



*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:** June 18, 2024

**Subject:**

Consideration and approval of the addition, revision or deletion of (LOCAL) policies as recommended by TASB Community College Services and according to the Instruction Sheet for TASB Localized Policy Manual Update 47 for Wharton County Junior College.

**Recommendation:**

Consideration and approval of the addition, revision or deletion of (LOCAL) policies as recommended by TASB Community College Services and according to the Instruction Sheet for TASB Localized Policy Manual Update 47 for Wharton County Junior College.

**Background and Rationale:**

Update 47 to the Wharton County Junior College localized policy contains new or revised (LEGAL) Policies citing current legal requirements and new or revised (LOCAL) policy recommendations. The Explanatory Notes Community College Localized Policy Manual Update 47 (document attached) contains a full listing of the (LEGAL) and (LOCAL) policies affected.

(LEGAL) policies reflect the ever-changing legal context for governance and management of the community college and are not adopted by the Board. (LEGAL) policies are revised by the TASB Legal staff attorneys and posted to the Wharton County Junior College Board Policy Manual, located on the WCJC website.

(LOCAL) policies reflect the practices of the college and the intentions of the Board, and may only be changed by Board action (adopt, revise, or repeal). Update 47 contains ten (LOCAL) policies for the Board to consider:

- CC (LOCAL): Annual Operating Budget
- CS (LOCAL): Information Security
- DH (LOCAL): Employee Standards of Conduct
- DK (LOCAL): Professional Development
- DMC (LOCAL): Termination of Employment: Reduction In Force
- EBA (LOCAL): Alternate Methods of Instruction: Distance Education
- GK (LOCAL): Relations with Educational Accreditation Agencies

These 7 (LOCAL) policies have been reviewed by administration and are submitted to the Board for consideration and possible approval.



**Estimated Cost and Budgetary Support:**

The cost of the Community College Localized Update 47 packet/service is expected to be invoiced at \$4,312.00 plus Update 47 Printing/Shipping 302 pages @ .14 each (\$42.28), for a total cost of \$4,354.28.

**Strategic Priority Alignment:**

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

**Resource Person(s):** Betty McCrohan, President

**Signatures:**

*Clay Shappou*  
Originator

6/10/24  
Date

\_\_\_\_\_  
Cabinet-Level Supervisor

\_\_\_\_\_  
Date

**President's Approval:**

*Betty McCrohan*  
President

6-10-24  
Date

## Instruction Sheet

### Community College Localized Policy Manual Update 47

#### Wharton County Junior College

Code	Type	Action To Be Taken	Note
ATTN	(NOTE)	No policy enclosed	See explanatory note
AFA	(LEGAL)	Replace policy	Revised policy
BI	(LEGAL)	Replace policy	Revised policy
CAAA	(LEGAL)	Replace policy	Revised policy
CC	(LOCAL)	Replace policy	Revised policy
CDA	(LEGAL)	Replace policy	Revised policy
CDC	(LEGAL)	Replace policy	Revised policy
CH	(LEGAL)	Replace policy	Revised policy
CIA	(LEGAL)	Replace policy	Revised policy
CLA	(LEGAL)	Replace policy	Revised policy
CS	(LEGAL)	Replace policy	Revised policy
CS	(LOCAL)	Replace policy	Revised policy
DBA	(LEGAL)	Replace policy	Revised policy
DBA	(LOCAL)	No policy enclosed	See explanatory note
DBB	(LEGAL)	Replace policy	Revised policy
DBB	(LOCAL)	No policy enclosed	See explanatory note
DC	(LEGAL)	Replace policy	Revised policy
DC	(LOCAL)	No policy enclosed	See explanatory note
DEAB	(LEGAL)	Replace policy	Revised policy
DH	(LEGAL)	Replace policy	Revised policy
DH	(LOCAL)	Replace policy	Revised policy
DK	(LOCAL)	Replace policy	Revised policy
DMC	(LOCAL)	Replace policy	Revised policy
EBA	(LEGAL)	Replace policy	Revised policy
EBA	(LOCAL)	Replace policy	Revised policy
ECC	(LEGAL)	Replace policy	Revised policy
EFBA	(LEGAL)	Replace policy	Revised policy
EFBB	(LEGAL)	Replace policy	Revised policy
EFBD	(LEGAL)	Replace policy	Revised policy
FC	(LEGAL)	Replace policy	Revised policy
FD	(LEGAL)	Replace policy	Revised policy
GCA	(LEGAL)	Replace policy	Revised policy
GH	(LEGAL)	Replace policy	Revised policy
GK	(LEGAL)	ADD policy	See explanatory note

