



**Temple College Board of Trustees
Handbook & Bylaws**

Temple College Board of Trustees

Handbook for Effective Governance

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(Bylaws, Committee Descriptions, Code of Ethics Policy, and Calendar)

1. Introduction

The Temple College Board of Trustees Handbook is designed to support new and current Trustees in fulfilling their governance responsibilities effectively. This guide outlines the principles, practices, and policies that promote ethical leadership and successful stewardship of the College.

2. Mission, Vision, Values & Strategic Plan Priorities

- **Mission:** The mission of Temple College is to foster student success for our diverse community by providing quality lifelong learning and enrichment experiences that empower students to achieve their dreams and aspirations.

- **Vision:** Temple College will be recognized as a community college of excellence, offering quality credentials of value that lead to high-demand careers in the community and successful transfer pathways. We will be the trusted and recognized partner across industry sectors and education partners, working together to increase postsecondary credentials that address economic mobility.

- **Values:**

Excellence: We embrace innovation to provide high-quality education through collaboration and strong partnerships.

Integrity: We foster an environment that promotes trust and accountability through transparency and responsible action.

Community: We care for our Temple College family and those we serve, working together to promote well-being and success.

Respect: We commit to a campus culture where all can thrive.

- **Strategic Plan Priorities:**
 - **Student Success**
 - **Teaching & Learning**
 - **Building Talent & Economic Mobility**
 - **Completion**
 - **Operational Effectiveness**

Trustees must be champions of these guiding principles and ensure all decisions support the College's overarching goals.

3. Board Roles and Responsibilities

A. Nine Roles and Responsibilities according to the Association of Community College Trustees and as presented by the Community College Association of Texas Trustees.

- Employ, Support, and Evaluate the CEO
- Act as a Unit
- Represent the Common Good
- Set Policy Direction
- Define Policy Standards for Operation
- Monitor Institutional Performance
- Create a Positive Institutional Climate
- Support and advocate for the Interest of the Institutional
- Lead as a thoughtful, educated team

Additional responsibilities include:

- Approving the annual budget and monitoring financial health
- Advocating for student success and community engagement
- Safeguarding the integrity and reputation of Temple College
- Approval or denial of hiring the College Provost
- Permission to overturn the hiring of a Vice President or Dean
- Conduct a Curriculum Review every five years to ensure courses meet certain standards. Review the college's General Education Curriculum and any changes to the curriculum.
- Required annual Cybersecurity Training for each elected or appointed official who has access to the college's information resources or information resources technologies.
- Required training content for new board members to include an overview of the legislature, the General Appropriations Act, and the state budget and an emphasis on the commitment board members are making to the college, the state, and taxpayers.
- Board members are required to provide a sworn statement affirming the member understands the member's duties and responsibilities at the completion of the training.

Trustees **do not** engage in daily operations, micromanagement, administrative details, or individual personnel matters.

4. Board Structure and Composition

- The Board consists of **9** elected trustees serving staggered terms.
 - Officers include Chair, Vice-Chair, Secretary, and Immediate Past-Chair.
 - Committee Chairs will be assigned to lead each committee by the Chair.
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5. Board Meetings and Decision-Making

- Meetings follow Texas Open Meetings Act requirements and Robert's Rules of Order.
 - Trustees must come prepared, review materials in advance, and participate constructively.
 - All decisions require a quorum and are made by majority vote.
 - Minutes and agendas will be distributed before each meeting.
 - Trustees submit advanced questions 72 hours in advance of a board meeting.
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6. Board-College President Relationship

- The President is the College's chief executive officer.
 - The Board sets policies that establish and protect the college mission; the President implements policy.
 - The Board supports the president to carry out the mission and the strategic plan of the college. Additional responsibilities include:
 - Conduct an annual performance evaluation
 - Maintain respectful, transparent communication
 - Direct all questions to the College President and copy the Board Chair
 - Avoid engaging in the direct management of college faculty and staff
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7. Ethical Standards and Conflict of Interest

Trustees must:

- Abide by Temple College's ethics and conflict-of-interest policy.
 - Avoid personal gain or favoritism.
 - Maintain confidentiality of executive sessions and privileged information.
 - Declare conflicts and recuse themselves as appropriate.
 - Follow all TASB Legal and Local Policies.
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8. Advocacy and Community Engagement

