



Complete and submit this form, along with any supplemental documentation, to the Office of the President by 5:00pm on the seventh day prior to the Board meeting.

Date of Board Meeting: July 19, 2022

Subject:

Consideration and approval of updating GCB (LOCAL) Public Information Program – Requests for Information to reflect a change in personnel.

Recommendation:

Consideration and approval of updating GCB (LOCAL) Public Information Program – Requests for Information to reflect a change in personnel.

Background and Rationale:

A small number of policies assign individuals by name to specific responsibilities. When there are changes in personnel these policies must be revised and brought back to the Board for possible ratification. Deanna Feyen, Executive Secretary to President McCrohan, has recently retired and therefore this policy containing Ms. Feyen’s contact information as it relates to requests for Public Information must be updated. This policy has been changed to now list President McCrohan’s email address instead.

Cost and Budgetary Support: None

Strategic Priority Alignment:

- Student Success
- Community Impact
- Resource Optimization
- Institutional Excellence

Resource Person(s):

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

Signatures:

Originator

7/7/22

Date

Cabinet-Level Supervisor

7-13-22

Date

President’s Approval:

President

7-13-22

Date

PUBLIC INFORMATION PROGRAM
REQUESTS FOR INFORMATION

GCB
(LOCAL)

Requests for public information shall be made to the College District by one of the following methods:

1. Hand delivery;
2. U.S. mail to 911 Boling Highway, Wharton, TX 77488; or
3. Email at betty@wcjc.edu or deanna@wcjc.edu.

**Suspension of
Public Information
During a
Catastrophe**

In the event a catastrophe, as defined by law, significantly impacts the College District such that the catastrophe directly causes the inability of the College District to comply with the requirements of the Texas Public Information Act (PIA), the Board shall suspend the applicability of the PIA to the College District for the time permitted by law and provide the required notices to the attorney general and the public. The Board shall extend an initial suspension period as necessary in accordance with law. [See GCB(LEGAL)]

**Charging for
Personnel Time**

In addition to other labor charges permitted by, and in accordance with law, the College District shall charge a requestor for additional personnel time spent producing information for the requestor after College District personnel have collectively spent:

1. Thirty-six hours of time during the College District's fiscal year; or
2. Fifteen hours of time during a one-month period.