# Explanatory Notes

## Community College Localized Policy Manual Update 47

### Wharton County Junior College

#### **ATTN(NOTE) GENERAL INFORMATION ABOUT THIS UPDATE**

Revisions to legal frameworks incorporate clarification of existing materials and new materials arising from the 88th Regular Legislative Session as well as amendments to federal rules along with rule changes from the Texas Higher Education Coordinating Board and other state agencies.

Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 88th Regular Legislative Session. All referenced bills have already gone into effect unless otherwise noted.

#### **AFA(LLEGAL) INSTITUTIONAL EFFECTIVENESS: PERFORMANCE AND INSTITUTION REPORTS**

At Academic Reporting, language has been added to reflect new Coordinating Board rules adopted in response to HB 8, the comprehensive college finance bill, to require each community college to report the academic data needed to calculate state funding, provide timely data and analyses to inform decisions by the college's board, administer or evaluate the effectiveness of the college's educational program, or audit a program.

At Required Information, language has been edited to reflect amended federal regulations. Newly adopted federal regulations addressing Financial Value Transparency have also been added.

In addition, changes have been made to conform to TASB style.

#### **BI(LLEGAL) REPORTS**

The list has been updated to reference new and amended academic and financial reports in response to HB 8. It has also been expanded to reflect amended regulations addressing financial value transparency.

In addition, changes have been made to conform to TASB style.

#### **CAAA(LLEGAL) STATE AND FEDERAL REVENUE SOURCES: STATE**

Language has been revised throughout this legal framework to reflect new Coordinating Board rules adopted in response to HB 8 related to Appropriations and the Texas community college finance program.

#### **CC(LLOCAL) ANNUAL OPERATING BUDGET**

Recommended revisions to this local policy have been made in response to updates to Coordinating Board rules allowing the college to select an accreditor other than the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college's accreditor is named in GK(LLOCAL).

#### **CDA(LLEGAL) ACCOUNTING: FINANCIAL REPORTS AND STATEMENTS**

At Financial Accounting and Reporting, revisions have been made to reflect new Coordinating Board rules adopted in response to HB 8. Links have also been added to the Coordinating Board's Budget Requirements and Annual Financial Reporting Requirements for Texas Public Community Colleges, the Report of Fundable Operating Expenses (RFOE), and the Integrated Fiscal Reporting System (IFRS): Handbook for Reporting Officials, September 2023.

#### **CDC(LLEGAL) ACCOUNTING: AUDITS**

At Annual Audit Report, revisions have been made consistent with the 2023 fiscal year version of the Coordinating Board publication Budget Requirements and Annual Financial Reporting Requirements for Texas Public Community Colleges. The link to the publication was also updated.

# Explanatory Notes

## Community College Localized Policy Manual Update 47

### Wharton County Junior College

Revisions have been made to reflect new Coordinating Board rules, adopted in response to HB 8, addressing Compliance Monitoring and Audits by the Coordinating Board.

In addition, changes have been made throughout for clarity.

#### **CH(LEGAL) SITE MANAGEMENT**

A new Administrative Code requirement to post a Reporting Workplace Violence Notice has been added. The language includes a [link](#) to a version of the poster published by the Texas Workforce Commission.

#### **CIA(LEGAL) EQUIPMENT AND SUPPLIES MANAGEMENT: RECORDS MANAGEMENT**

At Records That May Be Destroyed, language has been updated to reflect amendments to the Administrative Code.

In addition, changes have been made throughout for clarity and to conform to TASB style.

#### **CLA(LEGAL) FACILITIES PLANNING: FACILITIES STANDARDS**

Language at State Law has been added to reflect the recently repealed and replaced Administrative Code provisions addressing Accessibility for Individuals with Disabilities at community college buildings and facilities.

In addition, changes have been made to conform to TASB style.

#### **CS(LEGAL) INFORMATION SECURITY**

At Information Security Assessment, Data Maturity Assessment, and Reporting, language has been updated to reflect amended Administrative Code provisions.

