College Policy Manual

Adopted by Board of Regents
March 10, 2008

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REVISIONS AND ADDITIONS

Policy Number; Type; and Title	Revision Type and Date
Policy 3.17: Business and Operating Policies/ Control of Physical Resources	New Policy Addition Date: March 10, 2008
Policy 2.4: Organizational Structure/ Committees and Councils	Clarify wording, second paragraph Revision Date: June 9, 2008
Policy 2.5: Organizational Structure/ Faculty/Professional Employee Senate	Add a sentence at paragraph end Revision Date: June 9, 2008
Policy 4.3: Relationship of Full-time Employees to Cisco College/Benefits/Credit Classes	Clarify wording/Add definition Revision Date: June 9, 2008
Policy 2.4 Organizational Structure/ Committees and Councils	Changed wording, second paragraph Revision Date: July 14, 2008
Appendix B	Added Appendix B-1.0 and renumbered B-1.1 Revision Date: July 14, 2008
Policy 5.6 Curriculum or Degree Revisions	Changed wording in paragraph Revision Date: July 14, 2008
Policy 2.1: Board of Regents	Changed wording in Administration of Oath of Office and Regular meetings; deleted paragraph regarding communication to the Board; added item E under Order of Business and Procedures Revision Date: August 11, 2008
Policy 3.8: Intellectual Property	Changed employee to individual; added paragraph at end of policy Revision Date: August 11, 2008
Appendix A-1	Added Appendix A-1 Revision Date: October 8, 2008
Appendix B-1.1	Revised Appendix B-1.1 Revision Date: October 8, 2008
Policy 1.1: College Mission, Ethics and Philosophy	Revised and renamed Revision Date: October 6, 2008
Policy 1.11: Policy Approval	Changed paragraph after numbered list Revision Date: October 6, 2008

Policy 1.12: Shared Governance	Added policy Adoption Date: October 6, 2008
Policy 1.13: Conflict of Interest	Added policy Adoption Date: October 6, 2008
Policy 2.1: Board of Regents	Revised policy Revision Date: October 6, 2008
Mission and Vision Goals and Guiding Principles	Added and updated to match ***Vision 2015*** Revision Date: November 6, 2008
Policy 2.1: Board of Regents	Revised first paragraph, second to last sentence; revised wording under *Regular Meetings*, item C.2 Revision Date: November 10, 2008
Policy 5.5: Faculty Teaching Load/Overload	Revised policy regarding non-tenure track professors Revision Date: November 10, 2008
Policy 2.1: Board of Regents and entire manual	Various organization changes including moving Board of Regent operational policies to Policies I-V and renaming Sections 1-3. Revision Date: January 30, 2009
Policy 3.18: Investment Policy	Added section Adoption Date: October 6, 2008
Appendix B-1	Added representation to each committee Revision Date: April 17, 2009
Appendix B-10	Corrected typo Revision Date: April 17, 2009
Appendix D-3	Added instructor job description Revision Date: April 17, 2009
Complete Manual	Changed Cisco Junior College to Cisco College, CJC to Cisco College, and revised history Revision Date: May 21, 2009
Appendix D-2, D-3, D-4 and D-5	Updated Dean of Student Life, Counseling Assistant/VA Coordinator, Resident Hall Attendant, AEC Library Manager and Dean of Enrollment Services job descriptions. Revision Date: July 15, 2009

Appendix D-5	Updated title on job description. Changed Nursing Secretary to Health Sciences Assistant Revision Date: August 3, 2009
Appendix B-1: Current Committee and Council Membership	Updated committee make-up and added SACS Committee. Revision Date: September 4, 2009
Appendix D: Job Descriptions	Removed links to job descriptions. Added job descriptions to document. Revision Date: September 4, 2009
Appendix B: 9-12	Added new Public Information Request guidelines as Appendix 9 and renumbered following appendices. Revision Date: October 6, 2009
Appendix A-1: Salary Schedules	Updated with 2009-2010 data Revision Date: October 14, 2009
Appendix B-10: Organizational Chart	Removed link to internal document and added organization charts to document. Revision Date: October 14, 2009
Appendix E-1: Constitution of the Faculty Senate	Updated Constitution Revision Date: October 14, 2009
Appendix C: Evaluation Documents	Added evaluation documents Revision Date: October 15, 2009
Appendix A: Board Approved Schedules	Addendum to Cisco College Salary Schedule-Faculty; 9 Month Contract 2009-2010; Item 6 Revision Date: February 22, 2010
Entire Document	Updates on title changes due to reorganization Revision Date: March 8, 2011
Policy II: Election of Regents	Added section on Procedure for Optional Board Appointment Revision Date: March 21, 2011

Appendix B-13	Addition Administrative Regulation B-13: IRB Revision Date: March 25, 2011
Policy 5.5: Faculty Teaching Load/Overload	Updating to Load Contact Hours Revision Date: June 13, 2011
Policy 3.10: Key Control/Allocation Appendix B-14	Updated Key Control/Allocation Revision Date: August 8, 2011
Policy 1.14: Substantive Change Policy Appendix G-1: Procedures and Flow Chart	Addition Substantive Change Policy Adoption Date: May 21, 2012
Appendix A-1: Salary Schedules	Updated figures for new Fiscal Year Revision Date: August 13, 2012
Appendix B-10: Organizational Chart	Updated Organizational Chart Revision Date: February 25, 2013
Appendix H-1: Procedures and Flow Chart	Corrected Typo from G-1 to H-1 Revision Date: February 27, 2013
Policy IV: Training for Board of Regents	Updated Board Training State Requirements Revision Date: September 9, 2013
Policy 1.14: Substantive Change Policy Appendix H-1: Procedures and Flow Charts	Updated Substantive Change Policy and Appendix H-1 Revision Date: November 18, 2013
Appendix B-10: Organizational Chart	Updated Organizational Chart Revision Date: March 25, 2014
Policy 4.1: Human Resources: Hiring Policy Appendix B-7: Hiring Procedures	Updated Hiring Procedures and Appendix B-7 Revision Date: June 9, 2014
Policy 5.1: Contract Employment Contract Faculty Employment	Updated policy Revision Date: June 9, 2014
Policy 5.5: Faculty Teaching Load/Overload Appendix B-5: Faculty Load Formula	Updated Faculty Teaching Load/Overload and Appendix B-5 Revision Date: June 9, 2014

Policy 8.1: General Information/Hiring Information	Updated policy Revision Date: June 9, 2014
Policy 8.4: Part-time Faculty Definition, Appointment and Workload, Compensation for Part-time Faculty	Updated policy Revision Date: June 9, 2014
Policy 4.4: Addition to policy of New Section L: Sick Leave Pool and Appendix B-16: Sick Leave Pool Operational Procedures and Forms, including Donation & Enrollment; Application to Use Sick Leave Pool Hours; Licensed Medical Practitioner Certification; and Absence Report.	Added New Section L to Policy 4.4: Sick Leave Pool Added new Appendix B-16: Procedures & Forms Effective Date: September 1, 2014 Adoption Date: June 9, 2014
Appendix B-15: Baccalaureate-Degree Lab Coordinators	Added new policy Revision Date: July 31, 2014
Policy 1.2: Truth in Advertising/Media Communication and Appendix B-8: Media Communication Procedures	Updated policy and Updated Appendix B-8 Policy Revision Date: September 8, 2014 Appendix Revision Date: October 2, 2014
Appendix B-10: Organizational Chart by Position	Updated chart Revision Date: October 1, 2014
Policy & Procedures: From Board of Regents section through Section 8 only	Updated title changes and formatting corrections throughout Revision Date: May 5 through May 26, 2015
Policy & Procedures: 3.17 Control of Physical Resources	Changed oversight of College maintenance and construction activities to President Revision Date: June 8, 2015
Policy & Procedures: 3.7 Travel	Addition of new Section G: Grant Funded Travel Revision Date: July 13, 2015
Policy & Procedures: 3.16 Grants & Contracts	Addition of new Section: Time/Effort Reporting Revision Date: July 13, 2015

Policy & Procedures: II. Election of Regents	Addition of paragraph "Preclearance No Longer Required:" Revision Date: July 13, 2015
Policy & Procedures: IV. Training for Board of Regents	Changed previous wording "Specific Open Records" Training to reflect new wording "Public Information Act" Training Added "Investment Training: The Public Funds Investment Act" requirements Revision Date: October 12, 2015
Policy & Procedures: 3.5 Purchasing Policy	Updated policy requiring written quotations or bids unless specific criteria are met. Revision Date: October 12, 2015
Policy & Procedures: 5.6 Curriculum or Degree Revisions	Updated policy changing to newer titles for the individuals to whom the policy specifically refers Revision Date: October 12, 2015
A-2 Travel Reimbursement Schedule B-11 Procedures for Purchasing of Goods and Services	Updated policy regarding exceptions to the travel policy and also reporting to Purchasing and Payment Services. Updated purchasing procedures for both Purchasing Card (p-card) and Purchase Requisitions (reqs) Revision Date: January 29, 2016
Policy & Procedures: 4.5 Evaluations	Updated policy to change the description of evaluations of non-faculty employees to also be on an annual basis. Changed two references in the policy from "Appendix" to "Appendix C – Evaluation Documents." Added a sentence that provided leeway to Cisco College supervisors to perform evaluations more often than once a year as deemed necessary or appropriate due to assignment of special projects, performance issues, ect. Revision Date: November 14, 2016

Policy 5.11 Textbook and Course Material Policy	New policy Addition Date: December 12, 2016
Appendix B-10: Organizational Chart by Position	Updated Organizational Chart Revision Date: January 19, 2017
Policy 4.1: Human Resources: Hiring Policy	Revised Policy Revision Date: August 14, 2017
Appendix A-1: Salary Schedules	Updated figures for new Fiscal Year Revision Date: August 18, 2017
Policy 1.2: Truth in Advertising/Media Communication and Appendix B-8: Media Communication Procedures	Updated policy and Updated Appendix B-8 Addition that references Appendix B-9: Request for Open Records Revision Date: November 30, 2017
Policy 1.4: Americans with Disabilities Act, Reasonable Accommodation	Addition of new Section: Service Animal Policy Revision Date: December 19, 2017
Policy 2.4, Appendix B-1 Committees/Councils List	Updated Appendix B-1 Revision Date: December 19, 2017
Policy 1.1: College Mission, Ethics, and Philosophy	Updated Policy Revision Date: January 8, 2018
Policy 1.5: Campus Safety	Updated Policy Revision Date: January 8, 2018
Policy 1.14: Substantive Change Policy Appendix H-1 Substantive Change Procedure	Updated Substantive Change Policy and Appendix H-1 Revision Date: January 8, 2018
Policy I. Board of Regents	Updated Policy Revision Date: January 8, 2018
Mission	Updated Mission Statement Revision Date: April 3, 2018
Policy 1.3: Non-Discrimination/Sexual Misconduct	Updated Policy Revision Date: May 14, 2018

Appendix C-4: Classified Staff Appendix C-5: Faculty Evaluation Plan Appendix B-12: Tenure Application Procedures	Updated the Classified Staff, Faculty Evaluation Plan and Tenure Application Revision Date: May 18, 2018
Policy 3.16: Grants and Contracts	Addition of New Section: Perkins Revision Date: August 8, 2018
Appendix A-1: Salary Schedules	Updated with 2018-2019 data Revision Date: August 30, 2018
Appendix B-5: Faculty Load Formula	Updated with 2018-2019 data Addition of New Section: Guidelines for Kinesiology Faculty Course Load Revision Date: September 5, 2018
Appendix B-2: Van and Vehicle Drivers' Orientation	Updated with 2018-2019 data Revision Date: September 20, 2018
Policy 3.18: Investment Policy	Added two sentences under section IV. Authorized Investments in the first paragraph Revision Date: October 8, 2018
Appendix B-1: (C) Councils	Under *Executive Council* – Added "Chief Financial Officer" under Representation. Removed Leadership Council and added *Academic Leadership Team* and the purpose and representation. Revision Date: November 27, 2018
Mission (pg. 11)	Removed "Mission and Vision Goals" and replaced with "Core Values" Revision Date: December 1, 2018
Appendix B-12: Tenure Application Procedures	Updated the procedures and application process. Revision Date: December 7, 2018
Appendix E-1: Constitution of the Faculty Senate	Updated and revised Revision Date: December 7, 2018

Appendix B-1: {C} Councils	Removed *Student Services: Student Support Council*. Added *Strategic Enrollment Management Committee* and the purpose and representation. Revision Date: January 11, 2019
Appendix B-5: Faculty Load Formula - C	Change in the duties of the Division Chairs and Department Heads. Revision Date: January 20, 2019
Policy 3.13: Information Resources	Added Section (F) under Security/Appropriates Use Revision Date: July 8, 2019
Appendix A-1: Salary Schedules	Updated with 2019-2020 data Revision Date: August 22, 2019
Appendix B-10: Organizational Chart by Position	Updated Organizational Chart Revision Date: August 22, 2019
Appendix B-2: Van and Vehicle Drivers' Orientation	Updated with 2019-2020 data Revision Date: August 22, 2019
Policy 1.15: COVID 19 Campus Safety Policy	New Policy Adoption Date: July 13, 2020
Appendix A-1: Salary Schedules	Updated with 2020-2021 data Revision Date: August 20, 2020
Appendix A-1: Salary Schedules	Updated with 2021-2022 data Revision Date: August 25, 2021
Appendix B-5: Faculty Load Formula	Increased the per hour rate Updated and revised information Revision Date: August 25, 2021
Appendix B-10: Organizational Chart by Positon	Updated Organizational Chart Revision Date: August 25, 2021
Appendix B-2: Van and Vehicle Drivers' Orientation	Updated with 2021-2022 data Revision Date: August 31, 2021
Policy 1.16: Campus Carry Policy	New Policy Adoption Date: September 13, 2021

Policy 1.17: Free Speech and Public Assembly on Campus Grounds	New Policy Adoption Date: September 13, 2021
Policy 4.3: Benefits	Revised/updated policy Revision Date: December 2, 2021
Appendix A-1: Salary Schedules	Updated with 2022-2023 data Revision Date: August 11, 2022
Appendix B-5: Faculty Load Formula	Updated and revised Revision Date: August 11, 2022
Appendix B-1: {C} Councils	Added *Administrative Council* and the purpose and representation. Revision Date: August 11, 2022
Appendix A-2: Travel Reimbursement Schedule	Updated the mileage reimbursement to $0.50 per mile. Revision Date: August 11, 2022
Appendix B-2: Van and Vehicle Drivers' Orientation	Updated with 2022-2023 data Revision Date: August 11, 2022

PREFACE

Cisco College, as a comprehensive community college district, can most efficiently and effectively accomplish its mission with united effort if all employees understand the policies and procedures of operation.

Nothing in this handbook is a guarantee of continued employment nor does it constitute an employment contract. This manual disavows any representations to the contrary made by anyone other than representations in writing by authorized administrative personnel. Cisco College reserves the right to change the provisions of this manual at any time. Every attempt has been made to address matters requiring policy. However, ever-changing federal and state laws are foundational in the operation of the college district and will take priority.

Cisco College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status in educational programs, activities, admission, or employment practices.

MISSION

The Mission of Cisco College is to provide quality, affordable, educational opportunities to meet the diverse academic, technical and career needs of the students and communities we serve.

CORE VALUES

Cisco College facilitates student success by ensuring open-door access to diverse educational opportunities, embracing innovation and best practices, and providing effective student support.

Cisco College insists on excellence in our programs, instruction, services, management, and learning environment.

ETHICS AND PHILOSOPHY

At Cisco College, ethical standards and a commitment to excellence are the foundations for creating an environment of life-long learning. The college is committed to fulfilling its mission by providing a positive, encouraging and success-oriented environment. All members of the college community are encouraged to act with mutual respect, integrity and professionalism towards one another and when representing the college to the greater community.

College policies that support innovation, sponsor collaboration, maintain open communication, encourage students and employees to adapt to change, call for efficient and effective use of college resources, and promote and protect the rights of each individual in the college community are enforced. This includes freedom from harassment and freedom for students and employees to develop and learn.

Cisco College adheres to both state and federal regulations and policies and accepts its responsibilities to students, employees, and the taxpaying citizens of Texas. The college strives to meet these responsibilities with fairness, accountability and integrity.

GUIDING PRINCIPLES

The principles that guide our expectations of learning and working together at Cisco College reflect our values as a community of learners and educators. The college's commitment to ethical standards is demonstrated through these principles.

Learning

We believe an emphasis on teaching and learning should be the guiding force behind everything we do at Cisco College.

Respect

We respect and value each and every student and employee as a unique individual making an important contribution to the College.

Integrity

We work and interact with honesty, integrity, and mutual trust—looking beyond self-interests and without hidden agendas.

Communication

We listen carefully and communicate respectfully, giving genuine consideration to multiple perspectives and diversity of thought.

Cooperation

We work together to achieve common goals, offering support and building consensus.

Joy

We encourage fun and laughter, taking joy in our work and our learning while celebrating our successes.

Innovation

Always striving to improve, we encourage innovation and risk taking without the fear of consequences for unsuccessful endeavors.

HISTORY

The history of Cisco College begins in 1909 when O. C. Britton, prominent early-day educator, gained the support of far-sighted Cisco citizens in opening a private school known as Britton Training School. This school operated successfully until military involvement in World War I so depleted the number of students that it was forced to close.

In 1923, the Christian Church of Texas reopened the institution as Randolph College and operated it until 1932 as a four-year church-related school. Financial shortages plagued the college, and from 1932 to 1936 officials tried to keep the school open as a two-year junior college. When this effort failed, the college was again closed.

On May 8, 1939, after months of planning and consultation with state officials, Cisco citizens succeeded in getting enacted into legislation a bill which created Cisco Junior College as part of the Cisco Independent School District. R. N. Cluck, superintendent of Cisco schools, who had devoted years to the project, became its first president. Randolph College properties were purchased, the college was formally opened in September 1939, and the first students were received in 1940. Such was the success of this venture that in 1956, the college separated from the public schools and a Board of Regents was elected.

In 1972, Cisco Junior College began offering technical programs to Abilene, and in 1990, the college began serving the Big Country area of the Texas Midwest with a large variety of academic and technical programs in two primary locations: the main campus in Cisco and the Abilene Educational Center in Abilene. Since that time, the high-quality, low-cost, state-supported educational programs enabled Cisco Junior College to serve the educational needs of students from its service area and throughout Texas, as well as students from across the United States and from other countries. In 2004 the college first occupied the newly constructed Abilene facility located on 25 landscaped acres in the southeast part of the city.

In 2009, the Board of Regents passed a resolution in recognition of the 100 year anniversary of education offered on the original site of Cisco Junior College in Cisco, Texas. Acknowledging with pride the many past accomplishments of the College and looking forward to the future with a vision that reflects the ability of the College to adapt to change and respond to new developments in higher education, the Board of Regents voted to officially change the name to Cisco College. The Cisco College curriculum includes full academic transfer programs leading to degrees in major professional fields, a comprehensive array of technical programs, a wide variety of continuing education and industry training courses, and both high school dual credit and online learning options.

CURRENT STATUS

Cisco College is a comprehensive public community college district receiving federal, state, and local district support. Cisco College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate level degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Cisco College. (**Note**: The Commission is to be contacted only if there is evidence that appears to support the institution's significant non- compliance with a requirement or standard.) It is approved by the Texas Higher Education Coordinating Board (512) 427-6101 and the Texas Education Agency for Veterans' Educational Training.

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BOARD OF REGENTS

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** I
TYPE: Board of Regents	**EFFECTIVE DATE:** Immediately
TITLE: Board of Regents	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** November 10, 2008 **REVISION DATE**: January 8, 2018

I. BOARD OF REGENTS

Cisco College is governed by a nine-member Board of Regents, elected by the citizens of The College Tax District. The Board names its own officers, including president, vice-president and secretary. The Board meets in eleven regularly scheduled monthly meetings per calendar year and may be called into special session. The Board of Regents receives its power, authority, duties and responsibilities from the Texas Education Code: Chapter 130, Section 130.0011 – Public Junior Colleges: Rule and Mission. It is the ultimate legal authority for the college district. All Regents shall be free of any contractual, employment, or personal or familial financial interest in the College.

Three major principles governing the assumption of functions by the Board of Regents are:

A. The Board is a legislative body, not an executive agency, and as such should always delegate to the President the application of its policies and should never try to perform executive acts.

B. The Board should recognize clearly the areas in which its members are personally competent, and should always delegate authority over matters in which its members have no competence.

C. The authority of the Board resides only in the Board as a whole. An individual member of the Board, as such, has no authority whatever except as authority may have been specifically delegated to him or her.

External Functions

A. Represent the community and interpret social and economic trends in terms of institutional policies.

B. To obtain funds for the operation and extension of the institution.

C. To bear the legal responsibility and authority for all aspects of the operation of the institution.

Internal Functions

A. To select the chief executive officer, and, in some cases, to select Board members. The selection of the President is the most important single act of the Board of Regents.

B. To be responsible for the final determination of College policies.

C. To confirm or reject the recommendations of the College President in the following:

- Approves and ensures regular review of the college Mission.
- Establishing requirements for admission of students and for the general organization of the work of the institution.
- Granting degrees.
- Approving appointments, salary schedules, retirements, promotions, granting tenure, etc. for the faculty and staff. (Legal contracts must be authorized.)
- Setting tuition and fees.
- Approving plans for the physical development of the institution.
- Adopting a budget and revising it from time to time.
- Reporting.

D. To adopt regulations pertaining to the duties and responsibilities of the administrative and instructional staff of the college.

E. To appraise and evaluate policies and practices.

F. Regularly evaluates its responsibilities and expectations.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** II
TYPE: Board of Regents	**EFFECTIVE DATE:** Immediately
TITLE: Election of Regents	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** March 21, 2011 **REVISION DATE:** July 13, 2015

II. ELECTION OF REGENTS

Cisco College is governed by a Board of Regents of nine members, duly elected by the registered voters of the Cisco College District for individual terms of six years each. Three Regents are elected biennially and elections are held in May of even-numbered years on the Uniform Election Date, as established by the State of Texas.

Laws related to the College District elections are administered by the Elections Division of the Office of the Texas Secretary of State and the Texas Ethics Commission and governed by the United States Department of Justice and the State of Texas Legislature.

> **Preclearance No Longer Required:** As has been the case for many decades, significant changes to previously established election, early voting, or voting procedures or locales by the Board of Regents no longer requires Pre-Clearance from the U.S. Department of Justice, as ruled by the U.S. Supreme Court prior to the 2014 Election Date.

Statement of Elected/Appointed Official (or pre-oath statement)

Following the biennial election, newly-elected Regents are required to sign the Statement of Elected/Appointed Officer or Pre-Oath Statement, prior to the administration of the Oath of Office; the Oath of Office may not be taken until the signed Pre-Oath has been executed, as prescribed by law. The Statement of Elected/Appointed Officer or Pre-Oath Statement is a sworn statement or affirmation that the newly-elected board member has not received payment, been promised payment, contributed or promised to contribute money or thing of value or promised public office or employment for the giving or withholding of a vote at the election at which the Regent was elected or as a reward to secure appointment or confirmation. Under penalties of perjury, the Regent swears or affirms the facts of the document. [*Texas Constitution, Article XV, § 1 (c) (amended 2001)]*

Administration of Oath of Office

Adhering to legal requirements, newly-elected Regents are administered the Oath of Office during the first regularly scheduled June Board Meeting following the election. After

execution of the Oath of Office, the Board of Regents is reorganized and selects from among its membership a president, vice-president and secretary.

Required Elected or Appointed Board Member Training

The completion of the (1) Open Meeting Act *[Texas Government Code, Section 551.005]* and (2) Public Information Act [*Texas Government Code, Section 552-012]* training is required within 90 days, as verified by State certificate issuance upon completion of the training. (3) The Public Funds Investment Act [*Texas Government Code, Section 2256]* specifies mandatory training within 6 months after taking the oath of office, also verified by State-issued certificate. (4) Board Leadership Training is required of all newly elected or appointed board members, either by attendance at a meeting held in Austin, or via an online course if Austin conference attendance is not possible. Either form of training must be completed within two years of taking the Oath of Office, and such completion results in a State-issued certificate.

Residency Requirement

A person elected to serve as a Board member must remain a resident of the College District throughout the term of office. A Board member who ceases to reside in the College District vacates his or her office. *[Tex. Const., Art. XVI, Sec. 14; Education Code 130.082(d); Whitmarsh v. Buckley, 324 S. W2d 298 (Tex. Civ. App. 1959)]*

Vacancy

Any vacancy occurring on the Board through death, resignation, or otherwise, shall be filled by a special election ordered by the Board or by appointment by resolution or order of the Board. If the vacancy occurs on a Board whose members are elected at large/by position, the person appointed to fill the unexpired term shall serve until the next regular election of members to the Board, at which time the position shall be filled by election for a term appropriately shortened to conform with what regularly would have been the length of the term for that position. [*Education Code 130.082(d)]*

A. Optional Appointment Consideration

An appointment to the Board shall be made as required by applicable law and may be made with the intent to ensure that the Board is representative of the constituency served by the Board. The Board that chooses this optional appointment consideration shall adopt procedures for its implementation. [*Local Gov't Code 180.005(b), (c)]*

Procedure for Optional Board Appointment: The Board President shall appoint an ad hoc committee to select and nominate persons eligible for service on the board.

- The ad hoc committee shall consist of a minimum of three members—including a faculty member (preferably a member of the Faculty Senate), the Board President and at least one other member. Other committee members may be appointed at the discretion of the Board President.

- The Selection Committee shall nominate at least one, but no more than three, eligible persons. State requirements for Board service are:

    - Eighteen years of age;

    - Registered voter in the College District (voter registration must be verified);

    - Texas resident for 12 months preceding nomination;

    - Resident of the College District for six months preceding nomination;

    - Willing to serve without compensation; and

    - Willing to take the Oath of Office of the State of Texas.

- The Selection Committee shall use the most current College District voter registration list to verify eligible appointees, if necessary.
- The Selection Committee shall rank nominee choices from one through three, if required, and submit their report to the Board at the next regular monthly meeting for approval by the Board. The ad hoc committee shall be automatically dissolved following such action.
- At their discretion, the Board shall order the appointment of the Selection Committee nominee or other qualified nominee, by a majority vote of the board members present at the meeting.
- The appointee shall be contacted regarding eligibility and willingness to serve according to State requirements for holding public office.
- The Oath of Office shall be administered, as required, to the appointee at the next regular monthly Board meeting.
- The new appointee shall complete State-required training as noted previously in this section. [*II. Election of Regents]*

B. Special Election

A special election shall be conducted in the same manner as the general election on the next uniform election date that will afford enough time to hold the election in the manner required by law. *[Election Code 41.001(a), 41.004(a)]*

C. Resignation

To be effective, a Board member's resignation must be in writing and signed by the officer and must be delivered to the Board for acting on the resignation. The Board may not refuse to accept a resignation. If a Trustee submits a resignation, whether to be effective immediately or at a future date, a vacancy occurs on the date the resignation is accepted by the Board or on the eighth day after the date of its receipt by the Board, whichever is earlier. *[Election Code 201.0 (a), 201.023]*

> **Holdover Doctrine:** All public officers shall continue to perform the duties of their offices until their successors shall be duly qualified, i.e., sworn in. Until the vacancy created by a Regent's resignation is filled by a successor, the Regent continues to serve and have the duties and powers of office, except that a Regent may not vote on the appointment of the Regent's successor. [*Tex. Const., Art. XVI, Sec. 47; Atty. Gen. Ops. JM-636 (1987), DM-2 (1991), 0-6259 (1945)]*

D. Military Active Duty

A Board member who enters active duty in the armed forces of the United States as a result of being called to duty, drafted, or activated does not vacate the office held, but the Board may appoint a replacement to serve as a temporary Board member if the elected or appointed Board member will be on active duty for longer than 30 days.

The Board member who is temporarily replaced may recommend to the Board the name of a person to temporarily fill the office. The Board shall appoint the temporary Board member to begin service on the date specified in writing by the Board member being temporarily replaced as the date the Board member will enter active military service.

A temporary Board member has all the powers, privileges, and duties of the office as the Board member who is temporarily replaced. A temporary Board member shall perform the duties of office for the shorter period of:

A. The term of the active military service of the Board member who is temporarily replaced; or

B. The term of office of the Board member who is temporarily replaced.

"Armed Forces of the United States" means the United States Army, the United States Navy, the United States Air Force, the United States Marine Corps, the United States Coast Guard, any reserve or auxiliary component of any of those services, or the National Guard. [*Tex. Const., Art. XVI, Sec. 72]*

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** III
TYPE: Board of Regents	**EFFECTIVE DATE:** Immediately
TITLE: Removal from Office	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** November 10, 2008

III. REMOVAL FROM OFFICE

Board members may be removed from office for:

A. Incompetency," which means:

1. Gross ignorance of official duties;

2. Gross carelessness in the discharge of those duties; or

3. Unfitness or inability to promptly and properly discharge official duties because of a serious physical or mental defect that did not exist at the time of election.

B. "Official misconduct," which means intentional, unlawful behavior relating to official duties by a Regent entrusted with the administration of justice or the execution of the law. The term includes an intentional or corrupt failure, refusal, or neglect of a Regent to perform a duty imposed on the Regent by law and conviction of an offense relating to violation of purchase procedures.

C. Intoxication on or off duty caused by drinking an alcoholic beverage, but not if it was caused by drinking an alcoholic beverage on the direction and prescription of a licensed physician.

D. Conviction of a Trustee by a jury for any felony or for misdemeanor official misconduct.

E. Nonattendance of Board meetings if the member is absent from more than half of the regularly scheduled Board meetings that the member is eligible to attend during a calendar year, not counting an absence for which the member is ex*cused by a majority vote of the Board.*

Actions for removal of Board members must be brought before the judge of the district court holding jurisdiction, except that any court convicting a Regent of a felony or official

misconduct shall order immediate removal. [*Tex. Const., Art. V, Sec. 24; Local Gov't Code 87.011, 87.012, 87.013, 87.031; Education Code 44.032(e), 130.0845]*

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** IV
TYPE: Board of Regents	**EFFECTIVE DATE:** Immediately
TITLE: Training for Board of Regents	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** November 10, 2008 **REVISION DATE:** September 9, 2013 **REVISION DATE:** October 12, 2015

IV. TRAINING FOR BOARD OF REGENTS

The Coordinating Board shall establish a training program for Board members of institutions of higher education. Each Board member shall attend, during the member's first two years of service, at least one training program as prescribed by law. The content of the instruction at the training program shall focus on the official role and duties of the Board members, and shall provide training in the areas of budgeting, policy development, and governance. In addition to the content listed above, topics covered by the training program for Board members must include information about best practices in campus financial management, financial ratio analysis, and case studies using financial indicators.

The minutes of the last regular meeting held by the Board during a calendar year must reflect whether each Board member has completed any training required as of the meeting date.

The Coordinating Board shall provide an equivalent training program by electronic means in the event a Board member is unable to attend the training program required by this law. Completion of the training program by electronic means is deemed to satisfy the requirements of this law. *[Education Code 61.084]*

SPECIFIC OPEN MEETINGS TRAINING

Within 90 days after taking the oath of office, each Board member shall complete a course of training regarding the responsibilities of the Board and its members. The training, as offered by the attorney general, shall be not less than one hour and not more than two hours regarding the requirements of the law under Texas Government Code, Section 551. The office of the attorney general shall provide a certificate of course completion to persons who complete the training. The failure of one or more Board members to complete the training required by this law does not affect the validity of an action taken by the Board. *[Government Code 551.005]*

PUBLIC INFORMATION ACT TRAINING

Within 90 days after taking the oath of office, each Board member and/or designated public information coordinator must complete a course of training of not less than one hour and not more than two hours regarding the responsibilities of the Board regarding the requirements of the Public Information Act law under Texas Government Code, Section 552.012. A public official may designate a public information coordinator to satisfy the training requirements of this chapter of the Texas Government Code if the public information coordinator is primarily responsible for administering the responsibilities of the public official or Board. The designated public information coordinator shall complete the training course regarding the responsibilities of the Board which the coordinator serves not later than the 90th day after the date the coordinator assumes the duties of the coordinator.

The attorney general shall ensure that the training is made available and shall ensure that at least one course of training approved by the attorney general is available on videotape or other functionally similar and widely available medium at no cost.

The office of the attorney general or other entity providing the training shall provide a certificate of course completion to persons who complete the training. The Board shall maintain and make available for public inspection the record of its completion of the training.

INVESTMENT TRAINING: THE PUBLIC FUNDS INVESTMENT ACT

The Public Funds Investment Act (Texas Government Code, Section 2256.007) specifies mandatory investment training requirements for elected and appointed officials who are subject to this. Each member of the governing board of a state agency and its investment officer must attend at least one training session relating to the person's investment responsibilities within six months after taking office or assuming duties. The training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with Chapter 2256 of the Texas Government Code. Information may be obtained from the University of North Texas, Center for Public Management at http://pacs.unt.edu/cpm/content/investment-training-video or by telephone at (940) 369-7843.

FEES

A Regent shall pay from private funds the required fee and the Regent's costs of travel, including transportation, lodging, and meals. Neither the required fee nor a Regent's travel costs shall be reimbursed from appropriated funds, other than grants and donations of private funds available for that purpose. *[Education Code 61.084(c)]*

CONVENTIONS AND WORKSHOPS

Board members may attend regional, state, or national conventions or workshops without such gatherings being construed as “meetings” under the Open Meetings Act. However, no formal action shall be taken at such conventions or workshops concerning College District business, and any discussion of public business shall be merely incidental to the convention or workshop. *[Gov't Code 551.001(4)]*

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** V
TYPE: Board of Regents	**EFFECTIVE DATE:** Immediately
TITLE: Meetings of Regents	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** November 10, 2008

V. MEETINGS OF THE BOARD OF REGENTS

REGULAR MEETINGS

A. Regular meetings of the Board of Regents of Cisco College District shall be held in the Board Room located on the Cisco campus of Cisco College on the second Monday of the months January through November of each year at 7:00 p.m., unless otherwise provided by the Board of Regents. The Board shall not meet during the month of December unless such meeting is deemed necessary by the College President and the Board President.

B. An agenda shall be prepared under the direction of the College President, or President's designee, in the absence of the President.

C. Written notice of the date, hour, place and agenda of each meeting of the Board shall be given as prescribed by law. Notice will be given as follows:

1. Notice shall be posted, delivered, or given at least 72 hours prior to the day of the meeting.

- Three copies of the agenda shall be publicly posted. A copy of the agenda shall be posted in a specifically designated and publicly accessible location at the front of Harrell Fine Arts Building, a second copy shall be posted in the Disclosures portion of the College's official website www.cisco.edu, and the third copy shall be delivered or faxed to the County Clerk of Eastland County for posting at the county courthouse. Payment for Courthouse postings shall be made to the Eastland County Clerk according to payment requirements established by Eastland County Commissioners and/or by the County Clerk's office.

2. Members of the Board shall be given notice, by the College President or by a designated person, of regular or special meetings at least 72 hours prior to the day of the meeting.

D. All meetings of the Board of Regents shall be publicly opened as prescribed by law.

E. A quorum of the members of the Board must be present in order for the Board of Regents to conduct official business. A quorum consists of five members.

SPECIAL MEETINGS

Special Meetings of the Board of Regents may be called by the Board President, the College President, or at least four members of the Board of Regents. All members of the Board shall be notified of the place, date, time and agenda of the special meeting at least 72 hours prior to the day of the meeting, except in cases of emergency. A written notice mailed to the Board Members shall be construed as official notification.

EMERGENCYMEETINGS

Emergency meetings shall be convened due to urgent public necessity or emergency when 72 hours posted notice prior to the day of the meeting is impractical due to the urgency of the situation. Notice of Emergency Meetings will be posted at least two (2) hours before the meeting is convened and shall include the date, hours, place and agenda of the meeting and express the nature of the emergency. The College President or presiding officer of the Board shall ensure that notices are publicly posted as stated and that news media who have requested to be notified shall receive such notification.

RECESSED MEETINGS

Recessed meetings may be held if the business of the Board of Regents requires. At the time of the recess, the time, date and place of the continuation of the meeting shall be determined and announced.

CLOSED MEETING (CLOSED SESSION OR EXECUTIVE SESSION)

A. Closed Meeting (Closed Session or Executive Session) will not be held unless the Board of Regents has first been convened in open meeting for which notice has been given. If, during the open meeting, a Closed Meeting is necessary, the presiding officer of the Board shall announce that a Closed Meeting will be held, and identify the section or sections under ***Government Code Sections 551.071, 551.072, 551.073 or 551.074,*** which authorizes the holding of such Closed Session, including but not limited to:

551.71 Consultation with Attorney – To conduct a private consultation with an attorney about pending litigation or a settlement offer.

551.72 Deliberation Regarding Real Property – To deliberate the purchase, exchange, lease, or value of real property, if deliberation in an open meeting

would have a detrimental effect on the position of the College in negotiations with a third person.

551-73 Deliberation Regarding Prospective Gift – To deliberate a negotiated contract for a prospective gift or donation if deliberation in an open meeting would have a detrimental effect on the position of the College in negotiations with a third person.

551-74 Personnel Matters – To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, or to hear a complaint or charge against an officer or employee.

B. A certified agenda or tape recording shall be kept of all Closed Meetings except those involving consultations with an attorney.

C. The Board will not take any final action or final vote or make any final decision with regard to any matter considered in a Closed Meeting. Such final action, final votes or final decision with regard to any matter considered in a Closed Meeting will be made only in a meeting that is open and for which proper notice was given.

D. After any and all closed meetings, the Board will reconvene the public meeting or session before adjourning.

CITIZENS ADDRESSING THE BOARD OF REGENTS

Cisco College board meetings are open to the public. In order to provide citizens of the district an orderly opportunity to be heard by the Board of Regents, the following process is instituted.

A. Written request to address the Board must be presented to the Office of the President one week prior to the meeting in which the citizen desires to be heard. The topic of discussion must be disclosed in order to be placed on the meeting agenda.

B. The Board presentation will be limited to five (5) minutes. Presentation length may be extended by the Board of Regents if it is necessary for the Board to gather more information.

C. No rebuttal time will be allowed following the presentation.

D. The Board of Regents will take sufficient time to study and deliberate the request prior to making a decision or taking action.

E. A memorandum regarding Board action will be provided to the citizen following a decision.

ORDER OF BUSINESS AND PROCEDURES

A. Unless otherwise determined by the Board, all meetings shall be conducted in accordance with Robert's Rules of Order, Revised.

B. A record of all transactions of the Board will be set forth in Official Minutes of the Board of Regents. The minutes will be kept in the College President's office as a permanent official record of school legislation in the College and will be open to inspection by the public, as prescribed by law.

C. The minutes will record the name of the Regent making the motion, the name of the Regent seconding the motion, and the vote. Voting will be in a manner prescribed by the presiding officer, except that a roll call vote may be required by a Board member. A member voting against a motion may state his reasons and may have them recorded in the minutes if he/she so requests at the time of voting. Board members may request inclusion of statements they deem vital.

D. Meetings shall start promptly at the appointed time, provided a quorum is present. If a quorum is not present at the at the appointed time, the Board members present shall wait a minimum of fifteen (15) minutes, and if a quorum is still not present, may then adjourn.

E. The presence of five (5) members of the Board of Regents of Cisco College shall constitute a quorum.

TRANSACTION OF BUSINESS

When possible, business of the Board shall be transacted in a regular scheduled meeting. Committees shall transact business only on authority granted them by the Board, and their acts have no final authority until their action has been approved by the Board. Each action of the Board, where supported by the majority, is binding on the whole Board. There can be no action by a part of the Board of Trustees that is not supported by the majority of the Board in attendance at a regular or special meeting.

No individual member of the Board shall speak in any official capacity before action is taken by the Board, unless specifically authorized to do so by Board policy or by a majority of the Board while in session.

The Board shall not be controlled by a minority of Regents or by any organizations or interests separate from it in the transaction of business. The Board shall remain free from undue

influence from external bodies, including but not limited to those of political or religious affiliation, and shall protect the institution from such influence in the transaction of business.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** VI
TYPE: Board of Regents	**EFFECTIVE DATE:** Immediately
TITLE: Nepotism	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

VI. NEPOTISM

A. Regent Relation

Definition: In this policy the term "appoint" includes appointing, confirming the appointment of, and voting to appoint or confirm the appointment of a person.

1. Nepotism Prohibited

Except as provided by this policy, a Regent may not appoint a person to a position or hire an independent contractor that is to be directly or indirectly compensated from public funds or fees of office if:

a. The person is related to the Trustee by blood (consanguinity) within the third degree or by marriage (affinity) within the second degree; or

b. The Regent holds the appointment or confirmation authority as a member of the board and the person is related to another member of the board by blood or marriage within a prohibited degree. *Gov't Code 573.002, 573.041; Atty. Gen. Op. JC-0184 (2000)*

2. Compensation of Prohibited Employee

A Regent may not approve an account or draw or authorize the drawing of a warrant to pay the compensation of an ineligible person if the official knows the person is ineligible. *Gov't Code 573-083*

3. Consanguinity

The nepotism provisions apply to relationships within the third degree by consanguinity (related by blood). Two persons are related to each other by consanguinity if one is a descendant of the other or if they share a common ancestor. An adopted child is considered to be a child of the adoptive parents. *Gov't Code 573.002*

The degree of relationship by consanguinity between a person and his or her descendant is determined by the number of generations that separate them.

An individual's relatives within the third degree of consanguinity are the individual's:

a. Parent or child (first degree);

b. Brother, sister, grandparent, or grandchild (second degree);

c. Great-grandparent, great-grandchild, aunt or uncle [who is a sibling of a parent of the person], nephew or niece [who is a child of a brother or sister of the person] (third degree). *Gov't Code 573-023*

There is no distinction under the nepotism statute between half-blood and full-blood relations. Thus, half-blood relationships fall within the same degree as those of the full-blood. *Atty. Gen. Op. LO-90-30 (1990)*

4. Affinity

The nepotism provisions apply to relationships within the second degree by affinity (related by marriage). Two persons are related to each other by affinity if they are married to each other or if the spouse of one of the persons terminates the relationships by affinity created by that marriage, unless a child of the marriage is living, in which case the marriage is considered to continue as long as a child of that marriage lives. *Gov't Code 573-024*

A husband and wife are related to each other in the first degree by affinity. For other relationships, the degree of relationship by affinity is the same as the degree of the underlying relationship by consanguinity. For example, if two persons are related to each other in the second degree by consanguinity, the spouse of one of the persons is related to the other person in the second degree of affinity. A person's relatives within the second degree by affinity are:

a. Anyone related by consanguinity to the person's spouse within the first or second degree; or

b. The spouse of anyone related to the person by consanguinity within the first or second degree. *Gov't Code 573.025*

5. Effect of Regent Resignation

All Regents shall continue to perform the duties of their offices until their successors shall be duly qualified, i.e. sworn in. Until the vacancy created by a Regent's resignation is filled by a successor, the Trustee continues to serve and have the duties and powers of office, and a relative within a prohibited degree

of relationship is barred from employment. *Tex. Const., Art. XVI, Sec. 17; Atty. Gen. Op. JM-636 (1987)*

6. Trading

A Regent may not appoint a person to a position in which the person is compensated directly or indirectly from public funds or fees of office if:

a. The person is related to another Regent within the prohibited degree; and

b. The appointment would be carried out in whole or in partial consideration for the other Regent's appointing a person who is related to the Regent within a prohibited degree. *Gov't Code 573.044*

7. Federal Funds

The rules against nepotism apply to employees paid with public funds, regardless of the source of those funds. Thus, the rules apply in the case of a teacher paid with funds from a federal grant. *Atty. Gen. L.A. No.80 (1974)*

8. Penalties

An individual who violates the nepotism prohibitions shall be removed from his or her position. *Tex. Gov't Code 573.081, 573.082*

SECTION 1: GENERAL COLLEGE OPERATIONS

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 1.1
TYPE: General College Operations	**EFFECTIVE DATE:** Immediately
TITLE: College Mission, Ethics and Philosophy	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** October 6, 2008 **REVISION DATE:** January 8, 2018

1.1 COLLEGE MISSION, ETHICS AND PHILOSOPHY

The Mission Statement of Cisco College defines the purpose of the institution and establishes the broad parameters for guiding the College through the process of planning and improvement. The Board of Regents has the ultimate authority for establishing the Mission Statement of Cisco College. Through the use of the Institutional Effectiveness Plan, the College seeks to ensure continuous improvement in fulfilling its mission and in maintaining a mission that is current and relevant to the College constituencies.

