

Galveston College
084502

COLLEGE PRESIDENT
RETIREMENT OR RESIGNATION

—BFCC BFD
(LOCAL)

RESIGNATION

The College President may resign at any time mutually agreeable with the Board.

ADOPTED:
BFCC BFD(LOCAL)

COLLEGE PRESIDENT
EVALUATION

BFD BFE
(LOCAL)

CRITERIA

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

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

OBJECTIVES

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

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

All Regents, employees, vendors, contractors, consultants, volunteers, and any other parties who are involved in the College District's financial transactions shall act with integrity and diligence in duties involving the College District's fiscal resources.

Note: See the following policies and/or administrative regulations regarding conflicts of interest, ethics, and financial oversight:

- Code of ethics:
for Board members—BBF
for employees—DH
 - Financial conflicts of interest:
for public officials—BBFA
for all employees—DBD
 - Systems for monitoring the College District's investment program: CAK
 - Budget planning and evaluation: CC
 - Compliance with accounting regulations: CDC
 - Criminal history record information for employees: DC
 - Disciplinary action for fraud by employees: ~~DDG~~
DCC and DM series
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FRAUD AND
FINANCIAL
IMPROPRIETY

DEFINITION

The College District prohibits fraud and financial impropriety, as defined below, in the actions of its Regents, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the College District.

Fraud and financial impropriety shall include but not be limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the College District.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies, or other College District assets, including employee time.
4. Impropriety in the handling of money or reporting of College District financial transactions.

Profiteering as a result of insider knowledge of College District information or activities.

5. Unauthorized disclosure of confidential or proprietary information to outside parties.
6. Unauthorized disclosure of investment activities engaged in or contemplated by the College District.
7. Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the College District, except as otherwise permitted by law or College District policy. [See DBD]
8. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
9. Failing to provide financial records required by state or local entities.
10. Failure to disclose conflicts of interest as required by law or College District policy.
11. Any other dishonest act regarding the finances of the College District.

FINANCIAL CONTROLS
AND OVERSIGHT

Each employee who supervises or prepares College District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety.

FRAUD PREVENTION

The College President or designee shall maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the College District.

REPORTS

Any person who suspects fraud or financial impropriety in the College District shall report the suspicions immediately to any supervisor, the College President or designee, the Board Chairperson, or local law enforcement.

Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.

PROTECTION
FROM
RETALIATION

Neither the Board nor any College District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety. [See DG]

FRAUD
INVESTIGATIONS

In coordination with legal counsel and other internal or external departments or agencies, as appropriate, the College President, Board Chairperson, or a designee shall promptly investigate reports of potential fraud or financial impropriety.

RESPONSE

If an investigation substantiates a report of fraud or financial impropriety, the College President or designee shall promptly inform the Board of the report, the investigation, and any responsive action taken or recommended by the administration.

If an employee is found to have committed fraud or financial impropriety, the College President or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. If a contractor or vendor is found to have committed fraud or financial impropriety, the College District shall take appropriate action, which may include cancellation of the College District's relationship with the contractor or vendor.

When circumstances warrant, the Board, College President, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the College District, the College District may seek to recover lost or misappropriated funds.

The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement or regulatory agency for independent investigation shall be made in consultation with legal counsel.

ANALYSIS OF FRAUD

After any investigation substantiates a report of fraud or financial impropriety, the College President or designee shall analyze conditions or factors that may have contributed to the fraudulent or improper activity. The College President or designee shall ensure that appropriate administrative procedures are developed and implemented to prevent future misconduct. These measures shall be presented to the Board for review.

EQUIPMENT AND SUPPLIES MANAGEMENT
RECORDS MANAGEMENT

CIA
(LOCAL)

The College President or designee shall oversee the performance of records management functions prescribed by state and federal law:

- Records Management Officer, as prescribed by Local Government Code 203.023
- Records Administrator, as prescribed by Local Government Code 176.001 and 176.007 [See BBFA and CFE]
- Officer for Public Information, as prescribed by Government Code 552.201-.204 205 [See GAB]
- Public Information Coordinator, as prescribed by Government Code 552.012 [See BBD]

DOCUMENT
DESTRUCTION
PRACTICES

The College District shall follow its records management program regarding document destruction. However, the College District shall preserve documents, including electronically stored information, and suspend routine record destruction practices as applicable according to procedures developed by the records management officer:

1. In the event of pending or reasonably anticipated litigation;
2. In the event of an investigation by a federal agency or department or any bankruptcy case; or
3. In the event of a public information request.