- Trustees serve as ambassadors for Temple College in the community.
 - Advocate for state and local funding and policies that support the College, in coordination with the College President.
 - Engage with students, faculty, local leaders, and other stakeholders, in coordination with the College President.
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9. Board Development and Self-Evaluation

- Participate in new trustee orientation and ongoing training.
 - Trustees are to engage in periodic retreats and workshops.
 - Complete ongoing **Board self-evaluations** to assess performance and improve effectiveness.
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10. Financial Oversight and Stewardship

- Review and adopt the annual budget.
 - Monitor financial reports and ensure fiscal integrity.
 - Approve audits and take corrective action if necessary.
 - Prioritize sustainable use of college resources.
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11. Committees and Delegations

The Board may establish standing and ad hoc committees as needed, such as:

- Board Executive Committee
- Board Finance
- Board Building and Capital Projects
- Board Nominations
- Board Policy
- Board Strategic Planning

Each committee will have a written charter outlining its purpose and responsibilities. See appendices for board committee descriptions.

12. Policy Development and Review

- Develop and periodically review policies that support the mission and strategic plan.
 - Engage the President and leadership team in policy review.
 - Ensure policies align with legal requirements and best practices.
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13. Communication Protocols

- Maintain clear channels of communication with the President.
 - Speak with one voice after decisions are made.
 - Refer media inquiries to the President or designated Marketing & Public Relations spokesperson.
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14. Strategic Planning and Accountability

- Participate in strategic planning with the College.
- Set measurable goals and evaluate progress annually.
- Ensure that decisions support long-term institutional sustainability.

15. Shared Governance

Institutions of higher education must be governed by the principle of shared governance. Shared governance is defined as a structured decisions-making process where the governing board serves as the ultimate authority for institutional oversight, financial stewardship, and policy implementation with appropriate consultation with faculty, administrators, and other stakeholders on academic and operational matters. Shared governance may not diminish the board's authority to make final decisions in the institution, students, and taxpayer's best interest.

Administrators make decisions in a way that promotes efficiency, accountability, and responsiveness to state priorities, workforce needs, and the institution's mission.

Faculty and staff may advise on academic matters, but the governing board and institutional leadership retain clear and ultimate decision-making authority. Shared governance structures may not be used to obstruct, delay, or undermine needed reforms or act as a mechanism to advance ideological or political agendas.

16. Temple College Policies may be found at www.templecollege.edu/about/policy-manual.html

17. Appendices

- Temple College Board Bylaws
- Board of Trustee Contact Information
- Code of Ethics Policy
- Board Committee Descriptions
- Annual Calendar of Board Meetings

Conclusion

The Temple College Board of Trustees is dedicated to upholding the highest standards of leadership, integrity, and public trust. This Handbook is a vital tool to help Trustees navigate their important role and contribute meaningfully to the success of the College and its students.

Board Bylaws

BYLAWS OF THE BOARD OF TRUSTEES

Temple College District

PREAMBLE

These Bylaws, adopted by the Temple College Board of Trustees, outline the legal and ethical principles, duties, and processes under which the Board shall operate. These Bylaws are subject to applicable federal and state law and align with local policy as reflected in Section B of the College's TASB Policy Manual. Please see TASB Online manual for the most up to date policies.

I. GOVERNANCE STRUCTURE AND AUTHORITY

A. Policy Governance

All Board Bylaws and policies shall be formally adopted by a majority vote of the Board and made readily accessible to College personnel and stakeholders. The Board shall review these Bylaws periodically to ensure continued relevance and legal compliance.

B. Collective Authority

The Board functions as a collective body. No individual Trustee has authority to act or speak on behalf of the Board unless authorized by a vote of the Board. Official action may only be taken during duly posted meetings in accordance with the Texas Open Meetings Act.

C. Final Authority

The Board retains full and final authority to determine, interpret, and enforce all local governance matters. This authority shall be exercised within the boundaries of applicable law and regulations.

D. Policy Development

The Board formulates policies to govern the institution and delegates the responsibility for administering those policies to the President and CEO. Administrative regulations and procedures shall be aligned with Board policy.

