

**MINUTES OF THE BOARD OF REGENTS  
POLICIES COMMITTEE MEETING  
GALVESTON COMMUNITY COLLEGE DISTRICT  
4015 Avenue Q  
Galveston, Texas 77550  
Room M-202 – Moody Hall  
November 12, 2012  
5:30 p.m.**

At the Galveston Community College District Board of Regents Policies Committee Meeting, duly held on Monday, November 12, 2012, in Room M-202 of Moody Hall, commencing at 5:30 p.m., the following Policies Committee members were present: Mr. Carroll G. Sunseri, Chairperson, Mr. Carl E. Kelly, and Mr. Raymond Lewis, Jr.

Staff present included Dr. W. Myles Shelton, President, Ms. Carla Biggers, Dr. Gaynelle Hayes, and Dr. Cissy Matthews.

- I. **CALL TO ORDER:** Chairperson Carroll G. Sunseri opened the meeting at 5:30 p.m. in Room M-202 of Moody Hall and determined a quorum was present.
- II. **CERTIFICATION OF POSTING NOTICE OF POLICIES COMMITTEE MEETING:** Dr. Shelton confirmed that the Notice of the Policies Committee Meeting had been properly posted on November 9, 2012.
- III. **CONSIDER APPROVAL OF MINUTES FROM JUNE 13, 2012 MEETING:** A reading of the minutes from the June 13, 2012 meeting was waived. Mr. Kelly moved to approve the minutes as presented; Mr. Lewis seconded. The motion passed unanimously.
- IV. **REVIEW AND DISCUSS PROPOSED REVISIONS TO LOCAL BOARD POLICIES:** Dr. Shelton provided copies of proposed changes to local policies in the following sections:
  - Section B – Local Governance
  - Section C – Business and Support Services
  - Section D – Personnel
  - Section E – Instruction
  - Section F – Students
  - Section G – Community and Governmental Relations

Dr. Shelton informed the Committee that the proposed revisions were being recommended by Texas Association of School Boards (TASB) as part of the policy review or by staff to align policies with current practices. Also, some changes were being recommended to comply with Southern Association of Colleges and Schools (SACS) requirements as the College prepares for its reaccreditation. He noted that this would be the Committee's first review of policies in Sections E and F. Dr. Shelton reviewed the proposed changes suggested by TASB and staff. After further review, faculty and staff recommended additional changes to policy **EGA (Local) – Academic Achievement: Grading and Credit** subsequent to publication and copies were provided

**IV. REVIEW AND DISCUSS PROPOSED REVISIONS TO LOCAL BOARD POLICIES: (Continued)**

to the Committee members. Also, Dr. Shelton asked that wording be included in policy **FKF (Local) – Athletics**, under the subsection “Intramural Athletics and Activities” (first paragraph, second sentence) to read, “...The Athletic Department and the Health and Physical Education Department shall assist the Office of Student Services...” In addition to the changes submitted by staff and listed on the published summary sheet, the Committee suggested that the following be deleted from **FLBF (Local) – Student Conduct: Weapons**, “Lockers and cars parked on college premises may be inspected by college personnel if there is reasonable cause to believe they contain weapons.”

**V. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING PROPOSED REVISIONS TO LOCAL BOARD POLICIES:**

Mr. Kelly moved to recommend to the Board of Regents that the proposed local policies submitted by staff be adopted including the additional revisions to EGA, FKF, and FLBF; Mr. Lewis seconded. The motion passed unanimously. (See Galveston College Proposed Board Policies summary sheets for description of recommended revisions.)

**VI. ADJOURNMENT:** There being no further business to come before the Policies Committee, the meeting adjourned at 6:42 p.m.

APPROVED AS CORRECT:

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Carla D. Biggers, Clerk

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Carroll G. Sunseri, Chairperson

**GALVESTON COLLEGE  
PROPOSED BOARD POLICIES  
SECTION B: LOCAL GOVERNANCE**

| Policy |       | Policy Title                                  | Issued/<br>Adopted | Comments   |
|--------|-------|---|--------------------|--|
| BBC    | Local | Board Members: Removal from Office            |                    | A new local policy defining the circumstances whereby board members may be removed from office. It is also a policy that is required to meet SACS guidelines.      |
| BCG    | Local | Board Internal Organization: Board Evaluation |                    | Aligns policy with current practice and SACS guidelines  |
| BD     | Local | Board Meetings                                |                    | Aligns policy with current practice  |
| BFA    | Local | College President: Qualifications and Duties  |                    | An update of the President's duties, including assigning of specific responsibility for athletics and fund-raising activities, in accordance with SACS guidelines. |
| BFD    | Local | College President: Evaluation                 |                    | Aligns policy with current practice and SACS guidelines  |