At Risk and Authorization Management Program for Cloud Computing Services, a citation has been updated to reflect amended and newly adopted Administrative Code provisions addressing the Texas Risk and Authorization Management Program (TX-RAMP).

At Financial Information Security Program, language from recently amended federal regulations requiring notification be sent the Federal Trade Commission regarding the unauthorized acquisition of unencrypted customer information has been added.

In addition, changes have been made throughout for clarity and to conform to TASB style.

#### **CS(LOCAL) INFORMATION SECURITY**

At Reports, recommended revisions to this local policy have been made due to Administrative Code changes that add an Information Security Assessment and remove a Monthly Reports requirement.

Additional changes have been made to conform to TASB style.

#### **DBA(LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CREDENTIALS AND RECORDS**

At Personnel Files of Persons Licensed Under Occupations Code 1701, SB 1445 requires a law enforcement agency to adopt a model policy to be issued by the Texas Commission on Law Enforcement (TCOLE) or a substantively similar policy on a license holder's personnel file. The bill also addresses Requests for Information regarding a license holder's personnel file.

## Explanatory Notes

### Community College Localized Policy Manual Update 47

#### Wharton County Junior College

**DBA(LOCAL)                      EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CREDENTIALS AND RECORDS**

Based on information the college has provided us indicating it does not have a police department, the college did not receive an update to this code. If that information is inaccurate or changes in the future, please contact your policy consultant.

**DBB(LEGAL)                      EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES**

At Medical Examination of a Person Licensed or an Applicant for a License Under Occupations Code 1701, SB 1445 requires a law enforcement agency to adopt a model policy to be issued by TCOLE or a substantively similar policy prescribing standards and procedures for the medical and psychological examination of a license holder or person for whom a license is sought by the law enforcement agency.

**DBB(LOCAL) :                      EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES**

Based on information the college has provided us indicating it does not have a police department, the college did not receive an update to this code. If that information is inaccurate or changes in the future, please contact your policy consultant.

**DC(LEGAL)                      EMPLOYMENT PRACTICES**

Language has been updated at Verification of Employment Eligibility to reflect recently amended federal regulations.

At Persons Licensed Under Occupations Code Chapter 1701, SB 1445 requires a law enforcement agency to adopt a model policy to be issued by TCOLE or a substantively similar policy establishing procedures for hiring a license holder. The bill requires a law enforcement agency as part of its Preemployment Procedures to review information in TCOLE's Licensing Status Database and Law Enforcement Database once established. Existing language amended by SB 1445 has also been added at Notification of Hire.

In addition, changes have been made throughout for clarity and to conform to TASB style.

**DC(LOCAL)                      EMPLOYMENT PRACTICES**

Based on information the college has provided us indicating it does not have a police department, the college did not receive an update to this code. If that information is inaccurate or changes in the future, please contact your policy consultant.

**DEAB(LEGAL)                      COMPENSATION PLAN: WAGE AND HOUR LAWS**

At Independent Contractor, language has been added to reflect new federal regulations adopted to address the determination of whether a person is an employee or independent contractor for purposes of the Fair Labor Standards Act (FLSA).

**DH(LEGAL)                      EMPLOYEE STANDARDS OF CONDUCT**

At Misconduct by a Person Licensed Under Occupations Code 1701, SB 1445 requires a law enforcement agency to adopt a model policy to be issued by TCOLE or a substantively similar policy establishing procedures for a law enforcement agency investigating misconduct by a license holder.

## Explanatory Notes

### Community College Localized Policy Manual Update 47

#### Wharton County Junior College

##### **DH(LOCAL) EMPLOYEE STANDARDS OF CONDUCT**

Recommended revisions to this local policy have been made to include an employee Code of Ethics derived from the Texas Community College Teacher's Association (TCCTA) code of ethics.

Based on information the college has provided us indicating it does not have a police department, the college did not receive recommended language addressing the application of SB 1445. If that information is inaccurate or changes in the future, please contact your policy consultant.

##### **DK(LOCAL) PROFESSIONAL DEVELOPMENT**

Recommended revisions to this local policy have been made in response to updates to Coordinating Board rules allowing the college to select an accreditor other than SACSCOC. The college's accreditor is named in GK(LOCAL).

