

Date of Board Meeting: October 20, 2026

Recommendation: Approve revised WCJC Local Policies.

Background and Rationale:

The Wharton County Junior College localized policy manual includes four policies requiring administrative updates to reflect recent changes:

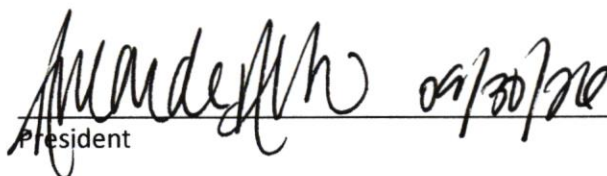
- **AD (LOCAL):** Educational Role, Mission, Purpose, and Responsibility
- **DIAB (LOCAL):** Freedom from Discrimination, Harassment, and Retaliation: Other Protected Characteristics
- **DMAA (LOCAL):** Term Contracts: Termination Mid-Contract
- **DMAB (LOCAL):** Term Contracts: Nonrenewal

At the College's request, TASB has completed the necessary revisions. In accordance with policy governance procedures, revisions to localized policies must be presented to the Board for ratification.

Budgetary Implications: \$150 (FY27 Current Operating Budget)

Resource Personnel: Amanda Allen, Ed.D., President

Approval:



President

EDUCATIONAL ROLE, MISSION, PURPOSE, AND RESPONSIBILITY

AD
(LOCAL)

Mission

Wharton County Junior College transforms lives through accessible, high-quality education is a public, two-year, comprehensive community college offering a wide range of postsecondary educational programs and services including associate degrees, certificates, continuing education courses, cultural affairs, and leisure-time activities for the benefit of the community and a population of students that varies in age, background, and ability.

The College District affords opportunities for individual growth and expression and promotes the development of the total person through scholarly and creative activity and the application of knowledge for the good of society. Its curricular and cocurricular activities lay a foundation for lifelong learning and involved citizenship and encourage the pursuit of knowledge, innovation, experimentation, and excellence in human endeavor. It prepares students for entry-level positions, for advancement in various occupations and professions, for a broad understanding of the liberal arts and sciences, and for transfer to baccalaureate-granting institutions.

In fulfilling its mission, the College District:

1. Offers associate of arts, associate of arts in teaching, and associate of applied science degrees;
2. Offers transfer curricula in preparation for the baccalaureate degree;
3. Offers career/vocational curricula leading to certificates and associate degrees;
4. Offers remedial and developmental courses and services, as well as adult basic education, to assist underprepared students to achieve competency in basic skills and thus gain access to college-level programs;
5. Supports excellence in instruction in all academic areas by the encouragement of faculty professional development for the improvement of teaching and learning through innovative teaching methodologies, research, and public service;
6. Provides library and other instructional resources as integral parts of the educational process;
7. Supports students in the learning process through counseling and academic advising;
8. Offers continuing education noncredit courses and programs to meet the needs of business, industry, government, and

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EDUCATIONAL ROLE, MISSION, PURPOSE, AND RESPONSIBILITY

AD
(LOCAL)

	<p>the community-at-large, and to contribute to the economic development of its service region;</p> <p>9. Provides varied cultural opportunities, recreational activities, and community services to enhance the quality of life in its service region;</p> <p>10. Actively cooperates with school districts, vocational technical schools, other colleges, and universities to promote a more productive educational environment within its service region; and</p> <p>11. Encourages the innovative and effective use of technology to increase and enrich educational opportunities for students and the community.</p> <p>Wharton County Junior College is an institution that emphasizes personal attention to students, innovation and flexibility in its credit and noncredit offerings, and responsiveness to the diversity of communities it serves. The College District is dedicated to providing an educational environment that recognizes individuality, stresses the importance of human relationships, and reflects the democratic values of our society.</p>
Purpose	<p>Wharton County Junior College, a comprehensive public community college, is charged with the responsibility of providing quality educational opportunities primarily to students within its local taxing district and service area and to all other persons wishing to avail themselves of the services of the College District. As a part of the Texas College and University System, the College District must meet the diverse educational needs of its students by offering excellence, access, and economy in higher education. By providing a challenging and stimulating academic environment for persons of all ages, races, religions, and lifestyles, the College District strives to meet its commitment to enhance personal growth and give adequate preparation for a lifelong role in society. In short, the College District defines its purpose for existence as that of providing an education of value.</p>
Vision	<p><u>Wharton County Junior College is in the business of generational change. Our reach goes beyond the lives of our students by strengthening their families, our communities, and the entire region we serve.</u></p>