Notification shall be given to appropriate staff of any applicable obligations to suspend routine record destruction practices.

WEBSITE POSTINGS

The College District's records management program shall address the length of time documents will be posted on the College District's ~~Web-site~~ website when the law does not specify a posting period.

TRANSPORTATION MANAGEMENT
STUDENT TRAVEL

CJ
(LOCAL)

STUDENT TRAVEL

MODES OF
TRANSPORTATION

Modes of transportation used for student travel shall include, but not be limited to, cars, buses, and motor coaches. Travel arrangements for student groups shall be made in accordance with administrative procedures. **College employees shall not transport students in a personal vehicle or in a College-owned vehicle for College-sponsored functions without advanced written approval from the appropriate administrator.**

DRIVER
REQUIREMENTS

A driver who is transporting students in College District-owned or -leased vehicles must:

1. Be ~~a full-time or part-time~~ an employee of the College District (excluding student workers and work/study students). **(For the purposes of rendering aid or assistance in an emergency situation, a student under the direction of a College employee may be authorized to drive a College-owned or -leased vehicle.)**
2. Hold a valid driver's license appropriate for the vehicle to be driven. A driver of a commercial motor vehicle must have a commercial driver's license.
3. Have an acceptable driving record.
4. **Comply, as applicable, with the Federal Motor Carrier Safety Administration (FMCSA) Procedures for Transportation Workplace Drug and Alcohol Testing Program, as well as other appropriate Department of Transportation policies and procedures.**
5. Be approved by the College District.

SAFETY
STANDARDS

The driver must:

1. **Adhere to all rules and regulations concerning the proper operation of the vehicle;**
2. **Abide by all federal, state, and local motor vehicle regulations, laws, and ordinances;**
3. ~~The driver shall~~ Ensure that the number of passengers does not exceed the designed capacity of the vehicle and that each passenger is secured by a safety belt, if provided;
4. **Not operate a vehicle when the ability of the driver is impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue, or injury;**

TRANSPORTATION MANAGEMENT
STUDENT TRAVEL

CJ
(LOCAL)

5. Inspect the vehicle prior to travel to ensure the vehicle is in safe operating condition prior to the start of the trip. Any issues or concerns should be immediately brought to the attention of the Director of Facilities and Security; and,
6. Not use a cell phone, including hands-free devices, or text while the vehicle is in motion. (If the driver needs to use a cell phone, the driver should find a safe place to park the vehicle and only while at a full stop with the vehicle in park can a driver use the cell phone or text.)

Students participating in College District-sponsored trips shall be subject to the College District's ~~of~~ Student Code of Conduct at all times during the sponsored trip.

DRIVER FATIGUE

A driver shall not drive for more than three consecutive hours without taking a 30-minute break or relief from driving. No driver shall drive more than ten hours in one day.

ACCIDENT
REPORTS

Any accident that involves a College vehicle, regardless of the extent of damage, must be reported immediately to the appropriate authorities and to the Director of Facilities and Security. The Director of Facilities and Security shall then be responsible for making notifications to the President or designee. Accidents may be investigated and drug and/or alcohol testing may be required in accordance with this policy.

DEGREES AND GENERAL GRADUATION REQUIREMENTS

EFBA
(LOCAL)

ASSOCIATE OF ARTS The Associate of Arts Degree from Galveston College will be granted to the student ~~who has made formal application for graduation and~~ who completes the following requirements:

1. The student must complete a minimum of 60 semester hours of college-level credit.*
2. The student must complete all core curriculum / general education requirements for graduation or all courses in a THECB approved Field of Study curriculum.
3. The student must complete the general academic course requirements for the AA degree as outlined in the College Catalog.
4. The student must earn at least 18 semester credit hours required for the degree at Galveston College.
5. The student must have a 2.0 cumulative grade point average on all work from Galveston College.
6. The student must have satisfied the requirements of the Texas Success Initiative and demonstrate college readiness in reading, writing, and mathematics, unless exempt.
7. The student must have satisfactorily settled all college financial obligations.