##### **DMC(LOCAL) TERMINATION OF EMPLOYMENT: REDUCTION IN FORCE**

Recommended revisions to this local policy have been made in response to updates to Coordinating Board rules allowing the college to select an accreditor other than SACSCOC. The college's accreditor is named in GK(LOCAL).

Additional changes have been made to conform to TASB style.

##### **EBA(LEGAL) ALTERNATE METHODS OF INSTRUCTION: DISTANCE EDUCATION**

At Distance Education Degree or Certificate Program, revisions have been made to reflect recently amended Coordinating Board rules on hybrid programs.

##### **EBA(LOCAL) ALTERNATE METHODS OF INSTRUCTION: DISTANCE EDUCATION**

Recommended revisions to this local policy have been made in response to updates to Coordinating Board rules allowing the college to select an accreditor other than SACSCOC. The college's accreditor is named in GK(LOCAL).

##### **ECC(LEGAL) INSTRUCTIONAL ARRANGEMENTS: COURSE LOAD AND SCHEDULES**

At Limitation on the Number of Dropped Courses, citations have been updated to reflect amendments to Coordinating Board Rules.

In addition, changes have been made to conform to TASB style.

##### **EFBA(LEGAL) DEGREES AND CERTIFICATES: ASSOCIATE DEGREES AND CERTIFICATES**

Changes have been made throughout this legal framework to reflect the repeal of superseded Coordinating Board rules addressing the approval of associate degree programs.

In addition, changes have been made to citations and to conform to TASB style.

##### **EFBB(LEGAL) DEGREES AND CERTIFICATES: BACCALAUREATE DEGREES**

The open to this legal framework was updated to reflect amendments to Coordinating Board rules clarifying that a community college accredited by SACSCOC may change its accreditor to an agency now listed in GK.

Changes have been made throughout this legal framework to reflect the repeal of superseded Coordinating Board rules addressing the approval of baccalaureate degree programs.

In addition, changes have been made to citations and to conform to TASB style.

# Explanatory Notes

## Community College Localized Policy Manual Update 47

### Wharton County Junior College

#### **EFBD(LLEGAL)                      DEGREES AND CERTIFICATES: DEGREE PLANS**

The Coordinating Board repealed and replaced rules addressing degree plans filed by a student enrolled in a Multidisciplinary Studies Associate Degree Program, resulting in a language and citation change.

#### **FC(LLEGAL)                      ATTENDANCE**

At Academic Reporting, language has been added to reflect new Coordinating Board rules adopted in response to HB 8, which require colleges to submit enrollment and other data to the Coordinating Board.

#### **FD(LLEGAL)                      TUITION AND FEES**

At Adjusted Rates, language has been revised to reflect amendments to Coordinating Board rules made in response to HB 8, the comprehensive college finance bill, which provides that semester credit hours earned by a student before receiving an associate degree previously awarded to a student are not counted toward the calculation of excess hours for funding purposes.

At Reporting, a citation and cross-reference have been added to reflect a new Coordinating Board rule adopted in response to HB 8 to address tuition and fee data that must be reported to the Coordinating Board for funding calculations.

In addition, changes have been made to conform to TASB style.

#### **GCA(LLEGAL)                      PUBLIC INFORMATION PROGRAM: ACCESS TO INFORMATION**

At Persons Licensed or an Applicant for a License Under Occupations Code Chapter 1701, SB 1445 addresses the release of information regarding the person's Personnel File or Medical and Psychological Examination and information in the Licensing Status Database.

Existing Government Code language addressing the release of a community college's Biennial Information Security Plan or an Information Security Assessment and related documentation has also been added.

#### **GH(LLEGAL)                      RELATIONS WITH SCHOOLS AND DISTRICTS**

New Coordinating Board rules addressing College Connect Courses have been added.

Language has been added to reflect new Coordinating Board rules adopted in response to HB 8 to address the Financial Aid for Swift Transfer (FAST) Program.

In addition, changes have been made to conform to TASB style.

#### **GK(LLEGAL)                      RELATIONS WITH EDUCATIONAL ACCREDITATION AGENCIES**

This legal framework has been added to reflect a new Coordinating Board rule that provides a list of state-recognized accrediting agencies. The rules were adopted in response to the U.S. Department of Education's decision to permit regional accrediting organizations to accredit institutions of higher education located anywhere in the United States. Previously, Texas only recognized SACSCOC. A related existing statute has also been added.