**GALVESTON COLLEGE  
PROPOSED BOARD POLICIES  
SECTION C: BUSINESS AND SUPPORT SERVICES**

| Policy |       | Policy Title   | Issued/<br>Adopted | Comments  |
|--------|-------|--|--------------------|---|
| CAM    | Local | Appropriations and Revenue Sources:<br>Grants, Funds, Donations from Private Sources |                    | Updates language in accordance with recommendations from the TASB legal review - authorizes the President to accept gifts and donations on behalf of the Board. Provides additional language and guidance regarding fund raising. |
| CT     | Local | Intellectual Property  |                    | New Policy on Intellectual Property; moves policies on Trademarks and Logos to CTD  |
| CTD    | Local | Intellectual Property: Trademarks and Logos  |                    | Moves information that was in CT(Local) on Trademarks and Logos to new policy designation CTD. Adds statement authorizing the President to develop any additional guidelines or procedures, as appropriate.                       |

**GALVESTON COLLEGE  
PROPOSED BOARD POLICIES  
SECTION D: PERSONNEL**

| Policy |       | Policy Title                                   | Issued/<br>Adopted | Comments   |
|--------|-------|--|--------------------|--|
| DBA    | Local | Employee Credentials and Records               |                    | Proposed New Policy to address SACS requirements for faculty credentials.  |
| DEC    | Local | Compensation and Benefits: Leaves and Absences |                    | Updates language in accordance with recommendations from TASB's legal review - clarifies language at sick leave, personal days, military leave and leave with out pay. |

**GALVESTON COLLEGE  
PROPOSED BOARD POLICIES  
SECTION E: INSTRUCTION**

| Policy |       | Policy Title  | Issued/<br>Adopted | Comments  |
|--------|-------|---|--------------------|---|
| ECC    | Local | Limitation on Number of Dropped Courses                                   |                    | Changes title to accurately align with the content of the policy.   |
| ECD    | Local | Instructional Arrangements: Credit by Examination                         |                    | Minor editing to align policy with current practice.  |
| ECF    | Local | Instructional Arrangements: Instructional Contracts with Outside Agencies |                    | Updates sub-titles for clarity and minor updates in wording to align with style.  |
| EDA    | Local | Instructional Resources: Instructional Materials                          |                    | No Changes.   |
| EDAA   | Local | Instructional Materials: Libraries and Laboratories                       |                    | Minor changes in wording for purposes of style.   |
| EDC    | Local | Instructional Resources: Community Instructional Resources                |                    | Minor changes in wording for purposes of style.   |
| EDD    | Local | Instructional Resources: Copyrighted Materials                            |                    | Policy Recommended for Deletion - Contents of policy have been incorporated into CR and CS.   |
| EE     | Local | Curriculum Development  |                    | Policy updated to reflect that syllabi must now be posted online.   |
| EFA    | Local | Semester Credit Hours   |                    | New Policy. As required by SACS, this policy clearly defines what the institution means by a semester credit hour.  |
| EFAA   | Local | Core Curriculum   |                    | EFAA is a new policy designation and contains the Core Curriculum policy that was previously adopted and designated as EFBB. Includes a statement indicating that the faculty and the administration are responsible for designating the courses required to complete the core. |
| EFB    | Local | Academic Achievement: Degrees and Certificates Awarded                    |                    | Updates policy and transfers required semester hours be earned at GC to Policy EFBA.  |
| EFBA   | Local | Degrees and General Graduation Requirements                               |                    | No Changes.   |
| EFBB   | Local | Core Curriculum   |                    | Policy Recommended for Deletion<br>Content moved to new policy designation EFAA.  |
| EFBC   | Local | Graduate Guarantee  |                    | No Changes.   |
| EFCE   | Local | Adult and Continuing Education  |                    | Updates title and adds language on CE records and transcripts. Also, updates language regarding CE tuition and fees.  |
| EGA    | Local | Academic Achievement: Grading and Credit                                  |                    | Updates the grading system. A substitute policy was presented by the staff and adopted by the committee for consideration by the full Board.  |
| EGAA   | Local | Academic Standards of Progress  |                    | Updates language to reflect the role of the division director within the re-entry process.  |