The Mission Statement is reviewed annually by the Executive Council. An official review by the entire college community is undertaken every five to seven years, or as often as deemed necessary by the Executive Council.

A Strategic Plan for fulfilling the mission is approved by the Board of Regents and maintained by the College president. The Strategic Plan is a flexible and living document that undergoes periodic revision as deemed appropriate by the Board, the President and the Executive Council. An official review of the Strategic Plan is undertaken every five to ten years, or as often as deemed necessary by the president. Such a review incorporates input from faculty, staff, students and community members.

The Institutional Effectiveness Plan structures the process by which evaluation, effectiveness planning, and improvement of policies, programs and personnel takes place. The Institutional Effectiveness Committee is responsible for annual evaluation of all Institutional Effectiveness Action Plans and for making recommendations to the Executive Council regarding improvements and updates to the Institutional Effectiveness Plan.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 1.2
TYPE: General College Operations	**EFFECTIVE DATE:** Immediately
TITLE: Truth in Advertising/Media Communication	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** March 7, 2011 **REVISION DATE:** September 8, 2014 **REVISION DATE:** November 30, 2017

1.2 TRUTH IN ADVERTISING/MEDIA COMMUNICATION

Truth in Advertising

It is the policy of Cisco College to adhere to the highest ethical standards for truth in advertising in all College publications and marketing plans. College publications are a vital tool in promoting the image of the college. Cisco College designates official publications and maintains archives of official publications. See the Appendix B-8 for procedures.

The appropriate executive level administrator shall coordinate review and archival of all official publications with the exception of the college website. Review of all press releases, publication of all official publications, and review of the college website shall be coordinated by the Director of Marketing and Public Relations in order to confirm accuracy and ensure appropriate representation of the College. See Appendix B-8 for procedures.

Media Communication

The Director of Marketing and Public Relations will take primary responsibility for communication with the media. See Appendix B-8 for procedures.

Request for Open Records

See Appendix B-9 for procedures.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 1.3
TYPE: General College Operations	**EFFECTIVE DATE:** Immediately
TITLE: Non-Discrimination/ Sexual Misconduct/ Title IX	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** May 14, 2018

1.3 NON-DISCRIMINATION/SEXUAL MISCONDUCT

Notice of Non-Discrimination

The College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Lori Grubbs, Ed.D.
Title IX Coordinator
101 College Heights
Student Life Building – Cisco Campus
Cisco, Texas 76437
254-442-5002

Leigh Dycus, M.Ed.
Disability Services Coordinator
101 College Heights
Vo-Tech I Rm 31 – Cisco Campus
Cisco, Texas 76437
254-442-5023

Christina Mendenhall
Disability Services Coordinator
717 E. Industrial Blvd
Office 5 – Abilene Educational
Center Abilene, Texas 79602
325-794-4406

Sexual Misconduct

The College is committed to maintaining and strengthening an environment founded on civility and respect. The College also is committed to providing programs, activities, and an

educational environment free from sex discrimination. Under certain circumstances, Sexual Misconduct may constitute sexual discrimination prohibited by Title IX. The College is committed to fostering a community that promotes prompt of all types of Sexual Misconduct and timely and fair resolution of reports of sexual Misconduct.

A. Sexual Harassment in the Workplace

"Sexual Misconduct" means any unwelcome conduct of a sexual nature, including any conduct or act of a sexual nature perpetrated against an individual without Consent. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or women, and it can occur between people of the same or different sex. Sexual Misconduct also includes complicity in Sexual Misconduct. The College encourages reporting of all Sexual Misconduct. Sexual Misconduct includes but is not limited to:

1. Dating Violence;
2. Domestic Violence;
3. Non-forcible Sex Acts;
4. Sexual Assault;
5. Sexual Exploitation;
6. Sexual Harassment; and
7. Stalking.

B. Mandated Reporters

All Cisco College employees are designated as responsible employees (or mandated reporters) for all the details they are aware of about an incident. They are required to share this information with the College's Title IX Coordinator.

C. Confidentiality

The College will respect and make every reasonable effort to properly preserve the confidentiality of the information and identities shared by the parties involved in Sexual Misconduct matters. College administrators will, however, share information regarding alleged Sexual Misconduct, as appropriate and necessary, in order to address and resolve the Complaint at issue, prevent the recurrence of similar Sexual Misconduct, and address the effects of the Sexual Misconduct.

D. Retaliation

Retaliation against any person participating in good faith in connection with a Complaint of Sexual Misconduct is strictly prohibited. Violations will be addressed through these Procedures and/or other applicable College disciplinary procedures. Any person who feels

that he or she has been subjected to Retaliation should make a report to the Title IX Coordinator.

E. Matters Involving Sexually Explicit Material

Occasionally, the college will provide educational services that may include sexually explicit materials or of a sexually-explicit nature. Such services could include but are not limited to services and courses offered in anatomy, art, sociology, literature, counseling, parenting, nursing, and other allied health area. Work involving such mattes for members of the community is not considered a form of sexual harassment. Such work, when reasonably necessary, is considered a part of the employee's job function and should be conducted in a professional and ethical manner. In the event a particular matter involving sexually-explicit materials is so offensive as to impair an employee's work performance, then the employee should bring the matter to the attention of his or her immediate supervisor. The supervisor will make an effort to reasonably accommodate the employee, subject to the requirements of the college, ethical considerations, and availability of other employees possessing sufficient knowledge and expertise to provide services consistent with the standards required by the college.

F. Initiating a Complaint

Anyone wishing to report Sexual Misconduct or file a complaint of Sexual Misconduct to the College should contact any one of the following individuals or offices:

1. Title IX Coordinator. Cisco College's Title IX Coordinator is Lori Grubbs, Director of Academic Support Programs, whose office is in the Student Life Building on the Cisco Campus. This office can be contacted by phone at 254-442-5022 or by email at lori.grubbs@cisco.edu.

2. Office of the Provost/Vice-President of Instruction. The Office of the Provost/Vice-President of Instruction is located in Office 1 at the Cisco College – Abilene Campus. This office can be contacted by phone at 325-794-4401 or by email at carol.dupree@cisco.edu.

3. Dean of Student Services. The Office of the Dean of Student Services is located in the Student Life Building on the Cisco Campus. This office can be contacted by phone at 254-442-5173 or by email at bryan.cottrell@cisco.edu.

4. Human Resources. The Human Resources Office is located in the Harrell Fine Arts Building on the Cisco Campus. The Human Resources Office is available during business hours (8:00 a.m. to 4:30 p.m., Monday through Thursday and 8:00 a.m. to 2:00 p.m., Friday). Contact Director of Human Resources by phone at 254-442-5121 or by email at shelli.garrett@cisco.edu.

5. Campus Safety. The College's Campus Safety Office is available by phone at 254-442-5034. Campus Safety is available by phone 24 hours a day, seven days a week.

Online Reporting. Sexual Misconduct Reports by be made online at: https://www.cisco.edu/student-life/campus-safety/incident-reporting

The full policy and procedure on sexual misconduct ca be viewed at: https://www.cisco.edu/student-life/campus-safety/sexual-assault-policy

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 1.4
TYPE: General College Operations	**EFFECTIVE DATE:** Immediately
TITLE: Americans with Disabilities Act, Reasonable Accommodation, Service Animal Policy	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** December 19, 2017

1.4 AMERICANS WITH DISABILITIES ACT, REASONABLE ACCOMMODATION, SERVICE ANIMAL POLICY

Americans with Disabilities Act

It is the policy of Cisco College to comply with the requirements of the Americans with Disabilities Act (ADA) unless such action shall pose an undue burden or would result in a fundamental alteration of programs of the district. Employees requesting assistance under the letter or spirit of the ADA should contact the Director of Human Resources. Students requesting assistance should contact the Special Populations Counselor.

Reasonable Accommodation

Cisco College, pursuant to section 504 and ADA guidelines, will make every effort to provide "reasonable accommodations" to qualified individuals with disabilities, as long as doing so does not impose an undue financial or administrative burden (or if the accommodation fundamentally changes the academic program). Accommodations allow disabled individuals to participate and compete on an equal footing with non-disabled colleagues, students, or other beneficiaries of programs. There is no "universal accommodation" for any particular disability nor will any single accommodation meet the needs of all disabled persons. The college is not required to make all accommodations that a disabled individual requests. If the college determines the request is not reasonable, all accommodation determinations will include the person making the request in the decision making process**.**

Accommodations can take many different forms. Accommodations can be placed into five categories:

1. Input aids to assist those whose functional limitation may make it difficult for them to record, retain, or enter necessary information.
2. Output aids to assist those whose functional limitation may make disseminating information difficult.

3. Alternative forms so that all may understand pertinent material no matter what the functional limitation.

4. Telecommunications aids to facilitate communications without barriers.

5. Alternative training and education methods that can help individuals operate around a functional limitation that would normally preclude them from activities such as performing a job or participating in a classroom setting.

In considering an accommodation, the following is suggested:

1. The student discloses the disability. It is in the student's best interest to disclose prior to registration.

2. The student provides written documentation from a licensed physician to support the disability. The documentation is maintained by the Special Populations Coordinator in a locked filing cabinet.

3. The student requesting the special accommodation and a representative from the college meet to determine any or all accommodations requested.

4. Identifying appropriate accommodations is best done on a case-by-case basis. It is important to recognize that individuals with disabilities have different capabilities and varying degrees of disabling conditions.

Although an accommodation that would cause an undue hardship to the college is not a reasonable accommodation, an individual with a disability could be given the option of providing the accommodation by seeking the assistance of an outside agency or paying that portion of the cost that would constitute an undue hardship.

Service Animal Policy

Definition

According to the amended ADA, the definition of a service animal is "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability." The work or tasks performed by a service animal must be directly related to the individual's disability. Dogs whose sole function is "the provision of emotional support, well-being, comfort, or companionship" are not considered service dogs under the ADA. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

Requirements of Service Animals and Their Handlers

1. **Identification:** It is strongly suggested that the dog should wear a harness, identification vest, or other gear that identifies it as a working animal while it is working on a Cisco College campus.

2. **Control:** The service animal must be under the full control of the handler at all times and must be on a leash or harness unless the use of a leash or harness would interfere with the service animal's ability to do its job. The animal should not be aggressive or disruptive.

3. **Health:** Service animals must comply with all local ordinances and regulations, including vaccinations against rabies. We strongly encourage all service animals to wear a rabies tag with current dates.

4. **Cleanliness:** Service animals are expected to be clean and well-groomed. The handler is responsible for cleaning up after the animal, including proper disposal of any waste.

Faculty, Staff, and Student Policies Concerning Service Animals

When there are qualified service animals at Cisco College locations, the following policies should be observed:

1. Allow a service animal to accompany its handler at all places in that college location except where service animals are specifically prohibited due to health, environment, or safety hazards.

2. Refrain from petting, feeding, or deliberately distracting a service animal.

3. Do not inquire about the handler's disability; that is private and confidential information.

4. Immediately report any disruptive or aggressive behavior of a service animal to Student Services.

Questions? Call the Special Populations Coordinator at (254) 442-5023, or email

leigh.dycus@cisco.edu

Pets and Comfort/Therapy Animals

Pets are strictly prohibited in Cisco College housing even temporarily. "Pets" include mammals, reptiles, amphibians, birds or insects. Having an unauthorized animal in a dorm room or indoor public area will result in a removal of the animal and a fine of $250.

COMFORT AND THERAPY ANIMAL POLICY

Cisco College recognizes the rights of Cisco College Housing residents to have Comfort Animals or Therapy Animals. Comfort and Therapy Animals may also be called Emotional Support Animals.

This is different from Service Animals which are registered with the Cisco College Special Populations Coordinator. Service Animals registered with Cisco College are allowed access to all areas of Cisco College.

Comfort or Therapy Animals are only permitted in Cisco College housing. They are not permitted in classrooms, administrative buildings, the dining hall, housing common areas, or gyms and athletic fields. No animal will be permitted in Cisco College Housing that:

- Does not have prior approval by the Cisco College Special Populations Coordinator, the Dean of Student Services and Cisco College Housing Office
- Poses a direct threat to the health and safety of other students or staff
- Would cause substantial physical damage to Cisco College facilities or other residents
- Would fundamentally alter the nature of Cisco College Housing operations
- Is defined as "dangerous wild animals" in the Texas Health and Safety Code 822.101 (big cats, apes, bears, hybrids of these animals), primates, high rabies risk animals (bats, fox, raccoon, coyote), venomous animals, or domestic animals with an unknown health history are not allowed

The Dean of Student Services and the Special Populations Coordinator, will make the final determination for on-campus residents requesting a waiver of the "no pets" policy so that they may have a Comfort or Therapy Animal. A decision about if a particular accommodation is reasonable is a fact intensive, case-specific determination. To request to have a Comfort or Therapy Animal in Cisco College Housing the student must submit the following to the Office for Students with Disabilities:

- Complete a Disability Services intake form
- Provide a Comfort or Therapy Animal Request letter completed by a licensed mental health professional (therapist, psychologist, or psychiatrist –not a family doctor) on his/her letterhead that states the student is under his/her care, is emotionally or psychiatrically disabled, and prescribes a Comfort or Therapy Animal for the specific student
- Provide documentation from a licensed veterinarian that the animal is inoculated and free from diseases. The paperwork must also show that all shots are updated and in compliance with Eastland County and the City of Cisco requirements.

Once a Comfort or Therapy Animal is approved the student will be required to complete animal registration paperwork with the Cisco College Housing Office and sign an acknowledgement of Comfort and Therapy Animal Housing Policies.

Residents with approved Comfort or Therapy Animals will not automatically be assigned a private room. Efforts will be made to match students with Comfort or Therapy Animals to potential roommates to whom contact has been made to prevent possible incompatibilities such as allergies or other concerns. If a private room is requested, and available, approved standard private room rates will apply. A specific exercise location for the Comfort or Therapy Animal is the responsibility of the student. Comfort or Therapy Animals may not be fed food or scraps from on campus dining.

In addition to complying with ADA guidelines, Cisco College Housing policies, and community standards residents with Comfort or Service Animals must meet the following expectations:

- Animals must be on a leash, in a carrier, in a cage or otherwise restrained when not in the residents room
- Animals must receive daily care (food, water and attention) from the resident
- Animals must be kept clean, their waste disposed of properly, and any problems with fleas or ticks promptly eliminated
- Animals must not bite or make excessive noise –barking, growling, screeching howling, crying, etc.
- Residents will be responsible for any damages caused by the animal
- Repeated complaints by students or staff about an animal's hygiene or behavior without prompt resolution may result in removal of the animal
- If the animal poses an immediate threat to other Cisco College students or Cisco College staff Eastland County Animal Services may be contacted to remove the animal immediately
- All liability for the actions of the animal is the sole responsibility of the owner
- The owner of the animal must notify Cisco College Housing staff immediately if the animal escapes or is lost
- Students are not allowed to leave the Comfort or Therapy Animal unattended overnight at any time if a student will be gone from Cisco College Housing overnight the Comfort or Therapy Animal must be removed from Cisco College Housing to either be with the student or be in proper boarding.

Any violations of the above policy can result in immediate removal of the animal and permanent revocation of the Comfort or Therapy Animal privileges for the student.

Checkout expectations of students with Comfort or Therapy Animals are:

- Checkout must be scheduled by appointment with the Dean of Student Services Office
- The room must be completely clear of animal hair
- The room must be cleaned sufficiently to eliminate any animal odor or waste odor
- Residents will be charged upon checkout if any additional cleaning, deodorizing, or disinfecting is required to remove animal hair, dander, waste or odor.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 1.5
TYPE: General College Operations	**EFFECTIVE DATE:** Immediately
TITLE: Campus Safety Policy	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** March 8, 2011 **REVISION DATE:** January 8, 2018

1.5 CAMPUS SAFETY POLICY

Cisco College strives to maintain a safe and secure environment in which to live, work and learn. Cisco College is concerned about the protection of persons and property. The institution cannot, however, guarantee the absolute safety of any one individual. Cisco College, by providing a number of safety services, programs and policies seeks to work with its employees, students, and visitors to create a safe environment at all campus locations.

Cisco College strongly encourages employees, students, and others to report criminal actions and emergencies that occur on campus. Reports should be made to the on-site administrative office and to the campus safety department. Reports will be made to the appropriate government agency by the campus safety department. Victims of crimes, as well as witnesses to crimes, will greatly enhance the success of the College's response by reporting incidents promptly.

The Cisco campus and the Abilene Educational Center are monitored by security personnel and patrolled by city, county and state police officers. Security personnel report criminal activities and suspicious activities to local law enforcement agencies.

Threats

Cisco College recognizes the high cost of violent incidents and the disruptive effect they have on employees and productivity. Harassment (including stalking), abusive behavior, and violence are not tolerated in this workplace.

A. Threats (including those made by mail, over the telephone, by fax, or by email), intimidation, and acts of violence, with or without the presence of a weapon, will not be tolerated at Cisco College. Reported violations of this policy will be investigated, documented, and may result in disciplinary actions up to and including immediate suspension and/or dismissal, and the filing of appropriate criminal charges.

B. All employees, regardless of position, are responsible for the immediate reporting of any threats received, witnessed, or communicated to them. Employees should also report unusual or threatening behavior, even though it may not be in the form of a

direct threat, when such behavior makes the employee(s) fearful for their continued safety or the safety of others. Reportable threats include those made by co-workers, students, or outsiders entering the workplace – such as a spouse, or job applicant, etc. Employees must make such reports regardless of the relationship of the employee to the person who initiated the threat or behavior. Reports should be made immediately, without fear of retaliation, to a supervisor, personnel manager, or to any member of Cisco College administration. Cisco College administration must immediately report all incidents of threatening behavior to the Vice President for Student Services or his designee.

C. Nothing in this policy relieves a supervisor or manager from taking immediate action when the safety or security of employees is threatened and time is crucial. Such action may include a call to the Police, suspension, or the temporary separation of employees in the workplace. This policy does not replace routine management actions such as counseling, reprimands, or changes in work assignments, as applicable. This policy is intended for those cases of immediate and/or continuing inappropriate action(s) or threat(s) including those where normal management and personnel actions have been ineffective and the possibility of violence is such that the Police and others need to be involved.

Information concerning security services, crime prevention, general safety, and security on and off campus is available. In compliance with the Campus Crime Awareness and Campus Security Act of 1990, Cisco College makes, through its website, policies related to campus security and statistics concerning specific types of crimes accessible to all current students and employees and to applicants for enrollment and employment. Additionally, registered sex offender information is available on the https://records.txdps.state.tx.us/dps_web/Portal/index.aspx website. This website is the official Internet source for Sex Offender Registration information. The Sex Offender Registration is open record information is extracted from the DPS Sex Offender Registration Database. The DPS maintains files based on registration information submitted by criminal justice agencies and represents a statewide source of information regarding sex offenders required by law to register.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 1.6
TYPE: General College Operations	**EFFECTIVE DATE:** Immediately
TITLE: Nepotism	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

1.6 NEPOTISM

A. Regent Relation

Definition: In this policy the term "appoint" includes appointing, confirming the appointment of, and voting to appoint or confirm the appointment of a person.

1. Nepotism Prohibited

Except as provided by this policy, a Regent may not appoint a person to a position or hire an independent contractor that is to be directly or indirectly compensated from public funds or fees of office if:

a. The person is related to the Trustee by blood (consanguinity) within the third degree or by marriage (affinity) within the second degree; or

b. The Regent holds the appointment or confirmation authority as a member of the board and the person is related to another member of the board by blood or marriage within a prohibited degree. *Gov't Code 573.002, 573.041; Atty. Gen. Op. JC-0184 (2000)*

2. Compensation of Prohibited Employee

A Regent may not approve an account or draw or authorize the drawing of a warrant to pay the compensation of an ineligible person if the official knows the person is ineligible. *Gov't Code 573-083*

3. Consanguinity

The nepotism provisions apply to relationships within the third degree by consanguinity (related by blood). Two persons are related to each other by consanguinity if one is a descendant of the other or if they share a common ancestor. An adopted child is considered to be a child of the adoptive parents. *Gov't Code 573.002*

The degree of relationship by consanguinity between a person and his or her descendant is determined by the number of generations that separate them.

An individual's relatives within the third degree of consanguinity are the individual's:

a. Parent or child (first degree);

b. Brother, sister, grandparent, or grandchild (second degree);

c. Great-grandparent, great-grandchild, aunt or uncle [who is a sibling of a parent of the person], nephew or niece [who is a child of a brother or sister of the person] (third degree). *Gov't Code 573-023*

There is no distinction under the nepotism statute between half-blood and full-blood relations. Thus, half-blood relationships fall within the same degree as those of the full-blood. *Atty. Gen. Op. LO-90-30 (1990)*

4. Affinity

The nepotism provisions apply to relationships within the second degree by affinity (related by marriage). Two persons are related to each other by affinity if they are married to each other or if the spouse of one of the persons terminates the relationships by affinity created by that marriage, unless a child of the marriage is living, in which case the marriage is considered to continue as long as a child of that marriage lives. *Gov't Code 573-024*

A husband and wife are related to each other in the first degree by affinity. For other relationships, the degree of relationship by affinity is the same as the degree of the underlying relationship by consanguinity. For example, if two persons are related to each other in the second degree by consanguinity, the spouse of one of the persons is related to the other person in the second degree of affinity. A person's relatives within the second degree by affinity are:

a. Anyone related by consanguinity to the person's spouse within the first or second degree; or

b. The spouse of anyone related to the person by consanguinity within the first or second degree. *Gov't Code 573.025*

5. Effect of Regent Resignation

All Regents shall continue to perform the duties of their offices until their successors shall be duly qualified, i.e. sworn in. Until the vacancy created by a Regent's resignation is filled by a successor, the Trustee continues to serve and have the duties and powers of office, and a relative within a prohibited degree

of relationship is barred from employment. *Tex. Const., Art. XVI, Sec. 17; Atty. Gen. Op. JM-636 (1987)*

6. Trading

A Regent may not appoint a person to a position in which the person is compensated directly or indirectly from public funds or fees of office if:

a. The person is related to another Regent within the prohibited degree; and

b. The appointment would be carried out in whole or in partial consideration for the other Regent's appointing a person who is related to the Regent within a prohibited degree. *Gov't Code 573.044*

7. Federal Funds

The rules against nepotism apply to employees paid with public funds, regardless of the source of those funds. Thus, the rules apply in the case of a teacher paid with funds from a federal grant. *Atty. Gen. L.A. No.80 (1974)*

8. Penalties

An individual who violates the nepotism prohibitions shall be removed from his or her position. *Tex. Gov't Code 573.081, 573.082*

B. Employee Relation

Withstanding the above restrictions, the college permits the employment of relatives within the scope of the following policy. Relatives are defined by this policy to include relationships to the third degree of consanguinity and second degree of affinity. All employees (full-time and part-time), excluding part-time temporary of the college, as well as consultants and contractual individuals will be in accordance with the following:

1. Employees may not participate in professional review or decisions such as the hiring, promotion, retention, and sole contractual arrangements of a relative prohibited by this policy.

2. Immediate supervision of one employee by a related employee in a prohibited relationship will not be allowed.

3. When the marriage of two individuals places either of them or one of their relatives as defined by this policy in conflict with this policy, the supervisory relationship will be addressed so that there is no familial influence.

Exceptions to this policy are allowed with the approval of the Executive Council if it is in the best interest of the college.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 1.7
TYPE: General College Operations	**EFFECTIVE DATE:** Immediately
TITLE: Consensual Relations	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

1.7 CONSENSUAL RELATIONS

Cisco College personnel (administrators, faculty and staff) whether full or part-time, shall not engage in consensual relations (dating and/or intimate relations) with students and/or employees over whom they exercise direct authority, supervision, or instruction. If personnel have concerns or questions about the application of this policy to their specific situation, they are to confer and resolve any ambiguity with the appropriate administrator as outlined in the organizational chart. The Executive Council may grant a waiver from this policy if it is in the best interest of the college.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 1.8
TYPE: General College Operations	**EFFECTIVE DATE:** Immediately
TITLE: Smoke-Free Workplace	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

1.8 SMOKE-FREE WORKPLACE

SMOKING IS PROHIBITED IN ALL CISCO COLLEGE FACILITIES AND VEHICLES.

Smoking is prohibited in all Cisco College buildings and vehicles.

Individuals may not smoke in doorways and entrances to buildings.

Where smoking areas are provided, individuals must make reasonable efforts to use these areas.

Employees are expected to enforce the no-smoking rule in college facilities and in doorways and entrances to buildings as a courtesy to colleagues and students.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 1.9
TYPE: General College Operations	**EFFECTIVE DATE:** Immediately
TITLE: Drug-Free Workplace	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

1.9 DRUG FREE WORKPLACE

Drug Free Workplace Policy

Cisco College believes that chemical abuse, legal or illegal, by employees may seriously impair their performance and responsibilities in the workplace. Proven chemical abuse may result in immediate termination. To this end, the college supports the maintenance of a drug-free workplace through programs of drug education, prevention and assistance, and referral in correcting a problem that interferes with job performance and completion of job responsibilities.

Every effort will be made to rehabilitate alcohol or drug abusers. The program will focus primarily on education as the means of prevention. Another aspect of the drug-free workplace policy will be to encourage and accommodate through scheduling those individuals seeking help with chemical abuse problems. The final component of the program will be to make every employee aware of the clear consequences for unacceptable chemical abuse behavior.

According to Department of Transportation regulations, each applicant for employment or employee who is required to obtain a commercial drivers' license at the college must be tested for drugs, alcohol or controlled substances.

Program Implementation

1. *Employee Notification:* All employees will be notified upon employment about the college's policy on the prohibition of alcohol and controlled substances and the actions taken by the college district against employees violating this rule and will sign a form accordingly.

2. *Awareness Program:* Each year the college district will inform its employees about the dangers of drug abuse in the workplace, about the availability of drug counseling, and about sources for rehabilitation.

3. *Counseling:* Individuals with chemical abuse problems will be encouraged to seek counseling.

4. *Referral:* Employees who are identified as abusing chemicals to the extent that it interferes with the performance in the workplace will be encouraged to participate in drug or alcohol counseling or attend a chemical abuse program. Participation in a program will be encouraged by Cisco College. Choosing not to participate in a chemical abuse program may result in further disciplinary action or termination.

Consequences of Chemical Abuse

Employees must report to work in a condition fit for duty. Being under the influence of alcohol or drugs is prohibited. Employees who use or distribute illegal drugs will be discharged. Any drugs confiscated in the workplace will be turned over to law enforcement personnel. If an employee is arrested off the job for drug involvement, it is the employee's responsibility to notify his/her supervisor within 24 hours after the arrest. The college will consider various circumstances surrounding the arrest before taking action. Due to federal regulations, the college must notify the appropriate agency within ten days after receiving notice that an employee has been arrested and convicted of a criminal drug statute. If an employee is under treatment with a drug that could alter his or her ability to do the job, the employee could be subject to reassignment.

Employees are encouraged to seek help voluntarily. If a chemical problem comes to the attention of the college but is denied by the employee, the district may consider termination of employment or disciplinary action.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 1.10
TYPE: General College Operations	**EFFECTIVE DATE:** Immediately
TITLE: Working Conditions	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

1.10 WORKING CONDITIONS

The college strives to maintain positive and motivational working conditions. These conditions are met through amity and unity of purpose among employees. In the event of disagreements over working relationships, work conditions, employment practices, or interpretation of policies, employees may file an official complaint and seek solutions to resolve matters. This action should be taken as quickly as possible after issues arise, preferably within 10 college working days. See the Appendix for official complaint procedures.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 1.11
TYPE: General College Operations	**EFFECTIVE DATE:** Immediately
TITLE: Policy Approval	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** October 6, 2008

1.11 POLICY APPROVAL

The primary purposes of Board Policies and Administrative Regulations at Cisco College are:

1. To provide the College with rules and regulations that are necessary to guide employees as they work to accomplish the mission of Cisco College.
2. To ensure that the College adheres to local, state and federal laws.
3. To ensure that the College adheres to the Rules and Regulations of the Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools Commission on Colleges.

The Executive Council will regularly review all policies, policy revisions and appendix items in the College Policy Manual and will make recommendations to the College President. If a policy change or addition that initiates a substantive change in policy or practice impacting employees is recommended, the policy will be dispersed to college employees for a period of internal comment. The information gathered through that process will be considered by the Executive Council before making a recommendation to the Board.

The Executive Council will have final approval of all Appendix Items excluding payment schedules.

The President will make recommendations to the Board of Regents concerning all College Policies.

The Board of Regents will have final approval of all policies, policy revisions and payment schedules in the College Policy Manual.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 1.12
TYPE: General College Operations	**EFFECTIVE DATE:** Immediately
TITLE: Shared Governance	**ADOPTION DATE**: October 6, 2008 **REVISION DATE:**

1.12 SHARED GOVERNANCE

It is the policy of Cisco College to provide opportunities for distinct and complementary roles in shared decision-making in order to implement the fundamental principles of shared governance.

A. Final Authority and responsibility for the welfare of Cisco College rests with the Board of Regents. The Board delegates authority to the President for the management of the College. The President works with the Executive Council to develop and implement the principles of shared governance. The Executive Council members work with their areas of responsibility to develop and implement the principles of shared governance.

B. Cisco College employees have opportunities appropriate to their area and special expertise to participate in decisions through the following avenues:
    - Standing Committees
    - Standing Councils
    - Organizational Structure and Processes
    - Faculty/Professional Staff Senate

C. Issues impacting the ability of Cisco College to accomplish its mission are considered through the appropriate avenue of shared governance. When appropriate, recommendations are brought to the Executive Council and then to the Board of Regents for final consideration. Issues considered through shared governance are included in but not limited by the list given below.
    - Defining the College Mission
    - Issues impacting the ability of College employees to successfully meet the mission of the College
    - Issues impacting the ability of students to successfully complete their education
    - Budget Development
    - Selection and Tenure of Faculty.

D. Those participating in the shared governance process also share responsibility for the following:

- Being informed on issues that confront Higher Education and Cisco College in particular
- Acting within time constraints imposed by external agencies, sometimes with little or no notice
- Acting within budget constraints of the College
- Sharing information and providing timely feedback
- Recognizing the specific goals of the College and being accountable
- Distinguishing the roles played by the various units and individuals in decision-making and administration of the College
- Interacting with other members of the College community in a way that demonstrates the intent of the Guiding Principles.

E. College employees may express their opinions freely on all shared governance matters without the fear of retaliation. All administrators, including faculty holding administrative appointments, are encouraged to express their opinions freely without the fear of retaliation during policy discussions; once a decision is reached, professionalism is expected for the support and implementation of policy.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 1.13
TYPE: General College Operations	**EFFECTIVE DATE:** Immediately
TITLE: Conflict of Interest	**ADOPTION DATE**: October 6, 2008 **REVISION DATE:**

1.13 CONFLICT OF INTEREST

A. Texas conflict of interest statutes cover two types of conflicts of interest. [*Gov't Code 171.001-010]*

1) **Business Entity Conflicts: Conflicts due to a Regent's substantial interest in a "business" that has an issue before the Board.** State law provides a two-part test for ascertaining whether a Regent has a conflict of interest regarding a business entity that would prevent the Regent from participating in a vote or discussion on that item.

Step One: The Regent must determine if he/she received 10% or more of his/her gross income in the previous year from that business entity or if he had a stock or other substantial ownership interest in the business entity. If the Regent has such an interest or a close relative of the Regent has such an interest, the Regent must consider the second part of the test for determining if a conflict of interest exists.

Step Two: The Regent must determine whether the action that the Board is considering would have a special economic effect on the business entity that is distinguishable from its general effect on the public.

If it is determined that the Regent has a substantial interest in the business entity and it is likely that the action would have a special economic effect on the business entity that is distinguishable from its effect on the general public, a conflict of interest would exist. If a conflict of interest exists, the Regent is prevented from discussing or voting on an issue involving that business entity.

2) **Real Property Conflicts: Conflicts due to a local Regent's substantial interest in "real property" that would be affected by the Board's action.** State law provides a two-part test for ascertaining whether a Regent has a conflict of interest regarding real property that would prevent the Regent from participating in a vote or discussion on that item.

Step One: First, the Regent must determine if he/she has a $2500 or more legal or equitable interest in real property that would be affected by the Board's action. If the Regent has such an interest or a close relative of the Regent has such an interest, the official must consider the second part of the test for determining if a conflict of interest exists.

Step Two: The Regent must determine whether the action that Board is considering would have a special economic effect on the value of the property that is distinguishable from its general effect on the public.

If it is determined that the Regent has a substantial interest in the real property and it is likely that the action would have a special economic effect that is distinguishable from its effect on the general public, a conflict of interest would exist. If a conflict of interest exists, the Regent is prevented from discussing or voting on an issue involving that business entity.

B. If a Regent has a conflict of interest under the two part test, the Regent must take three actions:

1) **File an Affidavit:** The Regent must file an affidavit with Executive Assistant stating the nature and extent of his/her interest in the matter. This affidavit must be filed before any vote or decision on the matter;
2) **Abstain from Discussion on the Item:** The Regent must abstain from discussions or other proceedings regarding the item; and
3) **Abstain from Voting on the Item:** The Regent must abstain from voting on the item.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 1.14
TYPE: Institutional Effectiveness	**EFFECTIVE DATE:** Immediately
TITLE: Substantive Change	**ADOPTION DATE**: 5/21/2012 **REVISION DATE:** 11/18/2013 REVISION DATE: 01/08/2018

1.14 SUBSTANTIVE CHANGE

Cisco College shall adhere to the substantive change policy of the Southern Association of Colleges and Schools (SACS) Commission on Colleges (COC). In accordance with this decision, Cisco College will notify the SACS-COC of potential or actual substantive change to its role and scope, including curricula, programs, or mission, in a timely manner in compliance with SACS-COC guidelines.

Guidelines

Approval of New Programs

1. No new academic-transfer program or certificate program may be added at Cisco College except with specific prior approval of the Curriculum Committee, the college's Board of Regents and the Texas Higher Education Coordinating Board (THECB).
2. No new academic-transfer program or certificate program may be initiated by Cisco College until the THECB has made a written finding that the degree program or certificate is adequately financed.
3. No new academic-transfer program that constitutes a significant departure from current offerings can be offered without specific prior approval by the SACS-COC.

Substantive Change to Existing Programs

1. Any time the college seeks a significant modification or expansion of the nature and scope of a degree program, the college will follow the substantive change procedures established by the SACS-COC, and will inform the SACS-COC of such changes in accordance with those procedures; except in those types of changes exempted by SACS-COC guidelines.
2. Once approved, no academic-transfer program or certificate program at Cisco College may be expanded to include subject matter courses which are outside of approved academic-transfer and certificate programs except with specific prior approval of the Executive Council of the college in conjunction with approval by the Cisco College Board of Regents (Texas Higher Education Coordinating Board changes to existent curriculum are exempt from this process (i.e. Workforce Education…)).

Accreditation Liaison

The President of the college shall appoint an official liaison between Cisco College and the SACS-COC who shall be responsible for developing and implementing procedures necessary to ensure compliance with all SACS-COC standards.

Process

The following process will be implemented for all identified areas of substantive change.

1. Initiation – All substantive changes shall be coordinated by the accreditation liaison with the appropriate administrative personnel (Division Chair, Program Director, Dean and/or Executive Council member) to complete necessary documents (notification letter, prospectus, or modified prospectus) and provide information regarding the substantive change requirements and/or status to the Curriculum Committee, Executive Council, and/or Board of Regents.
2. Submission – Following review by the SACS-COC Liaison and the appropriate administrative personnel (Division Chair, Program Director, Dean and/or Executive Council member), substantive change documents shall be submitted for approval to the President (refer to types of Substantive Change identified below). All substantive change documents are submitted to SACS-COC from the Office of the President through the designated accreditation liaison.
3. Documentation – All substantive change documents (notification letter, prospectus, or modified prospectus) will be available on the college intranet upon submission to the SACS-COC. All correspondence from the SACS-COC will be archived on the intranet.
4. Oversight – The President shall ensure that the Board of Regents is aware of substantive change aspects relating to items requiring Board approval. The President shall also ensure that the Board of Regents is notified of the SACS-COC's response to substantive changes (acceptance of notification, approval/denial, and pending site visits).

Types of Substantive Change

Types of substantive change, procedure, and requirements as defined by SACS are located at:

http://sacscoc.org/pdf/081705/Substantive%20change%20policy.pdf.

Appendix H-1 identifies the process and stakeholders for a substantive change.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 1.15
TYPE: General College Operations	**EFFECTIVE DATE:** Immediately
Title: COVID 19 Campus Safety Policy	**ADOPTION:** July 13, 2020 **REVISION:**

1.15 COVID 19 CAMPUS SAFETY POLICY

COVID 19 College Operations: – To mitigate the spread of COVID 19, we must all take individual responsibility by conducting regular health screenings, wearing a face mask, washing hands often, and avoiding touching our face. ***At any time, the data supports a decline in COVID 19 infections and minimal risks associated with COVID 19 spread, the Cisco College Board of Regents authorizes the President to waive or suspend all or select portions of this policy.***

Self-Health Screenings: Students, faculty, and staff should conduct regular health screenings (symptoms monitoring) before arriving on campus. You must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and clearance. At this time, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever/chills
- Runny nose or new sinus congestion
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell

Face masks/Cloth Face Coverings: COVID-19 may be spread to others even when symptoms are not evident. Therefore, face masks or face coverings must be worn by all students, faculty, and staff while on campus at this time. Face covering/masks must be worn in the classroom and while in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.) Appropriate use of face masks or coverings is critical in minimizing risks to others near you and must be maintained. The mask or cloth face covering is not a substitute for social distancing. Students not wearing face coverings/masks while in the classroom may be asked to complete their work online until the time a covering/mask can be worn. Masks will be provided by the college, if needed.

Social Distancing: Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Social distancing should be maintained when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help

protect people who are at higher risk of getting very sick. Staff at work on-site should follow these social distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.

Personal Disinfection: While custodial crews will continue to clean office and work spaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces. Before starting work and before you leave any room in which you have been working, you must wipe down all work areas with EPA-registered 60% alcohol solution. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.).

Coughing/Sneezing Hygiene: If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Working in the Office: If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible have at least one workspace separating you from another co-worker. You should wear a face mask or face covering at all times while in a shared work space/room. Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and students.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 1.16
TYPE: General College Operations	**EFFECTIVE DATE:** Immediately
Title: Campus Carry Policy	**ADOPTION:** September 13, 2021 **REVISION:**

1.16 CAMPUS CARRY POLICY

Policy Statement

House Bill 1927 eliminates the requirement for Texas residents to obtain a license to carry handguns if they're not prohibited by state or federal law from possessing a gun.

The bill amends the Code of Criminal Procedure, Education Code, Government Code, Health and Safety Code, Human Resources Code, Labor Code, Local Government Code, and Penal Code to make it legal for any person 21 years of age or older to carry a handgun, either openly in a holster or concealed, in a manner consistent with state and federal law without first obtaining a handgun license, provided they are not otherwise prohibited from possessing a firearm and have not been convicted of certain specific offenses within the preceding five years.

Cisco College is committed to maintaining a safe environment for students, faculty, staff, and guests, while at the same time respecting the rights of individuals who are licensed to carry a handgun and those authorized through HB 1927 Constitutional Carry, where permitted by law. The purpose of this policy is to provide guidance for compliance with state constitutional carry and campus carry law. Individuals who are licensed to carry or carrying under HB 1927 may do so on Cisco College campus premises only while concealed except in locations or activities prohibited by law or by this policy.

Policy Application

This policy applies to all faculty, staff, students, vendors, guests, visitors, individuals, and organizations doing business on behalf of the College at all campus locations. This policy does not apply to commissioned peace officers as defined in article 2.12 of the Texas Code of Criminal Procedures.

Campus Carry Procedures and Responsibilities.

I. **Open Carry Remains Prohibited.** All persons, including license holders and those utilizing HB 1927, are prohibited from openly carrying a handgun in Cisco College campus buildings or on campus premises, including on any public driveway, street, walkway (sidewalk), parking lot, or other parking area on the campus premises. (Exceptions are police officers at any time and licensed security officers. Security officers must be on duty and in uniform).

II. **Carrying of Concealed Handgun by a License Holder/Constitutional Carry.**

A. **Right to Carry.** A license holder/constitutional carry may carry a concealed handgun while on the campus premises (including public driveways, streets, walkways or sidewalks, parking lots, and other parking areas) and in College passenger transportation vehicles, unless prohibited by state or federal law,

or by this policy. License holders/constitutional carry are responsible for knowing areas where carrying a concealed handgun is prohibited where notice is not required to be posted.

B. **Intoxication.** A license holder/constitutional carry may not carry a concealed handgun while intoxicated.

C. **Display of Concealed Handgun.** A license holder/constitutional carry may not carry a partially or wholly visible handgun, or intentionally or knowingly display a handgun in plain view of another person, even if holstered, in Cisco College buildings or campus premises, including public driveways, streets, walkways, sidewalks or parking areas, on the premises of the College.

D. **Requirement to Display License.** A license holder/constitutional carry must display his or her License to Carry (LTC) when directed by a law enforcement officer in accordance with section 411.205 of the Texas Government Code. Otherwise, an individual is not required to disclose whether he or she is a license holder/constitutional carry in order to participate in any program or service offered by Cisco College, except as required by law.

III. **Carrying of Concealed Handgun by Employees.** An employee who lawfully holds a License to Carry (LTC)/constitutional carry may carry a concealed handgun into his or her work area. An employee whose possession, storage, or use of a handgun results in personal injury or property damage is personally liable for the injury or damage, and is not entitled to immunity under section 411.208 of the Government Code or any other immunity the individual may otherwise be entitled to as a College employee.

IV. **Locations and Activities where Concealed Handguns are prohibited.** A license holder/constitutional carry is prohibited from carrying a concealed handgun on to the campus premises where prohibited by law and where prohibited by this policy based on the nature of the student population, specific safety concerns, and uniqueness of the campus environment.