*Developmental courses may not be counted or used as hours towards the Associate ~~in~~ of Arts Degree.

ASSOCIATE OF SCIENCE The Associate of Science Degree from Galveston College will be granted to the student ~~who has made formal application for graduation and~~ who completes the following requirements:

1. The student must complete a minimum of 60 semester hours of college-level credit.*

2. The student must complete all core curriculum / general education requirements for graduation or all courses in a THECB approved Field of Study curriculum.
3. The student must complete the general academic course requirements for the AS degree as outlined in the College Catalog.
4. The student must earn at least 18 semester credit hours required for the degree at Galveston College.
5. The student must have a 2.0 cumulative grade point average on all work from Galveston College.
6. The student must have satisfied the requirements of the Texas Success Initiative and demonstrate college readiness in reading, writing, and mathematics, unless exempt.
7. The student must have satisfactorily settled all college financial obligations.

*Developmental courses may not be counted or used as hours towards the Associate ~~in~~ of Science Degree.

ASSOCIATE OF
APPLIED
SCIENCE

The Associate of Applied Science Degree from Galveston College will be granted to the student ~~who has made formal application for graduation and~~ who completes the following requirements:

1. The student must complete a minimum of 60 semester hours of college-level credit.*
2. As part of the minimum 60 semester hour degree requirement, the student must complete a minimum of 15 semester hours of general education courses. The core of general education courses must include at least one course from each of the following areas: Humanities / Fine Arts, Social/Behavioral Sciences, and Natural Sciences / Mathematics.
3. The student must complete the prescribed competencies and curriculum for a two-year occupational or work force education program as outlined in the degree plan (Galveston College Catalog).

4. The student must earn at least 18 semester credit hours of the total credit hours required for the degree and at least 50 percent of the technical/workforce education courses required for the degree at Galveston College.
5. The student must have a 2.0 cumulative grade point average on all work from Galveston College.
6. The student must have satisfied the requirements of the Texas Success Initiative and demonstrate college readiness in reading, writing, and mathematics, unless exempt.
7. The student must have satisfactorily settled all college financial obligations.

*Developmental courses may not be counted or used as hours towards the Associate of Applied Science Degree.

CERTIFICATE
OF
TECHNOLOGY

The Certificate of Technology from Galveston College will be granted to the student ~~who makes formal application for graduation and~~ who completes the following requirements:

1. The student must complete a minimum of 45 semester hours.
2. The student must complete the prescribed technical competencies and curriculum for the work force education or occupational program as outlined in the Galveston College Catalog.*
3. The student must earn at least 25 percent of the total credit hours required for the certificate and at least 50 percent of the technical/workforce education courses required for the certificate at Galveston College.
4. The student must have a 2.0 grade point average on all work from Galveston College.
5. The student must have satisfied the requirements of the Texas Success Initiative, unless exempt.
6. The student must have satisfactorily settled all college financial obligations.

*Developmental courses may not be counted or used as hours toward the Certificate of Technology.

CERTIFICATE
OF
COMPLETION

The Certificate of Completion from Galveston College will be granted to the student ~~who has made formal application for graduation and~~ who completes the following requirements:

1. The student must complete the prescribed technical competencies and curriculum for the work force education or occupational program as outlined in the Galveston College Catalog.*
2. The student must earn at least 25 percent of the total credit hours required for the degree and at least 50 percent of the technical/workforce education courses required for the degree at Galveston College.
3. The student must have a 2.0 grade point average on all work from Galveston College.
4. If the Certificate of Completion is a Level II Certificate, the student must have satisfied the requirements of the Texas Success Initiative, unless exempt.
5. The student must have satisfactorily settled all college financial obligations.

*Developmental courses may not be counted or used as hours towards the Certificate of Completion.

