Improvement (CQI) Process Team.

The Process Team was made up of employees from the affected group as well as a faculty representative and a classified representative. This team began to study salary schedules and discovered a process called Broadbanding. The team invited a personnel consultant from another community college to Howard College to explain the process. Then the team began to develop the criteria to be used to broadband the positions. The team presented the broadbanding criteria to the Administrative Cabinet in 1995. The cabinet reviewed the criteria and made suggestions to the team. The criteria was then used in 1996 to assign points to each position. Employees currently in the positions were given a chance to review the points and suggest changes. The overriding approach was, "If we were posting the position today, what qualifications, responsibilities, etc., are necessary? Leave the personal aspect of those in the position out of the process."

During the same time period, another CQI request was received to review the classified salary schedule. The request to review the classified salary schedule arose because starting grade levels and promotion to higher grade levels were negotiated rather than based on particular criteria. In addition, the classified staff could not bring in experience. The faculty salary schedule was clear cut. Experience was teaching experience or related occupational experience. Related occupational experience was actual professional experience in the teaching field, i.e. working as a newspaper reporter and then joining the faculty to teach journalism or working as an automobile mechanic and then joining the faculty to teach automotive technology. A new faculty could bring in as much as 10 years' experience. Levels were determined by degrees and hours above degrees. Another difference between the two schedules was the number of years that employees could step with experience and/or service. The classified schedule allowed steps each year for 26 years. The faculty salary schedule was a "graduated" schedule with the cap on the bachelor's level at 12 years up to the cap on the doctoral level at 26 years.

At this point staff began to try to develop bands and subsequently salary schedules based on the points assigned to each of the unscheduled positions. A survey was sent to the six schools comparable to Howard College (Bee County, Hill, Navarro, North Central, Southwest Texas, and Wharton) asking for salaries of like positions. In addition, salaries from the College and University Personnel Association Administrative Compensation Annual Survey were used for comparable positions in comparable-sized institutions. During the process it was discovered that to just use the group of unscheduled employees was making it very difficult to develop the bands. It was realized that the classified employees needed to be a part of the banding for the process to work. So, the broadbanding criteria was studied by a group of classified employees to determine any necessary modifications and to address concerns raised in the CQI request. Then, the cabinet used the criteria to assign points to each of the classified positions. The points were shared with the employees currently in those positions and modifications were made.

The staff then began again to try to develop the schedules. The final schedules were developed with the following criteria:

- employees who are not exempt from overtime laws were placed on the "non-exempt" schedule.
- All employees who are exempt from overtime laws were placed on the "exempt" schedule.
- All Interpreters were placed on the interpreter schedule.
- Administrative officers, including the president, were placed on the "administration" schedule.

- Faculty remained on their schedule; however, a degree-level field for associate degree was added and years of experience was increased to 40 years for all degree levels to address previous concerns with that schedule.

The schedule for non-exempt employees was developed based on the following criteria:

- The bands begin at 200 and split in increments of 50 points (i.e., 200-250, 251-300, etc.) up to 650.
- The lowest salary on the schedule is \$11,712 which is minimum wage plus \$1,000.
- The step down for each year of experience/service is \$289.28. This step was determined by taking 2.47 percent of the lowest salary in the schedule. (2.47 percent [@ \$511] of the lowest salary was the step on the faculty salary schedule)
- The step across from band to band is \$438 for the first three bands and \$877 for the next three bands. (The \$877 increment is the step across in the faculty salary schedule which relates to educational achievement.) The increase from \$438 to \$877 reflects increased educational requirements and/or responsibility.

The schedule for exempt employees was developed based on the following criteria:

- The bands begin at 500 and split in increments of 50 points up to 1050.
- The lowest salary on the schedule is \$4,000 above the lowest salary on the non- exempt schedule and is approximately the same as someone in this band on the non-exempt schedule.
- The step down for each year of experience/service is \$388.08. This step is 2.47 percent of the lowest salary on the schedule.
- The step across from band to band is \$1754 in the first three bands, \$2631 in the next seven bands, and \$3508 in the last band (all multiples of \$877). The increases between bands reflect increased educational requirements and/or responsibility.