V. **Concealed handguns are prohibited on Cisco Campus Premises:**

1. at a location where a high school, or collegiate, sporting event or interscholastic event (function or program involving elementary, middle, or secondary school students) is taking place as prohibited under section 46.035(b)(2) of the Texas Penal Code, or where a sports club or intramural athletic competition is taking place;

2. at a location used as an established place of religious worship as prohibited under section 46.035(b)(6) of the Texas Penal Code;

3. at a location designated as a polling place on the day of a federal, state, or local election, including while early voting is in progress as set out in section 46.03(a)(2) of the Texas Penal Code;

4. at a location where the campus premises is used by a court unless the handgun is carried pursuant to written regulation or written authorization of the court in accordance with section 46.03(a)(3) of the Texas Penal Code;

5. in a non-public, secure portion of the Cisco College Police Department used to conduct official business as prohibited under section 411.207(b) of the Texas Government Code;

6. in a location where substances designated as "potentially dangerous to life and health" are present, such as chemistry laboratories or other areas containing toxic substances and/or explosive gasses. Specifically, the following locations:

   Cisco College Main Campus
   - Chemistry lab # 18 Stamey Hall (presence and use of toxic chemicals)
   - Chemistry lab # 16 Stamey Hall (presence and use of toxic chemicals)
   - Chemistry store room Stamey Hall (presence and storage of toxic chemicals)
   - Welding classroom/lab Vo-Tech II building room # 54 (presence, use and storage of industrial gasses in pressurized cylinders)
   - Automotive Technology classroom and shop (presence, use and storage of industrial gases in pressurized cylinders) • Athletic Training Building (sharps containers, biohazard potential)

   Cisco College Abilene Educational Center
   - Industrial technologies wing room #'s 132, 134, 135, 136, 138, 140, 142, 143 (presence, use, and storage of industrial gasses in pressurized cylinders)
   - Exterior HVAC buildings (presence, use, and storage of industrial gasses in pressurized cylinders)
   - Anatomy and Physiology lab # 144 (sharps containers, biohazard potential)
   - Chemical prep room #145 (presence and use of toxic chemicals)
   - Chemistry storeroom # 145B (presence and storage of toxic chemicals)
   - Chemistry lab # 147 (presence and use of toxic chemicals)
   - Respiratory care class room/lab # 155 (presence, use, and storage of medical oxygen and medical air in pressurized cylinders)
   - Nursing lab # 220 (Sharps containers, biohazard potential)
   - Bio-technology classroom #221 (bio-hazard potential)
   - Bio-technology lab # 221A (bio-hazard potential)
   - Phlebotomy class room/lab # 222 (Sharps containers, bio-hazard potential)
   - Nursing lab # 237 (Sharps containers, biohazard potential)

7. at a location where intercollegiate, club, and intramural athletic events occur on the campus premises, specifically, on the Cisco Campus, the Gym, outdoor practice facilities, baseball field, softball field and fields used for intramurals activities;

VI. Concealed handguns are prohibited at the following activities:

1. Intercollegiate, club, and intramural athletic events occurring on the campus premises.

2. Cisco College graduation ceremonies occurring on campus premises.

3. Interscholastic events (functions or programs involving elementary, middle, or secondary school students). Responsible Party: Chief of Police

VII. **Obligation to Provide Notice Where Concealed Handguns are Prohibited.** The College shall provide notice at all locations and activities where concealed handguns are prohibited under this policy and may post notice where handguns are expressly prohibited but where notice is not required to be posted by law. The language of the notice, which is set out in section 30.06 of the Texas Penal Code, shall not be altered in any way unless revised by state law. Any individual who without authorization, tampers with,

defaces, modifies or removes a notice provided pursuant to this policy is subject to disciplinary action, including trespass from campus, suspension, termination of employment or a business relationship, and is subject to criminal prosecution.

A. Notice required under this policy must read:

> ***Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun.***

B. Notice must be provided in writing and on a card or other document in both English and Spanish. When notice is posted at a location, the sign must appear in contrasting colors with block letters at least one (1) inch in height, displayed in a conspicuous manner that is clearly visible to the public, and at a sufficient distance from the location or Activity to inform a license holder that entry on the property or presence at the Activity with a concealed handgun is prohibited.

C. The College shall publish this policy annually in the policy manual and student handbook, and on a webpage dedicated to the carrying of concealed handguns on campus premises.

D. Cisco College facility use agreements shall include pertinent provisions of this policy. Responsible Party: Chief of Police

VIII. Campus Housing. A concealed handgun may be carried or stored in campus housing as set out in this policy.

A. Residents.

1. A license holder/constitutional carry who resides in campus housing may carry a concealed handgun into campus housing and may store the weapon in his or her private residential room, with the exception of periods between the spring and fall semesters if the facility hosts summer camps attended by minors.

2. A campus housing resident who brings a concealed handgun into their residence hall must carry the weapon on his or her person at all times or store it in his or her private residential room.

3. A campus housing resident, who holds a license to carry/constitutional carry and wants to store a handgun in his/her private residential room must provide and properly secure their own locking steel container designed and manufactured for the storage of a handgun. The locking container must be approved by the College. An approved list of firearm storage containers can be located on the college housing website or in the Student Life Office.

4. A campus housing resident may not intentionally or knowingly display a handgun in plain view of another person in campus housing except as necessary to properly store the weapon in his or her private residential room.

5. A negligent discharge of a firearm on campus or in housing may be considered as grounds for removal from campus. Criminal charges may also be considered.

B. Non-Residents.

1. A license holder/constitutional carry who does not reside in campus housing may carry a concealed handgun into campus housing except during periods between the spring and fall semesters if the facility is hosting a summer camp attended by minors.
2. The handgun must be carried on the non-resident's person at all time and may not be stored in a campus housing room.

C. Responsible for Personal Injury or Damage. A resident or non-resident whose possession, use, or storage of a handgun results in personal injury or property damage is personally liable for the injury or damage. Responsible Party: Vice President for Student Services

IX. Temporarily Prohibiting Concealed Handguns on Campus Premises.

A. The President or President's designee may temporarily prohibit the carrying of concealed handguns for up to seven (7) days in order to promote safety on the campus premises:

1. when an Activity has a history for violence; or

2. where a large-scale event/activity ("large-scale event/activity" means a function or event, other than a classroom or academic program, where attendance is reasonably anticipated to exceed 200 individuals, due to the uniqueness of the campus environment, specific threat of violence, or other safety considerations present a reasonable threat to health or safety.

B. The College Chief of Police may temporarily prohibit the carrying of concealed handguns on the campus premises:

1. when it reasonably appears there is threat of injury to human life, destruction to College property, or a threat of willful disruption of orderly operation of the College as defined in section 51.231 of the Education Code, or

2. upon receipt of credible information of imminent injury to human life or destruction to College property.

X. Sanctions for Violating this Policy. Any individual who violates this policy is subject to disciplinary action to include removal from residence hall, trespass from campus, suspension, or termination of employment or a business relationship, and is subject to criminal prosecution. Responsible Party: Executive Council Administrators

XI. Report to Legislature. The College shall prepare a report for the Texas Legislature describing the campus rules adopted to regulate the carrying of concealed handguns on campus and the reasons for the rules not later than September 1 of every even-numbered year. Responsible Party: President

XII. Amending Policy. The President may amend this policy as necessary for campus safety, to include permanently designating new or additional locations where the carrying of concealed handguns on campus premises is prohibited. Any prohibition must be based on specific safety considerations, the nature of the student population, and the uniqueness of the campus environment and may not generally

prohibit or have the effect of generally prohibiting license holders from carrying concealed handguns on campus premises.

A. Any amendment to this policy that has the effect of restricting the lawful carrying of a concealed handgun by a license holder/constitutional carry must be submitted to the Board of Regents within 90 days of the President's approval and will not take effect until reviewed by the Board. Responsible Party: President

References and Cross-references.

Tex. Gov't Code, Chapter 411

Tex. Educ. Code, section 51.231

Tex. Penal Code, Chapter 30

Tex. Code. Crim. Proc., article 2.12

Tex. Penal Code, Chapter 46

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 1.17
TYPE: General College Operations	**EFFECTIVE DATE:** Immediately
Title: Free Speech and Public Assembly on Campus Grounds	**ADOPTION:** September 13, 2021 **REVISION:**

1.17 FREE EXPRESSION AND PUBLIC ASSEMBLY PROVISIONS

Cisco College recognizes and supports the right of free expression and public assembly. This procedure informs members of the college community and the public of the manner in which they may engage in constitutionally protected speech and expression at Cisco College. It is intended to ensure the primary educational purpose of the college, which includes promoting debate and the sharing of information.

The College will protect the rights of freedom of speech, petition, and peaceful assembly as set forth in the U.S. Constitution. Cisco College maintains the right to regulate reasonable time, place, and manner restrictions concerning acts of expression and dissent. Neither acts that are disruptive to the normal operations of the college, including but not limited to classes and college business, nor acts that invade the rights of others will be tolerated. Faculty, staff, and students engaging in a disruptive activity may be subject to disciplinary action. Any participant in a disruptive activity may face criminal charges.

The responsibility of the College to operate and maintain an effective and efficient institution of higher education requires regulation of the time, place and manner of assembly, speech, and other expressive activities on the ground. In keeping with this responsibility, students, faculty, staff and visitors are free to exercise the rights to assemble and engage in expressive activity in a constitutionally-protected manner subject only to the content-neutral regulations necessary to fulfill the mission and obligations of the College; preserve the rights of others; coordinate multiple uses of limited space; assure preservation of the campus facilities and grounds; and assure financial accountability for any damage caused by these activities.

AREAS DESIGNATED FOR FREE SPEECH RESERVATIONS

The areas listed below are considered programmable space and are available on a first-come first-serve basis; however, college sponsored events have first priority on the use of campus grounds. Typically, use of the space will be assigned to the person or organization that requests the area first. Therefore, reservations should be made at least five (5) working days in advance of the event for scheduling purposes.

CISCO CAMPUS

1. Concrete area just outside of the Student Union Building
2. Area surrounding the Gazebo located in the “mall”
3. Lawn /grounds East of the Harrell Fine Arts Building

ABILENE CAMPUS

1. Outdoor library courtyard
2. Grassy areas on student parking lot side of building

A designated free speech area may be reserved and made available for use between the hours of 8 a.m. and 4:30 p.m., for up to two (2) consecutive days if there are no scheduling conflicts and may be scheduled if space is available. If a specific violation of a significant college interest or college procedure violation occurs, the right to use of the free speech designated area will be revoked (e.g., disruptive event or invasion of others' rights).

Individuals or groups wishing to use free speech areas should request use of the space through the Student Life Office on the Cisco campus or the Provost's office on the Abilene Campus. The Cisco College "Facility Use" activity form should be completed a minimum of five (5) days prior to the proposed event. The College reserves the right to relocate any assembly at any time to ensure that the activity does not interfere with the normal operation of the college or interfere with the rights of others.

SPEAKERS

In view of the desire of the College to promote free speech, the free speech areas of the campus are open to speakers for whom official arrangements to speak have been made with the College, following the provisions of this procedure.

THE RIGHT TO DISSENT

The right to dissent is the complement of the right to speak, but these rights need not occupy the same forum at the same time. The speaker is entitled to communicate his/her message to the audience during his/her allotted time, and the audience is entitled to hear the message and see the speaker during that time. A dissenter must not substantially interfere with the speaker's ability to communicate or the audience's ability to hear and see the speaker. Likewise, the audience must respect the right to dissent.

PICKETING, SOLICITATION, AND DISTRIBUTION OF LITERATURE

Picketing in an orderly manner or distributing literature within the free speech areas is acceptable with the appropriate activity form. Picketing is not permitted inside campus buildings or outside the free speech area. Non-commercial literature may be distributed only in the free speech areas. Distribution of commercial literature requires separate solicitation permission and is limited to the designated free speech areas on campus.

POSTED AND PRINTED MATERIALS

No signs, posters or advertisements shall be nailed, tied, hung, written or otherwise affixed to any trees, bushes, buildings, walkways, posts, fences, or other college property. Posted materials may be placed on bulletin boards but may not cover previously posted material and may not extend beyond the edges of the bulletin board. Printed material may not exceed an overall size of 8½" x 11". Defaced material is subject to removal.

SYMBOLIC PROTEST

During a presentation, displaying a sign, gesturing, wearing symbolic clothing or otherwise protesting silently is permissible unless it is a disruptive activity or impedes access, such as acts that block the audience's view, prevent the audience from being able to pay attention, incite immediate breach of peace, threaten the welfare of others, or violate any college regulations or local, state, or federal laws.

MARCHES

Campus marches are permitted on campus. The appropriate activity form should be completed in order to prepare for and facilitate the safety of participants and bystanders. The activity form should outline expected attendance and planned parade/march route. The activity form should be submitted at least five (5) working days in advance of the event.

VOLUME

The volume of any sound equipment may not exceed 75 decibels on the A scale at 50 feet from the source of amplification in order to keep from interfering with any academic or other program taking place in nearby buildings.

CONDUCT AND MANNER OF FREE SPEECH AND PUBLIC ASSEMBLY

Those who schedule and/or participate in speech, expression, solicitation or public assembly activities on campus must not:

- Threaten, intimidate, or harass passersby.
- Interfere with, impede, or cause blockage of the flow of vehicular or pedestrian traffic.
- Commit any act likely to create an imminent safety or health hazard.
- Interfere with or disrupt any other lawful activity by anyone in the same general location at the same time.
- Post materials on any walls, windows, doors, sidewalks, trees, light poles, etc., or on any other college equipment except in designated posting areas.
- Conduct speech that includes inflammatory words, which are those words that by their very utterance tend to incite an immediate breach of peace.
- Engage in any other speech or action that is not allowed by law.

EXPECTATIONS DURING FREE SPEECH AND PUBLIC ASSEMBLY

Additionally, those involved in any form of free expression on campus must adhere to the following restrictions:

- Public speech that is likely to incite or produce imminent lawless action or that is, under the current legal standards, either defamatory or obscene, is prohibited.
- In accordance with the Texas Education Code, it is unlawful for any person on any property either owned or controlled by the college to refuse to identify him/herself to a college official in response to a request. A person may identify him/herself by presenting a student or faculty/staff ID card or driver's license or some other form of government-issued identification.
- Individuals who damage or destroy college property shall be held responsible for such damage or destruction. This includes the campus lawns, shrubs, and trees.

- A request for use of free speech areas may be denied if a college official determines that the proposed speech/activity will constitute a clear and present danger to the college's orderly operation.

All applicable college policies and regulations, state and federal laws and municipal ordinances should be followed when engaging in activities on campus. Failure to do so may result in immediate removal from the campus and any other appropriate action by college officials and/or college police.

Policy Contact: Vice President for Student Services

SECTION 2: STRUCTURAL OPERATIONS

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 2.1
TYPE: Structural Operations	**EFFECTIVE DATE:** Immediately
TITLE: Board of Regents	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** November 10, 2008

2.1 BOARD OF REGENTS

Cisco College is governed by a nine-member Board of Regents, elected by the citizens of The College Tax District. The Board names its own officers, including president, vice-president and secretary. The Board meets in eleven regularly scheduled monthly meetings per calendar year and may be called into special session. The Board of Regents receives its power, authority, duties and responsibilities from the Texas Education Code: Chapter 130, Section 130.0011 – Public Junior Colleges: Rule and Mission. See Board of Regents Operational Policies for more information.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 2.2
TYPE: Structural Operations	**EFFECTIVE DATE:** Immediately
TITLE: Lines of Responsibility	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

2.2 LINES OF RESPONSIBILITY

The President determines the lines of responsibility within the College. These lines of responsibility will be reflected in the current administrative organizational flow chart. The Board of Regents approves the executive level of the organizational flow chart. (See Appendix B-10.)

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 2.3
TYPE: Structural Operations	**EFFECTIVE DATE:** Immediately
TITLE: Position Classification	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

2.3 POSITION CLASSIFICATION

Position classification is a system for grouping positions with similar responsibilities. See the Appendix for a full listing of positions.

Executive Officers

The President of the College is the chief executive officer and is directly responsible in all matters to the Board of Regents. The executive officers share in formulating administrative policy by making recommendations to the President and are responsible for overall leadership of various dimensions of the college.

Administrative Staff

The Administrative Staff is responsible for managing and guiding various departments and programs of the College.

Professional (Exempt) Staff

Professional (exempt) positions require a high level of problem solving that may have a large impact on the institution and are not eligible for overtime pay. Professional staff members are responsible for duties that necessitate a high level of professional expertise and experience. Professional positions require little day-to-day supervision.

Classified (Non-exempt) Staff

Classified (non-exempt) staff are eligible for overtime pay and position categories are identified by the EEOC as Primary Occupational Activity Codes. Areas that are included are:

1. Clerical and Secretarial
2. Technical and Paraprofessional
3. Skilled Craft
4. Service/Maintenance

Faculty

Faculty positions have instructional responsibilities and may have other professional assignments.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 2.4
TYPE: Structural Operations	**EFFECTIVE DATE:** Immediately
TITLE: Committees and Councils	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** July 14, 2008

2.4 COMMITTEES AND COUNCILS

The President will establish committees to provide recommendations on delegated matters. The list of Standing Committees and Councils will be updated annually with current membership and stated purpose of the committee.

Assignment to membership of a Cisco College Standing Committee is made by the Executive Council with input from the Faculty. All full-time faculty members, administrators and professional staff are eligible to be assigned to committees. The assignment process can be found in Appendix B-1, Administrative Guidelines.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 2.5
TYPE: Structural Operations	**EFFECTIVE DATE:** Immediately
TITLE: Faculty/Professional Employee Senate	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** June 9, 2008

2.5 FACULTY/PROFESSIONAL EMPLOYEE SENATE

The Faculty and Professional Employees of Cisco College are encouraged to maintain a Faculty Senate. The constitution for the faculty senate will reflect the purpose of facilitating participation of faculty and professional employees in identifying, defining, and achieving the mission and purposes of Cisco College. The senate is invited to make recommendations on academic and professional matters relating to the best interests of the College. Recommendations from the Senate are forwarded to the Executive Council for consideration. The Faculty Senate Constitution is located in Appendix E-1.

SECTION 3: BUSINESS OPERATIONS

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 3.1
TYPE: Business Operations	**EFFECTIVE DATE:** Immediately
TITLE: Annual Budgets	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

3.1 ANNUAL BUDGETS

The fiscal year for Texas community colleges is September 1 through August 31. The Board of Regents will adopt an annual budget for Cisco College in accordance with all applicable laws, rules and regulations. The annual budget sets forth anticipated revenues and expenditures for the fiscal year. It is the legal basis for the establishment of tax rates and the document which describes in financial terms the programs and operations to be conducted during the fiscal year by the College.

It is the policy of Cisco College to have a budget planning process which allows adequate time for data gathering and input from employees and the Board of Regents. The Dean of Business Services will develop a Budget Calendar and provide for involvement of employees through their submission of requests to their immediate supervisor, who will in turn submit approved requests to the Dean of Business Services. Upon receipt of the approved requests, the Dean of Business Services will compile the requests and present a draft budget to the Executive Committee. At this point, the Executive Officers will study the draft budget and in turn, make recommendations to the President, who will then present the final budget to the Board of Regents for approval.

Budget Implementation

The Board of Regents places the responsibility for administering the annual budget with the President. Each department is responsible for controlling its budget and following purchasing procedures as outlined by the Business Office.

The Board of Regents authorizes the President and his/her designees to make internal adjustments within program areas in the current fund.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 3.2
TYPE: Business Operations	**EFFECTIVE DATE:** Immediately
TITLE: Payment Policy	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

3.2 PAYMENT POLICY

It is the policy of Cisco College to have orderly and fiscally-sound procedures for the processing and approval of demands for payment from college funds. All demands for payment will be processed in the central Business Office in Cisco. Payments will be supported by properly approved invoices or other approval documentation. *In most cases, the approval documentation will be performed through the Distributed Purchasing System, but it may be some other form of approval, such as a payroll approval form, or other document from a person with authority to approve payment.*

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 3.3
TYPE: Business Operations	**EFFECTIVE DATE:** Immediately
TITLE: Financial Reports	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

3.3 FINANCIAL REPORTS

Cisco College recognizes the importance of regular financial reporting to its fiscal well- being. Monthly Financial Reports shall be prepared and reviewed. Quarterly Investment Reports shall be prepared, given to the Board of Regents for review, and posted on the College web site. Budget cost center reports will be distributed to those responsible for approving expenditures.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 3.4
TYPE: Business Operations	**EFFECTIVE DATE:** Immediately
TITLE: Auditing	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

3.4 AUDITING

It is the policy of Cisco College that internal auditing may occur as deemed appropriate to ensure the integrity of its financial records.

It is the policy of Cisco College that all fund categories of the College be audited annually by an independent, qualified public accounting firm. Completed audit reports shall be reviewed by the Board of Regents and a representative of the firm shall meet with the Board.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 3.5
TYPE: Business Operations	**EFFECTIVE DATE:** Immediately
TITLE: Purchasing Policy	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** October 12, 2015

3.5 PURCHASING POLICY

It is the policy of Cisco College that all purchasing of supplies, services, equipment or capital outlay items must be subject to controls established by the Dean of Business Services and approved by the President.

It is the policy of Cisco College to require written quotations or bids, when required by State regulations, for the purchase of supplies, services, equipment, or capital outlay items. Competitive bidding and comparative quotations may not be necessary when the product or services required meet the following criteria:

- Sole Source or Proprietary purchase is defined as the product or service needed is only manufactured by one vendor, or the vendor is the only vendor who can offer this service or support that meets the needs of the college.
- The college is under an Interlocal Agreement with a State of Texas Cooperative Purchasing Network. The co-ops have existing contract pricing with the State of Texas.
- Emergency repair arises requiring expediency of the purchase.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 3.6
TYPE: Business Operations	**EFFECTIVE DATE:** Immediately
TITLE: Contracts and Agreements	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

3.6 CONTRACTS AND AGREEMENTS

It is the policy of Cisco College to establish an orderly process for the approval of all contracts and agreements entered into by the College. The Board of Regents specifically delegates to the Administration, through the College President, the authority to enter into contracts and agreements. The College President shall determine which administrators are authorized to sign specific agreements. The College Attorney may be asked to review all non-standard contracts and agreements prior to execution.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER: 3.7**
TYPE: Business Operations	**EFFECTIVE DATE:** Immediately
TITLE: Travel	**ADOPTION DATE**: March 10, 2008 **REVISION DATE**: July 13, 2015

3.7 TRAVEL

It is the policy of Cisco College to maintain a college motor pool to be used for college related travel. College employees traveling on official business shall observe normally accepted standards of propriety in the type and manner of expenses incurred.

The College President shall approve administrative regulations governing the operation of College vehicles. The Board of Regents authorizes a vehicle to be permanently assigned to the College President and to other employees as approved by the President.

The President or Dean of Business Services may grant approval for exception to College travel policy and regulations when necessary due to extenuating circumstances.

A. Travel Authorization and Approval

Employees who wish to travel at College expense should contact their supervisor via college e-mail and explain the purpose of the travel. **It is recommended that a copy of the email be retained for departmental records.** Prior approval is not required for incidental and inter-campus travel not requiring an overnight stay.

B. Travel Advances

Advances of college funds may be requested by employees to pay travel expenses while on official college business, when such expenses are approved within this travel policy. **Advances shall not be authorized for any person who is delinquent in submitting an accounting for expenses of a prior trip, unless otherwise necessitated by extenuating circumstances and approved by the Dean of Business Services.** Requests for cash advances must follow standard College Distributed Purchasing System Procedures (DPS).

Receipts to substantiate expenditure of advanced funds must be attached to the *Travel Reconciliation form* and submitted to the Business Office as soon as practical upon return.

C. Travel Reimbursement

It is the policy of Cisco College to reimburse employees and members of the Board of Regents for expenses incurred while carrying out authorized duties with approval from the immediate supervisor. Mileage reimbursement and meal per diems are set by the Board of Regents (see appendix). The total amount of all expenses and/or advances pertaining to a particular trip must be accounted for by the traveler. **Receipts are required for expenditures** in order to request reimbursement and must be attached to DPS documentation.

Disallowed expenses include alcohol, tobacco products, personal grooming products or services, personal laundry and/or dry cleaning, personal items such as medicine, clothing items, personal entertainment, or all other items of a personal nature.

D. Conventions, Conference or Business Meetings

Travel expenses incurred as part of attending conventions, conferences or business meetings are allowed when approved by the immediate supervisor. These expenses include registration fees, transportation, per diem, and miscellaneous expenses. Reimbursement for any portion of the registration fee related to optional entertainment is not allowed unless prior permission is received. When the registration fee includes meals and lodging, the traveler may not be reimbursed for Per Diem expenses. Fees paid prior to the event may be submitted for prepayment by the college.

E. Transportation

Administrative Regulations covering the use of College vehicles are developed by the Dean of Business Services and approved by the President. All travelers must utilize the most economical and practical mode of transportation as well as the most usually traveled route consistent with the authorized purpose of the trip. Mileage reimbursement for use of personal vehicles will be based upon "point to point" distances, according to http://www.maps.yahoo.com.

F. Accidents and Injuries

1. ***Accidents Involving Damage to Vehicles or Other Property:*** Individuals on approved college travel must immediately notify the office of the Dean of Business Services of the occurrence and details of any accident in which any property is damaged. Please provide a copy of the Police Report as soon as it is available.

2. ***Injuries to Individuals:*** Any bodily injury that has occurred while on approved College travel must be reported to the office of the Dean of Business Services.

In the event an employee is involved in an accident, please remember the following guidelines:

1. If the employee is able to do so, write down names and phone numbers of any witnesses to the accident. Additionally, if the employee has a camera, or a cell phone with photographic capabilities, the employee should photograph vehicle damage to all vehicles; license plates of all vehicles; road conditions at the time of the accident; other persons, if any, involved in the accident; witnesses; and drivers' licenses, if possible.

2. Statements to the police are fine, but do not give statements to other parties or to the other parties' insurance companies without first checking with the College administration and/or the college's insurance carrier.

G. Grant Funded Travel

Costs must be reasonable and consistent with the college travel policy (Section 3.7 in the Cisco College Policy Manual.) Uniform Grant Guidance 200.474 Travel Costs Section outlines allowable expenses for transportation, lodging, subsistence and related items incurred while on college business.

Out-of-town travel is to follow similar guidelines reasonable and consistent with college policy. Grant policies will take precedence over college allowances in case of specific grant guidelines.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 3.8
TYPE: Business Operations	**EFFECTIVE DATE:** Immediately
TITLE: Intellectual Property	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** August 11, 2008

3.8 INTELLECTUAL PROPERTY POLICY

Faculty, staff, students and other members of the Cisco College community are encouraged to publish, copyright, invent, and/or patent materials and objects of their own creation which will contribute to the advancement of knowledge. The college encourages and protects this interest and its personnel in relation to disclosure of scientific and technological developments including inventions, discoveries, trade secrets, computer software, and original works and ideas which may have monetary value. It is also the responsibility of the college to ensure that public funds and property are not used for personal gain. The author, creator, or inventor is free to benefit from royalties and monies accruing from such publication or invention, subject to the following guidelines:

1. All classes of intellectual property, scientific, and technological developments, materials, or objects, including inventions, discoveries, trade secrets, computer software, and original works and ideas, created on the individual's own time, and without the use of college facilities, equipment, materials, or support shall be the sole property of the owner.

2. All classes of intellectual property, scientific, and technological developments, materials, or objects, including inventions, discoveries, trade secrets, computer software, and original works and ideas, created by individuals shall be the property of the employee. However, the college shall be given unrestricted license to use and reproduce original work without royalty payment.

3. The college will ensure equity and management participation on the part of the inventor or inventors in business entities that utilize technology created at the institution.

4. No individual shall realize a profit from intellectual property, scientific, and technological developments, materials, or objects, including inventions, discoveries, trade secrets, computer software, and original works and ideas sold exclusively to Cisco College students.

5. When instructional material developed by faculty is sold in the college bookstore for profit, the publisher of the materials must be approved by the instructional administrator.

Any individual who intends to create any intellectual property, scientific, and technological developments, materials, or objects, including inventions, discoveries, trade secrets, computer software, and original works and ideas developed wholly or partially using college time, equipment, materials, facilities, and/or personnel who intends to copyright, patent, or otherwise merchandise those intellectual property, scientific, and technological developments, materials, or objects, including inventions, discoveries, trade secrets, computer software, and original works and ideas will inform the president of the of his/her intent through the appropriate administrator. The president will have final approval. At that time, the college will initiate a review of scientific and technological disclosures, including consideration of ownership and appropriate legal protection.

It is the responsibility of the party(ies) having ownership of the intellectual property, scientific and technological developments, materials, or objects, including inventions, discoveries, trade secrets, computer software, and original works and ideas, to secure any licenses, copyrights, or patents. Licenses, copyrights, or patents are to be secured at the expense of the party(ies) having ownership.

Personnel of college units whose function is to produce educational materials may not realize a profit from the sale of such materials. In the case of any materials produced exclusively by these units, copyright will be held by Cisco College. Materials produced under an externally funded grant will be guided by the terms of the grant.

Individuals Subject to This Policy

This intellectual property policy applies (a) to all persons employed by Cisco College including, but not limited to, full- and part-time faculty and staff or visiting faculty and staff members, and (b) to anyone using the facilities or resources of Cisco College, including but not limited to, students enrolled at Cisco College whether enrolled in an academic transfer or career and technical education programs. All individuals subject to this policy must abide in accordance to the guidelines expressed in the policy.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 3.9
TYPE: Business Operations	**EFFECTIVE DATE:** Immediately
TITLE: Equipment	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

3.9 EQUIPMENT

Audio-Visual Equipment and Software

Employees must make reservations in advance for equipment, films, records, etc., to ensure that the materials and equipment desired will be available when needed. Employees are expected to learn appropriate operation of the audiovisual equipment; support personnel are not available to operate AV equipment for individual classes.

Use of College Equipment

College equipment cannot be loaned for private use off-campus, except in special circumstances, and then only with the approval of an Executive Council level administrator. Under no condition may college property or equipment be used for personal profit or gain.

Employees of Cisco College will not be allowed to borrow equipment, tools, computers, or supplies from the college for external business purposes with the intent of personal profit or gain.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 3.10
TYPE: Business Operations	**EFFECTIVE DATE:** Immediately
TITLE: Key Control/Key Allocation	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** August 8, 2011

3.10 KEY CONTROL/KEY ALLOCATION

Purpose

This policy is to facilitate the issuance of keys, define responsibility for issuance and collection of keys, and encourage responsible care of keys by key holders.

Responsibilities

Dean of Students/Athletic Director for the Cisco campus and the Director of AEC Operations/Assistant to the Provost for the Abilene Educational Center:

- Issues keys on their respective campuses.
- Maintains all key control files and records of original, duplicate and replacement keys for each building and/or facility.
- Securely stores all unissued or unused keys.
- Evaluates key authorizations to insure the type of key requested is appropriate and that issuance does not create an unacceptable security risk.
- Reports all key losses or thefts to the appropriate Executive Council member or their designate when deemed appropriate.
- Furnishes Executive Council members, upon request, a list of all persons in their area who are in possession of keys and which keys those individuals have.
- Collects and turns in to the Dean of Business Services all proceeds for lost key replacement, notifies Director of Human Resources when keys are or are not returned on employee separation from the college.
- Purchases, maintains and installs locks and other door hardware.
- Coordinates all requests for lock changes.
- Acquires new, duplicate or replacement keys for storage or issue.

- Authorizes the issuance of keys to contract and other essential personnel.

Department Heads

- Authorizes the issuance of keys to faculty and staff.
- Conducts an annual review of all keys issued to faculty and staff.
- Provides written notification to faculty and/or staff when a change in status, location or actual need requires the individual to return keys to the Dean of Students/Athletic Director on the Cisco campus or the Director of AEC Operations/Assistant to the Provost at the Abilene Educational Center.

Key Holder

- Signs Key Holder Agreement for each key received.
- Maintains personal possession of issued keys. Keys are not to be duplicated or loaned or transferred to others for any reason. Unauthorized duplication, use or transfer of any key may result in administrative termination and/or disciplinary action against the key holder.
- Reports loss or theft of keys to the Dean of Students/Athletic Director on the Cisco campus and to the Director of AEC Operations/Assistant to the Provost at the Abilene Educational Center.
- Returns all keys in his/her possession upon change of status or location, when recalled, or when no longer needed to perform job related responsibilities.

Requests for Keys

The request for keys should come from a supervisor or key coordinator and be sent to the Dean of Students/Athletic Director on the Cisco campus and to the Director of AEC Operations/Assistant to the Provost at the Abilene Educational Center by filling out a Key Issuance Request (see Appendix B-14).

Exterior Door Keys

Keys to exterior doors will be issued to employees and to regular contract service providers in need of building access. Supervisors may request additional keys to issue to designated students under special circumstances; however, those keys should be checked out from the supervisor with appropriate documentation and returned to the supervisor to safeguard. Employees will be issued an exterior door key to the building in which their office is located, and to additional buildings for which access is necessary in order to perform job functions. In

an effort to limit the numbers of keys issued and to maintain a more secure environment, keys to other buildings will not be permanently issued but may be checked out when needed. Keys checked out for a special need must be returned immediately after use. Lost, broken or damaged keys should be reported to the Dean of Students/Athletic Director on the Cisco campus and to the Director of AEC Operations/Assistant to the Provost on the Abilene campus.

Interior Door Keys

Keys to interior doors will be issued to employees or contract service providers as necessary.

Master Keys

Exterior door campus master keys will not be issued to anyone except under the specific direction of a member of the Executive Council.

Loaning of Keys

Keys may not be loaned to any non-college employee under any circumstance. Violation of this policy without justification may result in termination.

Key Inventory

Keys no longer needed should be returned to the Dean of Students/Athletic Director on the Cisco campus and to the Director of AEC Operations/Assistant to the Provost at the Abilene Educational Center immediately at any time of the year. Upon resignation or termination, the employee's final paycheck will be withheld until all keys are returned to the Dean of Students/Athletic Director on the Cisco campus or to the Director of AEC Operations/Assistant to the Provost at the Abilene Educational Center.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 3.11
TYPE: Business Operations	**EFFECTIVE DATE:** Immediately
TITLE: Scheduling College Facilities	**ADOPTION DATE**: March 10, 2008 **REVISION DATE**:

3.11 SCHEDULING COLLEGE FACILITIES

Central Office Hours

Administration office hours will be established by the President. The President may establish varied hours to be open to the public for different locations, as needed. The President may also establish summer hours for offices to be open to the public, and such hours may vary from the office hours established during a school term, as long as employees meet the appropriate number of hours needed to constitute a full work week.

Facilities/Offices

The college owns property, leases space, and also has in-kind usage of facilities. Facilities (employee offices) and equipment remain the property of the College and may be accessed periodically by appropriate personnel.

Scheduling of College-Sponsored Programs on Campus

Approved programs will be placed on the Master Calendar for the College. The President's Office on the Cisco campus or the Director of AEC Operations/Assistant to Provost for the Abilene Educational Center in Abilene shall be contacted to reserve college facilities at the respective locations.

Scheduling of Community-Sponsored Programs on Campus

To use college facilities, community organizations must apply in writing and complete appropriate forms. The President's Office on the Cisco campus or the Director of AEC Operations/Assistant to the Provost in Abilene shall be contacted to reserve college facilities at the respective location. Community-sponsored programs must not be for profit.

Summer Programs

Facilities must be reserved through the normal scheduling process for college-sponsored programs and workshops or for community-sponsored programs.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 3.12
TYPE: Business Operations	**EFFECTIVE DATE:** Immediately
TITLE: Telephone and FAX	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

3.12 TELEPHONE AND FAX

1. **Office Telephones:** Employees may use college telephones for personal matters if the use does not interfere with the work environment. Employees may not use college telephones for personal profit or gain. Personal calls should be kept to a minimum. Abuses of this policy may be cause for disciplinary action including termination.

2. **FAX Usage:** Employees may receive personal FAX messages on college FAX equipment. Employees may not use college FAX equipment for personal profit or gain. Personal FAX messages should be kept to a minimum. Abuses of this policy may be cause for disciplinary action including termination.

3. **Cell Telephones:** Cell telephones may be approved for certain employees who are regularly required to be away from their respective work telephones, or as deemed appropriate by the college administration. It is expected that some personal calls will be made and/or received on these telephones. Employees may not use college cell telephones for personal profit or gain.

   In some cases, a monthly cost reimbursement may be approved by the President for employees who regularly use personal cell phones for college business, or may need to be routinely contacted while away from the college premises. College-to-employee reimbursement shall not exceed the cost of the employee's basic cell phone plan.

   Employees so approved will be reimbursed monthly. A copy of the employee's monthly bill must be provided to the Business Office as documentation.

   Rare and/or exceptional items that exceed the above stated limits may also be approved by the President or Dean of Business Services for reimbursement. These items will be considered on an individual basis.

   Failure to abide by this policy could result in loss of reimbursement for cell phone use privileges.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 3.13
TYPE: Business Operations	**EFFECTIVE DATE:** Immediately
TITLE: Information Resources	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** July 8, 2019

3.13 INFORMATION RESOURCES

Acceptable Use of State/College-Owned Information Resources

The primary purpose of electronic communication systems at Cisco College is to support and advance the College mission.

Information resources are defined for the purpose of the Acceptable Use Policy as any college-owned computer, video, data communication, or network facilities. The Executive Director of Information Technology Systems with input from the Technology and Distance Learning Advisory Committee will make recommendations for developing Administrative Regulations and Policy for Information Resources.

Purpose

A. To remain competitive, to better serve college constituencies and to provide employees with the best tools to do their work, Cisco College makes available access to electronic media and services, which may include but is not limited to computers, e-mail, databases, software, telephones, voicemail, fax machines, external electronic bulletin boards, wire services, online services, Intranet, Internet and the World Wide Web.

B. Cisco College encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information. However, everyone connected with the college should remember that electronic media and services provided by the college are college property and their purpose is to facilitate and support school business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

C. To help all employees make responsible decisions, the following guidelines have been established for using information resources. No policy can lay down rules to cover every possible situation. Instead, it is designed to express Cisco College philosophy and set forth general principles when using electronic media and services.

Prohibited Communications

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

1. Discriminatory or harassing;
2. Derogatory to any individual or group;
3. Obscene, sexually explicit or pornographic;
4. Defamatory or threatening;
5. In violation of any license governing the use of software; or
6. Engaged in for any purpose that is illegal or contrary to Cisco College's policy or business interests.
7. For product advertisement or political lobbying

Personal Use

The computers, electronic media and services provided to employees by Cisco College are primarily for work related purposes. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their intended purposes, the employee's job performance or the college budgets. Employees are expected to demonstrate a sense of responsibility and not abuse this privilege. See section four for additional information.

Access to Employee Communications

A. Generally, electronic information created and/or communicated by an employee using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is not reviewed by the college. However, the following conditions should be noted:

   Cisco College does routinely gather logs for most electronic activities and monitor communications directly, e.g., sites accessed, upload/download content, and time at which transfers are made, for the following purposes:

   1. Cost analysis;
   2. Resource allocation;
   3. Optimum technical management of information resources; and

4. Detecting patterns of use that indicate users are violating college policies or engaging in illegal activity.

B. Cisco College reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other college policies.

C. Employees should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means.

Software

To prevent computer viruses from being transmitted through the school's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Only software registered through Cisco College may be downloaded. Employees should contact the Helpdesk if they have any questions.

Security/Appropriate Use

A. Access to Information Technology Resources is granted according to role based needs by appropriate administrators.

B. Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by school administration, employees are prohibited from engaging in, or attempting to engage in:

1. Monitoring or intercepting the files or electronic communications of other employees or third parties;

2. Hacking or obtaining access to systems or accounts they are not authorized to use;

3. Using other people's log-ins or passwords; and

4. Breaching, testing, or monitoring computer or network security measures.

C. No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

D. Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

E. Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner. Respect for the intellectual work of others has traditionally been essential to the mission of colleges and universities. We do not tolerate plagiarism, and we do not condone unauthorized copying of software, including programs, applications, databases and code.

F. Appropriate measures will be taken by the IT staff of the college to insure Internet/DATA security. This includes but is not limited to:

1. Insuring SSL standards on all firewalls/routers are kept up to date.

2. Enabling AES-NI Crypto chips on all firewalls.

3. Use of Intrusion Detection on all firewalls.

4. Separating all student network traffic from Staff/Faculty and Student Information System via VLAN.

5. Blocking “Dark Web” sites.

6. Monitoring suspicious IP traffic and blocking if necessary.

7. Port protecting on switches to prevent students from seeing each other on the wifi network.

8. Insuring all of the PC’s available for student use in the campus labs are locked down using software (Deep Freeze) so that no information is retained on the computer after the student logs out. Browser settings require display time-out, or sleep mode, after a defined period of inactivity and require user authentication by login to reopen a session.

9. Encryption of all WLAN AP management traffic when deemed necessary to prevent a user from acting as an AP (Access Point).

10. Resetting/changing passwords on a regular basis is encouraged. Staff/Faculty that use the Student Information Service will be forced to change

their passwords every 45 days with minimum standard of at least 8 characters, and alphanumeric mix. This is also applicable to the local domain access.

Participation in Online Forums

A. Employees should remember that any messages or information sent on school-provided facilities to one or more individuals via an electronic network—for example, Internet mailing lists, bulletin boards, and online services—are statements identifiable and attributable to Cisco College.

B. Cisco College recognizes that participation in some forums might be important to the performance of an employee's job function and/or professional responsibilities.

Violations

Any employee who abuses the privilege of their access to e-mail or the Internet in violation of this policy will be subject to corrective action, including possible termination, legal action, and criminal liability.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 3.14
TYPE: Business Operations	**EFFECTIVE DATE:** Immediately
TITLE: Fund Raising	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

3.14 FUND RAISING

Policies and Procedures for Fund Raising

The success of fund raising depends directly on the institution clearly and convincingly conveying its mission and purpose to the public. The institution must clarify the broad range of priorities and areas toward which public awareness and financial resources are to be focused. Determinations must be made whether funds will be sought for current operations, endowments, buildings, or other designated projects. The college must use fundamental skills of sound management and excellent communication with donors and prospects. Therefore, Cisco College has adopted the following policies and procedures for fund raising:

1. All fund-raising activities and publications must be approved ***in advance*** by the President or the President's designee.

2. Reports of all fund-raising activities must be submitted to the Director of Development. Reports should include the name of the activity, the names of donors (if available), and the amount of monies/pledges collected.

3. Student organizations raising funds on campus should follow guidelines established in the Student Handbook.

4. All individuals representing Cisco College and involved in fund-raising activities shall comply with all applicable local, state, and federal civil and criminal laws, and college fiscal and purchasing procedures.

5. Persons involved in fund-raising activities shall adhere to the principle that all donor and prospect information created by, or on behalf of, Cisco College is the property of Cisco College and shall not be transferred or removed.

6. Persons representing Cisco College involved in fund-raising activities shall not disclose privileged information to unauthorized parties and shall keep constituent information confidential.

7. All individuals representing Cisco College involved in fund-raising activities shall take care to ensure that all solicitation materials are accurate and correctly reflect the College's mission and use of solicited funds.

8. All individuals representing Cisco College and involved in fund raising activities shall, to the best of their abilities, ensure that contributions are used in accordance with the donor's intentions.

9. Persons representing Cisco College involved in fund raising activities shall ensure, to the best of their abilities, that donors receive informed and ethical information about the value and tax implications of potential gifts.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 3.15
TYPE: Business Operations	**EFFECTIVE DATE:** Immediately
TITLE: Donations	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

3.15 DONATIONS

It is the policy of Cisco College that all gifts must meet legal requirements and the mission and purpose of the College while upholding ethical and moral standards. Gifts to the college may be cash (cash or checks), non-cash (equipment, books, securities, collections, or real property), or gifts-in-kind (work/services performed). Actual gifts (whose size permits) and offers of gifts should be forwarded to the Director of Development, who will seek a determination from the President on whether to accept or reject the gift(s) or for placement on the Board agenda for consideration. Gifts with a value of $25,000 or more, significant space requirements, unbudgeted costs of $10,000 or more that must be committed for gift acceptance must be approved and accepted by the Board of Regents. Gifts with a value less than $25,000 will be reported to the Board of Regents.

Guidelines for Acceptance of Gifts

Discretion must be used in determining whether or not to accept all gifts. Among the following factors that must be considered are these:

- Utility to the college
- Cost to the college, including special transport, installation, and future maintenance and repair
- Availability of appropriate space, if needed
- Possible legal, moral, ethical and public relations considerations

No gifts will be officially accepted until all appropriate procedures are completed as outlined below.