#### **GK(LOCAL)                      RELATIONS WITH EDUCATIONAL ACCREDITATION AGENCIES**

Recommended revisions to this local policy have been made in response to Administrative Code changes that permit the college to select an accreditor other than SACSCOC. A fill-in for the name of the college's accreditor has been added so that, if in the future, your college changes accreditors, the policy may be



## Explanatory Notes

### Community College Localized Policy Manual Update 47

#### **Wharton County Junior College**

easily updated. The policy issued to the college retains the reference to the college's current accreditor, SACSCOC. A list of approved accreditors is in GK(LEGAL).

Because this policy does not contain substantive changes, unless the college initiates its own changes, the policy does not need to be adopted by the board. When your board has adopted Update 47 and you make your submission on Policy Online®, choose "Accept as Recommended" for this policy. The issue date for these policies will change, so when you complete the submission, if you want the original adoption date added to these policies, enter it into the proper field in Policy Online. Use the [Policy Online User Guide](#) for more specific directions on how to submit numbered updates.



## (LOCAL) Policy Comparisons

These documents are generated by an automated process that compares the updated policy to the current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; not shown in Word)

Annotations are shown as follows:

- Deletions are in a red strike-through font: ~~deleted text~~.
- Additions are in a blue, bold font: **new text**.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text's new placement from its original location: ~~moved text~~ becomes moved text.
- Revision bars appear in the right margin to show sections with changes.

---

**Note:** While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes make formatting changes appear tracked, even though the text remains the same.

---

For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

<b>Contact:</b>	<b>School Districts and Education Service Centers</b>	<b>Community Colleges</b>
	<a href="mailto:policy.service@tasb.org">policy.service@tasb.org</a>	<a href="mailto:colleges@tasb.org">colleges@tasb.org</a>
	800.580.7529	800.580.1488

- Budget Planning** Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the College District's programs and activities and provides the resources to implement them. In the planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered. Budget planning and evaluation are continuous processes and should be a part of each month's activities.
- Budget Preparation** The budget shall conform to Coordinating Board requirements and meet the standards of the ~~Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~. College District's accreditor [see GK].
- Budget Meeting** The annual public meeting to discuss the proposed budget shall be conducted as follows:
1. The presiding officer shall request at the beginning of the meeting that all persons who desire to speak on the proposed budget sign up on the sheet provided.
  2. Prior to the beginning of the meeting, the Board may establish time limits for speakers.
  3. Speakers shall confine their remarks to the appropriation of funds as contained in the proposed budget.
  4. No officer or employee of the College District shall be required to respond to questions from speakers at the meeting.
- Budget Adoption** The adopted budget provides authority to expend funds for the purposes indicated and in accordance with state law, Board policy, and the College District's approved purchasing procedures. The expenditure of funds shall be under the direction of the College President or designee, who shall ensure that funds are expended in accordance with the adopted budget.
- Budget Amendments** The Board may amend the budget at any time during the fiscal year. The College District shall develop procedures for budget amendments.

The College President is responsible for the security of the College District's information resources. The College President or designee shall develop procedures for ensuring the College District's compliance with applicable law.

**Information Security Officer**

The College President or designee shall designate an information security officer (ISO) who is authorized to administer the information security requirements under law. The College President or designee must notify the Department of Information Resources (DIR) of the individual designated to serve as the ISO.

**Information Security Program**

The College President or designee shall annually review and approve an information security program designed in accordance with law by the ISO to address the security of the information and information resources owned, leased, or under the custodianship of the College District against unauthorized or accidental modification, destruction, or disclosure. The program shall include procedures for risk assessment and for information security awareness education for employees when hired and an ongoing program for all users.

The information security program must be submitted biennially for review by an individual designated by the College President and who is independent of the program to determine if the program complies with the mandatory security controls defined by DIR and any controls developed by the College District in accordance with law.

**College District Website and Mobile Application Security**

The College President or designee shall adopt procedures addressing the privacy and security of the College District's website and mobile applications and submit the procedures to DIR for review.

The procedures must require the developer of a website or application for the College District that processes confidential information to submit information regarding the preservation of the confidentiality of the information. The College District must subject the website or application to a vulnerability and penetration test before deployment.