**GALVESTON COLLEGE  
PROPOSED BOARD POLICIES  
SECTION E: INSTRUCTION**

|     |       |                                    |  |   |
|-----|-------|------------------------------------|--|---|
| EGB | Local | Academic Achievement: Examinations |  | Updates language to reflect the role of the division director.                    |
| EGC | Local | Awards and Academic Recognition    |  | Minor editing for style.  |
| EGD | Local | Academic Achievement: Graduation   |  | Policy Recommended for Deletion<br>Content is already stated in Policy EFB.       |
| EI  | Local | Testing and Placement Programs     |  | Updates title of policy and includes information on the Texas Success Initiative. |

| Policy |         | Policy Title  | Issued/<br>Adopted | Comments   |
|--------|---------|---|--------------------|--|
| FA     | Local   | Equal Educational Opportunities   |                    | Adopts statement on Equal Opportunity. Moves designation of Title IX Coordinator to FDE(Local).  |
| FBA    | Local   | Admissions Requirements   |                    | Title change to reflect the contents of the policy. TSI sections of policy moved to EI(Local).   |
| FBB    | Local   | Tuition and Fees  |                    | Title change to reflect the contents of the policy. Other minor editing changes for style.   |
| FBC    | Local   | Residency   |                    | Title change to more accurately reflect contents of policy.  |
| FBD    | Local   | Attendance  |                    | Title change to more accurately reflect contents of policy.  |
| FC     | Local   | Transfer of Credit  |                    | No Changes.  |
| FDA    | Local   | Health Services   |                    | Title change to more accurately reflect contents of policy.  |
| FDAD   | Local   | Communicable Diseases   |                    | Title change to more accurately reflect contents of policy.  |
| FDE    | Local   | Student Welfare: Freedom from Discrimination, Harassment, and Retaliation |                    | This is a new policy that was needed to clarify what is meant by discrimination, harassment, and retaliation. Assigns responsibility for ADA/Section 504 Coordinator and Title IX Coordinator. This policy works in concert with local policies FA and FLDA. |
| FE     | Local   | Student Financial Aid Program   |                    | No Changes.  |
| FG     | Local   | Student Housing   |                    | Minor editing for purposes of clarification.   |
| FI     | Local   | Student Fund Raising and Solicitations                                    |                    | In accordance with SACS guidelines, this policy has been updated to clearly assign responsibility for solicitations and student fund raising to the President or designee. Updates title to reflect the changes.   |
| FJ     | Exhibit | Student Records   |                    | Delete. Information in the exhibit is included in the legal language and it is not necessary to include as an exhibit.   |
| FJ     | Local   | Student Records   |                    | Minor editing for purposes of clarification.   |
| FKA    | Local   | Signs and Distribution of Publications on Campus                          |                    | Change of title to more accurately reflect the contents of the policy.   |
| FKC    | Local   | Student Clubs and Organizations   |                    | Change of title to more accurately reflect the contents of the policy. Minor editing for consistency with other policies.  |



|      |       |  |  |   |
|------|-------|--|--|---|
| FKF  | Local | Athletics  |  | This is a new policy regarding athletics and intramurals that was developed by staff and that was designed to meet SACS guidelines. The staff recommended and the Policy Committee agreed that it was appropriate to add language that includes the Health and Physical Education Department as a resource for intramural activities. |
| FLA  | Local | Student Rights and Responsibilities                                  |  | No Changes.   |
| FLB  | Local | Student Code of Conduct  |  | Updates language at Cheating to clearly include both print and electronic transfer of unauthorized information.   |
| FLBD | Local | Student Conduct: Tobacco Use   |  | Minor editing for purposes of clarification.  |
| FLBE | Local | Student Conduct: Alcohol and Drug Use                                |  | Introduces a change to clearly identify that the Board has designated the President as the individual responsible for giving consent for alcohol to be used on campus in certain instructional programs and/or other special events sponsored by the institution.   |
| FLBF | Local | Student Conduct: Weapons   |  | Committee recommended removing language concerning permissible searches.  |
| FLBH | Local | Student Conduct: Disruptions   |  | No Changes.   |
| FLD  | Local | Student Complaints and the Grievance Process                         |  | Updates title to more accurately reflect contents of the policy. Minor editing for purposes of clarification.   |
| FLDA | Local | Student Complaints: Discrimination and/or Harassment                 |  | Updates policy to conform and be consistent with changes at FA and FDE.   |
| FLDB | Local | Grade Appeals  |  | Updates title to more accurately reflect contents of the policy; timeline for appeals is clarified.   |
| FM   | Local | Student Discipline and Penalties                                     |  | Minor editing for purposes of clarification.  |
| FMA  | Local | Student Discipline and Penalties: Discipline Hearings and Procedures |  | Minor editing for purposes of clarification.  |
| FN   | Local | Student Fees, Fines, and Charges                                     |  | No Changes.   |

**GALVESTON COLLEGE  
 PROPOSED BOARD POLICIES  
 SECTION G: COMMUNITY AND GOVERNMENTAL RELATIONS**

| Policy |       | Policy Title                                      | Issued/<br>Adopted | Comments   |
|--------|-------|---|--------------------|--|
| GB     | Local | Public Complaints and Hearings                    |                    | In accordance with the TASB legal review - the new language clarifies that any complaint must be submitted within 90 days of the incident. |
| GK     | Local | Relations with Educational Accreditation Agencies |                    | Adds language indicating that the college will comply with SACS policies and standards, including policies on Substantive Change.          |