Procedures for Acceptance of Cash Gifts

Cash gifts should be received by the Dean of Business Services or Director of Development (or the appropriate administrator according to the College organizational chart) for accounting, reporting, and acknowledgement purposes. In situations where cash gifts are received at other offices, the cash, check, etc., and any accompanying documentation are to

be taken immediately to the appropriate office. The following information should accompany the gift:

- Donor's name and street address (If the gift is from other than an individual, i.e., corporation, foundation, association, etc., an individual's name and title should be reported in addition to the firm name.)
- Date the gift is received
- Purpose (scholarship, capital equipment, endowment, general fund, etc.)
- Any reports required or other special follow-up consideration

Donations for the establishment of scholarship endowments must be processed by the Director of Development.

If no special designation is made, the cash gift will be deposited into the College's unrestricted fund.

Procedures for Acceptance of Non-Cash or in-Kind Gifts

Offers of non-cash or in-kind gifts should originate in the offices of the appropriate administrator. Upon the offer of a non-cash or in-kind gift in other offices, the employee should notify the supervisor of that area.

In some instances, before acceptance by the College, a knowledgeable college representative may be asked to assess the utilization of the gift. In some cases, it may be the employee receiving the original request. If the gift cannot be used but could be traded or sold, the representative will discuss these options with the appropriate administrator. The college representative and/or Director of Development/off-campus administrator will then discuss these options with the prospective donor.

If it is determined that the gift will be accepted, the appropriate administrator will assure that the delivery or pickup of the gift is arranged or carried out as appropriate. The non-cash gift may be utilized by the college or given to another non-profit organization if the donor wishes. By law, the donor cannot be provided with an estimated value of the gift. The donor is responsible for estimating a value (for his/her own tax deduction purposes) when notifying the Director of Development.

Procedures for Acceptance of Land or Real Estate

Offers of land or real estate gifts should be forwarded to the President's Office.

The administrator will gather and assemble data about the proposed gift and its use as an educational facility or its marketability.

This information will be given to the President who will, in turn, make a recommendation for action to the Board of Regents.

Guidelines for Acceptance of Land or Real Estate

Discretion must be used in determining whether or not to accept a gift. These factors are among those to be considered:

- Utility to the College
- Property survey or description
- Property appraisal or value
- Public utility and other easements
- Property liens or leases
- Mineral rights
- Donor restrictions and encumbrances, if any
- Environmental and regulatory matters
- Access to public record
- Operational endowment
- Deed restrictions
- Co-ownership issues
- Marketability
- Income and expense potential
- Insurance
- Property taxes paid for the year

Acknowledging, Recording and Reporting all Gifts

The Director of Development will notify the Office of the President of all gifts to the college including:

1. Name and address of the donor
2. Amount and purpose of the monetary gift or description of a non-cash gift

Upon receipt of this information, the President will grant approval for the Director of Development to:

- Send the donor a letter of acknowledgement
- Send the donor an acknowledgement/tax letter along with a College receipt.
- Maintain a record of all College gifts and donors.
- Deliver to the Business Office all monetary gifts, who in turn, will provide a receipt.
- Forward to the Business Office copies of all Gift Agreements.
- Assure that all reports are completed and any special follow-up accomplished.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 3.16
TYPE: Business Operations	**EFFECTIVE DATE:** Immediately
TITLE: Grants and Contracts	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** July 13, 2015

3.16 GRANTS AND CONTRACTS

External Funds Policy

It is the policy of Cisco College that all externally funded grants and contracts must be related to the mission, purpose, and goals of the College. Any proposed externally funded grants or contracts not congruent with the College's mission, purpose, and goals are not permitted. The College encourages applications for grants of monies for the purpose of furthering the College mission with fiscal resources other than current funds. All grant originators will follow the rules and regulations for origination of grant proposals.

The Provost – Abilene Educational Center is responsible for rules and regulations pertaining to origination of grant proposals. These procedures are approved by the Executive Council and are located in the Appendix. Any College employee may be an originator of a grant request if approved by the immediate supervisor and Provost – Abilene Educational Center.

Time and Effort Reporting

Compensation may be paid to employees working partial, part-time or full-time status. The amount is equitable with employees doing similar work and paid with non-federal funds. In order to maintain the integrity of federal funds, a system is in place to ensure that the proper amount of time is spent on activities under the grant. Each employee paid with federal funding will maintain a log itemizing all tasks and then determine that an appropriate amount of time is spent on grant activities. These employees will have their supervisor periodically review their logs and document in writing that the employee is appropriating the proper amount of time to the assigned activities. These logs and verification documents will be available for audit. This system of internal control ensures that funds are accurate, allowable, and allocated as indicated in the grant.

Perkins

Supplementing Versus Supplanting

Grant awards made under programs that prohibit supplanting by law must ensure grand funds supplement (increase the level of services) and not supplant (take the place of) federal,

state, and local funds. Federal funds cannot be used to pay for services, staff, programs, or materials that are currently paid with state or local funds.

Each year during the college operating budget process the Vice Presidents submit departmental budget requests to the Chief Financial Officer (CFO) for supplies, equipment and payroll expenses. The CFO, College President, and Executive Council work together to determine the best use of college funds based on historical data and budget requests for the upcoming fiscal year. When grant budgets are prepared, the college operating budget is taken into account to ensure grant funds are not being used for items budgeted in the college's operating budget.

During the fiscal year, the Chief Financial Officer performs reconciliations of the general ledger reports with the grant financial/budget reports to ensure accurate reporting. Reconciliations are prepared and reviewed when grant financial reports are due. The grant financial reports are normally completed on a quarterly or annual basis. If an expense is disallowed due to supplanting in error, a journal entry is processed to remove the expense from the grant general ledger accounts and included in the appropriate college institutional account. The CFO completes a final fiscal review following the end of the fiscal year on August 31.

Procedures

If a program or activity cost was funded with non-federal funds in one year and with federal or state grant funds the next year, an auditor would most likely make a presumption of supplanting. For a decision to allocate grant funds in this way, policy states there must be two types of documented evidence that supports its action:

1. Evidence of an actual reduction in state and/or local support and/or other non-federal support. Examples of such evidence are state appropriation language or a communication from the Coordinating Board regarding a reduction in state funding.

2. Proof that the activity/program would be discontinued without the benefit of grant funds. Examples of this type of evidence might be minutes from a meeting called by the college president or minutes from a faculty meeting. The college should have proper evidence in place before taking this kind of action.

Specific Grant Requirements:

Carl Perkins Grant – Any program or activity required by State law, Coordinating Board rules, or local board policy may not be paid with Carl Perkins funds. State or local funds may not be decreased or diverted for other uses merely because of the availability of Perkins funds.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 3.17
TYPE: Business Operations	**EFFECTIVE DATE:** Immediately
TITLE: Control of Physical Resources	**ADOPTION DATE**: March 10, 2008 **REVISION DATE** June 8, 2015

3.17 CONTROL OF PHYSICAL RESOURCES

It is the policy of Cisco College to exercise control over its physical resources through functions in several areas of the College. The Dean of Business Services oversees the recording and depreciating of capital assets, and risk management, while the President oversees maintenance and construction activities. Space planning and management is controlled by members of the Executive Council depending on the location of the space. The development of a safe and secure environment is under the control of the Vice President for Student Services. Each of these functions contributes to overall control of physical resources.

Recording and Depreciating of Capital Assets:

Capital assets are recorded at cost at the date of acquisition, or fair market value at the date of donation. The College's capitalization policy includes all items with a unit cost of $5,000 or more and an estimated useful life in excess of one year. Renovations to buildings, infrastructure, and land improvements that significantly increase the value or extend the useful life of the structure are capitalized.

Depreciation is computed using the straight-line method over the estimated useful lives of the assets applying the half-year convention. The following useful lives are generally used: buildings – 50 years; facilities and other improvements – 20 years; machinery, vehicles and other equipment – 10 years; telecommunication and peripheral equipment – 5 years; and library books – 20 years.

Maintenance and Construction Activities:

Maintenance, custodial and grounds employees are daily involved in the control of physical resources through their diligence and expertise in caring for and construction of College's assets.

Risk Management:

Risk management involves identifying and evaluating exposure to loss, reducing loss potential where feasible and selecting appropriate insurance coverage to reduce the burden of paying for losses that occur.

Space Planning and Management:

This process seeks to determine what space exists, how it is being used, who uses the space, how the space could be used, what additional space may be needed or extra space eliminated, and the best way to provide more space.

Safe and Secure Environment:

A comprehensive safety plan is an effective tool for controlling physical resources. Such a plan provides ideas on not only protecting College facilities, but human resources as well.

Grant–funded Inventory:

Inventory of grant-funded equipment must be maintained and reflect the purchase of new equipment as it occurs. Per the Education Department General Administrative Regulations (EDGAR) and the Office of Management and Budget (OMB), the record must include a description of the property, a serial number, source of funding, acquisition date, cost of property, and portion of Federal funding used to purchase the item.

Additionally, a physical inventory of all properties must be taken and results reconciled with records at least once every two years.

When property is disposed due to its lack of use or need, the fair market value of the item determines where it goes. Items with a $5000 value or less may be retained by the college, sold or otherwise disposed of with no obligation to the awarding agency.

Items valued at more than $5000 will be disposed of in accordance with the guidelines presented in the EDGAR publication detailing its fair-market value and results if the item is sold.

All equipment purchased with Federal funds shall be labeled indicating that it is purchased with non-local funds (such as Perkins) and tracked through the college inventory system.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 3.18
TYPE: Business Operations	**EFFECTIVE DATE:** Immediately
TITLE: Investment Policy	**ADOPTION DATE**: October 6, 2008 **REVISION DATE:** October 8, 2018

3.18 INVESTMENT POLICY

I. PURPOSE AND OBJECTIVES

This investment policy is intended to provide guidelines for the investment officer and other College employees empowered to deposit, withdraw, invest, transfer, or manage in any other manner the funds of Cisco College. The overall investment objectives of the College are, in order of priority:

- preservation of capital and protection of principal,
- maintenance of sufficient liquidity,
- yield,
- diversification to avoid unreasonable risks, and
- maintain public trust from prudent investment activities

Cisco College's funds shall be managed in accordance with the following standard of care:

> Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived.

II. OPERATIONAL GUIDELINES

A. Investment Responsibilities

The investment officer is designated to be the Dean of Business Services and is given the responsibility for the investment and all other authority over the College's funds. In the absence of or at the direction of the Dean of Business Services, the President and/or the Accountant may deposit, withdraw, invest, transfer, or manage in any other manner the funds of the College. Authority granted by this policy is effective until rescinded by the College or until termination of employment.

An investment officer who has a personal business relationship with an entity seeking to sell an investment to the College shall file a statement disclosing the relationship. The statement must be filed with the Texas Ethics Committee and the Cisco College governing board. The same requirements shall be met for an investment officer who is related in the second degree by marriage (affinity) or blood (consanguinity) to an individual seeking to sell an investment to the College.

When deciding whether an investment officer's actions were prudent, the determination should be based upon total investment portfolio, rather than an individual investment in the portfolio. However, an investment transaction not consistent with the written investment policy would not be considered prudent.

B. Internal Procedures

The investment officer shall attend at least one training session relating to their responsibilities for investments within six months after assuming duties. Each member of the College governing board shall attend, during the member's first two years of service as a member of a governing board, at least one training program under Texas law. [Education Code 61.084] The Texas Higher Education Coordinating Board shall certify this training. It will include education in investment controls, security risks, strategy risks, market risks, and compliance with the law.

Further, the investment officer shall attend a training session (at least five hours) not less than once in a two-year period from any independent source approved by the governing body or its designee. Also, the investment officer shall prepare a report on the Public Funds Investment Act and deliver it to the governing body not later than the 180th day after the last day of each regular session of the legislature.

The College's governing board shall review its investment policy at least annually.

A printed copy of the investment policy shall be presented to any person or business organization seeking to sell an investment to the College. The registered principal of the organization seeking to sell the investment shall execute a written document, which states the principal has received and thoroughly reviewed the College's investment policy. The document shall acknowledge that the business organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities between the College and the business organization. The investment officer may not buy any securities from a person or business organization who has not delivered such document to the College.

The College shall perform or cause to be performed a compliance audit of management controls on its investments and of adherence to the established investment policy at least annually. This may be done in conjunction with the College's annual financial audit.

C. Management Reports

The College's investment officer shall prepare or cause to be prepared and submit, not less than quarterly, a written report of the investment transactions for all funds to the governing board.

At a minimum, the submitted report shall:

a) describe in detail the investment position of the College on the date of the report;

b) include a signed compliance statement proclaiming adherence to the investment policy, the investment strategy, and the applicable provisions of the Public Funds Investment Act;

c) state the book value and market value of each investment that has a maturity date;

d) state the fund or pooled group fund for which each investment was acquired, and;

e) include the beginning market value for the reporting period, the changes to market value for the reporting period, and the ending market value for the reporting period for each investment that has a maturity value.

III. INVESTMENT STRATEGY

As a part of the investment policy, an investment strategy for each accounting fund of the College shall be developed. The investment strategy for each particular fund shall be set forth by listing, in order of importance, investment objectives, which will also show the level of acceptable risk. The investment objectives are as follows:

A. Preservation and safety of principal;

B. Liquidity;

C. Marketability of the investment (ability to liquidate before maturity);

D. Yield;

E. Diversification of the investment portfolio.

In all matters concerning investment strategy, the investment officer should display an understanding of the suitability of the investment as it pertains to the financial requirements of each particular accounting fund of the College. Each accounting fund is listed below with its corresponding investment objectives:

- Local Fund - A, B, C, D, E

- Appropriation Fund - A, B, C, D, E
- Bond Revenue Fund - A, B, C, D, E
- Bond Interest & Sinking Fund - A, B, C, D, E
- Grants & Aid Fund - A, B, C, D, E
- Endowment Fund - A, D, C, B, E
- Federal Aid Fund - A, B, C, D, E
- Loan Fund - A, B, C, D, E
- Agency Fund - A, B, C, D, E

IV. AUTHORIZED INVESTMENTS

Cisco College's investment authority is derived from the Public Funds Investment Act (the Act). There are numerous types of investments authorized by the Act. The College's investment officer should, however, remain keenly aware of his own level of expertise in any and all investment decisions. However, the maximum stated maturity of any individual investment should be no longer than 10 years, and the maximum dollar-weighted average maturity of any pooled fund should be no longer than 1 year. Cisco College will not invest with companies that do business in Sudan, Iran, or with Foreign Terrorist Organizations. A list of these organizations can be found on the Texas Comptroller website.

The investments set out below are deemed to be appropriate for Cisco College.

Government Securities

The College may invest in obligations of, or guaranteed by, governmental agencies and instrumentalities except as provided by Subsection (b) of Section 2256.009 of the Public Funds Investment Act. The following are authorized investments under this policy: 1) obligations of the United States or its agencies and instrumentalities; 2) direct obligations of this state or its agencies and instrumentalities; 3) collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States; 4) other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this state or the United States or their respective agencies and instrumentalities; 5) obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent; 6) bonds issued, assumed, or guaranteed by the State of Israel; 7) interest-bearing banking deposits that are guaranteed or insured by: a) the Federal Deposit Insurance Corporation or its successor; or b) the National Credit Union Share Insurance Fund or its successor: and 8) interest-bearing banking deposits other than those described by Subdivision if: a) the funds invested in the banking deposits are invested through: i) a broker with a main office or branch office in this state that the investing entity selects from a list the governing body or designated

investment committee of the entity adopts as required by Section 2256.025; or ii) a depository institution with a main office or branch office in this state that the investing entity selects; b) the broker or depository institution selected as described by paragraph (a) arranges for the deposit of the funds in the banking deposits in one or more federally insured depository institutions for the investing entity's account; c) the full amount of the principal and accrued interest of the banking deposits is insured by the United States or an instrumentality of the United States; and d) the investing entity appoints as the entity's custodian of the banking deposits issued for the entity's account: i) the depository institution selected as described by paragraph (a); ii) an entity described by Section 2257.041 (d); or iii) a clearing broker dealer registered with the Securities and Exchange Commission and operating under Securities and Exchange Commission Rules.

Certificates of Deposit

College funds may be invested in certificates of deposit if they are issued by a state or national bank domiciled in the State of Texas or a savings and loan association domiciled in the State of Texas and guaranteed by the Federal Deposit Insurance Corporation or its successor. Collateral for the certificates of deposit must be in investments authorized by the Public Funds Investment Act and approved by the College.

Money Market Mutual Funds

The College may invest in a no-load money market fund if it: 1) is registered with and regulated by the Securities and Exchange Commission; 2) provides the investing entity with a prospectus and other information required by the Securities Exchange Act; and 3) complies with federal Securities and Exchange Commission Rule 2a-7 promulgated by the Securities and Exchange Commission. In addition, a no-load money market mutual fund has an average weighted maturity of less than two years and either; A) has a duration of one year or more and is invested exclusively in obligations approved by the Public Funds Investment Act: or B) has a duration of less than one year and the investment portfolio is limited to investment grade securities, excluding asset-backed securities.

The College is specifically prohibited from: 1) investing in the aggregate more than 80 percent of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service, in money market mutual funds; 2) investing any portion of bond proceeds, reserves, and funds held for debt service in a money market mutual fund that has a dollar-weighted average stated maturity of 91 days or more, and does not include in its investment objectives that maintenance of a stable net asset value of $1 for each share, and; 3) investing in any one mutual fund in an amount that exceeds 10 percent of the total assets of the mutual fund.

Investment Pools

The College may invest its funds in eligible investment pools if the governing board specifically authorizes transfers of funds to the particular pool. In order to be an eligible investment pool, the investment pool must meet the qualifications set forth in the Public Funds Investment Act for investment pools. A public funds investment pool using amortized cost shall report yield to its investors consistent with applicable Securities and Exchange Commission rules and regulations.

V. AUTHORIZED BROKERS

The governing body of Cisco College shall, at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with the College. As of the date of this amended policy, the qualified brokers are:

First Financial Bank, Abilene, Texas

First Southwest Company

Local Government Investment Cooperative (LOGIC)

Lone Star Investment Pool (First Public, LLC)

Prosperity Bank, Cisco, TX

Hilltop Securities

Ameriprise Advisor Services, Inc.

Texas Short Term Asset Reserve Program (TexSTAR)

SECTION 4: RELATIONSHIP OF FULL-TIME EMPLOYEES TO CISCO COLLEGE

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 4.1
TYPE: Relationship of Full-Time Employees to Cisco College	**EFFECTIVE DATE:** Immediately
TITLE: Human Resources: Hiring Policy	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** August 14, 2017

4.1 HUMAN RESOURCES: HIRING POLICY

It is the policy of Cisco College to afford equal opportunity to every individual. The College does not discriminate against any applicant or employee because of race, color, national origin, sex, disability, age, religion, veteran status or any other legally protected status that does not affect the job duties.

It is the policy of Cisco College to comply with all applicable state and federal laws pertaining to employer-employee relations. When requesting a replacement for a new or vacant position, all supervisory personnel may consider individuals currently under their supervision who may be qualified for advancement or transfer. Applicants may not be considered for employment if they have ever been convicted of a felony or other offense, or if the applicant has pending felony or misdemeanor charges until the pending charge is resolved.

The Board of Regents must give final approval for Cisco College employment. In situations involving Executive and mid-management level positions (e.g. Vice President, Deans, Directors, and Head Coaches). Board approval is required prior to extending an offer of employment. The President may call a special meeting of the Board of Regents in situations critical to fulfilling the mission of the college.

All full-time and part-time applicants will be subject to a criminal background check prior to employment with the college district. The applicant's signed release is obtained on the application. If more information is needed to process the criminal background check, the Human Resource department will contact the applicant.

See Appendix B-7 for hiring procedures.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 4.2
TYPE: Relationship of Full-Time Employees to Cisco College	**EFFECTIVE DATE:** Immediately
TITLE: Salary Determination and Distribution	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

4.2 SALARY DETERMINATION AND DISTRIBUTION

It is the goal of the Board of Regents of Cisco College to provide college employees adequate salaries and a well-planned program of benefits to enable them to live in dignity and to facilitate the college in attracting, employing, and retaining personnel who are capable and willing to implement programs that fulfill the philosophy, principles, and objectives of the college. The salary schedule is developed through the Budget Process and must be approved by the Board of Regents.

Faculty Positions

Base salaries for all full-time instructional personnel are determined by a uniform salary schedule, based upon formal education and relevant experience (see Appendix A-1 for current salary schedule). In addition to the base salaries, faculty teaching overload can earn additional pay.

Other Exempt and Non-Exempt Employees

Salaries for other exempt and non-exempt positions are determined by the college schedule. Non-faculty salary depends on position classification. Each position is evaluated relative to education required, minimum experience, complexity of duties, impact, supervision of others, contacts with others, and physical effort/conditions. After this evaluation, the position is assigned placement on the appropriate salary schedule. (See Appendix A-1 for salary schedules for exempt, non-exempt, and administrative employees.)

Special Assignments

Compensation for special assignments will be determined by the appropriate administrator according to the organizational chart and approved through the budgeting process described in the Business Operating Policies.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 4.3
TYPE: Relationship of Full-Time Employees to Cisco College	**EFFECTIVE DATE:** Immediately
TITLE: Benefits	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** December 2, 2021

4.3 BENEFITS

Insurance

It is the policy of Cisco College to make plans for group hospitalization insurance, group vision insurance, cancer insurance, group life insurance, group dental insurance, short term and long term disability insurance, and tax sheltered annuities available to full-time employees. Information concerning these plans and other employee benefits may be obtained from the Human Resources office. The policies will be administered by Employees Retirements System of Texas (ERS) according to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). Insurance benefits paid for and provided by Cisco College cannot be continued following a resignation if the employee does not continue receiving compensation.

Retirement Programs

All Cisco College employees who are not students are required to belong to a retirement plan. Eligible employees may choose the Teacher Retirement System of Texas (TRS) or an Optional Retirement Plan (ORP). Part-time employees belonging to TRS through another employer are required to include their college earnings in the retirement plan. Persons intending to withdraw from the retirement program may initiate withdrawal procedures upon receipt of the final paycheck. (Other part-time employees must participate in a plan administered by a Board-approved company.)

An employee who elects TRS will have a percentage of his/her gross salary deducted each month and deposited with TRS. The State Comptroller will place a percentage in the employee's TRS account each month. Complete information regarding the Teacher Retirement Program is available in the Human Resources office or online at www.trs.state.tx.us.

Those persons eligible for the ORP may enroll with any carrier approved by the State of Texas and the College. Only those companies shown on the List of 403(b) Certified Companies on the Teacher Retirement System web site will be considered for approval. If a company is removed from the TRS list, it will be immediately removed as an active carrier. Only those

employees using that carrier at the time the company becomes inactive may continue to use the carrier. A complete list of ORP carriers is available in the Human Resources office.

Retirement Planning

College employees considering retirement should give advance notice so that the Human Resources office may provide assistance in obtaining information associated with retirement benefits (insurance and annuities).

Tax-Deferred Annuities

Under the provision of public law, an employee of the college may be eligible to purchase a tax-deferred retirement annuity. While the annuity is being purchased, the employee does not pay current income taxes on the amount deducted from his/her salary for the annuity premium.

If the employee signs a contract for a tax sheltered annuity program, his/her current salary is reduced by whatever amount is stated on the contract. This is defined as a reduction rather than a deduction to comply with the current tax regulations. Interested employees may obtain information on annuity programs, including a list of approved carriers, from the Human Resources office. Only those companies shown on the List of 405(b) Certified Companies on the Teacher Retirement System web site will be considered for approval. If a company is removed from the TRS list, the company will immediately be removed as an active carrier. Only those employees using that carrier at the time it became inactive may continue to use the carrier.

Social Security

Cisco College employees are not covered by Social Security.

Worker's Compensation

All College employees are covered by workers' compensation insurance while in the course and scope of their duties in the College. Workers' compensation insurance pays for medical bills resulting from injuries or illness an employee incurs while in the course and scope of his/her duties with the College. Workers' compensation also pays a partial salary continuation benefit for time lost from work as a result of an eligible work-related injury or illness. The length and amount paid are governed by State law. For injuries resulting in long term or permanent disability, the employee may be eligible for other payments as governed by State law.

> ***Reporting Responsibility:*** Any employee who experiences an on-the-job injury is required to notify his/her supervisor and the Director of Human Resources as soon as possible after the incident occurs. The employee is required to complete an Injury

Report and submit it to the Director of Human Resources. If the employee is unable to report the injury or complete the Report, the supervisor and/or co-worker should report the incident immediately to the Director of Human Resources.

Lost Time: It is the policy of the College that if an employee is disabled or unable to work because of an occupational accident, the employee shall be compensated as follows: Employees will be paid by the college during the seven-day "waiting period" as defined by workers' compensation if the employee has accrued sick leave or vacation to cover the period. If the employee does not have accrued sick leave or vacation to cover the seven day waiting period, that period will be without pay. Employees receiving pay under the workers' compensation program will **not** receive salary compensation from the college during the period that they are being paid by workers' compensation.

Legal Services

The Board of Regents may authorize legal service for employees who are sued for actions that occur in the performance of their assigned duties. Information may be obtained from the Director of Human Resources. Full-time employees are encouraged to consider legal insurance available through the Texas Community College Teachers Association.

Credit Classes

Full-time employees, their spouses, and their unmarried dependents under the age of 25 may be provided a tuition and fee waiver to cover a portion of the cost of enrolling in approved courses for credit. Employees or dependents will be required to pay for kits, testing fees, schedule change fees, or other supplies required for class. Employees who have resigned or whose employment is not expected to continue through the semester of employment are not eligible to participate in the tuition waiver program.

The following guidelines should be followed when taking classes (at Cisco College or at another institution):

1. If an employee requests to take a course during regular work hours, it must be approved at the Executive Council level and must clearly relate to the position in question. The time away from work must be made up according to a schedule pre-approved at the Executive Council level. Employees are strongly encouraged to enroll in on-line courses or courses offered during non-working hours.

2. Employees taking classes should not work on assignments during regular working hours.

3. Employees or dependents must maintain a 2.0 overall grade point average.

Employee Counseling

Employees who are having difficulty in coping with a personal problem are encouraged to contact the counseling department. The counseling department will assist employees in seeking the appropriate professional help while maintaining a level of confidentiality.

Children at Work

Employees should not bring children under the age of 17 to the campus and leave them unattended while involved in work or campus business during scheduled working hours. In the event of a temporary, unusual circumstance, an employee is required to obtain approval from their respective supervisor. If approved the child(ren) must be designated to an appropriate area out of the way of business activity.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 4.4
TYPE: Relationship of Full-Time Employees to Cisco College	**EFFECTIVE DATE:** Immediately
TITLE: Leaves of Absence	**ADOPTION DATE**: March 10, 2008 **REVISION DATE**: September 1, 2014

4.4 LEAVES OF ABSENCE

A. Holidays

Holidays for employees will be set according to the academic calendar or by departmental supervisors with Executive Council level approval. If a college holiday occurs on a day that is outside the employee's normal work schedule, the employee is not entitled to recover the holiday missed. The academic calendar will be approved by the Executive Council and the Board of Regents.

B. Extended Development Leave

Extended development leaves (without salary) may be granted by the President with approval of the Board of Regents for a period of not less than one semester or more than one year. A faculty development leave will be granted only if a suitable substitute can be found for the faculty member who requests leave. Substitutes will be made aware of the temporary nature of the position. An employee must have been with the College at least two years to be eligible for development leave. An employee requesting a leave of absence should prepare a written request describing the details of the requested leave (purpose, length, and other pertinent details). The written request should be directed to both the appropriate administrator and the President and should be submitted well in advance in order for proper arrangements to be made and for Board approval.

C. Sick Leave

All full-time employees may accumulate a maximum of 90 working days sick leave (approximately one regular semester) acquired at the rate of one day per month of contracted service. The employee must notify the appropriate supervisor as soon as possible when missing work due to sick leave. The following regulations apply to sick leave:

1. One-half month or more full-time employment is considered a complete month in computing earned sick leave. Less than one-half month of full-time employment is disregarded.

2. Credit for sick leave does not accumulate during leave of absence.

3. An employee must make an application for sick leave upon returning to work, except in cases of elective hospitalization for which prior approval must be obtained. Approved applications for sick leave are filed in the Human Resources office.

4. Sick leave with pay is allowed a full-time employee for absence from work for which he/she has been scheduled during the employee's normal work week up to the amount of his/her earned credits.

5. Illness or injury should be reported to the employee's immediate supervisor as soon as possible. An employee planning to return to work following sick leave should notify his/her supervisor as early as possible of the employee's return time. Hours missed are charged to sick leave in increments of 4 hours or 8 hours.

6. An employee who transfers from one department to another maintains the balance of his/her unused sick leave.

7. Sick leave will be deducted from the employee's accumulated sick leave in accord with the employee's regular work schedule.

8. An employee is not entitled to take sick leave with pay except when he/she or a member of his/her family is actually ill or has a doctor's appointment for which the employee needs to be present. Family may also be defined as a person who occupies a position of significance.

9. Maternity leave will be given the same consideration as sick leave.

10. Faculty Sick Leave: A faculty workday is based upon scheduled duties rather than a certain number of hours. Generally, if the responsibilities for the day are missed, then 8 hours will be charged against accrued sick leave. If an entire morning or afternoon/evening responsibilities are missed, then 4 hours will be charged. Special circumstances will be handled by the appropriate administrator.

11. Unused accumulated sick leave will not be reimbursed upon separation from the College.

D. The Family and Medical Leave Act

If at any time, when an employee requests leave under The Family Medical Leave Act, the following provisions apply:

1. Any employee who has been employed by the college for at least twelve consecutive months and for at least 1,250 hours of service during the twelve months immediately preceding the date when leave is requested to commence shall be eligible for the following described FMLA leave.

2. The leave shall be granted for any of the following qualifying events:

    - The birth of a child or the need to care for a newborn child of the employee
    - The placement of a child with the employee for adoption or foster care
    - The need for the employee to care for a child, spouse, or parent with a serious health condition
    - The employee's own serious health condition, if it makes the employee unable to perform the functions of his job

3. During the time of the FMLA leave, all college health benefits shall be afforded as if the employee had continued to work, with the college continuing to pay the employer portion of any health care premium. The employee shall continue to pay all premium payments as if the employee were continuing to work instead of taking the leave.

4. The College may recover its share of health care premiums paid for the employee if the employee does not return to work for any reason other than the continuous serious health condition of the employee or the employee's immediate family or other reason beyond the employee's control. The employee shall be considered as having returned to work 30 calendar days after return to work.

5. An employee desiring to take FMLA may be asked to provide certification from a health care provider to substantiate that the leave is due to the serious health condition of the employee or of someone in the employee's immediate family.

6. The college may require that the employee present a certification of fitness to return to work if the absence was caused by the employee's own serious

health condition. The college may delay restoring the employee to employment until it receives a certificate relating to the health condition that caused the employee's absence.

7. The taking of FMLA leave shall not result in the employee losing any benefits that accrued prior to the start of the leave.

8. Leave shall be determined based on the needs of the employee and may be granted for an amount of time not to exceed twelve work weeks during any twelve-month period.

9. The college shall calculate the twelve-month period and twelve-week entitlement as follows:

    - Cisco College chooses the "rolling" 12-month period measured backward from the date an employee uses any FML for determining the 12-month period.

10. If at any time the Board of Regents elects to change the manner in which FMLA entitlements are calculated, the President shall give 60 days' notice to all employees during any transition period. The employee shall be entitled to a calculation under whichever method affords the employee the greater entitlement during the transition period.

11. If both husband and wife are employed by the college, each may request FMLA, but the combined leave may be limited to a total of twelve weeks if the leave is for:

    a. Birth of the employee's child or to care for the child after birth

    b. Placement of a child with the employee for adoption or foster care or to care for the child after such placement

    c. Care of the employee's parent with a serious health condition

12. FMLA leave may be taken intermittently by *non-instructional* employees as follows:

    a. Leave may be taken in separate blocks of time due to a single qualifying reason, such as a reduced leave schedule with a lesser number of days per work week or a lesser number of hours.

b. Leave taken after the birth or placement of a child for adoption or foster care may be taken intermittently if the college agrees. If, however, the parent has a serious health condition or other qualifying cause apart from the care of the child, this section shall not apply.

c. Leave may be taken intermittently on a reduced leave schedule when medically necessary for planned or unanticipated medical treatment of a related serious health condition by or under the supervision of a health care provider, for recovery from treatment or recovery from a serious health condition, or to provide care or psychological comfort to an immediate family member with a serious health condition.

d. If the employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or family member, including during a period of recovery from a serious health condition, or if the college agrees to permit intermittent or reduced schedule leave for the birth of a child or for the placement of a child for adoption or foster care, the college may require the employee to transfer temporarily during the period of intermittent or reduced leave schedule to an available alternate position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position. The alternative position must have equivalent pay and benefits.

13. If an employee does not give notice of foreseeable FMLA leave to be taken intermittently or on a reduced leave schedule, the college may require the employee to take leave of a particular duration or to transfer temporarily to an alternative position or require the employee to delay taking the leave until the thirty-day notice provision is met.

14. For *instructional* employees desiring to take intermittent leave or leave on a reduced schedule to care for a family member or for the employee's own serious health condition, which is foreseeable based on planned medical treatment, and the employee would be on leave for more than twenty percent (20%) of the total number of working days over the period leave would extend, the college may require the employee to choose either:

    a. To take leave for a period or periods of a particular duration not greater than the duration of the planned treatment, or

b. To transfer temporarily to an available alternative position for which the instructional employee is qualified, which has equivalent pay and benefits, and which better accommodates recurring periods of leave than does the employee's regular position.

The above-described policy applies only to leave involving more than twenty percent (20%) of the working days during the period over which the leave extends. If the instructional employee desires to take leave for 20% or less of the working days during the leave period, the college shall not request transfer of the employee to an alternate position.

15. If an instructional employee requests to take leave more than five weeks before the end of the semester, the college may require the employee to continue to take leave until the end of the term, if the leave will last at least three weeks and the employee would return to work during the three-week period before the end of the term.

16. If an instructional employee requests to take leave more than five weeks before the end of the term for a purpose other than the employee's own serious health condition, and the employee will return during the five-week period before the end of the term, the college may require the instructional employee to continue to take leave until the end of the term, if the leave will last more than two weeks and the employee would return to work during the two-week period before the end of the term.

17. If an instructional employee begins leave for a purpose other than the employee's own serious health condition during the three-week period before the end of the term, and the leave will last more than five working days, the college may require the employee to continue taking leave until the end of the term.

18. Salaried employees who are among the highest paid 10% of all the employees of the college at the time of the request of leave need not be restored to the same position, if to do so would cause substantial and grievous economic injury to the operations of the college. If the college believes reinstatement should be denied to such an employee, it must give written notice of this fact to the employee at the time the employee gives notice of the need for FMLA leave. At the same time, the college must fully inform the employee of the potential consequences with respect to reinstatement and maintenance of health benefits, if the college should determine that substantial and grievous

economic injury to the college operation will result if the employee is reinstated upon return.

No employee of the college shall interfere with any employee's rights under the law or this policy to request or assert a right to FMLA leave.

E. Bereavement Leave

Bereavement leave may be granted by the immediate supervisor for absence from job duties. The amount of leave granted will depend on the travel distance required and/or the relationship to the deceased. One half day up to one week bereavement leave to attend a funeral may be granted with approval from the supervisor. Approval for bereavement leave lasting longer than one week must be approved by the supervisor and requested at the Executive Council level.

F. Personal Leave

Specifically for employees who do not accrue vacation leave, personal leave may be granted for **compelling personal** reasons, provided adequate arrangements can be made for the employee's responsibilities during the absence. It should not be granted if significant inconvenience or more than normal expense to the College would result. Employees who have personal business requiring their absence from assigned duties must request leave through the supervisor prior to the requested absence and it must be approved at the Executive Council level. Generally no more than two (2) days will be approved.

G. Bad Weather Days

Classes will be held and business will continue as usual on bad weather days unless hazardous conditions exist that affect travel to the site of instruction. The designated administrator appointed by the College President will determine the need to cancel classes and will coordinate with the local school district. Closure announcements will be given to the local radio stations by 6:00 a.m. or as appropriate. In some instances, employees will not be able to travel due to local conditions in his/her place of residence. These leaves of absence will be handled on a case-by-case basis with the supervisor.

H. Court or Jury Duty

Any employee may fulfill his/her civic responsibilities of serving as a juror or witness. An employee who is subpoenaed as a witness or called to serve as a juror should report the call to his/her immediate supervisor. He/she will be relieved from duties for the reasonable time required for rendering such services. The employee is entitled to retain all compensation received for such services, and no deductions will be made

in pay for the reasonable time he/she is absent from duty fulfilling such responsibilities.

I. Work at Home

While Cisco College does not have a specific "work at home" policy, some exempt employee jobs may be appropriate for a portion of the work to be completed from home during times of illness or necessary absence. This option may not be available to all employees because of the nature of their job and should be utilized only in situations of extreme need. In the event of such circumstances, and if agreeable to the employee and the employee's supervisor, the employee's work-at-home time would be calculated and recorded by the supervisor. A work arrangement of this nature must be reviewed and reauthorized on a regular basis.

J. Military Leave

Employees who are members of any branch of service are entitled to all rights according to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), see 38 USCA. Individuals who voluntarily or involuntarily leave his/ her employment position to undertake military service are protected under USERRA. USERRA also prohibits employers from discriminating against past and present members of the uniformed services and applicants to the uniformed services. For more information, see www.dol.gov/vets.

K. Vacations—Exempt and Non-Exempt

All full-time, exempt and non-exempt employees working full-time for twelve months are entitled to accrue paid vacation time on a monthly basis from the date of employment.

Twelve-month employees will earn two weeks of vacation per year upon the initial hire. After ten years of full-time service, all twelve-month employees will earn three weeks of paid vacation per year. All Executive Council level administrators will earn three weeks of vacation per year beginning with the immediate hire.

1. If an employee terminates with the college prior to the completion of the fiscal year and has used all vacation time, the employee's final paycheck will be adjusted accordingly.

2. An employee is permitted to accrue and carry over double the amount of vacation time earned annually.

3. Upon resignation, termination or interruption of employment, paid vacation time will be computed on a pro-rata basis if at least ninety days service has been rendered. Exceptions are as follows:

    a. An employee may be discharged without notice or without further pay for willful violation of rules, misconduct, or similar causes.

    b. If the last day of duty is other than the last day of the respective ninety-day period for accruing vacation, leave will be computed to the nearest half day.

4. Length of service is determined as follows:

    a. If all service has been continuous except for sick leave, authorized absences, or temporary lay-offs, the employee's length of service shall continue from the original day of employment.

    b. If an employee's employment is terminated and he/she later is re-employed for full-time, he/she is considered to be the same as a new employee with regard to allowed paid vacation.

    c. In the event that an employee transfers or is promoted, the continuous credited service accumulated under the employee's present position is counted as continuous credited under the new position.

5. Holidays recognized by the College and occurring during a vacation period are not counted against vacation time.

6. Vacation time does not accrue during authorized absences without compensation.

7. Extra pay is not given in lieu of vacation leave unless approved by the President.

8. A permanent record of vacation time accrued and taken is kept for each employee from the beginning date of his/her employment.

    a. The maintenance of this record is kept in the Human Resources Office.

    b. If an employee is to use accrued vacation time prior to the end of the accrual period, the department prorates and records the employer's accrued vacation time prior to its use.

9. Vacation schedules are determined according to the needs of the department. Department supervisors shall determine the appropriate time for employees to schedule vacations. All vacation schedules are subject to control and prior approval of the department supervisor. Employees are required to schedule their vacations so as to not interfere with normal operations of their department as determined by the supervisor. When 2 or more employees request vacations for the same period, the employee with the greater length of service receives priority. Some department's vacation schedules and accrual may vary due to the nature of the individual positions.

10. In case of an employee's death, all accumulated vacation leave will be paid to the estate. The payment is calculated at the rate of compensation being paid the employee at the time of death.

11. Employees that change from full-time to part-time will no longer accrue vacation.

12. The supervisor of the employee who has announced his/her resignation may request the employee whose contract/letter will not be renewed to take any accumulated vacation time prior to his/her last day.

13. Holidays – The holiday calendar may vary depending on how the holidays fall on the yearly calendar. The President has the authority to change the College's holiday calendar as needed.

L. Sick Leave Pool (Effective date: September 1, 2014)

The sick leave pool is a program that allows employees who are eligible to participate in the sick leave program of the College (Policy 4.4, Section C.) to voluntarily transfer sick leave to a sick leave pool. The sick leave pool is intended to assist employees and their families in dealing with catastrophic illnesses or injuries that force the employees to exhaust all of their available leave time. An employee becomes eligible to withdraw time from the sick leave pool if:

- the employee has exhausted their leave time because of catastrophic illness or injury of the employee or a member of the employee's family, and
- the employee is a participant in the sick leave pool program.

The sick leave pool is established by employee contributions and participation in the pool is voluntary.

1. **Definitions**

- **Catastrophic illness or injury** is a severe condition or combination of conditions affecting the mental or physical health of the employee or the employee's family that requires the services of a licensed medical practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee.

- **Licensed Medical Practitioner** means practitioner, as defined in the Texas Insurance Code, who is practicing within the scope of his or her medical license.

- **Family** is defined as those individuals related by kinship, adoption, marriage, or foster children (who are so certified by the Texas Health and Human Services Commission) who are living in the same household, or if not in the same household are totally dependent upon the employee for personal care or services on a continuing basis.

2. **Eligibility and Limitations**

- Employees who are eligible for sick leave benefits are eligible to participate in the sick leave pool. All eligible employees may enroll during an initial enrollment period (the dates of which will be announced), or the open enrollment period, which will be held each year from January 1 – January 31 and August 1 – August 31. New, full-time employees can voluntarily enroll in the sick leave pool upon their completion of six (6) months of employment and an accumulation of five (5) days (40 hours) of leave time. Following enrollment, there will be a 60 day waiting period before a withdrawal from the sick leave pool for all applicants. Eligibility will continue, provided the employee donates at least one (1) day (8 hours) of accumulated leave time each subsequent fiscal year; however, additional accumulated sick leave or accrued sick leave days may be donated as desired, up to the annual maximum allowance. To enroll, an employee must complete an application and submit it to Human Resources.

- To participate in the pool, an employee must contribute at least 1 day (8 hours) after becoming eligible. The maximum annual allowance to the pool is 3 days (24 hours). The maximum number of days available to be drawn from the pool is 30 days (240 hours) in a fiscal year (September through August), or not more than one-third (1/3) of the total balance in the pool, whichever is less.

- Donated accumulated sick leave contributed to the pool becomes the property of the College and may not be withdrawn, targeted for specific individuals, or returned to an employee.

- Use of benefits from the sick leave pool is considered under the provisions of the Family and Medical Leave Act (FMLA), and any use is calculated within the twelve weeks of leave provided under this Act for an employee.

- Any unused balance of sick leave pool hours granted to the employee returns to the pool.

- Employees may not receive sick leave pool hours while receiving any other compensation or compensation from lost wages. (This includes short term disability, long term disability, benefits paid under Workers' Compensation claims, or earned sick or vacation leave.

- The estate of a deceased employee is not entitled to payment for unused time withdrawn by the employee from the sick leave pool.

- Participants in the sick leave pool shall lose the right to use benefits from the pool upon any of the following:
    - termination of employment,
    - suspension without pay during the period of suspension,
    - abuse of the rules of the pool, or
    - falsification of any document or statement required under the rules.

3. **Administration**

- The sick leave pool shall be administered by the Director of Human Resources. As the administrator, the Director of Human Resources shall review requests for sick leave pool usage for appropriateness and eligibility. An employee may draw from the pool only with the approval of the pool administrator. Supporting documentation from a medical practitioner must be submitted for approval to be granted.

- The Director of Human Resources shall establish such other procedures that may be required to operate the pool fairly and efficiently. All such procedures shall be approved by the Cisco College Executive Council. Please see Appendix B-16 Sick Leave Pool for operational procedures and instructions to access associated forms.

4. **Procedures**

- An employee must be on approved FMLA Leave prior to requesting time from the Sick Leave Pool.