**Covered Social Media Applications**

The College President or designee shall adopt procedures prohibiting the installation or use of a covered application, as defined by law, on a device owned or leased by the College District and requiring the removal of any covered applications from the device.

**Exception**

The procedures shall permit the installation and use of a covered application for purposes of law enforcement and the development and implementation of information security measures. The procedures must address risk mitigation measures during the permitted

	use of the covered application and the documentation of those measures.
<b>Reports</b>	<del>The College District shall submit a biennial information security plan to DIR in accordance with law.</del>
<del>Information Security Plan</del>	
Effectiveness of Policies <del>and</del> , Procedures, and Practices	The ISO shall report annually to the College President on the effectiveness of the College District's information security policies, procedures, and practices in accordance with law and administrative procedures.
<u>Biennial Information Security Plan</u>	<u>The College District shall submit a biennial information security plan to DIR in accordance with law.</u>
Information Security Assessment	In accordance with law, at least every two years, the College District shall submit the results of its information security assessment to DIR and, if requested, the office of the governor, lieutenant governor, and speaker of the house of representatives.
Security Incidents	The College District shall assess the significance of a security incident and report <del>urgent incidents</del> it to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.
<i>By the College District</i>	
Generally	
	Upon discovering or receiving notification of a breach of system security or a security incident, as defined by law, the College District shall disclose the breach or incident to affected persons or entities in accordance with the time frames established by law.
Security Breach Notification	The College District shall give notice by using one or more of the following methods:
	<ol style="list-style-type: none"><li>1. Written notice.</li><li>2. Electronic mail, if the College District has electronic mail addresses for the affected persons.</li><li>3. Conspicuous posting on the College District's website.</li><li>4. Publication through broadcast media.</li></ol>
Monthly Reports	<del>The College District must provide summary reports of security incidents monthly to DIR in accordance with the deadlines, form, and manner specified by law and DIR.</del>
<i>By Vendors and Third Parties</i>	The College District shall include in any vendor or third-party contract the requirement that the vendor or third party report information security incidents to the College District in accordance with law and administrative procedures.

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

All College District employees shall perform their duties in accordance with state and federal law, College District policy, and ethical standards.

All College District personnel shall recognize and respect the rights of students, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the College District.

Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

**Ethical Standards**

The College District holds all employees to the ethical standards ~~expressed~~ set out in this policy.

**As a Citizen**

An employee shall treat all persons with dignity and respect.

An employee shall accept all rights and responsibilities of citizenship, always avoiding use of the privileges of the employee's public position for private or partisan advantage.

**As an Educator**

An employee shall strive to help each student realize the student's full potential as a learner and as a human being.

An employee shall by example and action encourage and defend the unfettered pursuit of truth by all persons employed by the College District in the educational enterprise and students supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.

An employee shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.

An employee shall maintain competence through continued professional development, shall demonstrate that competence through consistently adequate performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.

**As a Colleague**

An employee shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor, which might damage or embarrass or violate the privacy of any other person.

An employee shall support the right of all colleagues to academic freedom and due process and defend and assist a professional colleague accused of wrongdoing, incompetence, or other serious offense so long as the colleague's innocence may reasonably be maintained.

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

An employee shall not support a colleague whose persistently unethical conduct or professional incompetence has been demonstrated through due process.

**As a Member of the College District**

An employee shall make the most judicious and effective use of the College District's time and resources.

An employee shall fulfill the employment agreement both in spirit and in fact, shall give reasonable notice upon resignation, and shall neither accept tasks for which the employee is not qualified nor assign tasks to unqualified persons.

An employee shall support the goals and ideals of the College District and shall act in public affairs in such a manner as to bring credit to the College District.

An employee shall not engage in unlawful discrimination or harassment of students or colleagues and shall adhere to the College District's policies on unlawful discrimination and harassment and other conduct.

An employee shall observe the stated policies and procedures of the College District, reserving the right to seek revision in a judicious and appropriate manner.

An employee shall participate in the governance of the College District by accepting a fair share of committee and institutional responsibilities.

**REFERENCE:** derived from the [Texas Community College Teachers Association Code of Professional Ethics \(PDF\)](#).<sup>1</sup>

**Violations**

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as College District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCC, DIAA, and DM series]

**Electronic Media**

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), electronic forums (chat rooms), video-sharing websites, editorial comments posted on the internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.