E. Community Representation

Trustees shall represent the interests of the community and ensure that the College remains responsive to community needs.

II. ELECTIONS AND BOARD MEMBERSHIP

A. Elections

Board elections shall be held in accordance with state law. If a runoff election is required, it shall follow Election Code Chapter 2, Subchapter B. Write-in candidates shall comply with Election Code Chapter 146, Subchapter B.

B. Vacancies

Vacancies on the Board shall be filled in compliance with college policy and applicable legal statutes.

C. Eligibility

All Board members must remain residents of the Temple College Taxing District throughout their term of service.

III. CONDUCT AND ETHICS

A. Ethical Standards

Board members shall adhere to the highest ethical standards, avoid conflicts of interest, and act in the best interest of the institution at all times. Trustees shall not use their position for personal or partisan gain.

B. Communication and Confidentiality

Board members shall communicate directly with the president and board chair on any questions or concerns, be amenable to open communication and available to meet as needed. The board shall maintain the confidentiality of college business, sensitive items, or closed session matters.

IV. MEETINGS

A. Meeting Requirements

The Board shall meet regularly as posted and in compliance with the Texas Open Meetings Act. Emergency and special meetings shall be called as needed and properly posted.

B. Agenda Setting

Items may be added to the agenda by the Board Chair, the President and CEO, or by two Trustees submitting a written request.

C. Public Comment

Public input shall be welcomed in accordance with procedures adopted by the Board and subject to decorum rules.

V. OFFICERS AND COMMITTEES

A. Officers

Board officers shall include a Chair, Vice Chair, Secretary, and Immediate Past Chair. Officers shall serve two-year terms and may be reelected. Committee chairs are appointed by the chair.

B. Committees

The Board Chair may establish standing or ad hoc committees as needed. Committees may not constitute a quorum and shall operate in accordance with Board policy.

VI. TRAINING AND DEVELOPMENT

New Trustees shall receive orientation within 90 days of taking office and must complete state-mandated training, including training on open meetings, open records, and Board ethics.

VII. AMENDMENT

These Bylaws may be amended by a majority vote of the Board at any regular meeting.

Adopted by the Temple College Board of Trustees on _____.

Code of Ethics

BBF Board Member Ethics. *A copy of the most up to date policy can be found on the Temple College website or going directly to www.templecollege.edu/about/policy-manual.html*

Legal Policy

It shall be lawful for a local public official to serve as a member of the board of directors of private, nonprofit corporations when such officials receive no compensation or other remuneration from the nonprofit corporation or other nonprofit entity. *Local Gov't Code 171.009; Attorney Gen. Op. DM-256(1993)*

“Local public official” means a member of the governing body or another officer, whether elected, appointed, paid, or unpaid, of any district (including a school district), county, municipality, precinct, central appraisal district, transit authority or district, or other local governmental entity who exercises responsibilities beyond those that are advisory in nature. *Local Gov't Code 171.001(1)*

Local Policy

Statement of Ethics

As a member of the Board, I shall strive to improve community college education, and to that end I shall adhere to all state and federal laws, College District policies, and the ethical standards set out in this policy.

Service

I shall attend all regularly scheduled Board meetings insofar as possible and devote time, thought, and study to the duties and responsibilities of a Board member, so that I may render effective and creditable service.

I shall bring about desired changes through legal and ethical procedures, upholding and enforcing all applicable statutes, regulations, and court decisions pertaining to community colleges.

I shall establish and adhere to policies and practices prohibiting unlawful discrimination, including harassment on the basis of sex, gender, race, color, national origin, religion, age, disability, or any other basis prohibited by law.

Collaboration

I shall work with my fellow Board members in a spirit of harmony and cooperation and encourage the free expression of opinion in spite of differences that arise during vigorous debates of points of issue.

I shall base my personal decisions upon all available facts in each situation; vote my honest conviction in every case, unswayed by partisan bias of any kind; and abide by and uphold the final majority decisions of the Board.

Authority

I shall remember at all times that as an individual I have no legal authority outside the meetings of the Board, and to conduct my relationships with the College District staff, the local citizenry, and all media of the community on the basis of this fact.