- All requests for sick leave pool time due to catastrophic illness or injury of the employee or qualified family member must be accompanied by a physician's statement which states the beginning date of the condition, a description of the illness or injury, a prognosis for recovery, and the anticipated date the employee will be able to return to work.

- If the time being requested for use is to care for a qualified family member or an individual residing in the employee's residence for whom the employee is the primary caregiver, the request must also include the relationship, where the family member resides, and a physician's statement giving details of the illness or injury and a statement concerning to what extent the family member or individual resident is totally dependent on the employee on a continuing basis.

- The Office of Human Resources is responsible for processing the request and securing a determination.

- The Office of Human Resources shall notify the employee and supervisor of the decision regarding the Request for Sick Leave Pool hours.

- The Office of Human Resources shall ensure that the employee's approved time is counted in the College's time reporting system.

- The immediate supervisor shall ensure that an eligible employee is advised of the program.

- The immediate supervisor shall ensure that, upon approval, the employee's time is submitted accurately and reported by the use of Absence Reports, not less than once per month to account for all days absent during that month.

- The estate of a deceased employee is not entitled to payment for unused time withdrawn by the employee from the sick leave pool.

5. **Confidentiality**

- All information regarding the Sick Leave Pool Request and donations shall be treated as confidential information in accordance with HIPPA and other applicable laws.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 4.5
TYPE: Relationship of Full-Time Employees to Cisco College	**EFFECTIVE DATE:** Immediately
TITLE: Evaluations	**ADOPTION DATE**: March 10, 2008 **REVISION DATE**: November 14, 2016

4.5 EVALUATIONS

It is the policy of Cisco College to require all employees to participate in the performance evaluation process. The purpose of performance evaluation includes recognition of a job well done, improvement of the job performance, job promotion, tenure, termination, and other related items. Job descriptions will also be reviewed and updated at the time of evaluation.

The President will be evaluated by the Board of Regents. All other personnel will be evaluated by their immediate supervisor.

Faculty will be evaluated annually in accordance with the Faculty Evaluation Plan. (See Appendix C-5)

All Other Employees

All employees of Cisco College will be evaluated annually through the use of evaluation forms furnished by the College. Superiors may conduct performance evaluations more often than annually, as deemed necessary by the supervisor, due to special projects or performance. The results of the evaluations will be reviewed with each respective employee. (See Appendix C-5)

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 4.6
TYPE: Relationship of Full-Time Employees to Cisco College	**EFFECTIVE DATE:** Immediately
TITLE: Disciplinary Action	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

4.6 DISCIPLINARY ACTION

It is the policy of Cisco College to utilize disciplinary action appropriate to the infraction. Disciplinary action is the responsibility of a supervisor or administrator and action taken should be appropriate to the situation. The general types of disciplinary actions include, but are not limited to, the following:

1. Verbal reprimand
2. Documented reprimand
3. Change of assignment, special assignment, demotion, suspension without pay
4. Dismissal.

SECTION 5: RELATIONSHIP OF FULL-TIME FACULTY TO CISCO COLLEGE

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 5.1
TYPE: Relationship of Full-Time Faculty to College	**EFFECTIVE DATE:** Immediately
TITLE: Contract Employment	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** March 7, 2011 **REVISION DATE:** June 9, 2014

5.1 CONTRACT EMPLOYMENT

Contract Faculty Employment

Notice of employment status is issued to faculty from the Office of the President during the spring semester of each academic year. The specific offer of employment is made when a completed contract is presented. The preparation of contracts is dependent upon the adoption of the college budget and may be delayed pending the passage of an appropriations bill by the State Legislature or other circumstances. *All contracts must be signed and returned to the President not later than fourteen (14) days from the date of issue or the offer of employment may be void.* The offer of a contract of employment may be withdrawn by the Board at any time before it is signed and delivered to the Office of the President.

An appointment is effective only for the term stated in the contract of employment and no property right is created beyond the term stated in the contract. Each division chair will submit to the appropriate supervisor by April 1, a list of faculty members recommended for reappointment. This information will be approved by the Director of Nursing Programs, the Executive Dean of Workforce and Economic Development (Fire Academy and Biotechnology faculty) and the Vice President of Instruction, who will compile a list of recommendations for the President. The President will submit a final recommendation list to the Board of Regents for approval.

Lack of enrollment in the discipline in which a faculty member is employed, or non-compliance with College policy may result in reassignment, non-renewal, or cancellation of the contract.

A faculty member may be reassigned at any time if deemed necessary by the college administration and Board of Regents.

Non-Contract Faculty Employment

Employees who are not tenured nor employed under the terms of a written employment contract have no property right and may be dismissed at will.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 5.2
TYPE: Relationship of Full-Time Faculty to College	**EFFECTIVE DATE:** Immediately
TITLE: Duties and Responsibilities of a Faculty Member	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

5.2 DUTIES AND RESPONSIBILITIES OF A FACULTY MEMBER

Under the direct supervision of the designated administrator and division chair, a faculty member performs the duties outlined in the faculty job description. All faculty members will be responsible for maintaining sufficient knowledge of current Cisco College procedures and policies as outlined in the College Policy Manual and the Instructional Administrative Regulations.

A faculty member:

1. Provides quality learning experiences for students and maintains the integrity of course standards and objectives. Meets classes punctually and keeps classes throughout the scheduled time as appropriate to provide quality learning experiences.

2. Fulfills duties as defined in the position job description.

3. Is on time for assigned duties and notifies the appropriate supervisor as early as possible of an unscheduled absence.

4. Reports to the appropriate official all student problems in need of special consideration.

5. Makes special reports as may be requested by the immediate supervisor of an administrative officer in the line of report.

6. Attends all meetings, commencements, and other official events required by the college administration, unless excused by the supervisor. Absence from commencement may only be excused by the President.

7. Serves actively on committees as appointed.

8. Cooperates and participates in the formal evaluation process.

9. Keeps the administration informed regarding problems, progress, and matters affecting the welfare of the institution in general.

10. Processes and maintains general budget expenditures for the appropriate program as applicable.
11. Is a good public relations agent both on the campus and in the community.
12. Channels each request or grievance through the administrative hierarchy delineated in the organizational chart of the college.
13. Administers appropriate assessment instruments and submits required documentation to the appropriate administrator.
14. Participates in strategic planning and institutional effectiveness.
15. Performs extra duties as may be assigned.

Failure to abide by these policies may be considered breach of contract.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 5.3
TYPE: Relationship of Full-Time Faculty to College	**EFFECTIVE DATE:** Immediately
TITLE: Professional Growth and Development	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** March 7, 2011

5.3 PROFESSIONAL GROWTH AND DEVELOPMENT

New Employee Orientation

All new employees are required to attend a designated new employee orientation. The immediate supervisor is responsible for ensuring that appropriate orientation for new employees takes place.

Continued Professional Development

Cisco College recognizes the need for continued professional growth and development of all faculty. Requests for institutional funds are made through the immediate supervisor.

Cisco College encourages professional growth and development by offering an ongoing program of professional development. Documentation of professional growth must be submitted to the division chair annually.

Professional growth activities may include but are not limited to:

- e-Learning – Cisco College makes available a variety of online courses, webinars and professional presentations. Announcements are disseminated to all faculty regarding access and availability.
- Workshops, seminars, and/or short courses to develop new skills.
- Scholarly papers presented at the local, regional, state, and/or national level. A paper is defined as any work of original thesis or proposition that may or may not involve extensive research.
- Publication of books, articles, and papers.
- Active participation in professional associations and organizations at the local, regional, state, and national level.
- Service to the college – providing programs or workshops for students, staff or faculty or development of new instructional materials and/or courses.

- Service to the community – providing programs or workshops to organizations or civic groups.
- Writing and submitting grants.
- Completion of approved college courses.
- Occupational/work experience used for professional development – must pertain to the faculty's immediate teaching areas or related fields. Work experience, excluding Cisco College appointments, shall include but not be limited to outside instruction, summer or part-time employment, salaried/non-salaried, or contract work. Since the goal of occupational/work experience is to refine, develop, or update faculty skills, diversification in work experience shall be encouraged.

Professional Development Requirement for Faculty Teaching Distance Courses

Faculty teaching via interactive television (ITV) or online for the first time must attend a training orientation prior to the course start date. Training for faculty teaching via interactive television (ITV) will include training in the use of ITV equipment as well as teaching techniques appropriate to the ITV classroom. Training for faculty teaching online courses will include technical training as well as teaching techniques appropriate to the online setting. The Director of Distance Education and e-Learning will be responsible for teaching and documenting distance learning training and may excuse faculty with previous on-line instruction experience from training.

Elected Additional Education for Faculty

Course approval for salary increments: It is the policy of Cisco College to encourage faculty members to seek additional graduate credit in areas that will enhance the instructional expertise. These guidelines are not intended to inhibit graduate enrollments. (See Appendix A-1 Salary Schedule for pay increment.)

To be certain the courses taken can be used to earn incentive pay, please follow these guidelines:

1. Instructors are encouraged to work on advanced degrees in their teaching fields at regionally accredited universities.
2. Courses, which are not part of a degree plan, except for education courses, need to be approved on a course-by-course basis by the immediate supervisor. Random graduate courses and graduate education courses will be approved only if a clear relationship exists between the course's content and the instructor's assignment.

3. As a general policy, eighteen hours is the maximum number of hours to be earned in any one year: Exceptions to this policy may be obtained through the immediate supervisor.

4. To be included on the contract, the courses must be completed and a grade received prior to the beginning of the fall term. Official transcripts must be provided to the Human Resources office. Approval from the Executive Council level administrator must be obtained for salary increases.

Exceptions to these guidelines, either in hours or course subjects approved, shall be requested in writing to the Executive Council level administrator.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 5.4
TYPE: Relationship of Full-Time Faculty to College	**EFFECTIVE DATE:** Immediately
TITLE: Faculty Schedules	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** March 7, 2011 **REVISION DATE:** May 26, 2015

5.4 FACULTY SCHEDULES

Teaching Schedules

Faculty teaching schedules are developed by the appropriate Division Chair with input from the Faculty member.

Evening and Summer Teaching

Evening courses are a regular part of the course schedule, and instructors may be called upon to teach evening courses as a portion of their regular load. Prior to summer, faculty members are asked to indicate whether or not they desire to teach in one or both terms of the summer session. Summer employment is compensated separately from annual contracts. Employment for any summer session is available only upon compelling evidence of divisional need and approval of the instructional administrator. The summer schedule of courses is based upon anticipated enrollment patterns. The assignment of instructors to evening and summer classes is the responsibility of the division chair and the Vice President of Instruction.

Changing Class Meeting Hours

Provision for changing class meeting hours to a time other than the regularly scheduled class or laboratory session, can be made only with the permission of the Division Chair or the Vice President of Instruction. Such permission should be obtained prior to any announcement of change to students.

Changing Classrooms

In an effort to maximize classroom space, it may be necessary at times to change assigned classrooms after the semester has started. Instructors must determine if the classroom is available and obtain permission from their Division Chair prior to making such changes. The Vice President of Instruction's office is in charge of maintaining the course schedule and must be alerted. It is the responsibility of the Vice President of Instruction to notify the Director of AEC Operations/Assistant to the Provost.

Office Hours

Faculty will schedule a minimum of five office hours per week when they will be available to meet with students. Faculty should be available by appointment to meet with students at other times.

Committee Meeting Schedules

Faculty should input their teaching schedules into their shared calendars so that committee meetings can be scheduled around their classes. Faculty should attend committee meetings as scheduled or notify their Division Chair.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 5.5
TYPE: Relationship of Full-Time Faculty to College	**EFFECTIVE DATE:** Immediately
TITLE: Faculty Teaching Load / Overload	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** June 13, 2011 **REVISION DATE:** June 9, 2014

5.5 FACULTY TEACHING LOAD/OVERLOAD

Faculty Teaching Load

It is the policy of Cisco College to maintain administrative regulations concerning workload formula for faculty. The formula is recommended by the Vice President of Instruction with input from the appropriate Division Chairs and approved by the President. See Appendix B-5.

I. Teaching Load for Faculty

A. Load is determined according to a load contact hour formula. The contract load for a professor is 240 load contact hours per academic semester. The contract load for a non-tenure track instructor is 192 load contact hours per semester. See Appendix B-5.

B. The total number of students for multi-site ITV or online dual credit classes calculated as part of the contract load or as an overload will not exceed a division's established course limit.

C. When two or more courses are taught concurrently (in the same time period), load credit will be given for only one course.

D. The division chairs will submit individual faculty work load information at the beginning of each semester for all faculty in their divisions.

E. The load for activity directors will be assessed by the appropriate supervisor. Music, dance team, theatre production, and athletics are programs the college

desires to have as part of a comprehensive community college and to enhance the quality of life in the college service area.

F. All faculty members are subject to assignment of professional duties. See faculty job description in Appendix D.

II. Overload Calculation Policy

A. The compensation policy for the full-time faculty load is set by the Board of Regents on an annual basis. The compensation policy for overload is part of this compensation schedule. See Appendix A-1.

B. Overload hours may be converted to contract load hours if the contract load hours are not fulfilled.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 5.6
TYPE: Relationship of Full-Time Faculty to College	**EFFECTIVE DATE:** Immediately
TITLE: Curriculum or Degree Revisions	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** March 7, 2011 **REVISION DATE:** October 12, 2015

5.6 CURRICULUM OR DEGREE REVISIONS

Primary responsibility for the content, quality, and effectiveness of the curriculum is given to the faculty. The faculty evaluate the core curriculum and the curriculum for each technical education program annually. Other courses, such as those offered for elective credit only, are evaluated biennially in conjunction with catalog publication. If faculty members determine a need for a revision in the content of the curriculum/program, faculty members recommend revisions to the chair of the appropriate division. The recommendation is then forwarded to the Vice President of Instruction for discussion and then to the Curriculum Committee for approval. If the committee approves the recommendation, it is referred to the Vice President of Instruction for approval and, if appropriate, to the Board of Regents and Texas Higher Education Coordinating Board. If the Curriculum Committee does not approve the recommendation, the sponsoring faculty member(s) may resubmit the recommendation at any subsequent curriculum committee meetings. Once a recommendation is approved, the appropriate administrator is informed and is responsible for coordinating the efforts of the division for implementation.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 5.7
TYPE: Relationship of Full-Time Faculty to College	**EFFECTIVE DATE:** Immediately
TITLE: Academic Freedom and Responsibilities	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

5.7 ACADEMIC FREEDOM AND RESPONSIBILITIES

Academic Freedom

Public institutions of higher education are dependent upon a free search for truth and its free expression. Cisco College is committed to the principle that the faculty members must be free to pursue scholarly inquiry without undue restriction and to vote and publish conclusions concerning the significance of evidence that they consider relevant. Faculty members may be assured that their careers or resultant material benefits will not be jeopardized because of differences of opinion with anyone inside or outside the College.

A. Faculty members are entitled to freedom in research and in the publication of its results, subject to the adequate performance of academic duties. Research for pecuniary return using college resources must be undertaken only with the prior approval from the appropriate administrator.

B. Faculty members are entitled to freedom in the classroom in discussing their discipline, but should refrain from introducing inappropriate matters bearing no relevance to the subject. Professional judgment should be exercised.

C. Faculty members are citizens, members of a learned profession, and members of an educational community. Speaking or writing as citizens, they should be free from institutional censorship or discipline, but their special position in the community is recognized as imposing special obligations. As individuals of learning and as members of an educational community, instructors should understand that the public may judge the profession and the institution by their utterances, appearance and actions. It is, therefore, expected that they will at all times strive to be accurate, exercise appropriate restraint, show respect for the opinions of others, and conduct themselves in a professional manner.

D. When expressing themselves as private citizens, faculty members should not indicate that they are representing the college.

E. The fundamental responsibilities of faculty members as teachers and scholars include maintenance of competence in their fields of specialization and the exhibition of such competence in lectures, discussions, and publications.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 5.8
TYPE: Relationship of Full-Time Faculty to College	**EFFECTIVE DATE:** Immediately
TITLE: Faculty Evaluation	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** March 7, 2011

5.8 FACULTY EVALUATION

It is the policy of Cisco College that all full-time faculty members will be evaluated by students and by the Division Chair.

The Faculty Evaluation Plan will be maintained by the Vice President of Instruction and approved by the College President. The results of evaluations will be reviewed with respective employees. Evaluations will be completed by April 1 of each year. Job descriptions will also be updated and kept current as part of the evaluation process.

Through classroom observations by the Division Chair, the Vice President of Instruction, and/or faculty peers, faculty members are able to receive feedback on their teaching techniques. The follow-up sessions to discuss the classroom observations provide the opportunity to point out observed strengths as well as areas that may need improvement. The follow-up sessions provide an additional opportunity to discuss the faculty member's educational plans and professional activities as well as his/her involvement with campus committees, professional organizations, and the local community as it may relate to the college.

When results of a faculty evaluation are not satisfactory, the follow-up session will include a specific plan for improvement. The session will include discussion of student evaluations, supervisor evaluation, and classroom evaluation. Options for improvement may include mentoring by a peer instructor as well as seminars on improving teaching methodology, learning styles, curriculum development, etc. A target date for accomplishing the improvement measures will be set and documented. A second review by the division chair and/or the Vice President of Instruction will also be scheduled. All improvement efforts will be documented in the faculty's personnel file. The goal is for the evaluation to lead to improved skills for the faculty and improved quality in the educational program.

See Appendix C-5 for Administrative Regulations concerning Faculty Evaluation in the form of the Faculty Evaluation Plan.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 5.9
TYPE: Relationship of Full-Time Faculty to College	**EFFECTIVE DATE:** Immediately
TITLE: Tenure	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** March 7, 2011

5.9 TENURE

It is the policy of Cisco College to provide a specific system of faculty tenure which undergirds the integrity of the institution.

Definition: Tenure provides assurance to an experienced faculty member that he or she may expect to continue in his or her academic position unless adequate cause for dismissal is demonstrated in a fair hearing, following established procedures of due process. Tenure shall be granted by the Board of Regents of Cisco College according to Administrative Regulations established for that purpose. The tenure system of the College applies only to full-time instructors:

A. Beginning with the appointment to a full-time position, each faculty member of Cisco College shall be required to serve a provisional period of five consecutive years before establishing tenure. The five-year provisional period cannot officially begin until after the instructor holds the minimum qualifications required for the position. Any exception to this policy will be considered on an individual basis by the supervisor and taken to the President for approval. The academic year consists of fall and spring semesters of a given college year.

B. In cases where the terms of the provisional period have been met, the faculty member may apply for tenured status according to the Administrative Regulations identifying the requirements for tenure. Tenure is considered only upon recommendation by one's Division Chair and the Vice President of Instruction no later than April 1. If a candidate is not recommended for tenure, the candidate will be notified by the Division Chair. At such time the candidate may appeal the decision to the Hearing Committee who sends their recommendations to the President. The President makes tenure recommendations to the Board who makes the final decision concerning awarding tenure.

C. Upon achieving tenured status, a faculty member is informed in writing by the Vice President of Instruction.

D. An individual who is eligible for tenure, who is not awarded tenure status within the minimum service period, may be continued as a probationary member of the faculty for a maximum of two additional years. In specific situations where a probationary contract is issued for the sixth or seventh year, it would be so stated that such contract is a probationary contract. In the event a contract for an eighth year of consecutive full-time service is awarded, either tenure status will be awarded or the contract shall be shown to be terminal.

E. No person loses tenured status as a professor by accepting a leave of absence or by accepting an appointment to a college administrative position. The immediate supervisor will determine the impact of the years of experience on the pre-tenure status for an administrator returning to the classroom. No administrator has tenure in an administrative assignment. No division chair has tenure in the division chair assignment.

F. Awarding of tenure status to professors whose time and employment with Cisco College and whose performance would merit such an award may be withheld if declining enrollment, either actual or projected, would indicate a probable reduction in staff, or if the phasing out of instructional programs requires reduction of faculty, or in cases of bonafide financial emergency. In cases of these events occurring, exceptions may be made to the tenure policy.

G. A faculty member holding tenure may be dismissed only for adequate cause, and only after appropriate procedures have been followed. Except in cases of moral turpitude, conviction of a felony, or breach of contract, notice of dismissal will be given a tenured person one year prior to termination of employment. This provision does not create an award of severance pay but contemplates the performances of duties assigned for the period between dismissal notice and final termination.

See the Appendix B-12 for Administrative Regulations concerning the tenure application process.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 5.10
TYPE: Relationship of Full-Time Faculty to College	**EFFECTIVE DATE:** Immediately
TITLE: Separation from the College	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

5.10 SEPARATION FROM THE COLLEGE

Resignation

Faculty members who choose to resign should notify their supervisor in writing. Funds in retirement accounts cannot be released to an employee until the last payroll has been processed.

Administrative Leave with Pay

In some instances employees may be placed, by the President, on administrative leave pending an investigation or other pertinent matters. This action is not considered a disciplinary action. The employee shall be notified in writing.

Dismissal during Contract Term

Any faculty member under the terms of an employment contract may be dismissed for good cause before the completion of the term of employment. "Good cause" may include any ground that is put forward by college authorities in good faith that is not arbitrary, irrational, unreasonable, or not irrelevant to the duties with which such college authorities are charged and is not limited to some form of inefficiency or misconduct on the part of the person dismissed. A contract faculty member shall not be dismissed until he or she has received reasonable notice of the cause for dismissal. The faculty member may request a hearing which shall meet the College procedures for due process.

The term "good cause" shall include but not be limited to the following:

1. Failure or refusal to comply with official directives, either oral or written.
2. Failure to comply with official policies.
3. Inefficiency or incompetence in performance of duties.
4. Conviction of any felony-grade crime or conviction of any other crime involving moral turpitude. "Conviction" may be defined to include deferred adjudication or probation.
5. Necessary reduction in force (retrenchment).

6. Possession of or being under the influence of alcohol while being on duty.
7. Possession of or being under the influence of illegal drugs.
8. Insubordination.
9. Indecent or immoral conduct which violates common decency or morality or reflects negatively on the reputation of Cisco College.
10. Physical or mental incapacity not otherwise protected by law that prevents full performance of the employee's duties.
11. Failure to correct deficiencies pointed out in observation, supplemental memoranda, or other communications.

Non-Reappointment of Non-Tenured Faculty

An appointment of non-tenured faculty is effective only for the term stated in the contract of employment and no property right is created beyond the term stated in the contract. The responsible supervising administrator who decides to recommend such an employee for non-reappointment must notify that person in writing.

The Board may decide not to renew the contract of any employee if, in its judgment, the best interests of the college will be served by such non-reappointment.

Although the College is not legally required to give a non-tenured faculty member a reason for a decision not to make a reappointment for another contract term, or to provide a hearing, each non-tenured faculty member is entitled to review all of his or her personnel files and to obtain a copy of the files at the expense of the person requesting it. A faculty member who is non-reappointed may present in person to the President a complaint on the issue of the faculty member's employment. The President's decision on this complaint is final and may not be appealed to the governing board.

Faculty Retrenchment

Retrenchment is the need for reduction in faculty positions arising from declining enrollment, declining funding, and/or the elimination or redirection of academic or technical programs or grants. When circumstances require a reduction in staff, the reduction will be accomplished using the following procedures: The President shall submit to the Board a recommendation for dismissing particular faculty members after applying the following criteria, listed in order of importance, in each selected employment area to determine which employees shall be retained:

1. Performance: Employee's effectiveness as reflected by written evaluations or assessments.

2. Breadth of Education: Preparation for other instruction/administrative assignments.

3. Seniority: Years of teaching or administrative experience with Cisco College.

After considering the President's recommendation, the Board shall determine which employees shall be dismissed. The employee shall be given a written statement of the reasons or conditions requiring such dismissal and shall, upon request, be given a hearing in accordance with the policy for dismissal during the contract term.

This policy applies only to retrenchment conducted during the term of employment of affected employees where such employees have a property interest in their position. No personnel action other than retrenchment shall be considered under this procedure. Retrenchment cannot be subject for grievance.

Check-Out Procedures

When a faculty member resigns or is dismissed, the department supervisor should notify the Director of Human Resources the next business day. The supervisor should submit the faculty member's statement of resignation and payroll recommendation. All persons leaving employment with the college should meet with Human Resources personnel or applicable campus representative to complete the check-out process.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	POLICY NUMBER: 5.11
TYPE: Relationship of Full-Time Faculty to Cisco College	EFFECTIVE DATE: Immediately
TITLE: Textbook and Course Material	ADOPTION DATE: December 12, 2016

5.11 TEXTBOOK AND COURSE MATERIAL

Higher Education Opportunity Act Text Guidance

http://ifap.ed.gov/dpcletters/GEN1009FinalTextbookGuidance.html

The purpose of the textbook guidelines is to ensure that Cisco College is taking steps to control cost, improve quality, availability, and the need to coordinate the selection of textbook and course materials with other instructors with the department. The right of individual professors to select their own instructional materials is maintained within the guidelines. Without compromising academic standards or academic freedom, instructors and departments, when selecting textbooks and other instructional materials, should try to minimize the cost to students. Instructors will make an effort to maintain an adoption for an extended period of time.

None of these policies restrict faculty members from assigning their own academic works to students. Rather, the policies seek to ensure that course-assignment decisions are not compromised by even the appearance of impropriety and adhere to the Higher Education Act on textbooks.

The selection of textbooks and other instructional materials is the responsibility of each division chair or department head subject to the guidelines set forth here.

- A Division Chair or Department Head may choose to allow full-time instructors to select their own textbooks or other instructional materials. If a full-time instructor has not chosen textbooks or other instructional materials, the relevant Division Chair shall ensure that such materials are made available.
- A part-time instructor is required to utilize the current textbooks and other instructional materials already in use by the department.

An apparent conflict of interest may be present when textbooks and other educational materials produced by an instructor are required for a section that the instructor teaches, and where the sale of such materials produces financial gain for the instructor. In such a circumstance, the instructor and the department must act as follows:

- The instructor must inform the department chairperson about the selection and the chairperson must inform the provost.
- The instructor must disclose this issue to students along with the efforts taken to address and mitigate the same.
- The instructor should accommodate students who choose not to purchase the materials by placing copies on reserve in the library.

An instructor shall not seek or accept any gift, service, favor, employment, engagement, emolument or economic opportunity which would influence in the selection of textbook or other instructional materials

SECTION 6: RELATIONSHIP OF CLASSIFIED (NON-EXEMPT) EMPLOYEES TO CISCO COLLEGE

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 6.1
TYPE: Relationship of Non-Exempt Employees to the College	**EFFECTIVE DATE:** Immediately
TITLE: Definition, Classification, Pay and Rest Periods	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

6.1 DEFINITION, CLASSIFICATION, PAY AND REST PERIODS

Definition

A non-exempt employee is defined as a person employed by Cisco College in a position which is subject to minimum wage and overtime provisions of the Federal Fair Labor Standards Act of 1938 (FLSA) as amended (see below.)

Classification and Pay

Staff personnel are classified according to a uniform plan and are paid according to a corresponding salary schedule. Classification is made on the basis of duties and responsibilities. Positions with similar duties and responsibilities are grouped in the same class. In accordance with the provision of federal statutes, there is no discrimination in classification or pay and all non-exempt positions are assigned appropriate salaries that provide equal pay for equal work and responsibility. A salary figure stated in monthly or yearly terms is not intended to create an employment contract for that period.

Full-time, non-exempt employees whose regular schedule requires less than 40 hours per week will be paid at the regular hourly rate through 40 hours. Overtime pay will be calculated as defined below.

FLSA and Policy Regarding Overtime Pay

Non-exempt employees will be subject to the overtime provisions of the Federal Fair Labor Standards act of 1938 (FLSA) as amended. Non-exempt employees who are required to work in excess of 40 hours in a workweek are entitled to compensation for the excess hours. The college defines the work week as that period beginning at 12:00 a.m. Monday and extending through the seven-day period ending at 11:59 p.m. the following Sunday. Compensation for all authorized overtime in excess of 40 hours per week worked by eligible employees shall consist of overtime payment at the rate equal to one and one-half times the employee's regular rate of pay.

On occasions when the employee is required to work in excess of the regular daily working hours, it is permissible to adjust the remaining workweek so that 40 hours will not be

exceeded in that workweek, if the arrangement is mutually agreeable between employee and supervisor.

Regularly scheduled college holidays will be counted as Hours worked in the calculation of the number of hours in a workweek. However, the hours will not be counted toward overtime hours.

FLSA non-exempt employees required to travel to another city for work assignments will report time spent in traveling as working time.

Rest Periods

Each supervisor allows employees one rest period during each half of the work shift, to be taken as work allows subject to the following provisions:

1. No single rest period may exceed more than fifteen (15) minutes absence from the staff employee's work station.
2. Staff personnel may not accumulate rest periods.
3. Rest period time may not be used for late arrival or early departure from duty.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 6.2
TYPE: Relationship of Classified (Non-Exempt) Employees to Cisco College	**EFFECTIVE DATE:** Immediately
TITLE: Letter of Employment/ Probationary Period	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

6.2 LETTER OF EMPLOYMENT/PROBATIONARY PERIOD

Letter of Employment

All non-exempt employees are by definition at-will employees and can be terminated at the discretion of the employer. A letter of employment does not create any property rights in any position. Employees employed under the terms of a letter of employment have no property rights in the job in which they are employed and such employees may be dismissed at will.

Probationary Period

Appointment to a staff position is made on the basis of qualification, merit, and ability. At the time of initial employment, a new staff member will be provided a complete description of the job duties to be performed. The staff employee is responsible for each of the duties outlined in the job description.

A new staff member is required to serve ninety working days during the probationary period before final certification as a full status employee. Prior to the end of the probationary period, each staff employee will be evaluated by his/her supervisor. The purpose of the evaluation is to determine if the employee should continue employment. During the probationary period, a staff employee may be dismissed without notice if the ability and qualifications necessary to provide satisfactory service are not demonstrated. Successful completion of the employee probationary period is not a guarantee of a right to employment.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 6.3
TYPE: Relationship of Classified (Non-Exempt) Employees to Cisco College	**EFFECTIVE DATE:** Immediately
TITLE: Duties and Responsibilities of Non-Exempt Employees	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

6.3 DUTIES AND RESPONSIBILITIES OF NON-EXEMPT EMPLOYEES

Under the direct supervision of the designated administrator and/or supervisor, an employee performs the duties listed below. All employees will be responsible for maintaining sufficient knowledge of current Cisco College procedures and policies as outlined in the College Policy Manual. (If assistance is needed, contact Human Resources.)

A non-exempt staff member:

1. Supports the teaching and learning process through the successful completion of job duties.
2. Maintains satisfactory attendance.
3. Fulfills duties as defined in the position job description.
4. Is on time for assigned duties and notifies the appropriate supervisor as early as possible of an unscheduled absence.
5. Reports all problems in need of special consideration to the appropriate official.
6. Makes special reports as may be requested by various administrative officers.
7. Attends all meetings called by the college administration unless excused by the supervisor.
8. Serves actively on committees as appointed.
9. Cooperates, participates, and encourages participation in the formal evaluation process.
10. Keeps the administration informed regarding problems, progress and matters affecting the welfare of the institution in general.
11. Is a good public relations agent both on the campus and in the community.

12. Channels each request or complaint through the administrative hierarchy delineated in the organizational chart of the college.

13. Maintains only those personal relationships with students and colleagues that do not interfere with the performance of professional duties.

14. Performs extra duties as may be assigned.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 6.4
TYPE: Relationship of Classified (Non-Exempt) Employees to Cisco College	**EFFECTIVE DATE:** Immediately
TITLE: Skills Development	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** March 7, 2011

6.4 SKILLS DEVELOPMENT

New Employee Orientation

All new employees are required to attend an appropriate new employee orientation. The immediate supervisor is responsible for ensuring that appropriate orientation for new employees takes place.

Job and Skills Development

Cisco College recognizes the need for the continued professional growth and development of all employees as allowable within the College Budget. Cisco College encourages professional growth and development by offering an ongoing program of professional development. Additional professional growth activities may include but are not limited to:

1. e-Learning – Cisco College makes available a variety of online courses, webinars, and professional presentations. Announcements are disseminated to all employees regarding access and availability. Special requests should be submitted to the appropriate supervisor or administrator.
2. Workshops, seminars, and/or short courses to develop new skills
3. Active participation in professional associations and organizations
4. Completion of college courses

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 6.5
TYPE: Relationship of Classified (Non-Exempt) Employees to Cisco College	**EFFECTIVE DATE:** Immediately
TITLE: Separation from the College	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

6.5 SEPARATION FROM THE COLLEGE

An employee who is absent without authorized leave may be deemed to have abandoned his/her position and to have resigned from the college. Exceptions may be made if the employee can verify that extenuating circumstances prevented his/her reporting or requesting leave.

Resignation

When a non-exempt employee plans to resign from employment with the College, as much advance notice of the resignation date as possible should be given to the supervisor so that arrangements for a replacement can be made. At least two (2) weeks' notice is considered as minimal good practice. No employee should be absent from duty without authorized leave except briefly in cases of sickness or emergency. An employee who is absent without authorized leave may be deemed to have abandoned his/her position and to have resigned from the college. Exceptions may be made if the employee can verify that extenuating circumstances prevented his/her reporting or requesting leave. When the employment relationship concludes between the college and an employee, the employee must be physically at work the day following any official college holiday if the employee is to be compensated for the holiday period. Vacation days or personal days may not be used to meet this attendance requirement.

Administrative Leave with Pay

In some instances the President will place an employee on administrative leave with pay pending an investigation or for other pertinent matters. This action is not considered a disciplinary action. The employee shall be notified in writing of the terms and conditions, if any.

Disciplinary Action, Dismissals

This procedure does not apply to dismissal during the probationary period.

Disciplinary Action

The general types of disciplinary actions include, but are not limited to, the following: oral reprimand, documented reprimand held with supervisor, written reprimand for the personnel file, disciplinary leave with pay, probation change of assignment, demotion, suspension without pay and dismissal. Disciplinary action is the responsibility of a supervisor or administrator and action taken should be appropriate to the situation.

Dismissal and Suspension

Offenses justifying suspension or dismissal include, but are not limited to:

1. Failure or refusal to comply with official directives, either oral or written.
2. Failure to comply with official policies.
3. Inefficiency or incompetency in performance of duties.
4. Conviction of any felony grade crime or conviction of any other crime involving moral turpitude. “Conviction” is defined to include deferred adjudication or probation.
5. Necessary reduction in force (retrenchment.)
6. Possession of or being under the influence of alcohol while being on duty.
7. Possession of or being under the influence of illegal drugs.
8. Insubordination.
9. Indecent or immoral conduct which violated common decency or morality or reflects negatively on the reputation of Cisco College.
10. Physical or mental incapacity not otherwise protected by law that prevents full performance of the employee’s duties.
11. Failure to correct deficiencies pointed out in observation, supplemental memoranda, or other communications.

Appeal (non-contract employees)

At-will employees have no property rights and may be dismissed at will. There is no appeal of this employment action.

Layoffs

When it becomes necessary to lay off one or more employees in a department, the supervisor should consider all pertinent factors, such as individual production records and quality of past work performed when selecting the employees to be laid off. When possible, department supervisors will give staff personnel fourteen (14) calendar days’ notice prior to layoffs. Whenever possible and applicable, persons on lay-off status are recalled before new staff personnel are employed.

Check-Out Procedures

When an employee resigns or is dismissed, the department supervisor should notify the Director of Human Resources within one working day. The supervisor should submit the

employee's statement of resignation and/or a recommendation for dismissal form. All persons leaving employment with the College should meet with Human Resources personnel or applicable campus representatives to complete the check-out process.

SECTION 7: RELATIONSHIP OF PROFESSIONAL (EXEMPT) EMPLOYEES TO CISCO COLLEGE

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 7.1
TYPE: Relationship of Professional (Exempt) Employees to Cisco College	**EFFECTIVE DATE:** Immediately
TITLE: Non-contract and Contract Employment	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

7.1 NON-CONTRACT AND CONTRACT EMPLOYMENT

Non-Contract Employment

Employees who are not employed under the terms of a written employment contract have no property right and may be dismissed at will.

Contract Employment

An appointment is effective only for the term stated in the contract of employment and no property right is created beyond the term stated in the contract. The issuance of official contracts follows the approval of administrative employees by the Board of Regents. Contracts may be delayed pending passage of an appropriations bill by the State Legislature or adoption of a college budget. *However, all contracts must be signed and returned to the President no later than fourteen days from the date of issue to be valid.* The offer of a contract of employment may be withdrawn by the Board at any time before it is signed and delivered to the Office of the President.

An employee may be reassigned at any time if deemed necessary by the college administration and Board of Regents.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 7.2
TYPE: Relationship of Professional (Exempt) Employees to Cisco College	**EFFECTIVE DATE:** Immediately
TITLE: Duties and Responsibilities of Professional (Exempt) Employees	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

7.2 DUTIES AND RESPONSIBILITIES OF PROFESSIONAL (EXEMPT) EMPLOYEES

Under the direct supervision of the designated administrator and/or supervisor, an employee performs the duties listed below. All employees will be responsible for maintaining sufficient knowledge of current Cisco College procedures and policies as outlined in the College Policy Manual. (If assistance is needed, contact Human Resources.)

A professional (exempt) staff member:

1. Supports the teaching and learning process through the successful completion of job duties.
2. Fulfills duties as defined in the position job description.
3. Is on time for assigned duties and notifies the appropriate supervisor as early as possible of an unscheduled absence.
4. Reports to the appropriate official all student problems in need of special consideration.
5. Makes special reports as may be requested by the immediate supervisor of an administrative officer in the line of report.
6. Attends all meetings, commencements, and other official events required by the college administration, unless excused by the supervisor. Absence from commencement may only be excused by the President.
7. Serves actively on committees as appointed.
8. Cooperates and participates in the formal evaluation process.
9. Keeps the administration informed regarding problems, progress, and matters affecting the welfare of the institution in general.

10. Processes and maintains general budget expenditures for the appropriate program as applicable.
11. Is a good public relations agent both on the campus and in the community.
12. Channels each request or grievance through the administrative hierarchy delineated in the organizational chart of the college.
13. Participates in strategic planning and institutional effectiveness.
14. Performs extra duties as may be assigned.

Failure to abide by these policies may be considered breach of contract.

Additional Duties

Exempt employees may be subject to assignment of additional professional duties. Duties may include accepting teaching assignments, serving on taskforce/committees, or sponsoring student organizations.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 7.3
TYPE: Relationship of Professional (Exempt) Employees to Cisco College	**EFFECTIVE DATE:** Immediately
TITLE: Professional Growth and Development	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** March 7, 2011

7.3 PROFESSIONAL GROWTH AND DEVELOPMENT

New Employee Orientation

All new employees are required to attend an appropriate new employee orientation. The immediate supervisor is responsible for ensuring that appropriate orientation for new employees takes place.

Continued Professional Development

Cisco College recognizes the need for the continued professional growth and development of all employees. While some institutional funds are available for these activities, all employees are responsible for their own continued professional development. Application for institutional funds is made through the appropriate campus administrator. Cisco College encourages professional growth and development by offering an ongoing program of professional development.

Professional growth activities may include but are not limited to:

1. e-Learning – Cisco College makes available a variety of online courses, webinars, and professional presentations. Announcements are disseminated to employees regarding access and availability. Special requests should be submitted to the appropriate supervisor or administrator.

2. Workshops, seminars, and/or short courses to develop new skills

3. Scholarly papers presented at the local, regional, state, and/or national level. A paper is defined as any work or original thesis or proposition that may or may not involve extensive research.

4. Publication of books, articles and papers.

5. Active participation in professional associations and organizations at the local, regional, state, and national level.

6. Service to the college – providing programs or workshops for students, staff, or faculty or development of new instructional materials and/or courses.
7. Service to the community – providing programs or workshops to organizations or civic groups.
8. Writing and submitting a grant
9. Completion of approved college courses

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 7.4
TYPE: Relationship of Professional (Exempt) Employees to Cisco College	**EFFECTIVE DATE:** Immediately
TITLE: Separation from the College	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

7.4 SEPARATION FROM THE COLLEGE

Resignation

Employees who choose to resign should notify their supervisor in writing. Funds in retirement accounts cannot be released to an employee until the last payroll has been processed. When the employment relationship concludes between the college and an employee, the employee must be physically at work the day following any official college holiday if the employee is to be compensated for the holiday period. Vacation days or personal days may not be used to meet this attendance requirement.

Administrative Leave with Pay

In some instances employees will be placed, by the President, on administrative leave with pay pending an investigation or for other pertinent matters. This action is not considered a disciplinary action. The employee shall be notified in writing of the terms and conditions, if any.

Disciplinary Action

The general types of disciplinary actions include, but are not limited to, the following: oral reprimand, documented reprimand held with supervisor, written reprimand for the personnel file, disciplinary leave with pay, probation, change of assignment, demotion, suspension without pay, and dismissal. Disciplinary action is the responsibility of a supervisor or administrator and action taken should be appropriate to the situation.

Dismissal

Any employee employed under the terms of an employment contract may be dismissed for good cause before the completion of the term of employment. “Good cause” shall include any ground that is put forward by college authorities in good faith and that is not arbitrary, irrational, unreasonable, or not irrelevant to the duties with which such college authorities are charged, and is not limited to some form of inefficiency or misconduct on the part of the person dismissed.

The term shall include, but not be limited to, the following:

1. Failure or refusal to comply with official directives, either oral or written.
2. Failure to comply with official policies.
3. Inefficiency or incompetence in performance of duties.
4. Conviction of any felony grade crime or conviction of any other crime involving moral turpitude. “Conviction” is defined to include deferred adjudication or probation.
5. Necessary reduction in force (retrenchment.)
6. Possession of or being under the influence of alcohol while being on duty.
7. Possession of or being under the influence of illegal drugs.
8. Insubordination.
9. Indecent or immoral conduct which violates common decency or morality or reflects negatively on the reputation of Cisco College.
10. Physical or mental incapacity not otherwise protected by law which prevents full performance of the employee’s duties.
11. Failure to correct deficiencies pointed out in observation, supplemental memoranda, or other communications.

Non-Reappointment

An appointment is effective only for the term stated in the contract of employment and no property right is created beyond the term stated in the contract. The responsible supervising administrator who decides to recommend such an employee for non-reappointment must notify that person in writing at least two weeks in advance of the employee’s contract completion date. The Board may decide not to renew the contract of any employee, if, in its judgment, the best interests of the College will be served by such non-reappointment. An exempt employee who is non-reappointed may present a grievance in person to the President on the issue of the employee’s employment. The President’s decision on this grievance is final and may not be appealed to the governing board.

Retrenchment

Retrenchment is the need for reduction in positions arising from declining enrollment, declining funding, and/or the elimination or redirection of departments or grants. When circumstances require a reduction in staff, the reduction will be accomplished using the following procedures:

The President shall submit to the Board a recommendation for dismissing particular employees after applying the following criteria, listed in order of importance, in each selected employment area to determine which employees shall be retained:

1. Performance: Employee's effectiveness as reflected by written evaluations or assessments.
2. Professional Background: Professional education and work experience related to the position.
3. Breadth of Education: Preparation for other instructional/administrative assignments.
4. Seniority: Years of employment with Cisco College.

After considering the President's recommendation, the Board shall determine which employees shall be dismissed. The employee shall be given a written statement of the reasons or conditions requiring such dismissal and shall, upon request, be given a hearing in accordance with the policy for termination during the contract term.

This policy applies only to retrenchment conducted during the term of employment of affected employees where such employees have a property interest in their position. No personnel action other than retrenchment shall be considered under this procedure. Retrenchment cannot be subject for grievance.

Check-Out Procedures

Whenever an employee resigns or is dismissed, the department supervisor should notify the Director of Human Resources within one working day. The supervisor should submit the employee's statement of resignation and/or a payroll recommendation. All persons leaving employment with the College should meet with Human Resources personnel or applicable campus representative to complete the check-out process.