**Record Retention**

An employee shall comply with the College District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CIA and GCB]

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

<b>Personal Use</b>	Employees shall be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media violates state or federal law or College District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.
<b>Safety Requirements</b>	All employees shall adhere to College District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.
<b>Tobacco and E-cigarettes</b>	<p>An employee shall not use tobacco products or e-cigarettes on College District property, in College District vehicles, or at College District-related activities, unless authorized by the College President or designee. [See FLBD]</p> <p>An employee shall not give or sell tobacco products or e-cigarettes to a person in violation of law.</p>
<b>Alcohol and Drugs</b>	<p>A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.</p> <p>Employees shall be prohibited from using, possessing, controlling, manufacturing, transmitting, distributing, dispensing, selling, or being under the influence of any of the following substances while conducting College District business or while on College District property, in College District vehicles, or at College District-related activities, whether during or outside of usual working hours:</p> <ol style="list-style-type: none"><li>1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.</li><li>2. Alcohol or any alcoholic beverage.</li><li>3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.</li><li>4. Any performance-enhancing substance, including steroids.</li><li>5. Any designer drug.</li><li>6. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.</li></ol> <p>The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances shall also be prohibited under this policy.</p>



EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

	<p>An employee need not be legally intoxicated to be considered “under the influence” of alcohol or a controlled substance.</p>
Exceptions	<p>It shall not be considered a violation of this policy if the employee:</p> <ol style="list-style-type: none"><li>1. Manufactures, possesses, controls, sells, transmits, distributes, or dispenses a substance listed above as part of the employee’s job responsibilities;</li><li>2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee’s personal use;</li><li>3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee’s child or other individual for whom the employee is a legal guardian;</li><li>4. Cultivates, possesses, transports, or sells hemp as authorized by law; or</li><li>5. Possesses, sells, or distributes Dextromethorphan.</li></ol>
Paraphernalia	<p>The use, possession, control, manufacture, transmission, distribution, dispensation, or sale of paraphernalia related to any prohibited substance is prohibited.</p>
Notice	<p>Each employee shall be given a copy of the College District’s notice regarding a drug-free workplace. [See DI(EXHIBIT)]</p>
<b>Arrests, Indictments, Convictions, and Other Adjudications</b>	<p>An employee shall notify the employee’s immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or offense involving moral turpitude.</p>
Moral Turpitude	<p>Moral turpitude includes but is not limited to:</p> <ol style="list-style-type: none"><li>1. Dishonesty, fraud, deceit, theft, or misrepresentation;</li><li>2. Deliberate violence;</li><li>3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;</li><li>4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;</li><li>5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or</li><li>6. Acts constituting abuse under the Texas Family Code.</li></ol>

Wharton County Junior College  
241500

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

---

<sup>1</sup> Texas Community College Teachers Association Code of Professional Ethics (PDF): <https://drive.google.com/file/d/1hOLs-YhIWH4ccH7VtAM-wks2GGy9KoqIR/view>

DATE ISSUED: ~~11/30/2023~~ 5/10/2024  
UPDATE 4647  
DH(LOCAL)-AJC

Adopted:  
~~1/23/2024~~

5 of 5

PROFESSIONAL DEVELOPMENT

DK  
(LOCAL)

**Cybersecurity  
Training**

Each employee shall meet the professional development standards described by the ~~Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~ College District's accreditor [see GK] as well as any professional development required of the employee by state or federal law or administrative regulations.

Each employee shall seek approval prior to pursuing professional development in accordance with administrative regulations.

The ~~College President~~ College President or designee shall determine, from the list of cybersecurity training programs certified by the Department of Information Resources (DIR) and published to DIR's website, the cybersecurity training program to be used in the College District. ~~The College President~~ The College President shall verify and report to DIR, in the form required by DIR, the compliance of each employee required to complete the program. ~~The College President~~ The College President may remove access to the College District's computer systems and databases for noncompliance with training requirements as appropriate.

~~The College President~~ The College President shall periodically require an internal review of the College District to ensure compliance with the cybersecurity training requirements.

