

Guidelines for WCJC Foundation Director Supervision and Support

Updated January 3, 2022

This document outlines the partnership between Wharton County Junior College and the Wharton County Junior College Foundation for supervision, direction, and support of the WCJC Foundation Director. While the Foundation Director is a formal employee of the College, they will serve under the supervision and at the direction of the Foundation.

Reporting Structure

Supervision and Direction

The Foundation Director will work at the direction of the Vice President of the Foundation Board, as their primary point of supervision. The Vice President of the Foundation Board shall work closely with the Foundation Director to provide direction, resolve issues, and communicate Foundation Board priorities and requests to support progress toward achieving established goals.

The College President will serve to provide formal oversight and support of the Foundation Director who will report directly to the President within the college structure. The President will ensure that organizational needs and information pertinent to the Foundation Director are communicated with them as with all other direct reports, and the Foundation Director follows all WCJC policies and procedures. This will include matters pertaining to payroll, benefits, training, and related employment matters.

The College President, the President and Vice President of the Foundation will collaborate to align on expectations regarding the partnership between the College and the Foundation as needed. A recurring monthly meeting will be scheduled between the College President and the Vice President of the Foundation Board to allow for effective communication. Meetings may occur more frequently if both parties agree. The College President will provide any feedback regarding the employee directly to the Vice President of the Foundation Board, who will lead performance evaluation in a process that meets the needs of both the College and the Foundation.

The College President will address any matters of concern regarding the Foundation Director with the Vice President of the Foundation Board to determine a path forward. The Vice President of the Foundation Board will bring Foundation concerns directly to the College President.

Financial Operations

The WCJC Foundation will maintain separate financial systems from the College and reimburse the College quarterly for the costs of the Foundation Director's salary, benefits and other expenses incurred by the Foundation Director excluding any routine and normal costs already contemplated by this agreement, including technical equipment, utilities, College software and furniture, College marketing materials, and similar materials. The College will provide an invoice to the Foundation each quarter for the amount required to cover these expenses.

The College will provide an office on the Wharton campus, outfitted with technical equipment (college computer and phone) and standard licensed business software that is provided to all employees.

The Foundation Director will have the flexibility to utilize the College purchasing system.

Support Services from College Offices/Departments

The following services may be requested, and if approved, provided by the College offices listed below, in support of the Foundation:

Marketing, Communications and Advancement

Marketing Services (including Photo sharing, Photography Services, Press Releases, Internal Email Announcements, Social Media Postings) – Marketing Services may be requested from the Department of Marketing, Communication and Advancement through established College procedures for such requests.

College and Foundation Branding- College branding will not be requested unless the partnership between the two organizations is proposed for joint communications. Partnership proposals are subject to the approval of both the WCJC Director of Marketing, Communications and Advancement, as the brand manager for the College, and the WCJC Foundation Director, as the brand manager for the Foundation. Use of the Foundation's branding elements, marketing materials, and communications will require the advance approval of the Foundation Director.

The Foundation Director will manage the WCJC Foundation brand and communications on behalf of the Foundation as standard operating business and will not make requests of the College's Department of Marketing, Communications and Advancement for these needs. This includes serving as spokesperson for the Foundation with local media, handling email correspondence, website content management, e-newsletter publications, social media management, and any public communication activities deemed appropriate for conducting Foundation business.

Staffing Support for Major Events- If needed, the Foundation Director may request staffing support to assist with needs related to major events for the day of or day prior to the major event. These requests shall be made through established College procedures by the Foundation Director. Any requests for this support are subject to staff availability and the approval of the Director of Marketing, Communications and Advancement.

Facilities

Reservation of College Facilities – Reservation for use of all Wharton County Junior College facilities for Foundation events on all campuses shall be scheduled and approved by the Vice President of Administration Services. The request for the use of facilities will adhere to established College procedures. While the Foundation Director will be based at the Wharton campus, they will visit other WCJC campuses and utilize approved College procedures to reserve facilities at any campus.

Information Technology

Helpdesk Support – The Foundation Director may seek IT Helpdesk support as needed to ensure systems and technological equipment provided by the college (computer, phone, college-licensed software) are functioning properly. The Foundation Director will follow established procedures for requesting these services. The Foundation Director will not seek IT support for equipment and software that is outside of the College’s established systems, such as cameras, websites, special software, etc.

Student Services/Registrar

Alumni Directory Information - For database development and outreach needs, a listing of student directory information only (name, address, email address, dates of attendance) of WCJC alumni may be provided upon request by the Foundation Director. The Foundation Director will not request information from any college office that is protected by the Family Educational Rights and Privacy Act (FERPA).

Student, Faculty and Staff Volunteers

On occasion, the Foundation will seek student, faculty, and staff engagement when volunteer opportunities are available to assist with events. The Foundation will work with the Dean of Student Success or designee to seek student volunteers, the Vice President of Instruction or designee for faculty volunteers, and the President or designee to recruit staff members as volunteers.

Committee Participation

The Foundation Director will serve on college committees if requested, though exceptions may be approved by the College President when requested by the Vice President of the Foundation.

Administrative Turnover

The College will support turnover of the Foundation’s administrative materials and records and brief the Foundation Director on duties carried out prior to the creation of the Director’s role. This will take place primarily during the onboarding process but may require some supplemental support within the first year for a smooth and complete transition.

If additional needs, or services are identified after this agreement takes effect, they will be formally requested and discussed in a timely fashion between the President of the College and the Vice President of the Foundation. Such services, if agreed upon, will be added to this document as an addendum by mutual assent of the parties.

Gordon Sorrell
WCJC Foundation President

Betty A. McCrohan
WCJC President