SECTION 8: RELATIONSHIP OF PART-TIME EMPLOYEES TO CISCO COLLEGE

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 8.1
TYPE: Relationship of Part-Time Employees to Cisco College	**EFFECTIVE DATE:** Immediately
TITLE: General Information / Hiring Information	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** June 9, 2014

8.1 GENERAL INFORMATION/HIRING INFORMATION

General Information

The College employs both part-time faculty and non-faculty positions. These positions have no property rights and are at-will positions. Policies in the following sections of this handbook pertain to part-time employees, and part-time employees should become familiar with the policies: General College Operations, Structural Operations, and Business Operations. In addition, part-time faculty should become familiar with the Faculty Handbook.

Hiring Information

Part-time positions may be posted on-campus and/or on the Cisco College website. After receiving a completed application, applicants are referred to the appropriate hiring supervisor for the interview process. The supervisor selects qualified applicants for interviews. Reference checks should be completed as appropriate for part-time positions.

Some part-time applicants may be subject to a criminal background check prior to employment with the College. The applicant's signed release is obtained on the application. If more information is needed to process the criminal background check, the Human Resources department will contact the applicant. Positions that may be subject to a criminal background check are: positions that have access to student and employee records, access to large amounts of cash, coaches, positions that travel with students, and any security sensitive position. Background check information will be kept confidential in the Human Resource office.

See Appendix B-7 for Part-Time Employee Hiring Procedure.

Employees of less than eighteen years of age are only hired when the employing supervisor is willing to accept total responsibility for compliance with the Federal Child Labor Laws.

These laws are available from the Director of Human Resources or from the federal government.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 8.2
TYPE: Relationship of Part-Time Employees to Cisco College	**EFFECTIVE DATE:** Immediately
TITLE: Definition of Part-Time Non-Faculty Employee/ Compensation for Non-Faculty Employee	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** March 7, 2011

8.2 DEFINITION OF PART-TIME NON-FACULTY EMPLOYEE/COMPENSATION FOR NON-FACULTY EMPLOYEE

Part-Time Non-Faculty

Definition of Part-time Non-Faculty Employee

Part-time non-faculty employees are those exempt employees who work less than 18 hours per week and those non-exempt employees who work less than 18 hours per week. Scheduled work hours are flexible depending upon the department and hours are set by the immediate supervisor. In some instances, the job description of an individual position will require varied hours to address services required for students, staff, and/or the community. These schedule variations must be approved through the regular approval channels. Such schedules must also be set so as to provide essential services to college clients and customers in the most effective manner.

Compensation for Part-time Non-Faculty Employee

Part-time employees are paid based on the employee classification and the requirements of the position, with approval from the Dean of Business Services. Part-time employees are required to participate in either a college-sponsored retirement plan, Social Security or TRS, if currently a member from other employment.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 8.3
TYPE: Relationship of Part-Time Employees to Cisco College	**EFFECTIVE DATE:** Immediately
TITLE: Duties and Responsibilities for Non-Faculty Employees	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

8.3 DUTIES AND RESPONSIBILITIES FOR NON-FACULTY EMPLOYEES

Under the direct supervision of the designated administrator and/or supervisor, a part-time employee performs the duties listed below. All employees will be responsible for maintaining sufficient knowledge of current Cisco College procedures and policies as outlined in the College Policy Manual. (If assistance is needed, contact Human Resources.)

A part-time employee:

1. Supports the teaching and learning process through the successful completion of job duties.
2. Maintains satisfactory attendance.
3. Fulfills duties as defined in the position job description.
4. Is on time for assigned duties and notifies the appropriate supervisor as early as possible of an unscheduled absence.
5. Reports all problems in need of special consideration to the appropriate official.
6. Makes special reports as may be requested by various administrative officers.
7. Attends all meetings called by the college administration unless excused by the supervisor.
8. Cooperates, participates, and encourages participation in the formal evaluation process.
9. Keeps the administration informed regarding problems, progress and matters affecting the welfare of the institution in general.
10. Is a good public relations agent both on the campus and in the community.
11. Channels each request or complaint through the administrative hierarchy delineated in the organizational chart of the college.

12. Maintains only those personal relationships with students and colleagues that do not interfere with the performance of professional duties.

13. Performs extra duties as may be assigned.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 8.4
TYPE: Relationship of Part-Time Employees to Cisco College	**EFFECTIVE DATE:** Immediately
TITLE: Part-Time Faculty Definition, Appointment and Workload, Compensation for Part-time Faculty	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** March 7, 2011 **REVISION DATE:** June 9, 2014

8.4 PART-TIME FACULTY DEFINITION, APPOINTMENT AND WORKLOAD, COMPENSATION FOR PART-TIME FACULTY

Part-Time Faculty

Definition of Part-Time Faculty

Part-time faculty are those who teach 144 contact hours or less per semester. Part-time faculty represent a substantial portion of the Cisco College teaching staff. The college is aware of and values the important contributions made by part-time instructors not only in the classroom but also in the community. Each part-time faculty member's major responsibility is to provide quality instruction to students. However, this responsibility does not end in the classroom. Part-time faculty are encouraged to stay up-to-date with what is happening in the college in terms of growth and expansion and services available to students. In addition to the information provided in the Policy Manual, part-time faculty members are expected to be familiar with the contents of the current catalog and the Faculty Handbook. See job description in Appendix D-3.

Appointment and Workload

Part-time instructors are employed on a semester-to-semester basis renewable at the option of Cisco College. Typically, part-time instructors are not eligible for insurance. Part-time employees belonging to TRS through another employer are required to include their college earnings in the retirement plan. If currently a member of TRS, a part-time instructor must be included in either a college-sponsored retirement plan or Social Security. Information is available in the Human Resource Office. Part-time employees are not eligible for leave benefits including vacation and sick leave. In order to become employed as a part-time instructor, applicants must possess certain professional qualifications.

Compensation for Part-Time Faculty (Credit Programs)

A. Part-time instructors in any credit program class in any semester or session will be paid according to the Cisco College Faculty Salary Schedule. See salary schedule in Appendix A-1.

B. Part-time faculty who teach in long semesters (fall and spring) will be paid in four equal payments. For fall semesters, it will be September, October, November, and December. For spring semesters, it will be February, March, April, and May. Part-time faculty teaching in short terms (summer sessions and mini-terms) will receive one payment at the end of the summer term or mini-term. Long summer will be paid in June and July.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 8.5
TYPE: Relationship of Part-Time Employees to Cisco College	**EFFECTIVE DATE:** Immediately
TITLE: Absence Procedure	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** March 7, 2011

8.5 ABSENCE PROCEDURE

Part-time instructors teaching college credit courses are expected to meet all of their classes for the length of time scheduled. Cisco College does not have a "walk policy;" however, the college does recognize that during the semester, situations may arise which prevent instructors from meeting class (though the expectation is that such absences will be rare). The following guidelines have been established to ensure that efforts are made to provide students all the classroom instruction to which they are entitled and that instructors are treated fairly and consistently.

It is the instructor's responsibility to plan to have the class covered as appropriate. In most situations a substitute can be arranged far in advance of the class meeting. All substitutes must be approved by the Division Chair or appropriate Executive Council member.

If a substitute wishes to be paid, rather than substituting on a "trade-off" or "favor" basis, approval must be received from the Division Chair.

If an emergency or last minute, unavoidable situation arises and a substitute cannot be arranged, the office of the appropriate Division Chair or of the Vice President of Instruction must be notified as soon as possible.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 8.6
TYPE: Relationship of Part-Time Employees to Cisco College	**EFFECTIVE DATE:** Immediately
TITLE: Duties and Responsibilities of the Part-Time Faculty	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:**

8.6 DUTIES AND RESPONSIBILITIES OF THE PART-TIME FACULTY

Under the direct supervision of the designated administrator and/or supervisor, a part-time faculty member performs the duties listed below. All employees will be responsible for maintaining sufficient knowledge of current Cisco College procedures and policies as outlined in the College Policy Manual. (If assistance is needed, contact Human Resources.)

A part-time faculty member:

1. Provides quality learning experiences for students and maintains the integrity of course standards and objectives. Meets classes punctually and keeps classes throughout the scheduled time as appropriate to provide quality learning experiences.
2. Teaches assigned classes following approved course syllabi.
3. Is on time for classes and notifies the supervisor as early as possible of an unscheduled absence.
4. Makes all required grade reports to the Admissions office in a prompt manner and according to schedule.
5. Maintains a class roll and grade book in which the daily attendance, grades and the semester grade averages are recorded for all students.
6. Reports to the appropriate official all student problems in need of special consideration.
7. Keeps the administration informed regarding problems, progress, and matters affecting the welfare of students, faculty or the institution in general.
8. At the end of the term, checks out with department coordinator or the division chair.
9. Is a good public relations agent, both in the classroom and the community.

10. Channels each request or complaint through the administrative hierarchy delineated in the organizational chart of the college.
11. Maintains only those personal relationships with students and colleagues that do not interfere with the performance of professional duties.
12. Maintains effective working relationships with colleagues and supervisors.
13. Teaches classes using established texts and/or prescribed instructional materials.
14. Administers appropriate assessment instruments and submits required documentation to the appropriate administrator.

CISCO COLLEGE	
COLLEGE POLICY MANUAL	**POLICY NUMBER:** 8.7
TYPE: Relationship of Part-Time Employees to Cisco College	**EFFECTIVE DATE:** Immediately
TITLE: Professional Growth and Development	**ADOPTION DATE**: March 10, 2008 **REVISION DATE:** March 7, 2011

8.7 PROFESSIONAL GROWTH AND DEVELOPMENT

Cisco College recognizes the need for the continued professional growth and development of all faculty. Cisco College encourages professional growth and development as time allows by offering professional development days each academic year, one at the beginning of the fall semester and one at the beginning of the spring semester.

Additional professional growth activities may include but are not limited to:

1. e-Learning – Cisco College makes available a variety of online courses, webinars, and professional presentations. Announcements are disseminated to all faculty regarding access and availability. Special requests should be submitted to the appropriate administrator.
2. Workshops, seminars, and/or short courses to develop new skills.
3. Scholarly papers presented at the local, regional, state and/or national level. A paper is defined as any work of original thesis or proposition that may or may not involve extensive research.
4. Publication of books, articles, and papers.
5. Active participation in professional associations and organizations at the local, regional, state and national level.
6. Service to the college – providing programs or workshops for students, staff, or faculty or development of new instructional materials and/or courses.
7. Service to the community – providing programs or workshops to organizations or civic groups.
8. Writing and submitting a grant.
9. Completion of approved college courses.

10. Occupational/work experience – must pertain to the faculty's immediate teaching areas or related fields. Work experience, excluding Cisco College appointments, shall include but not be limited to outside instruction, summer or part-time employment, salaried/non-salaried, or contract work. Since the goal of occupational/work experience is to refine, develop, or update faculty skills, diversification in work experience shall be encouraged.

Requirement for Part-Time Faculty Teaching Distance Courses

Faculty teaching via interactive television (ITV) or online for the first time must attend a training orientation prior to the course start date. Training for faculty teaching via interactive television (ITV) will include training in the use of ITV equipment as well as teaching techniques appropriate to the ITV classroom. Training for faculty teaching online courses will include technical training, as well as teaching techniques appropriate to the online setting. Division chairs will be responsible for teaching and documenting distance learning training.

APPENDICES:

APPENDIX A: BOARD APPROVED SCHEDULES

A-1: SALARY SCHEDULES

Cisco College
2022-2023 Employee Classifications

Executive Employees: $69,838 -

Administrative Employees: $48,510 -

Faculty: Faculty Salary Schedule

Nursing Faculty: Nursing Salary Schedule

Professional III Employees: Professional III Salary Schedule - $35,850 -

Professional II Employees: $35,850 -

Professional I Employees: $27,534 -

Classified Office Staff
A. Clerk: $19,185 -
B. Assistant: $20,339 -
C. Specialist I: $21,493 -
D. Specialist II: $22,647 -

Dorm Supervisors/Asst Coach: $15,300

Dorm Supervisors: $4,360

Cisco College Salary Schedule-Faculty
9 Month Contract
2022-2023

	Bachelors	Masters	Masters+12	Masters+24	Masters+36	Doctors
Base	$35,850	$36,750	$37,650	$38,550	$39,450	$41,325

Professor - tenure track faculty

1. A maximum of five years experience will be accepted upon initial employment; for each year of outside experience accepted, $370 will be added to the base salary. Only full-time employment will be accepted, and the employment experience must be related to position responsibilities.

2. An additional increment for approved graduate hours earned after initial employment beyond the masters degree will be awarded at the rate of $75 per semester credit hour. The increment(s) will be paid beginning with the new contract period.

3. Overload and part-time teaching will be paid at the rate of $35.50 per contact hour. Labs will be paid at 66% of contact hours.

4. Clinicals, practicums, internships, and coops that are taught with indirect supervision are paid at a flat rate of $2,245.00

5. Faculty traveling more than 20 miles from their home campus to teach a dual credit course are compensated a $700 travel time stipend.

6. Occupational certification equals bachelor's degree on the salary schedule.

7. Market impacted positions may be considered for an additional stipend of no more than 20% of the individual's base annual salary* with the following stipulations:

- Data indicates that the base salary is below the local market salaries for the same or similar position.
- Funding must be identified in advance.
- Recipient must sign an official Memorandum of Understanding (MOU) committing to a minimum of two years additional service to the college and an official document (IOU) requiring repayment of funds if the requirements of the MOU are not met. The MOU will be specific to the position in question and may include details of how the stipend is to be utilized.
- The initial Recommendation for a Market impacted position stipend must be made by the supervisor and all documentation presented to the CFO/Dean of Business Services.
- The CFO/Dean of Business Office must review all documents and make a recommendation to the College President.
- The College President will determine whether or not to take a recommendation to the Board of Regents.

Instructor - non-tenure track faculty

1. Instructor is defined as a 9 month contract with a base salary of $26,100.

***** Base annual Salary is defined as

9 - months of base pay without additional stipends if the employee is a 9-month employee
12 - months of base pay without additional stipends if the employee is a 12-month employee

Cisco College Salary Schedule-Nursing Faculty
12 Month Contract
2022-2023

	Bachelors	Masters	Masters+12	Masters+24	Masters+36	Doctors
9 month base	$35,850	$36,750	$37,650	$38,550	$39,450	$41,325

12 month contract = 9 month base + summer pay (5/24)

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1. A maximum of five years experience will be accepted upon initial employment; for each year of outside experience accepted, $370 will be added to the base salary. Only full-time employment will be accepted, and the employment experience must be related to position responsibilities.

2. An additional increment for approved graduate hours earned after initial employment beyond the masters degree will be awarded at the rate of $75 per semester credit hour. The increment(s) will be paid beginning with the new contract period.

3. Overloads will be paid at the rate of $1704 per course. Part time teaching will be paid at the rate of $35.50 per contact hour.

4. Market Impact Stipend:
   a) $10,000 per year stipend for Bachelor's, Masters, and Doctor's - Prepared Nurse
   b) $5,000 per year for Associate Degree Nurse, + up to $5,000 tuition grant to complete BSN at approved university. Degree plan must be approved by Director of VN Program and Vice President of Instruction and must be started by fall 2012 and completed within two years as condition for continued employment with Cisco College.

5. The course load for Nursing faculty is 15 courses per year. Additional duties, such as assisting in labs or substituting for a colleague is expected as part of other duties as assigned.

6. Clinicals, practicums, internships, and coops that are taught with indirect supervision are paid at a flat rate of $2,245.00 for adjunct and overload stipends.

Cisco College Salary Schedule-Health Science Faculty
12 Month Contract
2022-2023

	Bachelors	Masters	Masters+12	Masters+24	Masters+36	Doctors
9 month base	$35,850	$36,750	$37,650	$38,550	$39,450	$41,325

12 month contract = 9 month base + extension pay (5/24)

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1. A maximum of five years experience will be accepted upon initial employment; for each year of outside experience accepted, $370 will be added to the base salary. Only full-time employment will be accepted, and the employment experience must be related to position responsibilities.

2. An additional increment for approved graduate hours earned after initial employment beyond the masters degree will be awarded at the rate of $75 per semester credit hour. The increment(s) will be paid beginning with the new contract period.

3. Overload and part-time teaching will be paid at the rate of $35.50 per contact hour. Labs will be paid at 66% of contact hours.

4. The course load for Health Science faculty is 720 contact hours per year. Additional duties, such as assisting in labs or substituting for a colleague is expected as part of other duties as assigned.

5. Clinicals, practicums, internships, and coops that are taught with indirect supervision are paid at a flat rate of $2,245.00 for adjunct and overload stipends.

Cisco College Salary Schedule-Professional III Employees
12 Month Contract
2022-2023

	Bachelors	Masters	Doctors
Base	$35,850	$36,750	$41,325

1. Occupational certification equals bachelor's degree on the salary schedule.

Cisco College Salary Schedule-Plant/Operations 2022-2023

Plant/Operations-Worker	Plant/Operations-Skilled	Plant/Operations-Supervisor
$9.67 to $10.17	$10.17 to $11.61	$10.99 to $13.02

A-2: TRAVEL REIMBURSEMENT SCHEDULE

Cisco College Travel Reimbursement Policy (Board Approved on 9/12/05)

Cisco College understands the need and encourages its employees to attend seminars, workshops, and professional meetings. Eligible expenses for such trips and meetings will be reimbursed or paid within departmental budgetary guidelines. Forms for requesting reimbursement or reconciling advances are available from the Purchasing and Payment Services department in the business office. These forms, with proper approval, should be turned in as soon as practical upon returning from a trip.

Whenever college funds are used for travel, the expenses must be approved in advance by the appropriate supervisor. When requesting travel advances, please allow adequate time for the check to be processed during the normal check printing cycle (dates shown on school calendar).

The approved reimbursement rates are shown below. The President or Dean of Business Services may grant exceptions to the college travel policies and regulations due to extenuating circumstances.

Mileage:

For the use of a personal vehicle for official business, the College will reimburse the employee at the rate of $.50 per mile.

Meals:

The College will reimburse the actual cost of eligible meals while on official business upon presentation of receipts up to a maximum of $26.00 per day. Individual meal limits are: breakfast - $6.00, lunch - $8.00, and dinner - $12.00. The maximum reimbursement with no receipts is $5.00 per meal. Day trips (departure and return in the same day) are not eligible for reimbursement unless approved by a supervisor.

Lodging:

While on official business, the actual cost of lodging will be reimbursed upon presentation of receipts. Employees should always take care to use modest accommodations and make use of convention rates when possible.

Miscellaneous:

While on official business, the actual cost of miscellaneous expenses (such as tips, tolls, cab fare, etc.) will be reimbursed by requesting such on the travel reimbursement form.

APPENDIX B: ADMINISTRATIVE REGULATIONS

B-1: CURRENT COMMITTEE AND COUNCIL MEMBERSHIP

A. Process for Assigning Standing Committee Memberships

Early in the summer, the Executive Council identifies a sub-committee of the Executive Council to develop a committee roster for the upcoming academic year. The Faculty Senate President is invited to serve on this sub-committee.

First, all possible changes recommended by faculty and professional staff in the previous year's committees' end of year reports are made. This includes but is not limited to committee membership and chairperson elections.

Second, a chair is identified for each committee. If one was not elected by the previous year's committee, or if the person elected will not be able to serve, the previous year's chairperson may be reassigned to that position. If that person is unable to serve, a new chair is chosen for that committee from the roster of previous year's members if possible.

Third, the committee assigns committee membership of any faculty, administrators and professional staff who have specified a preference for serving on a specific committee. All possible requests are accommodated.

Fourth, the committee makes remaining assignments based on committee members' time on the committee and the required make-up of the individual committees. In general, a two year rotation is thought to be reasonable. However, some other considerations may take precedence.

The sub-committee takes the proposed new roster to the Executive Council for approval.

Any recommended changes are made and the new roster is prepared for the faculty and professional staff by the Administrative Assistant for IT, IR & SACSCOC.

B. Committees

Admissions, Registration and Financial Aid Committee-Cisco

Purpose: The purpose of the Admissions, Registration and Financial Aid Committee is as follows: review and make decisions on admission appeals on any admission that does not meet the regular admission standards; review and make decisions on appeals coming from students placed on financial aid probation or suspension; and to make recommendations on changes to improve registration procedures and processes. ***Representation***

- Officer: Chair (elected by committee)
- At least five Cisco faculty and/or professional staff members
- Ex officio: VP for Student Services, Dean of Counseling, Director of Admissions, Director of Financial Aid

Admissions, Registration and Financial Aid Committee-Abilene

Purpose: The purpose of the Admissions, Registration and Financial Aid Committee is as follows: review and make decisions on admission appeals on any admission that does not meet the regular admission standards; review and make decisions on appeals coming from students placed on financial aid probation or suspension; and to make recommendations on changes to improve registration procedures and processes.

Representation

- Officer: Chair (elected by committee)
- At least five Abilene faculty and/or staff members
- Ex officio: VP for Student Services, Dean of Counseling, Director of Admissions, Director of Financial Aid

Athletic Committee

Purpose: To study proposals and make recommendations on improvements for the Athletic Department and its programs.

Responsibilities: To act as liaison between the Athletic Department and the other Divisions of the College.

Representation

- Officer: Chair (elected by committee)
- At least seven Abilene and Cisco faculty, administrators and/or professional staff members
- Ex officio: VP for Student Services, All coaches on contract

Campus Activities Committee-Cisco

Purpose: The purpose of the Cisco Campus Student Activities Committee is to facilitate activities and events for Homecoming and Ranch Day for students at the Cisco College Cisco campus through the engagement of current Cisco College students in the process.

Responsibilities: The responsibilities of the Cisco Campus Student Activities Committee are to plan, organize and direct Homecoming and Ranch Day activities and events.

Representation

- Officer: Chair (elected by committee)
- Eight Cisco faculty and/or professional staff members
- Ex officio: Dean of Student Life, 4-14 students appointed

Campus Activities Committee-Abilene

Purpose: To facilitate activities and events for students, faculty, parents and community.

Responsibilities: To provide supervision and oversee fundraising for student activities and organizations.

Representation

- Officer: Chair (elected by committee)
- At least six Abilene faculty and/or professional staff members
- Ex officio: Director of Student Activities, Provost/Chief Academic Officer and Dean of Student Life

Curriculum Committee

Purpose

- To provide the structure through which the faculty have ownership and control over the college curriculum.
- To ensure the integrity and the substance of courses and programs by reviewing all proposals to:
    - Create new courses or programs.
    - Modify or delete existing courses or programs.
    - Revise the requirements for a degree or a certificate.
    - Oversee the core curriculum including transferability, learning outcomes and assessment.

Responsibilities: The curriculum committee's scope is restricted to items dealing with the development, removal, or restructuring of segments of the college curriculum. All curriculum changes must be approved by the curriculum committee.

Representation

- Officer: Chair (elected by committee at April meeting)
- Seven total representatives from the academic divisions-different divisions (approximately 58 academic faculty)
- Four total representatives from technical divisions-different divisions (approximately 25 technical faculty)
- Ex officio: Director of Admissions, Provost/Chief Academic Officer, SACSCOC Liaison, Dean of Counseling, Dean of Workforce Education, Administrative Assistant for Instruction

Developmental Education Committee

Purpose: To retool the developmental education program in order to take advantage of the resources and information available in that field.

Responsibilities: To maintain vertical integration between developmental courses and college level courses within the same discipline and to act as liaisons between academic departments and Student Success Programs.

Representation

- Developmental Instructor serves as chair
- Six members exclusive of chair
    - At least one instructor of developmental math (must teach at both Abilene and Cisco)
    - At least one instructor of developmental language (Reading and/or Writing) (must teach at both Abilene and Cisco)
    - Director of Student Success
    - Counselor
- Ex officio: Provost/Chief Academic Officer, Director of Athletics, Dean of Counseling

Food/Student Need Committee – Abilene

Purpose: To partner with the community to keep students in school and help fill gaps when emergencies happen or needs arise.

Responsibilities: To maintain the integrity of the campus food pantry, to post hours, to distribute food to students, and to act as liaisons with people in the community who

desire to partner as donors

Representation:

- Chair elected by committee
- Two Abilene Faculty members
- Ex officio: Director of Development, Provost/Chief Academic Officer

Student Needs Committee – Cisco

Purpose: The purpose of the committee is to provide toiletries and hygiene products for men and women who cannot afford to buy necessary items. These items include mostly toiletries such as body wash, deodorant, shampoo, conditioner, toothpaste and toothbrushes, hand soap, shower gels, body soap, body lotion, tissues, disposable wipes, toilet paper, and feminine products; as well as cleaning supplies such as laundry detergent and dish soap.

Responsibilities:

- To solicit and secure monetary donations with which to buy necessary items.
- To solicit and receive direct donations of items.
- To maintain a Hygiene Closet wherein items are stored and made available for distribution to students.
- To maintain an alphabetical log recording the names of students and items they took from the closet, as well as the date the items were taken.
- To monitor the log: Students are permitted to take items only once in two weeks.
- To inform of the committee's needs through posters, emails, and media news releases.

Representation:

- Chair elected by committee
- One Cisco Faculty member, Student Life Assistant
- Ex officio: Director of Development, Director of Student Life

Hearing Committee

Purpose

- To perform the due process provisions as outlined in the Policy Manual relating to dismissal of tenured personnel or professional contract personnel during the term of their contract.
- To hear student grievance cases that have been appealed by the student involved. The hearing will be conducted as outlined in the student handbook.
- A quorum of the annual members must be present for a hearing to take place (seven members)

Responsibilities: The committee functions primarily to insure that the student has been treated fairly and on providing the student the safeguards of "due process".

Representation

- Officer: Chair (elected by committee)
- At least nine faculty, professional staff or administrators
- For student issues, three students are appointed to serve for the duration of each student issue
- Ex officio: Director of Student Success Programs & Title IX, Dean of Student Life, Director of Human Resources

Institutional Effectiveness Committee

Purpose

- To study and make recommendations relating to compliance with the criteria on institutional effectiveness of the Southern Association of Colleges and Schools.
- To make recommendations for the evaluation of the research, planning, and institutional effectiveness functions of the college.
- To study, review, and make recommendations relating to the College's mission and purpose statements and its long range plan.

Representation

- Officer: Chair (elected by committee)
- At least nine faculty, administrators and/or professional staff members
- Ex officio: Provost/Chief Academic Officer, VP for Student Services, SACSCOC Liaison, Administrative Assistant for IT, IR & SACSCOC

Library Committee

Purpose:

- To evaluate faculty and student utilization of the Library and make recommendations to the director for improvement.
- To coordinate academic activities with the Library.
- Serve as a liaison group between faculty and the Library regarding general faculty representative during librarian interviews and/or hiring.

Responsibilities:

- Evaluate Cisco Library survey and report findings to faculty.
- Periodically review library policy and make revision suggestions to director, or

review library policy revisions made by director and report changes to faculty.
- Communicate any requests from faculty to the library that cannot be made individually to the director, and communicate any requests from the library to the faculty that cannot be made to individual departments of faculty members.
- Investigate any issues which arise during the academic year the library director and/or the faculty request help with, and which cannot be addressed individually with the director, or with individual departments or faculty members.
- Represent the faculty, either as a committee or through a committee-member representative, during library hiring process and report on process to the faculty.
- Investigate or identify the Cisco library regarding new issues, policies, revisions, and/or requests needed to be in compliance with SACS.

Representation

- Officer: Chair (elected by committee)
- At least seven Cisco faculty and/or professional staff members
- Ex officio: Director of Library Services, AEC Library Manager

Program-Level Assessment Committee

Purpose:

- To implement a faculty-driven, efficient and effective institution-wide process for assessing student learning in the AA, AAT, AAS that addresses the expectations of SACSCOC principles 2.7.2 and 3.3.1.1
- To implement a faculty-driven, efficient and effective institution-wide process for assessing student learning in the general education core which aligns the expectations of the THECB and SACSOC principles CR 2.7.3 and CS 3.5.1
- To maintain the core and program curriculum maps with current program objectives, outcomes, or competencies
- To report program-level information to the college for use in improving student learning
- To provide institutional effectiveness documentation for the purpose of institution-level assessment of the college mission
- To assess the program-level assessment cycles and methodologies and make changes to improve the processes
- To review and make changes to the Assessment Committee purpose as necessary

Representation

- SACSCOC Liaison serves as Chair
- Division Chairs and Department Heads
- Ex officio: Director of Institutional Effectiveness and Planning, Administrative Assistant for IT, IR & SACSCOC

Safety Committee-Cisco

Purpose

- To insure that a safe living and working environment for all students, employees, and visitors is maintained.

Representation

- College Police Chief/Director of Campus Safety serves as chair
- At least six Cisco faculty and/or professional staff members
- Ex officio: Dean of Student Life, Director of Plant Operations

Safety Committee-Abilene

Purpose

- To insure that a safe living and working environment for all students, employees, and visitors is maintained.

Representation

- Officer: Chair (elected by committee)
- At least six Abilene faculty and/or professional staff members
- Ex officio: Director of AEC Physical Plant, Director of AEC Operations, Dean of Student Life, Director of Campus Safety

Technology & Distance Learning Advisory Committee

Purpose: To advise the Distance Learning program and Information Technology Management in order to ensure excellence in distance education opportunities for students and the technology needs of Cisco College. To fulfill this purpose, the committee strives toward the following goals:

- To review current policies, standards, and procedures of distance education;
- To recommend guidelines for course development;
- To recommend standards, evaluation, and training for distance-learning faculty;
- To help prepare for the future of distance learning by providing vision in view of new technologies and ideas;
- To serve as a liaison group between the Information Technology Department and the faculty and staff;
- To identify faculty, staff and student technology needs and make recommendations to Information Technology Management

Representation

- Officer: Chair (elected by the committee)
- At least eight faculty and/or professional staff members

- One Faculty Senate representative - ?
- Ex officio: Executive Director of IT, Director of Distance Education & eLearning, Director of Workforce

C. Councils

Executive Council

Purpose: The primary purpose of the Executive Council is to support the College mission and strengthen Cisco College through a process of collaborative problem solving in the overall leadership of the College. The Council shares in formulation of administrative policy and procedure, establishment of College priorities, and strategic planning. Members of the Executive Council are responsible for facilitating communication and coordination of efforts throughout the College.

Representation: President, Provost Abilene Educational Center, Vice President of Instruction, Vice President for Student Services, Chief Financial Officer

Academic Leadership Team

Purpose: The purpose of the Academic Leadership Team (ATL) is to enact the college's commitment to excellence in pursuit of the institutional mission through collaborative work that enhances and develops educational programs.
The ATL encourages new ideas, engages in program evaluations, and works together to enhance current programs and develop new academic and workforce programs. The ATL implements strategies that can successfully change the direction of the institution. The ATL demonstrates and promotes effective communication, sharing information between ALT members, offices, and divisions that encourages collaboration and informed decision-making. The ATL demonstrates and promotes external counsel by seeking guidance from each other and external stakeholders to avoid group-think. The ATL demonstrates and promotes data-driven decision-making toward its goals and decisions.

Representation: CAO/Provost, chair; Division Chairs, Department Heads, Program Directors

Strategic Enrollment Management Committee

Purpose: The purpose of the Cisco College Strategic Enrollment Management (SEM) committee is to work with the College community to establish goals and measurable strategies for improving student enrollment. The work of the committee may result in a redefinition of the enrollment goals and strategies, helping the College community consistently address enrollment needs.

Representation: Vice President for Student Services, Director of Enrollment Services/Registrar, Dean of Student Life, Director of Financial Aid, Vice President of Instruction/Provost, Academic Counselor(s), Coordinator of New Student Recruitment, Faculty Representative(s), Director of Distance Education, Director of Dual Credit Programs

Administrative Council

Purpose: The Administrative Council exists for the Administration to support the Cisco College commitment to shared governance, as a formal organization for communicating concerns and recommending solutions. The Administrative Council also exists, and in no way is limited to, the purpose of enhancing communication between campuses and administrative units. Communication is of the utmost importance.

This Council consists of the members of the College's Executive Council, Academic Leadership, Directors, and staff.

Representation: President, Executive Assistant to the President and Board of Regents, Vice President for Instruction, Vice President for Student Services and Athletic Director, Dean of Business Services, Director of Procurement and Building Operations (AEC), Executive Director of Information Technology, Dean of Workforce and Economic Development, Dean of Nursing, Director of Nursing/Health Sciences, Dean of Students, Director of Dual Credit, Director of Campus Safety, Director of Institutional Effectiveness, Director of Enrollment Services/Registrar, Director of Financial Aid, Director of Distance Education, Director of Academic Support, Director of College Libraries, Director of Development, Director of Marketing and Public Service, Director of Physical Plant Operations

B-2: VAN AND VEHICLE DRIVERS' ORIENTATION 2022-2023

A. Basic requirements to be a driver of vehicles and vans owned or rented by Cisco College

1. You, the driver, must be current faculty, staff, or student at Cisco College, or have permission from President Thad Anglin.

   i. You, the driver, must have a valid driver's license issued in the United States and legal in the State of Texas, and which also authorizes you, the driver, to operate the specific vehicle checked out.

   ii. You, the driver, must have an acceptable driving record according to the college's current insurance company.

   iii. You, the driver, must attend the Van and Vehicle Orientation Class.

2. **Students who have completed the Driver's Orientation Class, and have been successfully added to the driver's list, are to drive as a last resort.**

B. Rules of Cisco College pertaining to Vehicles and Vans

NOTE: The only vehicles exempt are those vehicles provided through employment contract and are considered as taxable remuneration. They are provided for official and personal use purposes.

Reserving Vehicles and Other Information:

1. Cisco College has contracted with Enterprise in Stephenville Texas for rentals that are for Cisco College travel only. In order to reserve a vehicle, driver must fill out the Rental Request form and email or send via intercampus mail to the Fleet Manager, Renee Batteas at the Cisco Campus a week before your departure. Fleet Manager can be reached at ext. 5123 and her email is renee.batteas@cisco.edu .

2. You, the driver, will be responsible for picking up the rental at the Cisco Campus and delivering it back to the Cisco campus once your travel is complete. Each contract is assembled with a mileage log slip, keys, and a Comdata gas card, if one is not available through your department. It is the driver's responsibility to acquire and keep all

receipts and turn them in. The mileage log slip will require, beginning mileage, ending mileage, date of travel, date returned (date when you returned on campus, not when it is returned to Fleet Manager), time returned, and drivers name. This information is very important. This helps Fleet Manager to close out the contract with Enterprise and get correct billing.

3. Keys, gas card with gas purchase receipts, must be turned in to the Fleet Manager immediately following your return to the campus before 4:30 p.m., or at 8:00 a.m. the following morning if you return after business hours.

4. Employees that are responsible for making reservations for their own department will need to advise the Fleet Manager of any changes prior to the start of your contract. Reservations need to be emailed to me as soon as you receive them in you inbox with the following information:
    1. Time and date keys will be picked
    2. Date and time of your actual travel.
    3. Date and time of approximate arrival.

    (Updated 9.14.18)

Returning the Vehicle:

1. Remove all trash and personal belongings from the vehicle(s) upon return to the campus. As the driver, it is your responsibility to keep the vehicle(s) as clean as possible while in use. If you pick up a vehicle without trash in it, you bring it back to the parking lot without trash in it!

2. Before returning to the campus, it is your responsibility to fill the vehicle with fuel.

3. The vehicle parking lot is reserved for school vehicles only. Your personal vehicle may be parked in the lot South of VoTech I.

4 Notify Renee Batteas of any problems with a vehicle – mechanical warning lights, cracks in the windshield, or anything that would concern you if it was your personal vehicle.

C. POLICY FOR USING CISCO COLLEGE VEHICLES

1. Cisco College has a **Zero Tolerance Policy** in that vehicles belonging to Cisco College or any vehicle under contract with Enterprise are to be operated by Cisco College-authorized drivers only, **and are not to be used for personal business or personal reasons.**

2. Enterprise rental vehicles are strictly used for distances greater than 75 miles from your home campus. Cisco College will pay .50 per mile for use of personal vehicles less than 75 miles. (Updated 8.11.22)

3. Employees that are responsible for making reservations need to advise the Fleet Manager of any changes prior to the start of your reservations. Reservations need to be email to me as soon as you receive them in you inbox with a note of key pick up and actual date of travel.

4. Cisco College has a **STRICT POLICY** that all laws are to be followed at all times. It is critical that all speed limits are obeyed – advisory speed limits, temporary speed limits, work zone speed limits, school zone speed limits, and campus speed limits. **The campus speed limit for the Cisco and Abilene campuses is 20MPH unless otherwise posted.**

5. Cisco has a **Zero Tolerance Policy** that you, the driver, never overload vehicles with cargo or passengers. A 15 passenger van may legally carry a driver and 14 passengers.

6. Cisco College has a **STRICT POLICY** that all seat belts for the driver and passengers are to be worn.

7. On overnight trips it is the driver's responsibility to protect the vehicle at all times. Always try to park in areas that will be safe and conspicuous. If vandalism or problems occur, notify the proper authorities and acquire a report for Cisco College, and for the College's insurance company.

8. Notify the authorities of any accidents, no matter how small, and give the accident report to the Fleet Manager upon your return. Should you need assistance, have a major accident, or if there are injuries in either party, notify Fleet manager as soon as possible. Contact information for the Fleet Manager is (Renee Batteas – Cell # 325-232-3889).

9. The use of tobacco products is forbidden in any Cisco College vehicle. Cisco College has a **Zero Tolerance Policy that no alcoholic beverages are allowed in any Cisco College vehicle.**

10. **Comdata Cardholders** - If you are a Comdata Cardholder for your vehicle or Department, please use the Comdata Card for **ALL** fuel purchases. Merchants in Cisco and Abilene are listed on the last page.

11. **Maintenance Employees without a Comdata Card** - Maintenance vehicles, equipment, and ATV vehicles will be fueled at Ted's and Rex's. You must **print and sign** your name on the charge slip.

CISCO COLLEGE VEHICLE OPERATORS CONTRACT

Safety Policy

- The safety of the student, faculty, staff, and the public is paramount. Every attempt must be made to reduce the possibility of accidents.
- Safety shall take precedence over expediency, or short cuts, at all times.
- Cisco College intends for all vehicle operators to comply with all applicable safety laws, regulations, and Cisco College policies.

I (print) _____
have attended the Van and Vehicle Drivers Orientation Class.

Last four digits of Social Security Number _____

Driver's License Number _____

Department_____

I have read, understand, and agree to abide by the required rules for drivers, and Rules of Cisco College pertaining to Vehicles and Vans.

Signature _____

Date: _____

ALLSUPS #105	*2205 CONRAD HILTON*	*CISCO*	*TX*	
ALLSUPS #191	*913 WEST 8TH ST.*	*CISCO*	*TX*	
SHELL OIL 12416928005	*16851 INTERSTATE 20 W*	*CISCO*	*TX*	
STRIPES 0191912500 QPS	*1500 I-20 WEST/SH 206*	*CISCO*	*TX*	
BROOKSHIRES FUEL 9	*1010 AVENUE E*	*CISCO*	*TX*	
COWPOKES CONVENIENCE	*2112 CONRAD HILTON*	*CISCO*	*TX*	
CONOCO - SVC CENTER	*2972 S TREADAWAY*	*ABILENE*	*TX*	
PHILLIPS 66 - CHILLERZ	*1109 A S TREADWAY BLVD*	*ABILENE*	*TX*	
ALON 7-ELEVEN #42	*3151 OLDHAM LANE*	*ABILENE*	*TX*	
ALON 7-ELEVEN #57	*8101 HIGHWAY 83/84*	*ABILENE*	*TX*	
ALON 7-ELEVEN #90	*1757 INDUSTRIAL BL*	*ABILENE*	*TX*	
7TH TREADAWA64021280	*641 S TREADWAY*	*ABILENE*	*TX*	

B-3: DUE PROCESS PROCEDURES

General Complaint Procedure:

The procedure for processing an official complaint is as follows:

1. The employee/complainant should first talk to his/her supervisor. Should an employee/complainant feel after oral discussion with his/her supervisor that a resolution has not been reached, the employee should present the facts in writing to the next level of supervision in the chain of command. At this point in the process, this level supervisor should share the written complaint with his/her supervisor, the Human Resources Director, and the highest level administrator in this area of reporting. The supervisor receiving the written complaint will respond in writing within five (5) college working days after receipt of the written grievance.

2. Should the employee/complainant decide that the reply of this level of supervisor is unsatisfactory the matter may be taken to the next level of supervision. This individual will also respond to the employee/complainant within five (5) college working days after receipt of the written complaint.

3. When the matter reaches the Executive Council level position for resolution, this individual will also respond in writing to the employee/complainant within five (5) college working days after receipt of the written complaint.

4. In the event that the matter is not resolved at the Executive Council level, the employee/complainant may file a notice of appeal to the college president within five (5) college working days after receipt of the Executive Council members' decision.

5. Upon the receipt of the written notice of appeal, the college president makes the final decision on the matter within five (5) college working days.

Hearing Procedure:

The Hearing Procedure may be requested by a tenured employee who is being recommended for dismissal or by a contract employee who is to be dismissed before completion of the term of contract.

1. The employee shall be given reasonable notice of the action in writing. If, upon receiving written notification the employee desires to be heard in order to contest the proposed action of the Board, he/she shall give the Hearing Committee written notice within 10 college working days of receipt of the notice of proposed dismissal. If a request for hearing within the ten college working days prescribed is not submitted, the employee shall be deemed to have waived any right to a hearing.

2. In the event that the employee shall file a timely request for hearing, said hearing shall be set within 10 college working days of the date the request for the hearing is received by the Hearing Committee.

3. The Hearing Committee may conduct the hearing in closed session unless the employee requests a public hearing, in which case the hearing shall be open to the public. In matters where the conduct of individuals, other than the faculty member or employee filing the grievance, will be at issue and will require testimony from those individuals, or evidence of the conduct of those individuals, then the affected individuals shall have the right to petition the Board to close to the public either the entire hearing or those portions of the hearing at which the affected individual's conduct will be discussed or at which they will testify.

4. At the hearing, the employee shall have the right to hear the evidence upon which the dismissal is based, to cross-examine all adverse witnesses, and to present evidence in his/her behalf. The Committee shall determine the existence of good cause for dismissal, which determination shall be based solely upon the evidence presented in the hearing.

5. The employee may be suspended with pay by the College President pending the outcome of the dismissal hearing.

6. In the event that the decision of the Hearing Committee is unsatisfactory to the employee or the supervisor, either may within five college working days after receipt of the decision of the Hearing Committee file a written notice of appeal to the President. Upon receipt of the notice of appeal, the President will schedule within five college working days a hearing with the employee and the supervisor. The President will issue a written decision within ten college working days following the hearing.

7. If the employee or supervisor is not satisfied with the decision, each may request a hearing with the governing board within five college working days of the receipt of the decision of the President. The governing board will conduct the hearing within thirty college working days from the date of the request for a hearing. The governing board will make the final decision regarding the matter.

B-4: ELECTRONIC MAIL PROCEDURES

1. Use the subject field. If you change the topic of an e-mail in the reply, please change the subject line to match.
2. All e-mail should begin with a greeting.
3. All e-mail should end with a signature line—short and descriptive. (The automated signature function will attach your signature to all outgoing messges.)
4. Don't type in all upper case--it's considered SHOUTING.
5. Please be judicious when using College Contact Lists. If your message is not work-related, please select only the names of individuals that you know would like to receive the message.
6. Do not forward a message addressed to you unless you know the message was intended to be forwarded.
7. Remember that your e-mail is not necessarily private. (Don't say anything that you wouldn't want your mom to read.)
8. Make sure all E-Mail messages are professional in content. Practice *The Golden Rule* on-line.

