



## Wharton County Junior College

### Proposed Agenda Item Board of Trustees Meeting

Complete this form and submit it to the Office of the President by 5:00 pm on the eleventh day before the following Tuesday meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version *as long as you follow the format specified below.*

Date of Board Meeting: May 15, 2018 Date of This Proposal: May 3, 2018

#### **SUBJECT (item as it will appear on agenda):**

Consideration and possible action to approve the engagement of the Texas Association of School Boards, Inc. (TASB) to create a local policy manual for Wharton County Junior College.

#### **RECOMMENDATION:**

Approve the College's engagement with the Texas Association of School Boards, Inc. (TASB) to create a new local board policy manual.

#### **BACKGROUND/RATIONALE:**

College policies are impacted by decisions made by Congress, the Texas Legislature, the U.S. Department of Education, the Texas Higher Education Coordinating Board, and the courts. This creates a situation in which college policies are constantly evolving.

Currently WCJC assumes all responsibility for monitoring, writing and updating its policies, and sends changes or updates drafted by staff to the College attorney for legal review. While the College has done an outstanding job of maintaining and updating its policies, this has generated significant legal expense.

The College solicited information from the Texas Association of School Boards, Inc. (TASB) which has a service which assists colleges in developing, updating and maintaining policy manuals. The TASB service provides policy language that is drafted by staff attorneys and reflects the frequent changes in the law. This policy service is currently used by thirty-three (33) of Texas' fifty (50) community colleges.

If approved, TASB would help create a localized policy manual for the College. This localized policy manual would be divided into legal policies which cite current legal requirements on a topic (and are reviewed by the Board but not adopted) and local policies that outline local board mandates regarding governance issues (and are formally adopted by the Board). WCJC's existing policies would undergo a conversion to the TASB format and this process would take approximately 12 to 18 months to complete.



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Utilizing TASB's policy service would be advantageous to the College. TASB continually monitors changes in the legal landscape and provides necessary updates for subscribers' policy manuals. TASB also assists colleges in drafting legally-reviewed language when changes to existing local policies are needed.

Creating and maintaining a localized policy manual through the TASB policy service is expected to result in significant savings to the College. Legal fees for policy review and revision by the College's legal counsel have exceeded \$5,200 in 2015-16; \$21,600 in 2016-17; and \$4,700 in 2017-18. Should the College subscribe to TASB's localized policy service, there is a standard fee of \$1,050 annually for updating and revising policies.

**Estimated Cost and Budgetary Support (how will this be paid for?):** \$20,225 (FY18 current unrestricted operating budget)

The base fee for the project is \$18,000 for the creation of a localized policy manual (one-time fee), plus travel expenses for three trips for the consultant to travel from Austin to the College (billed at actual cost).

Once the manual is completed, there is a one-time \$1,700 fee for installing the College's localized policy manual electronically, and \$1,050 billed annually thereafter for support and maintenance of the electronic manual.

**RESOURCE PERSON(S) [name(s) and title(s)]:**

Prepared for President Betty McCrohan  
Kay Shoppa, Legislative Assistant to the President

**SIGNATURES:**

Betty A. McCrohan  
Originator

5-7-18  
Date

Betty A. McCrohan  
Cabinet-Level Supervisor

5-7-18  
Date

**PRESIDENT'S APPROVAL:**

Betty A. McCrohan

5-7-18