TERMINATION OF EMPLOYMENT  
REDUCTION IN FORCE

DMC  
(LOCAL)

**Definitions**

Definitions used in this policy are as follows:

1. "Reduction in force (RIF)" means the dismissal of an instructor, professor, administrator, or other professional employee before the end of a contract term for reasons of financial exigency or program change. Nonrenewal of an employee's term contract is not a "reduction in force" as used in this policy.
2. "Financial exigency" means any decline in the Board's financial resources brought about by decline in enrollment, cuts in funding, decline in tax revenues, or any other actions or events that create a need for the College District to reduce financial expenditures for personnel.
3. "Program change" means any elimination, curtailment, or reorganization of a curriculum offering, program, or College District operation because of a lack of student response to particular course offerings, legislative revisions to program funding, or a reorganization or consolidation of two or more divisions or departments.

**General Grounds for Dismissal**

All contracts shall, unless excepted by the Board, contain a provision that a reduction in force may take place when the Board determines that a financial exigency or program change requires that the contract of one or more instructors, administrators, or other professional employees be terminated. Such a determination constitutes the necessary cause for dismissal.

**Employment Areas**

A reduction in force may be implemented in one, several, or all employment areas. Employment areas shall be defined as:

1. Administration.
2. Associate degree programs.
3. Certificate degree programs.
4. Remedial and other programs.
5. Academic support programs, such as library or computer programs.
6. Counseling and support programs.
7. Other noninstructional professional staff.

**Criteria for Decisions**

Using the following criteria, the ~~College President~~ College President shall determine which particular employees shall be RIFed and shall submit the recommendation to the Board:

TERMINATION OF EMPLOYMENT  
REDUCTION IN FORCE

DMC  
(LOCAL)

1. Certification: Appropriate degree certificate and/or endorsement for current assignment required by the ~~Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~ College District's accreditor [see GK] or the Coordinating Board.
2. Performance: Employee's effectiveness as reflected by the most recent written evaluations and/or other appraisal documentation.
3. Seniority: Years of service in the College District.
4. Professional Background: Professional education and work experience related to the current assignment.

These criteria are listed in order of importance. ~~The College President~~ The College President shall apply them sequentially to the selected employment areas until the number of staff reductions necessary have been identified, i.e., if all necessary reductions can be accomplished by applying the certification criteria, it is not necessary to apply the performance or subsequent criteria.

**Board Action**

After considering the ~~College President~~ College President's recommendation, the Board shall determine which employees shall be dismissed. Each employee shall be given a statement of the reasons and conditions requiring such dismissal and shall, upon request, be given a hearing in accordance with the policy for termination during his or her contract. [See DMAA]

**Appeals**

Appeals of a dismissal due to a reduction in force shall be handled through the hearing afforded under DMAA rather than the grievance policy.

Exception

Appeals of a dismissal due to a reduction in force of a former foster child entitled to an employment preference shall be handled through the hearing afforded under DC. [See DC]

**Rights of Employees Subject to RIF**

An employee dismissed pursuant to this policy, if subsequently re-employed by the College District, shall be credited with the amount of local sick leave that had accrued at the time of dismissal.

**Reemployment**

Upon written request, an employee dismissed pursuant to this policy shall be notified in writing of any subsequent availability of the position for a period of one calendar year following the effective date of such dismissal. The notice shall be mailed to the address that was on file for the former employee at the time of dismissal, unless the College District has been notified in writing of a change of address. A former employee so notified must respond to the Board in writing within ~~ten~~10 calendar days of receipt of such notification if the person wishes to be considered for the position. Any

Wharton County Junior College  
241500

TERMINATION OF EMPLOYMENT  
REDUCTION IN FORCE

DMC  
(LOCAL)

individual who responds shall be considered for employment on  
the same basis as all other applicants.

ALTERNATE METHODS OF INSTRUCTION  
DISTANCE EDUCATION

EBA  
(LOCAL)

The College District shall offer distance education courses and programs in accordance with:

- Applicable law;
- Coordinating Board regulations and guidelines, including the Principles of Good Practice for Distance Education;
- Principles, policies, and guidelines of the ~~Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~; and ~~College District's accreditor [see GK]; and~~
- College District policies and procedures.

The College President shall develop procedures to implement this policy.

RELATIONS WITH EDUCATIONAL ACCREDITATION AGENCIES

GK  
(LOCAL)

The College District shall maintain accreditation with the ~~Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~. ~~Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~. The College District shall maintain other national and state accreditations as required for specific programs.