The schedule for administrative officers was developed based on the following criteria:

- The bands begin at 1051 and split in increments of 50 points up to 1450.
- The lowest salary on the schedule is \$44,740 which is a step above the last salary on the exempt schedule plus \$877 (\$3508).
- The step down is \$600. This step is 1.34 percent of the lowest salary on the schedule. This step was set by the President because it was felt that a 2.47 percent step was too much (\$1105.08).
- The step across from band to band is \$4385 (also a multiple of \$877). The steps across reflect increased educational requirements and/or responsibility.

After the schedules had been developed and all positions banded, the administrative cabinet then had to determine experience that could be "brought in." All exempt and non-exempt employees were asked to complete a form listing all their experience prior to coming to work at Howard College. The maximum number of years of prior experience that could be brought in was 10 years.

The years of experience were determined based on the following criteria:

- 1 year for 1 year - experience in the same position at a different institution/company.
- .75 year for 1 year - experience in a community college.
- .50 year for 1 year - related experience (using the same basic skills).
- .25 year for 1 year - unrelated experience.
- .10 year for 1 year - part-time experience (beginning Fall 1998)

Again, all employees were given the opportunity to review the years of prior experience assigned. Modifications were made where warranted.

Each position has certain educational requirements. If a position was broadbanded to require a certain level of education and the person currently in the position did not have the required educational level, the points assigned to the person reflected his/her current educational level. For example, if the position requires a bachelor's degree (150 points) and the person in the position has an associate degree (100 points), the person was banded using the 100 points for educational level.

If the person in the position later earns a bachelor's degree, the points would be adjusted, and the person would be placed accordingly on the salary schedule.

All positions have a required educational level. Some positions also have a preferred educational level. The person filling the position receives the points for the level of education earned up to the preferred level. Additional education will be recognized.

For persons who do not have a high school diploma or GED, the educational level determined by skills "equal to that of the average high school graduate" will be met by scoring at the ninth-grade level on the CASAS (Comprehensive Adult Student Assessment System) test or TABE (Tests of Adult Basic Education). These tests are administered at no charge in the Adult Education and Literacy Departments.

The salary schedules and the broadbanding process were implemented with the beginning of the 1997-1998 academic term/fiscal year.

Since the implementation of broadbanding, the salary schedules have been adjusted according to college needs. Additionally, a salary schedule was added for the CEO (see current schedules in Appendix).

PLACEMENT ON SALARY SCHEDULE

When a position is vacated or a new position is being created, the job description will be reviewed by the supervisor and points assigned will be reviewed by the President. If changes in a current position are wanted, the supervisor will submit a request to their cabinet member to review the position's description and, if approved, the cabinet member will submit to the President who will review points. If no changes are wanted, the job may be posted. All new positions must be submitted to the President for banding.

When a supervisor has a candidate for the position, a complete listing of work experience will be reviewed by the Chief Human Resources Officer to determine placement on the salary schedule. If the supervisor does not agree with the Chief Human Resources Officer on the placement, the Executive Vice President will review the placement. Employees who change positions that are on different schedules (faculty to staff or staff to faculty) internally may have their years of experience reevaluated based upon the requirements of the new position, up to the allowable maximum.

Beginning September 2021, the maximum number of years allowed for a new employee to bring in is 20 and is determined as follows. Existing employees who brought in the prior 10 year maximum will be re-evaluated based on the application and/or resume in their file using the criteria in place at the time of hire. Any change will be effective with the 2021-2022 fiscal year.

Faculty:

- 1 year for 1 year - full-time experience for teaching experience or related occupational experience
- .75 year for 1 year - teach 3 classes for full year
- .50 year for 1 year - teach 2 classes for full year or part-time related occupational experience
- .25 year for 1 year - teach 1 class for full year

Non-exempt, Interpreter, Exempt, Executive Cabinet, CEO:

Prior Full-Time Experience:

- 1 year for 1 year – experience in the same position at a different institution/company.
- .75 year for 1 year – experience in a community college.
- .50 year for 1 year – related experience (using the same basic skills).
- .25 year for 1 year – unrelated experience.

Prior Part-Time Experience for Non-Faculty Positions:

- .50 for 1 year – experience at Howard College in the same position/office.
- .25 for 1 year – experience at Howard College in unrelated area.
- .10 year for 1 year – part-time experience outside of Howard College