ADVANCED
TECHNICAL
CERTIFICATE

The Advanced Technical Certificate from Galveston College will be granted to the student ~~who has made formal application for graduation and~~ who completes the following requirements:

1. The student must complete the prescribed technical competencies and curriculum for the work force education or occupational program as outlined in the Galveston College Catalog.*
2. The student must earn at least 25 percent of the total credit hours required for the certificate and at least 50 percent of the technical/workforce education courses required for the certificate at Galveston College.

3. The student must have a 2.0 grade point average on all work from Galveston College.
4. The student must have satisfactorily settled all college financial obligations.
5. The student must have satisfied the requirements of the Texas Success Initiative, unless exempt.

*Developmental courses may not be counted or used as hours towards the Certificate.

**SECOND
ASSOCIATE
DEGREE**

Students desiring to earn a second associate degree must complete a minimum of an additional 18 semester hours in residence.

**POSTHUMOUS
DEGREE**

A request to award a posthumous degree to a student may be submitted by a family member of the student, a college official, or a Galveston College registered student organization. To be considered, the request must meet one of the following two conditions:

1. When a student's death occurs after **ALL** requirements for the awarding of the degree have been completed (If the student has filed an application for graduation, then the posthumous degree will be awarded without a formal request as outlined above), or
2. When an undergraduate student's death occurs in the final semester of attendance and the student is in good academic and financial standing with the College. Although grades in the final courses, and applications and other arrangements for graduation may not have been completed, the College may consider awarding the degree posthumously.

Upon review and recommendation to the President or designee by the Faculty and Vice President of Instruction, the President or designee shall make the final determination.

The President or designee is authorized to develop criteria and/or procedures, as appropriate, for awarding a posthumous degree.

STUDENT CONDUCT: WEAPONS

Students may not bring to any campus or a college-related activity any weapons prohibited by law or identified below:

1. Fireworks of any kind;
2. Firearms, including BB guns (spring loaded or otherwise), paint ball guns, or other devices designed to expel a projectile with or without the use of pressurized air;
3. Firearm replica;
4. Explosives;
5. Incendiary devices;
6. Illegal knives;
7. Clubs;
8. Razors;
9. Chains;
10. Martial arts weapons; for example, throwing stars; and,
11. Any other object, including school/college supplies, used in a way that threatens or inflicts bodily injury on another person.

The possession or use of articles not generally considered to be weapons may be prohibited when the College President or designee determines that a danger exists for any student, college employee, or college property by virtue of possession or use.

Exceptions to the above may be authorized by the College President for instructional purposes and/or other purposes as may be appropriate. Additionally, a firearm or ammunition that is stored or transported in a locked, privately owned or leased motor vehicle by a person who holds a license to carry a concealed handgun and who lawfully possesses the firearm or ammunition does not constitute a violation of this policy as long as the vehicle is in a street or driveway located on the campus of the College District or in a parking lot, parking garage, or other parking area located on the campus of the College District.

VIOLATIONS

Students found to be in violation of this policy shall be subject to disciplinary action.

STUDENT AND COMMUNITY USE OF COLLEGE DISTRICT FACILITIES
CONDUCT ON COLLEGE DISTRICT PREMISES

GFA
(LOCAL)

In addition to the criminal penalties as allowed by law (See Penal Code 30.05), any student who refuses to identify himself or herself fully in accordance with GFA may be subject to discipline, including suspension.

WEAPONS
PROHIBITED

The College District prohibits the use, possession, or display of any firearm, illegal knife, club, or prohibited weapon, as defined at FLBF, on all College District property at all times.

EXCEPTIONS

No violation of this policy occurs when:

1. The use, possession, or display of an otherwise prohibited weapon takes place as part of a College District-approved activity supervised by proper authorities.
2. The firearm or ammunition is stored or transported in locked, privately owned or leased motor vehicle by a person who holds a license to carry a concealed handgun and who lawfully possesses the firearm or ammunition:
 - a. On a street or driveway located on the campus of the College District; or,
 - b. In a parking lot, parking garage, or other parking area located on the campus of the College District.