B-5: FACULTY LOAD FORMULA

A. Contract load is determined according to a load contact hour formula. The contract load for a full-time professor on a nine month contract is 240 load contract hours per academic semester. The contract load for a non-tenure track instructor is 192 load contact hours per academic semester. Additional load will be compensated according to the faculty salary schedule. See Appendix A-1.

   a. One contact hour per week of lecture equals one load credit.

   b. One contact hour per week of lab equals .66 load credits.

   c. All lecture and lab hours should reflect the information in our catalog. The information in the catalog is based on a 16 week semester unless indicated differently. If the class meets a shorter semester, the load contact hours should equal the total number for a 16 week semester.

   d. Online classes are assigned the same load contact hours as the same class taught face-to-face.

   e. Calculating Load Credit Hours:

Type course	Load Contact Hrs for 16 weeks	Per hour rate	Overload/Adjunct Pay for 16 week semester
Paid at 100% of contact hrs			
Lecture – 1 hour/wk	16	$35.50	$568.00
Lecture – 2 hours/wk	32	$35.50	$1,136.00
Lecture – 3 hours/wk	48	$35.50	$1,704.00
Lecture – 4 hours/wk	64	$35.50	$2,272.00
Lecture – 5 hours/wk	80	$35.50	$2,840.00
Lecture – 6 hours/wk	96	$35.50	$3,408.00
Lecture – 7 hours/wk	112	$35.50	$3,976.00
Lecture – 8 hours/wk	128	$35.50	$4,544.00

Paid at 66% of contact hrs			
Lab – 1 hour/wk	10.56	$35.50	$374.88
Lab – 2 hours/wk	21.12	$35.50	$749.76
Lab – 3 hours/wk	31.68	$35.50	$1,124.64
Lab – 4 hours/wk	42.24	$35.50	$1,499.52
Lab – 5 hours/wk	52.80	$35.50	$1,874.40
Lab – 6 hours/wk	63.36	$35.50	$2,249.28
Lab – 7 hours/wk	73.92	$35.50	$2,624.16
Lab – 8 hours/wk	84.48	$35.50	$2,999.04

- Based on the above, a class with 3 lecture hours per week would be 48 load contact hours and paid $1,704.00.
- A class that has 3 lecture and 1 lab hour per week would be 58.56 load contact hours and paid $2,078.88.

B. Contract loads less than or in excess of 240 or 192 load contact hours will be set upon the recommendation of the Division Chair and approved by the Vice President of Instruction.

   a. Full-time faculty who are responsible for performing teams and ensembles are assigned teaching loads by their immediate supervisor.

   b. Health Science faculty loads are based on standards set by the Texas Board of Nursing and other outside accrediting agencies. These agencies may require specific duties, mandate contact hours in a particular field, ratio of student to faculty and number of hours designated for curriculum, course, faculty, program and clinical evaluations. Health Science faculty loads must be equivalent to faculty loads in other divisions.

C. Chair persons are offered a reduced teaching load to provide release time to accomplish their duties during the academic year; teaching loads may vary to account for the division size and number of full- and part-time faculty in the chair's supervision.

   Chairpersons are offered a 10-month contract and a stipend to account for the approximate amount of time which duties may extend into the summer months. While chairpersons may

not work a sequential 31-day period in the summer, chairs are expected to complete critical duties and functions as needed beyond the end of Spring and prior to the start of Fall.

D. Course Section Enrollment Requirements and Management

Enrollment in all courses should be monitored carefully throughout the registration period since any course or section cancellations must be made early enough for affected students to make necessary adjustments to their schedules. Since students are often particularly slow to register, some departments have found it useful to email their students to let them know that a particular course may be cancelled if enrollments do not materialize. Chairs should coordinate with faculty and counseling to facilitate notification to students regarding potential or decided cancellation.

The college policy is that departmental faculty must contact their chair to discuss enrollment and options. Low enrolled sections must be carefully evaluated based on the impact to students and the need to build a strong working relationship with school districts relative to dual-credit courses. The standard minimum enrollment levels for all courses is 10 students for an online class and 8 students for an in-person class.

Course enrollment must be carefully monitored by the Vice President of Instruction and Division Chairs. Course section reports are provided through the Department of Institutional Research prior to the start of each semester. Course sections must be carefully evaluated and managed throughout the enrollment cycle. The college may pro-rate faculty pay for low enrolled sections when running a course helps students complete their program of study in a timely manner, to support and maintain dual credit offerings at partner high schools, if a course is offered on a periodic rotation, or as deemed necessary by the VPI. Small classes may be pro-rated based on a per-student calculation up to standard minimum enrollment levels.

Guidelines for Kinesiology Faculty Course Load

Faculty members that teach in the Kinesiology department have job descriptions that include significantly more required, non-classroom activity than the job descriptions of traditional, classroom faculty. They are required to recruit, coach their sport, manage their student athletes, and maintain athletic facilities in addition to the teaching and college service responsibilities they have in common with other faculty members. Therefore, the following teaching load guidelines have been approved for Kinesiology faculty.

Position	**Course Load**
Full Time Kinesiology	14 hours per year (usually 7 hours per semester)
Part Time Kinesiology	Paid as Adjunct Instructors
Special Contract Kinesiology	Load requirements according to contract

- Kinesiology classes which meet per week for the same number of contact hours as the course earns in credit hours per semester count for load credit hours equal to earned credit hours.
- Kinesiology classes which meet per week for more contact hours than the course earns in credit hours count for load credit hours equal to .5 (one half) of the per week contact hours.
- Anything taught above the full-time load would be considered an overload and would fall under the same guidelines as that for other faculty.
- The Kinesiology Division Chair will receive a three hour release time each semester. That will be considered part of his/her full-time course load, so anything above that full-time, which includes the release time, would be considered an overload.

- The Kinesiology Division Chair would be responsible for being sure that all full-time kinesiology coaches have the appropriate course load depending on enrollment and semester of their playing season. The chair will also utilize adjunct instructors, including part-time kinesiology coaching staff, to cover all needed courses.

B-6: GRANT WRITING PROCEDURES

PROCEDURAL GUIDELINES FOR SECURING EXTERNAL FUNDS

One of the roles of advancement is to coordinate and prepare funding proposals from private as well as governmental sectors to advance the mission, purpose and goals of the college. External funding can create additional reporting requirements, record keeping and workflow issues. In addition, approaches to funding sources, particularly private sources, must be coordinated. Therefore, permission must be granted prior to pursuing external funds.

A. FUNDING SOURCE GUIDELINES

1. **Funding from governmental sectors:** The applicant should closely follow the agency guidelines to ensure that Cisco College can qualify for and appropriately administer the grant.

2. **Funding from the private sector:** There are three general types of proposals that are structured to meet the donor's informational needs.

    a. **Major Donor Proposal** – A major donor proposal is prepared for an individual. The content is tailored to the individual's interests, personal preferences and history with the college.

    b. **Corporate Proposal** – A corporate proposal is prepared for a corporation or organization. A corporate proposal focuses more on the benefits of giving and does not typically include "emotional appeal" language. A typical corporate proposal includes:

        - Executive Summary
        - Request for Funding
        - Statement of Need
        - Description of Project
        - Evaluation of Project
        - History of department, the college or school and Cisco College
        - Detailed Budget

c. **Foundation Proposal** – The foundation proposal format will follow the application deadlines and proposal guidelines required by the specific foundation.

B. PROPOSAL DEVELOPMENT

The applicant should contact the office of Director of Media, Marketing and Public Relations **at least one month** prior to the submission deadline, to ensure the viability of the project, including the proposal budget, and for compliance with agency guidelines (RFP) and Cisco College policy. Exceptions will be made when the RFP has a particularly short turnaround time.

A **Proposal Tracking Form** must be submitted by the applicant with the division chair signature to the Director of Media, Marketing and Public Relations. The director will review the form, sign the appropriate area and take it to a member of executive council for final approval.

Upon receipt of approval, the applicant may proceed with the proposal. The office of institutional research and advancement will provide general college information and will assist with the development and writing of the proposal if requested.

C. PROPOSAL SUBMISSIONS

After a proposal has been completed, and all appropriate signatures have been obtained for the proposal, the following process will be followed:

1. **Departmental Review:** Each proposal package *(Proposal Tracking Form, full proposal, original RFP)* will be reviewed and endorsed by the division chair or other appropriate personnel at the departmental level.

2. **Executive Committee Review:** The proposal package will then be presented to a member of the executive council for final approval.

3. **Mailing/Submission:** After the proposal has been reviewed and authorizing signatures secured, the Director of Media, Marketing and Public Relations will be responsible for mailing/submitting (including appropriate number of copies) to the funder. When a proposal is being submitted in hard copy rather than electronically, and will be mailed, express mailed, or shipped with an overnight delivery service, the Director of Media, Marketing and Public Relations will secure the routing number and evidence of pick-up and delivery.

D. NOTICE OF FUNDING

When the college receives notice of funding, all documents received from the funding source should be forwarded to the Director of Media, Marketing and Public Relations. Acceptance of funds obligates the district, project director and other college personnel to exercise full responsibility in pursuit of the project.

E. ADMINISTRATION OF PROJECT ACTIVITIES

1. **Implementation:** The project director is responsible for implementing and abiding by the terms of the agreement. Assistance will be given from other offices when necessary in order to ensure the college fully complies.

2. **Reporting:** The project director is responsible for producing all statistical, narrative and non-financial reports as required by the funding source. These reports must be completed and submitted according to the project's contractual requirements. Copies of all reports will be forwarded to the Director of Media, Marketing and Public Relations.

3. **Finance:** The project director is responsible for working with the budget office to ensure that appropriate measures have been established to accommodate the disbursement and reported use of funds.

F. OTHER ISSUES

1. **Collaborative Projects:** In situations where Cisco College is not the primary fiscal agent but is a co-collaborator/sub-grantee on a project, a copy of the budget must be obtained as soon as possible and submitted along with a Proposal Tracking Form to the Director of Media, Marketing and Public Relations. If possible, it is preferable to have a copy of the full proposal and the original RFP.

2. **Letters of Support:** Letters of support can create obligations for the district. If an external entity requests a Cisco College employee to write a letter of support, the employee must obtain administrative approval prior to sending the letter.

B-7: HIRING PROCEDURES

1. Recruitment

a. When a position becomes available, the supervisor, after obtaining approval from an Executive Council level administrator, creates a job notice containing responsibilities and qualifications for the position and delivers it to the Director of Human Resources.

b. The Human Resources Office posts the job notice as directed. The position opening may be advertised in appropriate geographic areas as determined by the hiring supervisor.

c. Applicants' original files are kept in the Human Resource office only. The Human Resources Office will ensure personnel files are complete for candidates employed by Cisco College.

d. The Board of Regents must give final approval for Cisco College employment.

e. Applications will be kept on file for one year.

2. Interviewing/Selection

a. The Human Resources office obtains and collates the following information on applicants:

   i. Application form

   ii. Resume, when required

   iii. Letter of application, when required

   iv. Transcripts of college coursework, when required

   v. Criminal Background check

   vi. Work experience and licensure information if applicable.

b. Interview Selection Procedures:

   i. The Human Resources department will submit all applications for the open position to the appropriate supervisor.

   ii. The appropriate supervisor, with the approval of the Vice President of Instruction, shall assemble a committee to be charged with reviewing, interviewing, and recommending a candidate for the

contract faculty position to the Vice President of Instruction. The committee shall consist of at least a 75% majority of faculty from within the appropriate division and/or related disciplines. The appropriate Division Chair/Director shall serve on and chair the committee.

iii. Qualifications are minimum requirements. In addition, applicants for faculty positions will be further screened by comparison with academic training and experience of other applicants. Only those applicants who are selected as best suited for the needs of the specific position may receive a personal interview for the position.

iv. Non-faculty employees are selected for interviewing on the basis of academic training and/or work experience. In addition, an applicant is selected who is best suited for the needs of the specific position. The appropriate supervisor will review the individuals selected for possible interview.

v. Reference checks are required on all full-time employees. Reference checks will be made by the appropriate supervisor.

vi. A candidate for a position is usually invited to the campus for a personal interview with the appropriate hiring committee, supervisor, administrator, and/or the President.

vii. When the committee has selected a candidate to recommend for the contract faculty position and prior to extending any offer of employment, the Division Chair/Director will notify the Vice President of Instruction in writing for approval and to subsequently forward to the President and Board of Regents. Once a candidate has been approved by the Vice President of Instruction, an inquiry is made by the Human Resources Office or the immediate supervisor to determine if the candidate is indeed interested in employment at Cisco College.

viii. All applicants will be subject to a criminal background check prior to employment with the district. The applicant's signed release is obtained on the application. If more information is needed to process the criminal background check, the Human Resource department will contact the applicant.

3. Part Time Employee Hiring Procedure

Upon hiring a new adjunct instructor:

a. Division Chairs disseminate the current New Hire Packet to the adjunct. The Oath of Office form in this packet must be notarized. In Cisco, contact the Human Resources or Business Office for notary services; in Abilene, contact the Director of AEC Operations for notary services.

b. Division Chairs submit the completed paperwork to the Assistants to the Vice President of Instruction. The Assistants enter the new employee's Employee Information Form on the intranet, notifies Admissions to add the new adjunct to the POISE database, and forwards the completed paperwork to Human Resources. Human Resources will contact the Division Chair or new employee for any missing information.

c. New adjunct instructors shall have official transcripts sent directly to the Human Resources office:

Cisco College
ATTN: HUMAN RESOURCES OFFICE
101 College Heights
Cisco, TX 76437

Transcripts must be sent to the attention of HR where official copies are required in all faculty files per SACS and College policies. (PLEASE NOTE: Transcripts received at the Admissions Office may be mistakenly filed as incoming student transcripts and subsequently destroyed.) Upon receipt, Human Resources will copy the official transcripts to the Assistant to the Vice President of Instruction for SACS documentation.

New health science division's adjunct instructors shall have official transcripts sent to the Human Resources office at the above address, as well as to the appropriate Director as required by health science accrediting agencies.

d. Division Chairs enter the new adjunct instructor's information into the Faculty Credentials Database under the SACS area of the Intranet.

e. Division Chairs also request new adjuncts' POISE, email, and Canvas accounts from the helpdesk and Executive Director of Information

Technology Systems

4. Commitment to Employ

Employees are considered provisionally hired until all paperwork has been submitted and processed.

a. The Human Resources Department will complete a file after receiving a recommendation from the supervisor. If transcripts are not official, the provisional employee must request that official transcripts be sent to the Human Resource office.

b. The President's office may issue provisional letters of employment.

c. The President makes recommendations to the Board of Regents concerning employment selections. If the position has not been previously approved in the budget, the President will submit the position to the Board of Regents for approval prior to the selection of an employee.

5. Recommendations of Former or Current Personnel and/or Verification of Employment

If an employee is contacted by an outside individual seeking a reference for a current or former employee, the employee giving the recommendation assumes all risk and liability associated with these recommendations. Cisco College employees may choose not to give recommendations.

Verifications of employment will be officially made by the Human Resources Office.

B-8: PUBLICATIONS AND MEDIA COMMUNICATION PROCEDURES

Introduction

Complete and accurate publications and effective communications with the media are critical to Cisco College's ability to carry out its mission and promote continued public support for the college. Accurate publications and effective media relations best serve the college by:

- Informing the public of what Cisco College can do for them,
- Promoting the college's achievements, activities and events of significance,
- Expanding the general visibility of the college, and
- Ensuring that accurate information is conveyed to the public regarding incidents and issues of a controversial and/or sensitive nature.

The Director of Marketing and Public Relations serves as the official college spokesperson and conveys the official college position on issues of general college-wide impact or significance or situations that are of a particularly controversial or sensitive nature. Inquiries from the media about such issues should be referred to the Director of Marketing and Public Relations or to the President.

Depending on the specific circumstances, the President may designate another college administrator to serve as spokesperson for a particular issue.

In cases of critical significance to the college, the Director of Marketing and Public Relations will work with other college officials to develop an "official statement", detailing the known facts of the situation and summarizing the college position.

In the event of a crisis or emergency situation, the Director of Marketing and Public Relations will handle all contacts with the media, and will coordinate the information flow from the college to the public. In such situations, all campus departments should refer calls from the media to the Director of Marketing and Public Relations or the President.

The Director of Marketing and Public Relations serves as the college webmaster and is responsible for maintaining the college website(s) and social media presence. The Director of Marketing and Public Relations maintains a website organizational chart and coordinates

with college personnel who hold web-content responsibilities to review and update the college website periodically.

Procedures

All press releases intended for off-campus or external audiences should be routed through the Director of Marketing and Public Relations.

Since positive media solicitation is an integral element of the college's communications program, any ideas for articles or pieces that would positively portray the college, its work or its community should also be directed to the Director of Marketing and Public Relations. The Director of Marketing and Public Relations should be notified about occurrences that are likely to rise to the level of a news story.

Members of the faculty and staff are free to respond to requests from the media regarding their own scholarship, teaching or professional expertise. In such cases, the Director of Marketing and Public Relations should be notified as soon as possible. Such notification can be particularly important if follow-up inquiries are made with other college personnel.

Guidelines for communicating with the media when the issue is non-controversial and limited to the faculty and/or staff member's area of expertise are:

- Obtain the name of the person calling, the media organization and, if available, the anticipated time of release of information in print or broadcast. This information should be included when notifying the Director of Marketing and Public Relations.

- The best approach with media is to be prompt, helpful and honest. All contacts from the media should be returned as soon as possible, in deference to reporters' deadlines. Calls should be returned within a half-day. If that is not possible, an alternate employee (if appropriate) or the Director of Marketing and Public Relations should be asked to handle the call.

- Make sure you understand each question from the media before answering. If you cannot answer the question, or are uncomfortable providing a response, take the reporter's number and advise him/her that someone who can provide the information will contact him/her as soon as possible. Then follow-up by contacting the Director of Marketing and Public Relations.

- Do not offer speculations or gossip. Do not answer a reporter's question with "no comment". Do not be condescending or underestimate the reporter's intelligence,

but make sure the reporter understands your responses. Provide your phone number and/or email address for follow-up questions.

- Remember that in responding to the media, you can be seen as representing and speaking for the college. Personal opinions should be clearly and carefully identified as such.

- Issues that should not be discussed with reporters are:
    - legal issues,
    - personnel issues,
    - questions that involve college integrity, such as ethics or issues that may result in harm to others, or
    - a campus crisis or emergency.

- Any media inquiries that involve information about specific students should be directed to the Dean of Students. Such inquiries will be handled in strict compliance with the Family Educational Rights and Privacy Act (FERPA).

- Any media inquiries regarding Cisco College faculty or staff should be referred to the Director of Human Resources. Only public information may be provided without the employee's written approval.

Campus Emergency/ Crisis

Crisis communications have a lasting impact on institutional reputation and public support. How well we convey our message to the public greatly depends on what is reported in the media. This is especially true in a crisis, during which the news media is the primary means of communication to our constituencies. Because of the emotions that usually accompany crises, images formed from crisis reporting are especially important in shaping long-lasting public impressions of the institution.

In the event of a major crisis on campus, the Office of the President is responsible for the development and dissemination of all college communication. This includes internal communications with students, faculty and staff, as well as communications with the media. The priority will be on maintaining timely and open communications with the media, coordinating with the Office of Campus Safety to provide complete accurate and confirmed information about the emergency situation and the college response. Communications with the media will be frequent throughout the duration of the emergency situation. The Cisco College website will be a key medium for updating the college community and the public regarding the details of the emergency situation and the actions taken to address all related issues.

In a campus emergency faculty, staff and students have a right not to speak with the media. The media has a right to access only public areas. Any individual who feels a reporter has abused his/her rights should report the incident to the Director of Marketing and Public Relations.

College Website Maintenance

The Director of Marketing and Public Relations, or a member of his/her staff, will maintain a Website Content Chart that identifies college positions with web content responsibilities. The Director of Marketing and Public Relations will maintain the chart on the college intranet and/or website for ready access by college personnel.

Prior to the start of each Fall semester, the Director of Marketing and Public Relations will provide the Website Content Chart to the Executive Council for review and updating as necessary. Also prior to the start of each Fall semester, the Director of Marketing and Public Relations will send a request for website review and updates to college personnel with designated web content responsibilities. Updates will be submitted to the Director of Marketing and Public Relations office via an appropriate electronic format by an electronic request form maintained on the college website, with updates to be completed on the website within 7-10 business days.

Official Publications Designation and Archiving

The Executive Council will maintain a list of college publications designated as official, including but not limited to the college catalog, student and residence hall handbook, and dual credit handbook. A publication master will be identified for each official publication. Changes to official college publications requested by Deans, Directors, Division Chairs, the Curriculum Committee or other appropriate group or individual will be submitted to the official publication master in an appropriate electronic format. The request should include the content to be updated, the reason for the update, and the effective date of the new content. The official publication master will archive the current publication version, update the official publication, and notify the requesting personnel or committee that the update has been completed. This updating should be accomplished within 7-10 business days or as soon as practical or specified, depending on the official publication.

Cisco College Official Publication List with Publication Master

Publication Name	Publication Master
Cisco College Catalog	VPI-Administrative Assistant
Cisco College Website	Director of Marketing and Public Relations
Student Handbook	VP of Student Services
Dual Credit Handbook	Coordinator of Dual Credit Programs
Cisco College Policy Manual	Executive Assistant to Board and President
Academic School Calendar	VPI-Administrative Assistant
Faculty Handbook	VPI-Administrative Assistant

Publication	Publication Master	Update/Archival Schedule	Archives
Cisco College Catalog	VPI Admin. Assistant	Biannually by fall and/or spring	Website
Cisco College Website	Director of Marketing and Public Relations	7-10 business days or as practical	
Student Handbook	Vice President of Student Services	Summer annually	On file
Dual Credit Handbook	Coordinator of Dual Credit Programs	Summer annually	On file
Cisco College Policy Manual	Executive Assistant to Board and President	7-10 business days or as practical	
Academic School Calendar	VPI Administrative Assistant	Annually	On file
Faculty Handbook	VPI Administrative Assistant	Summer annually	On file

B-9: PUBLIC INFORMATION REQUESTS

Cisco College is bound by requirements and guidelines provided in the Freedom of Information Act, The Texas Public Information Act, The Privacy Act, and The Family Educational Rights and Privacy Act when providing public and media access to official college documents and records. All requests for public information must be made through the Office of the President, the designated public information compliance office.

Requesting Information

Public information requests must be made in writing and submitted to the Office of the President. Under the Texas Public Information Act, the requestor must ask for records or information already in existence; the College is not required to create new information, or do legal research to answer questions. In preparing a request the requestor may want to ask the College what information is available.

Fees

Cisco College does not charge for the opportunity to inspect available public information, however, there are charges if the institution is providing copies of information to the requesting individual(s). The following fee structure is observed for providing copies of public information to the requestor:

Paper copies ..... $.10 per page

Labor ..... $15.00 per hour

Labor for any necessary computer programming . $30.00 per hour

Labor for necessary data manipulation ..... $15.00 per hour

Overhead Charge 20%

Client Server Charge ..... $3.00 per hour

PC Charge (i.e. burning CD's) ..... $1.00 per hour

Cost of Copies

General Cost Provisions

Subchapter F of the Texas Public Information Act, sections 552.261 through 552.275, generally provides for allowable charges for copies of and access to public information. All charges are calculated in accordance with the rules promulgated by the attorney general under section 552.262. The rules establish the charges, as well as methods of calculation for those charges. The rules also provide that Cisco College may, if needed to cover its costs, exceed the costs established by the rules of the attorney general by up to 25 percent.

In general, charges are allowed for copies of public information to recover the cost of materials, labor, and overhead. However, if a request is for 50 or fewer copies of paper records, the allowable charges are limited to the per page charge for each copy, unless the records to be copied are located in (a) two or more separate buildings, or (b) a remote storage facility. Buildings connected by an open or covered sidewalk, or an underground or overhead passageway are not considered "separate buildings."

The Act provides several exceptions to the general rule that charges for access or inspection of records are not allowed. For information contained in paper records, the exceptions are based on the volume or age of the records, combined with the time required to prepare the records for inspection. For information contained in electronic records, the exceptions are based on the location of the records, whether they are directly accessible to the public in their electronic format, and the tasks that must be performed before providing access to the public information.

Charges for Copies of Paper Records and Printouts of Electronic Records

As indicated by section 552.261(a), Cisco College is allowed to recover all costs related to reproducing public information. A request for copies and/or printouts that results in more than 50 pages may also be assessed charges for labor, overhead (which is calculated as a percentage on the labor total), and materials. When a request results in more than 50 pages, the location of the records is irrelevant. Requests that require programming and/or manipulation of data may be assessed charges for those tasks also, as well as computer time to process the request. The law defines "programming" as "the process of producing a sequence of coded instructions that can be executed by a computer." "Manipulation of data" is defined as "the process of modifying, reordering, or decoding of information with human intervention." Finally, "processing" means "the execution of a sequence of coded instructions by a computer producing a result." The amount allowed for computer processing depends on the type of computer used and the time needed for the computer to process the request. The time is calculated in CPU minutes for mainframe and midrange computers and in clock hours for client servers and PC's.

Examples:

1. Cisco College receives a request for copies of the last 12 months' worth of travel expenditures for employees, including reimbursements and backup documentation. The records are still in the building. The College determines that there are about 120 pages, and that it will take one and a half hours to put the information together, redact social security numbers and credit card numbers (the requestor has given permission to do this), and make copies.

The total charges for this request would be:

Copies, 120 pages @ $.10/page	$12.00
Labor, 1.5 hours @ $15.00/hour	$22.50
Overhead, $22.50 x .20	$4.50
Total for copies & labor (paper records)	$39.00

2. In addition to the above request, the requestor also sends a separate request for copies of all the e-mails between two named employees and the public for the same 12-month period. The requestor has agreed to the redaction of any e-mail addresses of members of the public. Cisco College determines that there are 80 pages of e-mail responsive to this request.

   The total charges for this request would be:

Printouts, 80 pages @ $.10/page	$8.00
Labor, .25 hours to recover deleted e-mails, @ $15.00/hour	$3.75
Labor, .50 hours to write program to redact, @ $30.00/hour	$15.00
Overhead, $18.75 x .20	$3.75
Client Server, .50 hours to process program, @ $3.00/hour	$1.50
Total for printouts & labor (electronic redaction/electronic records)	$32.00

3. Rather than receiving the e-mails in paper form, the requestor wants to receive them electronically on a CD.

   The total charges for this request would be:

Labor, .25 hours to recover deleted e-mails, @ $15.00/hour	$3.75
Labor, .50 hours to write program to redact, @ $30.00/hour	$15.00
Labor, .25 hours to prepare to burn to CD, @ $15.00/hour	$3.75
Overhead, $22.50 x .20	$4.50
Client Server, .50 hours to process program, @ $3.00/hour	$1.50
PC, .25 hours to burn CD, @ $1.00/hour	$0.25
Materials, 1 CD @ $1.00/each	$1.00
Total for CD & labor (electronic redaction/electronic records)	$29.75

B-10: ORGANIZATIONAL CHART BY POSITION

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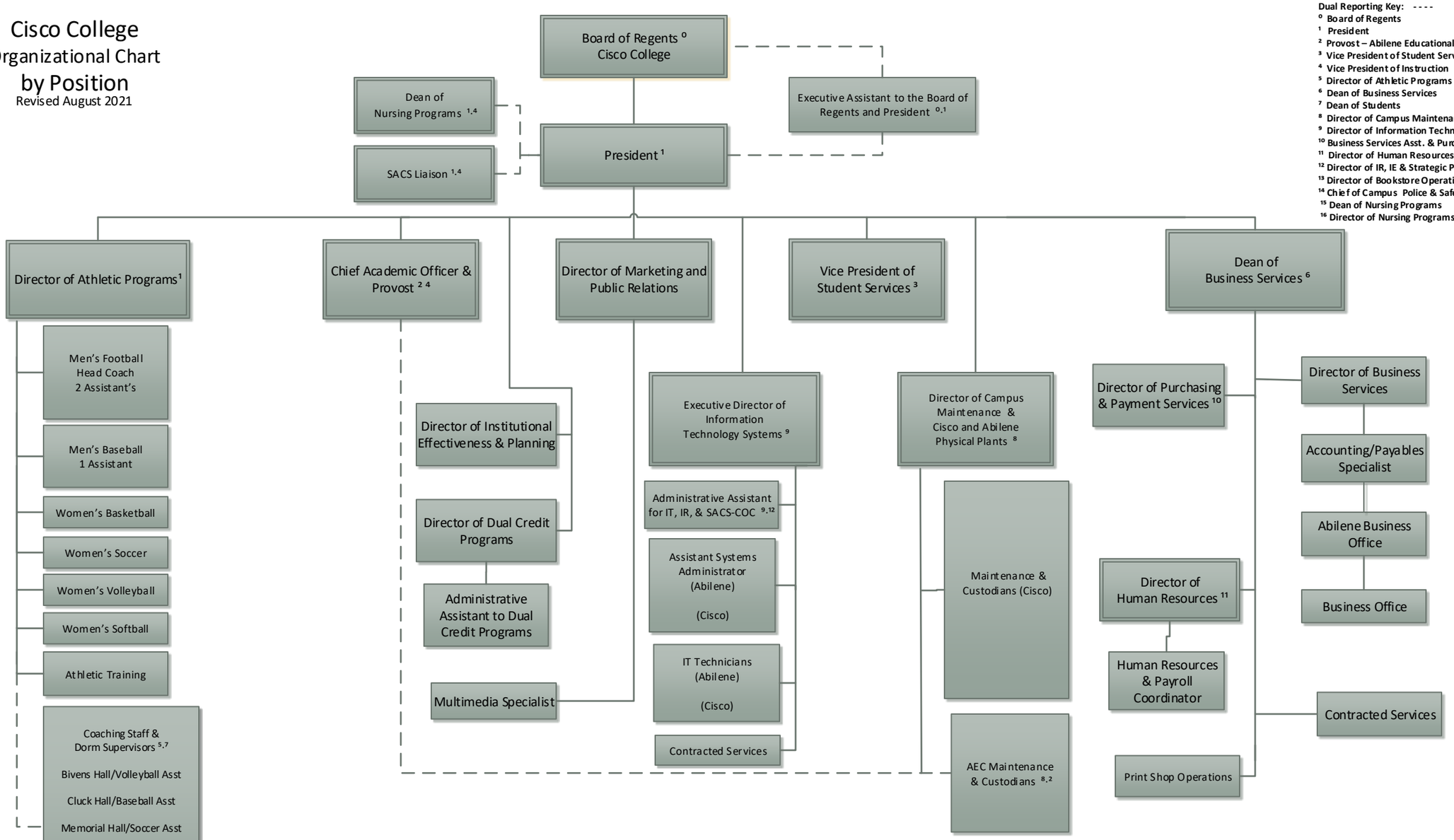
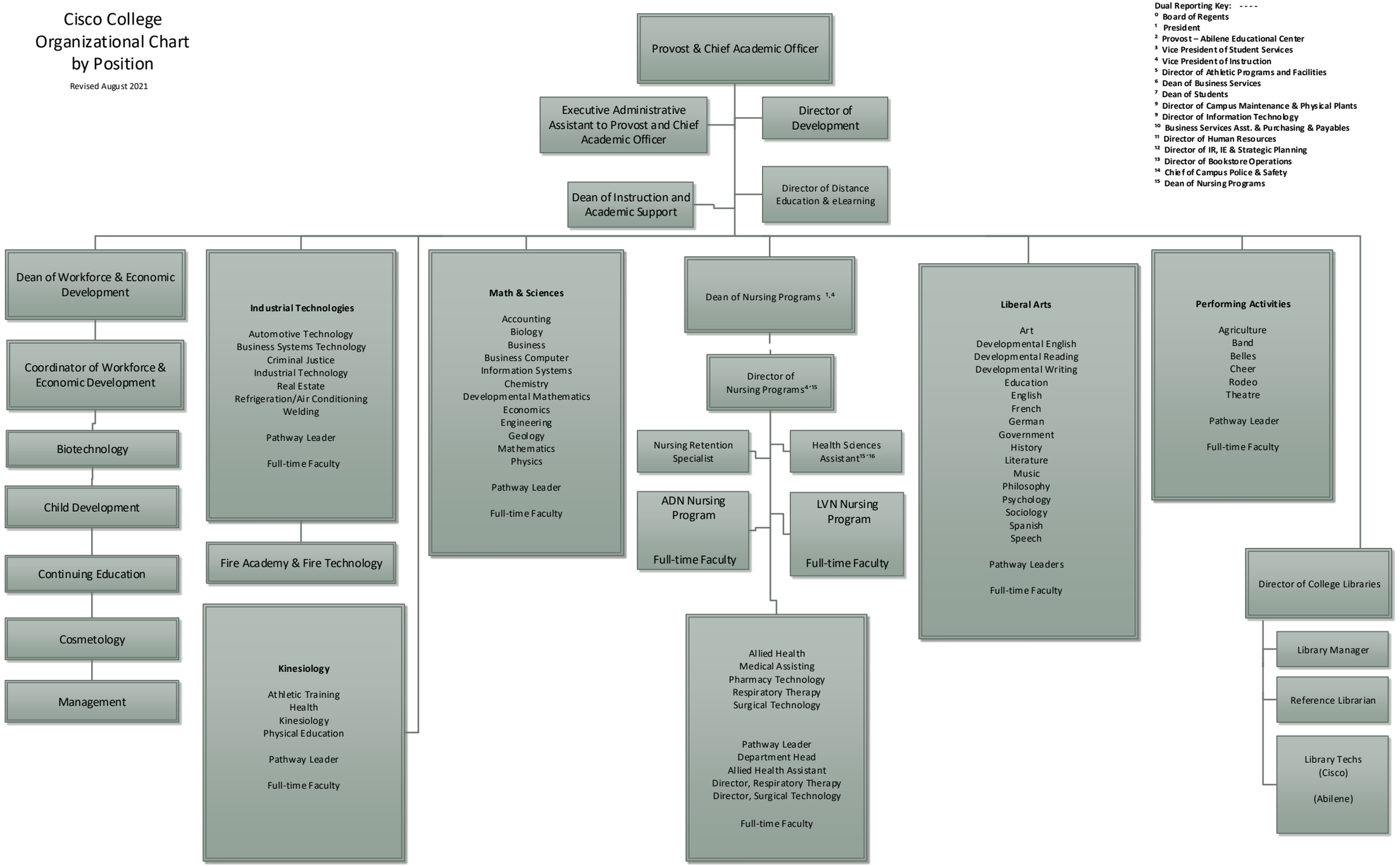
Cisco College
Organizational Chart by Position
Revised August 2021



Dual Reporting Key: ----
[0] Board of Regents
[1] President
[2] Provost – Abilene Educational Center
[3] Vice President of Student Services
[4] Vice President of Instruction
[5] Director of Athletic Programs and Facilities
[6] Dean of Business Services
[7] Dean of Students
[8] Director of Campus Maintenance & Physical Plants
[9] Director of Information Technology
[10] Business Services Asst. & Purchasing & Payables
[11] Director of Human Resources
[12] Director of IR, IE & Strategic Planning
[13] Director of Bookstore Operations
[14] Chief of Campus Police & Safety
[15] Dean of Nursing Programs
[16] Director of Nursing Programs

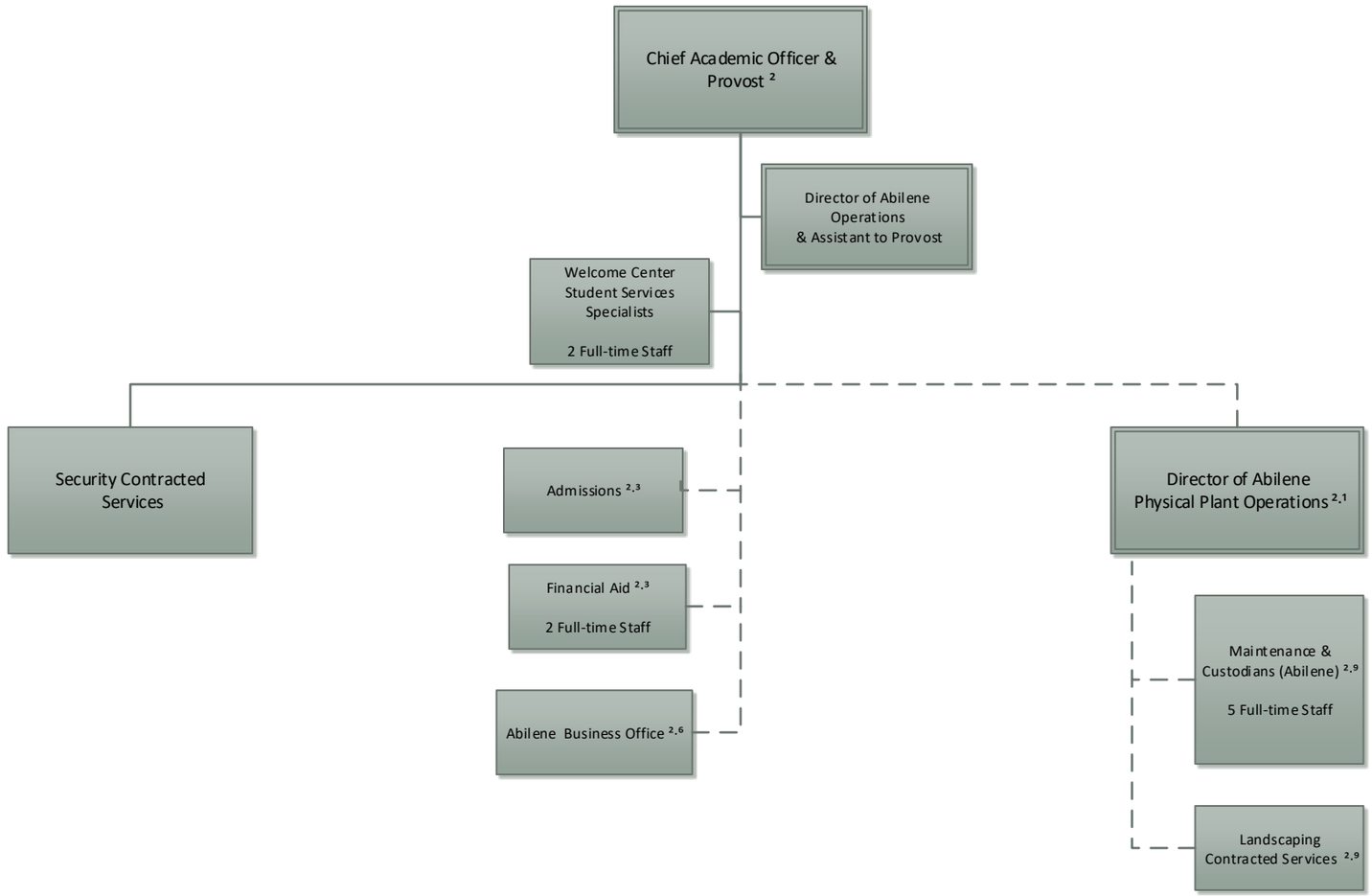
Cisco College Organizational Chart by Position

Revised August 2021



Cisco College Organizational Chart by Position

Revised August 2021



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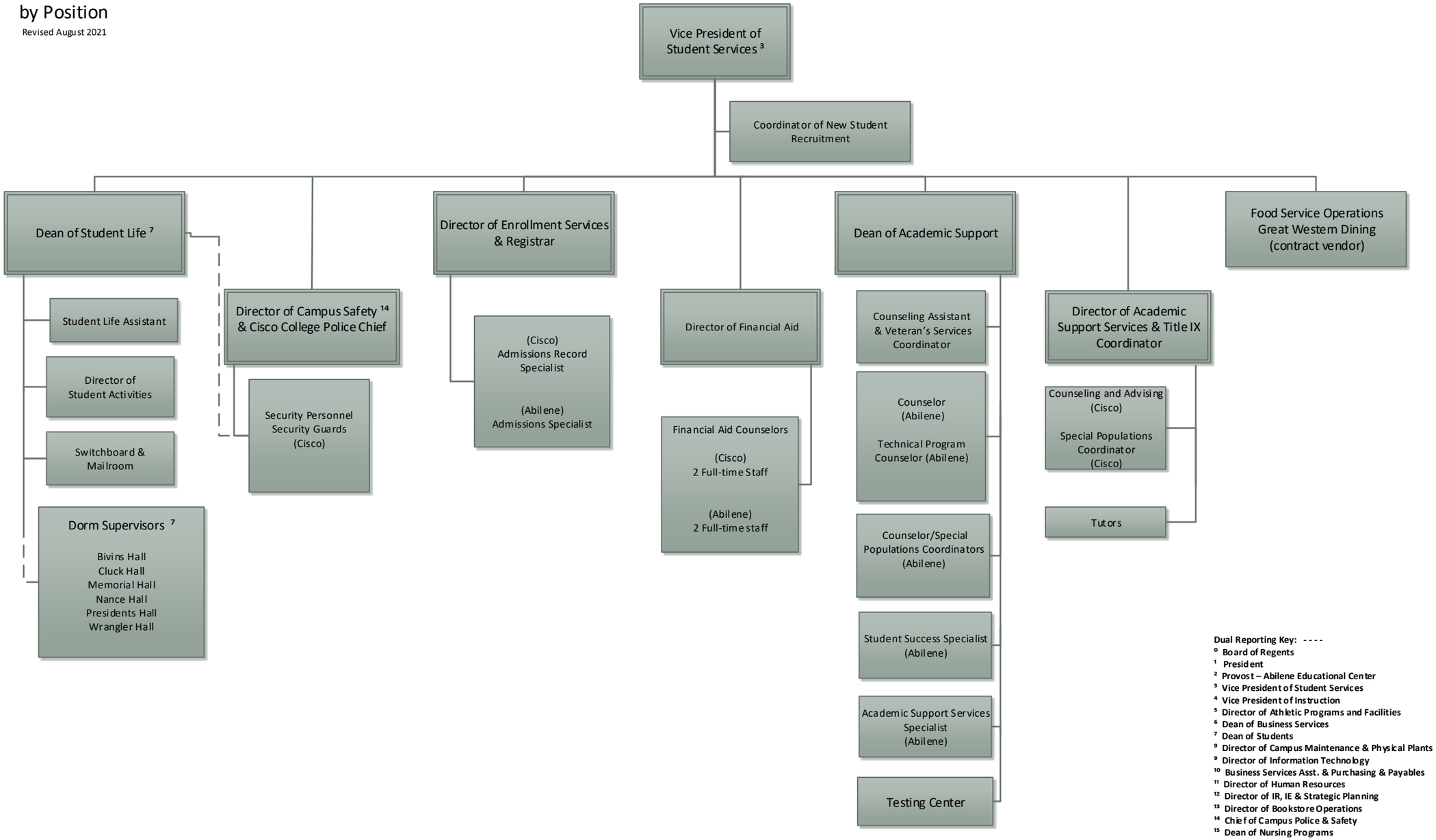
Cisco College Organizational Chart by Position

Revised August 2021



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Cisco College Organizational Chart by Position

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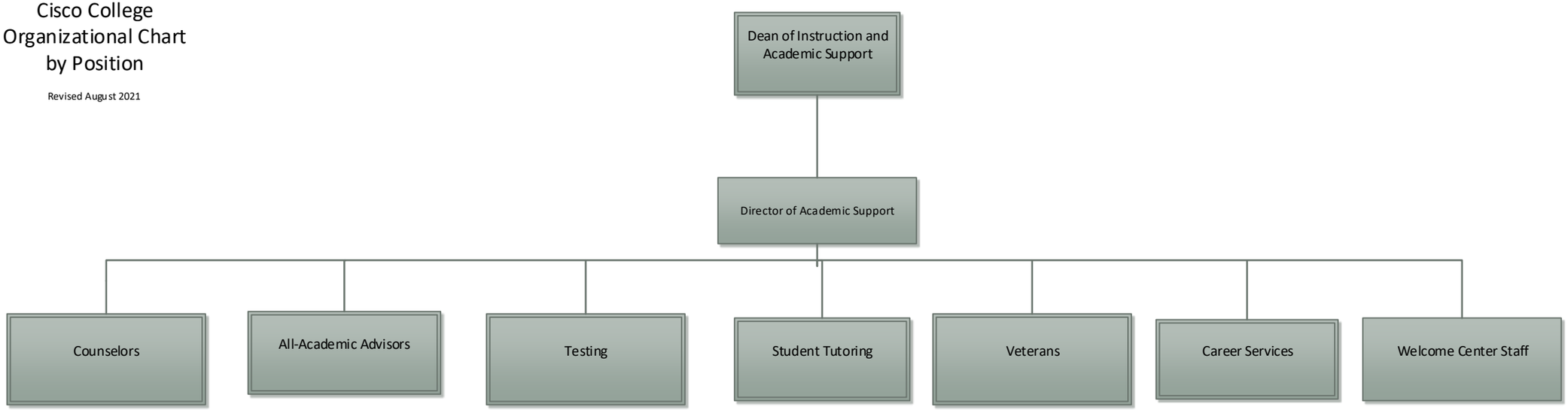

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B-11: PROCEDURES FOR PURCHASING OF GOODS AND SERVICES

Purchases of goods and services may be accomplished in a variety of ways; however, all purchases have some common characteristics. *Any purchase made for the benefit of the College must be done with proper approval and must be an item that can legally be purchased with College funds.* Purchases that do not meet the above requirements may subject the purchaser to disciplinary actions including termination.