I shall resist every temptation and outside influence to use my position as a Board member to benefit myself or any other individual or agency apart from the total interest of the College District.

Role

I shall recognize that it is as important for the Board to understand and evaluate the educational program of the College District as it is to plan for the business of College District operations.

I shall delegate the administrative matters of the College District to the College President and support the employment of qualified College District staff.

I shall welcome and encourage active cooperation by citizens, organizations, and the College District media by communicating with respect to policy on current College District operations and proposed future developments.

I shall speak with one voice as a Board member once a Board decision or policy is made.

Teamwork

I shall support state and national organizations in their efforts to benefit Texas community colleges, such as the Community College Association of Texas Trustees, the Texas Association of School Boards, and the Association of Community College Trustees.

I shall work step by step toward ideal conditions for the most effective College District Board service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and the perpetuation of our representative democracy.

REFERENCE: derived from the *Association of Community College Trustees Guide to Ethical Governance*

Board Committees Descriptions

Assignments

Board Committee Chairs and committee assignments are assigned by the Board Chair. All Committees shall have no more than 3 board members, and the Chair may attend any committee meetings for a total of no more than 4 board members at any meeting.

Board Committee Descriptions, Roles & Responsibilities:

Board Executive Committee: Chaired by the Board Chair. The executive committee is made up of Board Chair, Vice Chair, Secretary, and Immediate Past Board Chair. The Executive Committee acts on behalf of the board for urgent matters that arise between scheduled meeting. The key functions of this committee include making time-sensitive decisions, reviewing the agenda with president, placing any pertinent items on the agenda, being flexible to meet in between regularly scheduled board meetings to discuss urgent matters, to represent the college at functions when needed, to support the president with key items, this committee has the authority to create or dissolve other committees or task forces as needed to accomplish the boards goals, and to provide recommendations to the full board.

Board Finance Committee: The finance committee is responsible for financial oversight and digging into greater detail than the full board by taking additional time to meet with the finance team, the college auditor, and meet at least twice each year. Once for the annual audit presentation and once the review the annual fiscal budget. Additionally, this committee participates in the board budget workshop for the full board.

Board Building & Capital Projects Committee: This committee meets as needed to review building project updates, updates from the contractors or architects, and construction project investments presented by the president. This committee will also review recommendation for bond projects.

Board Nominations: The nominations committee recommends a slate of board officers including the Board Chair, Board Vice Chair, Board Secretary.

Board Policy: This committee regularly reviews policies in great detail when updates are available after policies have gone out for 21day review by the college faculty and staff.

Board Strategic Planning: This committee meets as needed to review goals, progress on strategic goals, and reviews recommendations from the administration before they go over to the full board.

Ad Hoc Committees: May be authorized by the President of the College and/or the Chair of the Board.

Annual Calendar of Board Meetings



2025-2026 TEMPLE COLLEGE BOARD OF TRUSTEES MEETING CALENDAR

2025	
Monday, September 15, 2025	Regular Board Meeting, 6:00 p.m.
Monday, October 20, 2025	Regular Board Meeting, 6:00 p.m.
Monday, November 17, 2025	Regular Board Meeting, 6:00 p.m.
Monday, December 2025	NO DECEMBER MEETING
2026	
Monday, January 26, 2026	Regular Board Meeting, 6:00 p.m. **NOTE: Meeting will be held on the 4th Monday as January 20, 2025 is MLK Holiday
Monday, February 16, 2026	Regular Board Meeting, 6:00 p.m.
Monday, March 23, 2026	Regular Board Meeting, 6:00 p.m. **NOTE: Meeting will be held on the 4th Monday as March 16, 2025 is Spring Break
Monday, April 20, 2026	Regular Board Meeting, 6:00 p.m.
Monday, May 18, 2026	Regular Board Meeting, 6:00 p.m.
Monday, June 15, 2026	Regular Board Meeting, 6:00 p.m.
Monday, July 20, 2026	Regular Board Meeting, 6:00 p.m.
Monday, August 17, 2026	Special Called Budget Workshop, 6:00 p.m.
Monday, August 24, 2026	Regular Board Meeting, 6:00 p.m.