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FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

DIAB
(LOCAL)

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

**Statement of
Nondiscrimination**

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

Discrimination

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

Harassment

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

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

Examples

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

Prohibited Conduct

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

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

DIAB
(LOCAL)

**Reporting
Procedures**

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

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

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

**Definition of College
District Officials**

ADA / Section 504
Coordinator

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

Name: Rachel Bahnsen

Position: Dean of Human Resources
Associate Vice President of Human Resources

Address: 911 Boling Highway, Wharton, TX 77488

Telephone: (979) 532-6442

Other Anti-
discrimination Laws

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

**Alternative
Reporting
Procedures**

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinator, may be directed to the College President or designee.

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

Timely Reporting

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

Notice of Report

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

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

DIAB
(LOCAL)

**Investigation of the
Report**

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

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

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

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

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

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

**Concluding the
Investigation**

Absent extenuating circumstances, the investigation should be completed within 10 College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

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

**College District
Action**

If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

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

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

DIAB
(LOCAL)

Confidentiality	To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.
Retaliation	<p>The College District prohibits retaliation against an employee alleged to have experienced prohibited conduct or another employee or a student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation or proceeding under this policy. This prohibition does not apply to discipline of a person who perpetrated or assists in the perpetration of the prohibited conduct.</p> <p>A person who is alleged to have experienced retaliation may pursue a claim under this policy or policy FFDB, as appropriate.</p>
Examples	Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, intimidation, coercion, unjustified negative evaluations, unjustified negative references, or increased surveillance.
False Claims	An employee or student who intentionally makes a false claim or offers a false statement regarding prohibited conduct shall be subject to appropriate disciplinary action in accordance with law.
Appeal	<p>A party who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members]</p> <p>The party may have a right to file a complaint with appropriate state or federal agencies.</p>
Records Retention	Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]
Access to Policy, Procedures, and Related Materials	Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to an employee who makes a report.

TERM CONTRACTS
TERMINATION MID-CONTRACT

DMAA
(LOCAL)

An employee may be terminated mid-contract for good cause as determined by the Board following a hearing held for that purpose in accordance with law.

Appeals

Appeals related to this policy may be submitted through DGBA(LOCAL) beginning at the appropriate level.

Faculty Members

Alternatively, a faculty member, as defined by Education Code 51.960, may first present a grievance under Section 51.960 to the ~~dean of human resources~~ associate vice president of human resources on an issue related to the faculty member's dismissal. It is recommended that the faculty member file a request to present the grievance within ten business days after final action on the dismissal proceeding.

Once a request to present a grievance has been filed, the conference shall be scheduled within seven business days.

The faculty member may appeal the decision of the ~~dean of human resources~~ associate vice president of human resources in accordance with DGBA(LOCAL) beginning at the appropriate level.

TERM CONTRACTS
NONRENEWAL

DMAB
(LOCAL)

Nonrenewal

An employee may be nonrenewed by the Board at the end of the employee's contract term on the recommendation of the College President. The employee may be nonrenewed for any reason or no reason provided that the decision shall not be based on the employee's exercise of rights guaranteed by law or be based unlawfully on the employee's race, color, religion, sex, national origin, disability, or age.

The employee may request an appearance before the Board providing that a request for such appearance is made in writing to the College President within ten days of the employee's receipt of the letter of nonrenewal. The College President shall notify the employee of the date of the appearance and the procedures to be followed. Notice shall be given at least ten days prior to the scheduled appearance.

Appeals

Appeals related to this policy may be submitted through DGBA(LOCAL) beginning at the appropriate level.

Faculty Members

Alternatively, a faculty member, as defined by Education Code 51.960, may first present a grievance under Section 51.960 to the dean of human resources associate vice president of human resources on an issue related to the faculty member's nonrenewal.

It is recommended that the faculty member file a request to present the grievance within ten business days after final action on the nonrenewal proceeding.

Once a request to present a grievance has been filed, the conference shall be scheduled within seven business days.

The faculty member may appeal the decision of the dean of human resources associate vice president of human resources in accordance with DGBA(LOCAL) beginning at the appropriate level.