Purchasing Goods and Services

The College's policy is to comply with all applicable laws regarding purchasing of goods and services. The laws that govern purchases requiring competitive bidding for a community college are found in Subchapter B, Chapter 44 of the Education Code. It is our intent to follow these laws and regulations. The Director of Purchasing and Payments provides training in all compliance issues and provides hard copy training manuals for each purchase type.

Purchases not requiring competitive bids shall be done with the intent of providing the best value for the College. This may include a variety of methods including, but not limited to, telephone bids, state contract purchases, cooperative purchasing arrangements or other methods to provide the best value.

Purchase Requisitions

The purchase process is initiated with a purchase requisition. Most often this is done through the distributed purchasing system (DPS). DPS is an online system used to supply required information and approvals to the accounts payable department so that checks can be timely written. The information needed to properly file a requisition through the DPS system includes: vendor name, date check needed, invoice number, budget code, description of item purchased and amount. Upon completion of the requisition in DPS, make a note on the invoice of the requisition number (supplied by DPS), and send the invoices to the proper approver. When the approver receives the documented invoices, the requisition can be approved and sent to accounts payable. The requisition is automatically routed to various approvers, including the President and CFO, based on dollar amounts. The Director of Purchasing must examine all requisitions for state compliance.

Cisco College Credit Card

The purpose of the credit card system is to provide the College with an efficient and controllable means of on-line, travel, and similar purchases. The cards will be issued to approved employees, generally administrators, dean, and coaches. The normal use of the cards will be primarily used in for the convenience of the school and employee due to travel and for other miscellaneous purchases. Receipts for all purchases made with the credit cards must be attached to a properly completed purchase requisition. Abuse of the credit card

system may result in denial of use of a credit card or termination of the employee. The goal is to utilize the p-card as much as possible to increase the rebate.

Reimbursement

An employee may occasionally purchase an item and then submit a purchase requisition for reimbursement.

Departmental Charge Account

Selected departments, offices and employees may be authorized to charge purchases at specific businesses. This type of purchase is done for the convenience of the College and the Business Office. Typically, these purchases are made at businesses that do recurring business with the College. The approval for these purchases may be accomplished with a purchase requisition or by putting the approval directly on the invoice.

Purchases of Capital Assets

Equipment and/or property with a cost of $5,000 or more and an estimated useful life in excess of one year shall be capitalized and listed in the schedule of capitalized assets. Capital assets are listed at cost at the date of acquisition. Renovations to buildings, infrastructure and land improvements that significantly increase the value or extend the useful life of the structure are also capitalized.

B-12:TENURE APPLICATION PROCEDURES

In order to apply for tenure, the faculty member must have been a full-time professor for at least five consecutive years. The candidate must have received consistently favorable position performance reviews during that period.
The criteria for a recommendation of tenure depend upon the nature, mission, and goals of Cisco College. Criteria for tenure relate to the Cisco College's three traditional and often inter-related missions: 1. Teaching excellence; 2. Service/outreach, and 3. Scholarship/creative activities/curriculum/program development.

Procedure:

Attach pages that describe your service in each of the areas listed below. Included might be documents that validate any items that have been mentioned, such as outcomes of committee projects; syllabi that include unique assignments; curricula that have been developed; community board affiliations. Include all items that provide documentation of your success and professional growth while at Cisco College.

Prepare a portfolio that includes the following:

Excellence – List your teaching assignments by type (face-to-face, online dual credit, etc.) for Cisco College since your start date. Include innovative teaching practices, computer or software techniques, online innovations, dual credit successes, distance education, course development and quality.

Service/Outreach – List your college service (committees, councils, sponsorships, administrative responsibility, recruitment activities etc.) since your start date. Include student projects, clubs, activities where you assisted.

Scholarship, Creative Activities, Curriculum/Program Development, Grant Development – List the professional development activities in which you have participated since your start date. Include additional degrees or university classes completed, new courses developed. Provide evidence of excellence in teaching and student success. Indicate grant research and proposal development as well as award funded

Other – Describe and/or explain any other considerations you believe should be taken into account. Include teaching recognition, community activities, state/local/national organization affiliations and positions, awards, presentations, publication, research.

APPLICATION FOR TENURE

NAME: _____

START DATE / TIME IN SERVICE _____

Attach items as identified in the procedures for tenure.

Date submitted: _____

Signature of applicant: _____

Approval Division Chair:
Date:

Approval CAO:
Date:

Administrative Regulations for awarding tenure:

1. Employee must have served at least five complete academic years as a professor for Cisco College

    a. Exceptions for service to other institutions may only be considered if awarded at time of hire and noted in employee personnel file

    b. Some employees may receive credit for years in administrative positions. See Policy Manual for descriptions of this consideration.

2. Employee must be in good standing with the college for five complete academic years.

3. Employee must turn in completed Application for Tenure by February 15th of the fifth academic year of full-time employment as a professor for Cisco College.

B-13: INSTITUTIONAL REVIEW BOARD

The Institutional Review Board (IRB) at Cisco College is responsible for overseeing procedures designed to support the college commitment to protect human subjects in research. The IRB does not evaluate the quality or value of the research project. It is authorized to review, approve, require modifications or disapprove research activities based on the proposed project's compliance with ethical standards regarding issues such as informed consent, confidentiality and risk to the participants. The Executive Council of Cisco College, along with any individual appointed by the Executive Council for the review of a particular project, serves as the IRB for Cisco College.

B-14: KEY CONTROL PROCEDURES

Key Issuance Request

To request the issuance of a key to an employee or student under the control of the requesting department, the Department Head must submit an e-mail to the Dean of Student Life on the Cisco Campus or the Director of AEC Physical Plant Operations at the Abilene Educational Center as follows:

To: bryan.cottrell@cisco.edu (address for Cisco campus)
Or
tracy.roeder@cisco.edu (address for Abilene Educational Center)

From: (Department Supervisor/Chair/Director/Dean)

Subject: Key Issuance Request

Request that key described below be issued to the following employee. I certify that the key requested is necessary for and consistent with the job responsibilities of the key holder and authorize the key to be issued.

1. Key Holder Information

    a. Name:
    b. Employee Number:
    c. Department/Program/Office:
    d. Telephone Number:

2. Key Information

    a. Building and Room: (Indicate building name and the specific room numbers the employee needs access)
    b. Other Space: (Description)

Cisco College Key Holder Agreement

Date: _____

Name of Key Holder: _____

Employee ID or Student ID:_____Department: _____

Office Location:_____Phone: _____

Department Director/Dean/Chair/VP: _____

Description	Tag #	Key #	Sub #

Other Access: _____

I acknowledge receipt of and take full responsibility for the above key while in my possession.

I understand that any key issued to me remains the property of the Cisco College and is provided for my sole use as the key holder.

I understand that the key may not be duplicated, transferred or loaned to any other person and that unauthorized use, transfer or duplication may result in administrative and/or disciplinary action.

I understand that I am required to immediately report the loss, theft or damage of any key in my possession to the Dean of Student Life on the Cisco campus or the Director of AEC Physical Plant Operations at the Abilene Educational Center, which will result in a $10 fee being assessed for the lost, stolen or damaged key.

I agree to return any key in my possession upon termination, retirement or separation from employment; termination of student enrollment; transfer to a new building, room, or other space; or when requested by the Cisco College for any other reason..

_____ _____ _____

Signature of Key Holder Date Officer's Initials

_____

Cashier's Initials

B-15: BACCALAUREATE-DEGREE LAB COORDINATORS

Cisco College will observe the criteria set forth below when using a bachelor degree lab coordinator.

RESPONSIBILITIES : Supervising Faculty

- Create a cooperative working environment so that the lab instructor is comfortable with asking questions about teaching the lab or about testing / assessment methods. Meets with instructor throughout the semester (at lab time) to make certain the instructor understands the standard procedures and lab methods; clarifies what concepts to cover, how to cover concepts, and makes certain that all other questions (e.g. navigating Campus Connect) have been answered. Provides the instructor with contact information in order that the full-time faculty may be reached when needed.

- Orders supplies (i.e., preparing requisitions, placing orders, receiving supplies and completing paperwork). Makes certain that MSDS sheets that accompany supplies are properly placed with safety information.

- Makes certain necessary supplies for each lab are available and makes certain the instructor knows where to find everything needed for the lab.

- Coordinates plans for giving lab exams and practicals. Testing schedules for courses are typically standardized, in order that a detailed schedule of the labs and exam dates will be followed.

- Ensures that the rigor of the lab exam / practical meets the standards of the department and that grading policies are consistent with other faculty.

- Checks with the lab instructor to make certain students' progress is evaluated and that a lab average is submitted to the lecture instructors at the end of the semester.

COMPENSATION : Full-Time Faculty & Supervising Full-Time Faculty

- Full-time faculty will be compensated .25 load-credit hour per lab contact hour.

- Supervising full-time faculty will be compensated .5 load credit hour ($224.) for an additional section of (the same) lab taught by the same part-time lab instructor.

QUALIFICATIONS & RESPONSIBILITIES : Part-time Lab Coordinator

- Preferred qualifications : Master's Degree and community college teaching experience.
- Minimum qualifications : Bachelor's Degree, 3 years teaching experience in the discipline.
- Lab preparations, which may involve activities such as mixing solutions, readying dissection instruments, measuring reagents, preparing bacterial cultures, and collecting different types of supplies that meet the needs of a particular lab.
- Makes supervising professor aware of any supplies / equipment that would enhance the learning experience in order that those requests can be made during the budget process, if such supplies or equipment are not in the current budget.
- Daily work : students are accountable for daily exercises and the instructor will keep a record of daily work.
- Lab exams : assembling and disassembling practicals exams and preparing any written exams.
- Routine maintenance : organization, straightening, and storing supplies.
- Clean-up : students should be delegated to clean-up after themselves but the instructor shall make certain to clean any area missed by the students.
- Lab safety : makes certain precautions are followed by students and that all lab protocol (e.g., shutoff of gas and electrical when leaving) is followed.
- Submits lab averages to the lecture instructors at the end of the semester.

B-16: SICK LEAVE POOL OPERATIONAL PROCEDURES AND FORMS

Supervisors of employees should review and become familiar with the Sick Leave Pool Policy and Procedures and be able to assist their employees in determining eligibility, assist with enrollment forms, submitting annual contributions to maintain membership, and applications for use of the Sick Leave Pool.

1. Eligibility to Become a Member of the Sick Leave Pool (SLP)

a. An employee must be eligible for sick leave benefits (full time administration, staff, or faculty).
b. Enroll during the open enrollment period (either January 1-31; or August 1-31) using the SLP Enrollment/Donation Form provided herewith.
c. New full-time employees can enroll during the January or August open enrollment periods (whichever is closer) only after they complete *six months* of employment and accumulate a *minimum of 5 days sick leave* time.
d. Following enrollment of a current employee or a new employee, there will be a 60-day waiting period before a SLP Application can be made. After the 60-day waiting period has been satisfied, a SLP Application will be received by the employee and a determination made by the Director of Human Resources.

2. Enrollment

a. Employees that satisfy the eligibility requirements in section 1., above, may complete the SLP Enrollment/Donation Form (included at the end of these procedures) to enroll in the Cisco College SLP during one of the identified enrollment periods (Jan or Aug).
b. **To maintain current membership**, an employee must donate at least one day (8 hours) of accrued sick leave time each subsequent fiscal year (Sep – Aug) following enrollment. The minimum donation is 1 day (8 hours) and the *maximum donation* per employee per fiscal year is *3 days (24 hours)*.
c. The specified SLP donation times are the same as enrollment (January 1-31 and August 1-31).
d. Once an employee donates hours to the SLP, the hours cannot be returned to the employee but become the property of the Cisco College SLP.

3. Donations

a. An employee will be required to complete the Enrollment/Donation Form for each donation they wish to make and check the appropriate boxes to indicate the number of hours they are donating. Twenty-four (24) hours of Sick Leave is the maximum donation allowed per employee per year.
b. Donation Forms will be received in the HR Office for processing as specified in 2c. above.

4. How to Apply for Hours from SLP:

a. Employee should consult with the ***supervisor*** who must ensure that the employee or the family member of the employee satisfies the definition of having a catastrophic illness or injury (see Definitions in Policy 4.4 Leaves of Absence, L. Sick Leave Pool, 1. Definitions), and ensure that if the SLP Request applies to an eligible family member, ensures that the family member qualifies under the definition of "Family" (Policy 4.4 Leaves of Absence, L. Sick Leave Pool, 1. Definitions).
b. Employee requesting hours from the SLP must be on approved Family Medical Leave Act (FMLA) leave (within the maximum12 weeks allowed per rolling year) and must have *exhausted all paid leave* (to include sick and vacation, as applicable).
c. Employee must not be on any other compensation or compensation from lost wages (Worker's Compensation, Sick Leave, or Vacation) in order to apply for an assignment of hours from the SLP.
d. Employee will complete the SLP Request Form, along with a completed and signed Medical Licensed Practitioner Certification. The SLP Request Form must be signed and dated by the employee and the employee's ***supervisor***. (The Medical Licensed Practitioner Certification must be signed and dated by the employee and the Medical Licensed Practitioner.)
    i. Both completed documents must be submitted *together* to the Director of Human Resources to constitute a complete application to request SLP Hours.
    ii. Any unsigned/undated forms will be returned to the submitter, and will delay the evaluation, consideration, and approval of the request.
e. Maximum number of allowable days from the SLP to one employee is 30 days or 240 hours in a fiscal year (Sep – Aug). (The FMLA Rolling Year will also be considered in the determination, calculation and approval/disapproval.)

f. If an employee is granted 30 days from the SLP, the employee would not be eligible for any further approved withdrawals until the next fiscal year and approved FMLA Leave Event within the FMLA respective rolling year.

5. Administration of the Sick Leave Pool (SLP)

a. The SLP will be administered by the Director of Human Resources. As administrator, the HR Director and HR Staff Employees will:
    i. Facilitate Enrollment during the months of August and January
    ii. Determine eligibility for enrollment
    iii. Track and Review all enrollments, contributions, and SLP Requests
    iv. Properly post and record enrollments and donations within the Poise Leave Maintenance System. An employee can check their leave balance through Campus Connect and "see" the donation(s) made to the SLP.
    v. Determine eligibility for SLP Requests based on the Application to Request SLP Hours and submission of the Certification from the Medical Licensed Practitioner.
    vi. Approve/disapprove all requests using the criteria articulated in 3. above.
    vii. Notify Employee and Employee's Supervisor as to the final status of the application (approved/disapproved) as soon as a determination is made.
b. The HR Office will email all full-time employees twice a year (Aug/Jan) to remind them of SLP open enrollment and donations. The responsibility lies with the employee to read email and respond within the required time to enroll or make a required donation to maintain membership.

SICK LEAVE POOL FORMS*

- **Donation and Enrollment**
- **Application to Use Sick Leave Pool Hours**
- **Licensed Medical Practitioner Certification for Sick Leave Pool**
- **Absence Report**

*These four forms are all available only by going to the campus Intranet (available only on campus computers).

Cisco College Home Page ⇒
People and Services Tab ⇒
View All Site Content (on left side of page) ⇒ **Documents** ⇒
Shared Documents ⇒
Employee Forms ⇒

- **Sick Leave Pool** ⇒
  - Donation and Enrollment Form
  - Application to use Sick Leave Pool Hours Forms
- **Absence Report**

APPENDIX C: EVALUATION DOCUMENTS

All job evaluation forms are filed on the Intranet in the Human Resources Department under Shared Documents. Links to individual documents are provided below. These links will only work if you are connected to the Cisco College network on campus.

C-1: EXECUTIVE OFFICERS

C-2: ADMINISTRATORS/PROFESSIONAL EMPLOYEES

C-3: DIVISION CHAIRS

C-4: CLASSIFIED STAFF

C-5: FACULTY EVALUATION PLAN

Cisco College

Executive Administrator Performance Evaluation

Name: Title:

The purpose of this evaluation is to provide constructive feedback concerning performance in the primary duties of the position. Please circle the number that appropriately relates to the Evaluator's understanding of the Employee's job performance.

Communication: communicates clearly in written and spoken form. Fosters an atmosphere where communication and feedback occurs.	Almost Always 5 4 3 2 1 Seldom Cannot Determine 0
Initiative and Resourcefulness: takes independent action, displays imagination and creativity, and has a willingness to try new ideas.	Almost Always 5 4 3 2 1 Seldom Cannot Determine 0
Reliability: Complies with commitments and is prompt and consistent in attendance.	Almost Always 5 4 3 2 1 Seldom Cannot Determine 0
Leadership: promotes teamwork, encourages high standards, monitors progress and seeks to help employees improve.	Almost Always 5 4 3 2 1 Seldom Cannot Determine 0
Judgment and Decision-making Ability: analyzes situations effectively and weighs decisions in light of the total institutional good.	Almost Always 5 4 3 2 1 Seldom Cannot Determine 0
Responsibility: fully accountable for decisions and actions. Is task-oriented and willing to work until projects are complete.	Almost Always 5 4 3 2 1 Seldom Cannot Determine 0
Planning and Organization: prioritizes work effectively and delegates duties as appropriate. Completes required paper work effectively, and submits it in a timely manner.	Almost Always 5 4 3 2 1 Seldom Cannot Determine 0

Policies and Procedures: knowledgeable about Cisco College policies and procedures and works to ensure proper implementation.	Almost Always 5 4 3 2 1 Seldom Cannot Determine 0
Emphasizes effective teaching and learning as the primary mission of the College. Works to facilitate the learning process.	Almost Always 5 4 3 2 1 Seldom Cannot Determine 0
Has energy and enthusiasm for the job and for Cisco College.	Almost Always 5 4 3 2 1 Seldom Cannot Determine 0
Ensures employees consistently participate in planning and evaluation through a process of assessment of student learning and institutional effectiveness.	Almost Always 5 4 3 2 1 Seldom Cannot Determine 0
Displays a thorough understanding of the job and effectively demonstrates pertinent skills.	Almost Always 5 4 3 2 1 Seldom Cannot Determine 0
Actively seeks to stay current in trends and issues relevant to the position by participating in professional development.	Almost Always 5 4 3 2 1 Seldom Cannot Determine 0
Cooperates and maintains professionalism with the Board, Administration, Faculty, and other members of the College community to facilitate the learning process.	Almost Always 5 4 3 2 1 Seldom Cannot Determine 0
Represents the College in a professional manner to all constituencies and the general public.	Almost Always 5 4 3 2 1 Seldom Cannot Determine 0
Strives for improvement and excellence in all work performed.	Almost Always 5 4 3 2 1 Seldom Cannot Determine 0

Overall Strengths and/or Recommendations for Improvement:

Employee's Comments:

Overall Evaluation:

Satisfactory_____Satisfactory with improvement recommended_____Unsatisfactory_____

Signatures:

_____	_____	_____
Name	Title	Date
_____	_____	_____
Name	Title	Date

CISCO COLLEGE

Administrator Interpersonal/Organizational Skills Assessment

Review Information

Name: Title:

Date: Review Period: **to**

I. Guidelines

Complete this review, using the following scale:

NA = *Not Applicable*
1 = *Unsatisfactory*
2 = *Below Average*
3 = *Meets Requirements*
4 = *Exceeds Requirements*
5 = *Exceptional*

All ratings of 1 and of 5 must be explained.

Communication

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Below Average	(1) = Unsatisfactory	N/A
Possesses ability speak to individuals and before groups	☐	☐	☐	☐	☐	☐
Listens to others	☐	☐	☐	☐	☐	☐
Communicates effectively						
Verbal communications	☐	☐	☐	☐	☐	☐
Written communications such as reports	☐	☐	☐	☐	☐	☐
E-mail etiquette	☐	☐	☐	☐	☐	☐
Telephone etiquette	☐	☐	☐	☐	☐	☐
Maintains communication with peers in open and cooperative manner	☐	☐	☐	☐	☐	☐
Maintains communication with superiors in open and cooperative manner	☐	☐	☐	☐	☐	☐
Maintains communication with subordinates in open and cooperative manner	☐	☐	☐	☐	☐	☐

Comment:

_____

_____

_____

Leadership

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Below Average	(1) = Unsatisfactory	N/A
Develops team effort to achieve successful results	☐	☐	☐	☐	☐	☐
Inspires and influences others	☐	☐	☐	☐	☐	☐
Delegates responsibility	☐	☐	☐	☐	☐	☐
Sets proper example	☐	☐	☐	☐	☐	☐
Monitors progress	☐	☐	☐	☐	☐	☐
Spots the talented	☐	☐	☐	☐	☐	☐
Develops personnel by increasing their exposure and responsibility	☐	☐	☐	☐	☐	☐
Supports and applies Cisco College Equal Opportunity Policy in a fair and positive way	☐	☐	☐	☐	☐	☐
Holds people accountable and demands quality performance	☐	☐	☐	☐	☐	☐

Comment:

_____

_____

_____

_____

Judgment and Decision Making Ability

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Below Average	(1) = Unsatisfactory	N/A
Ability to analyze problems and evaluate situations	☐	☐	☐	☐	☐	☐
Establishes proper priorities in a timely manner	☐	☐	☐	☐	☐	☐
Makes sound decisions in a timely manner	☐	☐	☐	☐	☐	☐

Comment:

_____

_____

_____

_____

_____

Planning and Organization of Work

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Below Average	(1) = Unsatisfactory	N/A
Objectively plans work, anticipating critical and problem areas	☐	☐	☐	☐	☐	☐
Effectively organizes and coordinates the utilization of:						
People	☐	☐	☐	☐	☐	☐
Materials	☐	☐	☐	☐	☐	☐
Equipment	☐	☐	☐	☐	☐	☐
Time	☐	☐	☐	☐	☐	☐
Provides for all details of job to be done	☐	☐	☐	☐	☐	☐
Provides for proper follow up	☐	☐	☐	☐	☐	☐
Strives to improve methods and procedures	☐	☐	☐	☐	☐	☐

Comment:

Initiative and Resourcefulness

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Below Average	(1) = Unsatisfactory	N/A
Takes independent action	☐	☐	☐	☐	☐	☐
Displays imagination, creativity and originality in accomplishment of objectives	☐	☐	☐	☐	☐	☐
Successfully develops and applies solutions to problems	☐	☐	☐	☐	☐	☐

Comment:

Reliability and Responsibility

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Below Average	(1) = Unsatisfactory	N/A
Fully accountable for all decisions and actions	☐	☐	☐	☐	☐	☐
Complies with commitments	☐	☐	☐	☐	☐	☐
Follows through on initiated tasks and projects	☐	☐	☐	☐	☐	☐

Comment:

Knowledge and Application of Policies and Procedures

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Below Average	(1) = Unsatisfactory	N/A
Knowledge of all applicable Cisco College policies and procedures	☐	☐	☐	☐	☐	☐
Insures proper implementation and continuous application	☐	☐	☐	☐	☐	☐

Comment:

Personal Effectiveness and Contribution to Overall Program

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Below Average	(1) = Unsatisfactory	N/A
Displays a positive attitude toward the College and its objectives	☐	☐	☐	☐	☐	☐
Has energy, drive and attitude to assure program success and group contribution	☐	☐	☐	☐	☐	☐
Dedicated to high standards of performance and achievement of Cisco College and division/	☐	☐	☐	☐	☐	☐

Comment:

II. Development Guide

Indicate development needs and recommend specific development actions which you believe will help the employee improve his/her performance or prepare him/her for greater responsibility beyond his/her present job.

Comment:

III.

How long have you known this employee? _____

Supervised this employee? _____

Signed: _____

Title: _____

Date Prepared: _____

IV.

Good supervisory practice requires that you discuss with this employee his/her strong points as well and his/her areas of need. Indicate the date of the counseling session and the subjects discussed.

Date: _____

Subjects Discussed: _____

Employee's Comments:

_____

_____

_____

_____

_____

Employee's Signature: _____

Signature indicates that employee has seen this form and has discussed it with his/her supervisor; it does not imply agreement.

Cisco College

Division Chair Performance Evaluation

Name: **Position:**

Evaluator:

I. **The purpose of this form is to provide constructive feedback concerning division chair performance in the primary duties of the position. Please fill in the circle under the number that appropriately relates to the Evaluator's understanding of the division chair's job performance.**

Complete this review, using the following scale:

5 = Exceptional
4 = Exceeds Requirements
3 = Meets Requirements ***All ratings of 1 and of 5 must be explained.***
2 = Below average performance
1 = Unsatisfactory
NA = Not Applicable or Cannot Determine

Communicates clearly in written form.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Communicates clearly in spoken form.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Fosters an atmosphere where communication and feedback occur.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Uses the College network system, including e-mail, to communicate appropriately with departments and individuals within the college community.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Takes independent action.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Displays imagination and creativity.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○

Is willing to try new ideas.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Complies with commitments.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Is prompt and consistent in attendance.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Promotes teamwork.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Encourages high standards.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Monitors progress and seeks to help employees improve.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Completes required paper work effectively.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Analyzes situations effectively and weighs decisions in light of the total institutional good.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Fully accountable for decisions and actions.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Is task oriented and willing to work until the projects are complete.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Prioritizes work effectively.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Delegates duties as appropriate.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Completes required paper work.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Submits required paperwork in a timely manner.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○

Knowledgeable about Cisco College policies and procedures.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Works to ensure proper implementation of Cisco College policies and procedures.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Emphasizes effective teaching and learning as the primary mission of the college.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Works to facilitate the learning process.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Has energy and enthusiasm for the job.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Has energy and enthusiasm for Cisco College.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Participates effectively in Assessment of Student Learning in order to improve learning and develop a more effective learning environment.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Participates effectively in Institutional Effectiveness to improve learning and develop a more effective learning environment.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Displays a thorough understanding of the job.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Effectively demonstrates pertinent skills.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Actively seeks to stay current in trends and issues relevant to the position by participating in professional development.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Cooperates and maintains professionalism with the Administration, Faculty, and other members of the College community.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○

Represents the College in a professional manner to all constituencies, including the general public.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Strives for improvement and excellence in all work performed.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○

Activities and Accomplishments

II. Professional Development Activities and Accomplishments

III. Service to the College

IV. Service to the Community and Other Activities and Accomplishments

V. Summary of Student Course Evaluations:

VI. Overall Strengths and/or Recommendations:

VII. Division Chair's Comments:

Overall Evaluation:

Satisfactory_____ Satisfactory with improvement recommended_____ Unsatisfactory_____

Signatures: _____ Date:_____
Division Chair

_____ Date:_____
Dean

_____ Date:_____
Vice President of Instruction

Cisco College

Division Chair Employment Recommendation Form

Name of Division Chair:

Division:

Number of Years Service at Cisco College:

I recommend the Division Chair be rehired: Yes _____ No_____ N/A_____

I recommend tenure: Yes_____ No_____ N/A_____

Signature:_____ Date:_____
Dean

Signature:_____ Date:_____
VP of Instruction

CISCO COLLEGE

Employee Interpersonal/Organizational Skills Assessment

Review Information

Name:

Date: Review Period: to

I. Guidelines

Complete this review, using the following scale:

NA = *Not Applicable*
1 = *Unsatisfactory*
2 = *Below Average*
3 = *Meets Requirements*
4 = *Exceeds Requirements*
5 = *Exceptional*

All ratings of 1 and of 5 must be explained.

Communication

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Below Average	(1) = Unsatisfactory	N/A
Processes received information	☐	☐	☐	☐	☐	☐
Listens to others	☐	☐	☐	☐	☐	☐
Communicates effectively						
Verbal communications	☐	☐	☐	☐	☐	☐
Written communications such as reports	☐	☐	☐	☐	☐	☐
E-mail etiquette	☐	☐	☐	☐	☐	☐
Telephone etiquette	☐	☐	☐	☐	☐	☐

Comment:

_____

_____

_____

_____

Leadership

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Below Average	(1) = Unsatisfactory	N/A
Leads by example	☐	☐	☐	☐	☐	☐
Finds realistic solutions	☐	☐	☐	☐	☐	☐
Acts decisively; meets problems head-on	☐	☐	☐	☐	☐	☐
Brings out the best in team members	☐	☐	☐	☐	☐	☐
Resolves conflicts	☐	☐	☐	☐	☐	☐
Establishes clear expectations	☐	☐	☐	☐	☐	☐
Provides necessary resources	☐	☐	☐	☐	☐	☐
Delegates clearly	☐	☐	☐	☐	☐	☐

Comment:

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Below Average	(1) = Unsatisfactory	N/A
Strong student advocate	☐	☐	☐	☐	☐	☐
Strong college advocate	☐	☐	☐	☐	☐	☐
Sets aside personal biases and wants	☐	☐	☐	☐	☐	☐
Gives good, practical advice	☐	☐	☐	☐	☐	☐
Fosters loyalty in fellow employees	☐	☐	☐	☐	☐	☐

Comment:

Project Management

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Below Average	(1) = Unsatisfactory	N/A
Prioritizes tasks	☐	☐	☐	☐	☐	☐
Responds quickly and well to problems	☐	☐	☐	☐	☐	☐
Manages costs effectively	☐	☐	☐	☐	☐	☐
Develops new strategies	☐	☐	☐	☐	☐	☐
Organizes tasks	☐	☐	☐	☐	☐	☐

Comment:

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Below Average	(1) = Unsatisfactory	N/A
Makes realistic goals	☐	☐	☐	☐	☐	☐
Meets deadlines	☐	☐	☐	☐	☐	☐
Generates quality product	☐	☐	☐	☐	☐	☐
Comes in under budget	☐	☐	☐	☐	☐	☐
Works smarter, not harder	☐	☐	☐	☐	☐	☐
Looks for efficiencies	☐	☐	☐	☐	☐	☐
Completes tasks	☐	☐	☐	☐	☐	☐
Observes safety and health standards	☐	☐	☐	☐	☐	☐

Comment:

Professional Development

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Below Average	(1) = Unsatisfactory	N/A
Even-tempered under pressure	☐	☐	☐	☐	☐	☐
Sets high standards for self	☐	☐	☐	☐	☐	☐
Sets challenging goals	☐	☐	☐	☐	☐	☐
Participates effectively in all assigned training	☐	☐	☐	☐	☐	☐
Seeks opportunities to develop additional expertise	☐	☐	☐	☐	☐	☐

Comment:

II. Development Guide

Indicate development needs and recommend specific development actions which you believe will help the employee improve his/her performance or prepare him/her for greater responsibility beyond his/her present job.

Comment:

III.

How long have you known this employee? _____

Supervised this employee? _____

Signed: _____

Title: _____

Date Prepared: _____

IV.

Good supervisory practice requires that you discuss with this employee his/her strong points as well and his/her areas of need. Indicate the date of the counseling session and the subjects discussed.

Date: _____

Subjects Discussed: _____

_____

_____

Employee's Comments:

_____

_____

_____

_____

_____

Employee's Signature: _____

Signature indicates that employee has seen this form and has discussed it with his/her supervisor; it does not imply agreement.

Faculty Evaluation Plan

The faculty performance evaluation process includes four parts:

1. Teaching Evaluations
2. Statement of Goals
3. Performance Evaluation
4. Employment Recommendation

PART ONE: Teaching Evaluations

Student Course Evaluations Student Course Evaluation forms are distributed on Canvas for all classes by the Director of Distance Learning. Faculty should encourage their students to complete the evaluations each semester.

Division Chair coordinates in-class observations.

- The Division Chair observes new full-time faculty in the classroom during the employee's first semester and completes the Observation and Review of Instruction Form. If a need for improvement is noted, the Division Chair will make recommendations and follow up with further classroom observations as needed. The Division Chair will observe pre-tenure faculty every three years at a minimum.
- Every three years, all full-time, tenured professors will be observed in the classroom by a peer faculty member and will be given feedback using the Observation and Review of Instruction Form. The Chair will communicate with professors/instructors to arrange the teaching observations on a rotating schedule.

PART TWO: Statement of Goals

Faculty member *completes a Statement of Goals, including observable and measurable indicators of completion. The goals should be based on plans to improve overall performance (including teaching and learning) and should correspond with the institutional effectiveness action plans. The goals for the following year will be developed during the spring semester and will include a review of completion of the goals established for the current year.*

PART THREE: Faculty Performance Evaluation

Division Chair reviews and responds to the faculty member's Statement of Goals and completes the Faculty Performance Evaluation during the spring semester. In the evaluation, the Chair considers the faculty member's strengths, accomplishments and contributions, as well as recommendations for improvement. If the faculty member does not complete a Statement of Goals document, the Chair notes that fact in the performance evaluation.

PART FOUR: Employment Recommendation

Division Chair and Faculty member discuss the Statement of Goals and the completed Performance Evaluation prior to contract recommendations. The Faculty Employment Recommendation Form is then completed and submitted to the Vice President of Instruction.

Question 1

Please complete the questions below to help us improve teaching and learning at Cisco College. The results are not made available to instructors until after final grades for the course are submitted. Additionally, no identifying information is recorded; the surveys are anonymous.

Question 2

* This course was:

(3) A Core Curriculum or Associate Program Requirement	(2) An Elective	(1) I don't know
○	○	○

• Reversed Options

Question 3

* The instructor clearly explained concepts and assignments.

(5) Strongly Agree	(4) Agree	(3) Neutral	(2) Disagree	(1) Strongly Disagree
○	○	○	○	○

• Reversed Options • Team Taught Question

Question 4

* The instructor actively presented course material and engaged with students throughout the term.

(5) Strongly Agree	(4) Agree	(3) Neutral	(2) Disagree	(1) Strongly Disagree
○	○	○	○	○

• Reversed Options • Team Taught Question

Question 5

* The instructor replied to your questions within:

(3) 1-2 Business Days	(2) 3-5 Business Days	(1) 6 or More Business Days
○	○	○

• Reversed Options • Team Taught Question

Question 6

* The instructor provided helpful and detailed feedback on assignments and exams within:

(3) 1 Week	(2) 2 Weeks	(1) 3 Weeks or Longer
○	○	○

• Reversed Options • Team Taught Question

Question 7

* Instructor feedback helped you improve your performance in the course.

(5) Strongly Agree	(4) Agree	(3) Neutral	(2) Disagree	(1) Strongly Disagree
○	○	○	○	○

• Reversed Options • Team Taught Question

Question 8

* The materials and assignments challenged you.

(5) Strongly Agree	(4) Agree	(3) Neutral	(2) Disagree	(1) Strongly Disagree
○	○	○	○	○

• Reversed Options

Question 9

* Assignments required you to apply skills and knowledge learned in this class or other classes.

(5) Strongly Agree	(4) Agree	(3) Neutral	(2) Disagree	(1) Strongly Disagree
○	○	○	○	○

• Reversed Options

Question 10

* The course required you to communicate in various ways such as written, oral, visual and/or multi-media.

(5) Strongly Agree	(4) Agree	(3) Neutral	(2) Disagree	(1) Strongly Disagree
○	○	○	○	○

• Reversed Options

Question 11

* This course helped you improve your communication skills.

(5) Strongly Agree	(4) Agree	(3) Neutral	(2) Disagree	(1) Strongly Disagree
○	○	○	○	○

• Reversed Options

Question 12

* This course required you to engage in partner, group or team activities.

(4) Frequently	(3) Occasionally	(2) Once or Twice	(1) Never
○	○	○	○

• Reversed Options

Question 13

* How many hours per week did you spend on this course, including attending or logging into class, preparing for class, completing homework, studying, or any other class-related work?

(1) 0-4	(2) 5-10	(3) 11-15	(4) 16-20	(5) 20+
○	○	○	○	○

Question 14

* You prepared for class and participated in class throughout the entire semester.

(5) Strongly Agree	(4) Agree	(3) Neutral	(2) Disagree	(1) Strongly Disagree
○	○	○	○	○

• Reversed Options

Question 15

* You asked questions before assignments due dates or exams.

(4) Frequently	(3) Occasionally	(2) Once or Twice	(1) Never
○	○	○	○

• Reversed Options

Question 16

* You can apply course content and skills to your daily and/or professional life.

(5) Strongly Agree	(4) Agree	(3) Neutral	(2) Disagree	(1) Strongly Disagree
○	○	○	○	○

• Reversed Options

Question 17

* What are the strengths of this course?

Question 18

* How could this course be improved?

Interaction Between Students and Instructor

Encouraged student participation
Obtained feedback to assess student understanding
Encouraged, listened, and responded to questions
Encouraged critical thinking by having students make connections and seek solutions
Restated questions or answers when necessary

Comments:

Approaches/Methods Used to Teach in this Session

The following method(s) and materials (handouts, overheads, blackboard, outlines, charts, graphs, videos, power point, etc.) were used to effectively communicate the objectives:

What the Observer Learned

Signatures:

_____	_____	_____
Faculty Member	Observer	Date

Cisco College

Faculty Statement of Goals

Review and Evaluation of the Completion of Performance and Professional Development Goals.
(Faculty member is encouraged to attach a list of accomplishments for the year.)

Review of Recommendations for Improvement from the Previous Year. (if applicable)

New Performance Goals with Timelines (Faculty member may attach I.E. Action Plan)

GOALS	**RESOURCES**	**EVALUATION / DATE**
PROFESSIONAL DEV. GOALS	**RESOURCES**	**EVALUATION / DATE**

Cisco College

Faculty Performance Evaluation

Faculty Name: **Teaching Field:**

Evaluator:

I. The purpose of this form is to provide constructive feedback concerning faculty performance in the primary duties of the position. Please darken the circle that appropriately relates to the Evaluator's understanding of the faculty member's job performance.

Complete this review, using the following scale:

5 = Exceptional
4 = Exceeds Requirements
3 = Meets Requirements ***All ratings of 1 and of 5 must be explained.***
2 = Below average performance
1 = Unsatisfactory
NA = Not Applicable or Cannot Determine

Provides quality learning experiences for students.	5 !	4 !	3 !	2 !	1 !	N/A !
Maintains the integrity of course standards.	5 !	4 !	3 !	2 !	1 !	N/A !
Follows the Teaching and Learning Council's guidelines for course syllabi.	5 !	4 !	3 !	2 !	1 !	N/A !
States clear learning objectives in course syllabi.	5 !	4 !	3 !	2 !	1 !	N/A !
States clear learning objectives in class.	5 !	4 !	3 !	2 !	1 !	N/A !
Actively seeks to stay current in the instructional discipline by participating in professional development.	5 !	4 !	3 !	2 !	1 !	N/A !
Actively seeks to stay current in teaching and learning theory by participating in professional development.	5 !	4 !	3 !	2 !	1 !	N/A !
Serves on College committees, attending committee meetings and participating in any other activities needed for the effective functioning of the committee.	5 !	4 !	3 !	2 !	1 !	N/A !
Is an effective team member, working collegially with others to make the most of college resources.	5 !	4 !	3 !	2 !	1 !	N/A !
Consistently fulfills scheduled obligations such as class meetings, office hours, registration and other assigned duties.	5 !	4 !	3 !	2 !	1 !	N/A !
Is willing to provide help for students outside of regularly scheduled classes.	5 !	4 !	3 !	2 !	1 !	N/A !
Attends faculty meetings and division meetings.	5 !	4 !	3 !	2 !	1 !	N/A !

Completes required paper work effectively.	5 !	4 !	3 !	2 !	1 !	N/A !
Submits required paper work in a timely manner.	5 !	4 !	3 !	2 !	1 !	N/A !
Participates in Academic Advising and Registration with a positive attitude toward helping students.	5 !	4 !	3 !	2 !	1 !	N/A !
Maintains current understanding of the process, procedures and information required to participate effectively in Advising and Registration.	5 !	4 !	3 !	2 !	1 !	N/A !
Assists the Division Chair with divisional duties such as scheduling, program planning, reporting and curriculum and catalog development.	5 !	4 !	3 !	2 !	1 !	N/A !
Completes all elements of the Faculty Evaluation Plan.	5 !	4 !	3 !	2 !	1 !	N/A !
Participates effectively in Assessment of Student Learning in order to improve learning and develop a more effective learning environment.	5 !	4 !	3 !	2 !	1 !	N/A !
Participates effectively in Institutional Effectiveness to improve learning and develop a more effective learning environment.	5 !	4 !	3 !	2 !	1 !	N/A !
Cooperates and maintains professionalism with the Administration, Faculty, and other members of the College community.	5 !	4 !	3 !	2 !	1 !	N/A !
Uses the College network system, including e-mail, to communicate appropriately with departments and individuals within the college community.	5 !	4 !	3 !	2 !	1 !	N/A !
Uses Campus Connect/FAS Module effectively.	5 !	4 !	3 !	2 !	1 !	N/A !
Represents the College in a professional manner to all constituencies, including the general public.	5 !	4 !	3 !	2 !	1 !	N/A !
Able to demonstrate an attitude towards teaching that promotes learning in the classroom and encourages students to seek help when needed.	5 !	4 !	3 !	2 !	1 !	N/A !
Strives for improvement and excellence in all work performed.	5 !	4 !	3 !	2 !	1 !	N/A !

Activities and Accomplishments

VIII. Professional Development Activities and Accomplishments

IX. Service to the College

X. Service to the Community and Other Activities and Accomplishments

XI. Summary of Student Course Evaluations:

XII. Overall Strengths and/or Recommendations:

XIII. Faculty member's Comments:

Overall Evaluation:

Satisfactory_____ Satisfactory with improvement recommended_____ Unsatisfactory_____

Signatures:

_____ _____

Faculty Member **Date**

_____ _____

Division Chair **Date**

Cisco College
Student Course Evaluation

Please complete the questions below to help us improve teaching and learning at Cisco College. The results are not made available to instructors until after final grades for the course are submitted. Additionally, no identifying information is recorded; the surveys are anonymous.

1. This course was:	○ Specifically Required		○ A Required Elective		○ An Elective	
2. Before registering, my opinion about the course was:	○ Positive		○ Negative		○ No Opinion	
3. The amount of time I spent on the course was: (hours of study per in-class hour)	more than 2 ○	2 ○	1.5 ○	1 ○	.5 ○	0 ○
4. In your opinion, what grade do you believe you earned in this course?	**A** ○	**B** ○	**C** ○	**D** ○	**F** ○	
	Always	**Usually**	**Sometimes**	**Seldom**	**Never**	
5. Overall, this course challenged me to think.	○	○	○	○	○	
6. The instructor clearly stated the learning expectations.	○	○	○	○	○	
7. I came to class prepared by reading and completing assignments.	○	○	○	○	○	
8. The instructor seemed organized and prepared for class.	○	○	○	○	○	
9. I attended class punctually and stayed throughout the scheduled time.	○	○	○	○	○	
10. The Instructor met class punctually and stayed throughout the scheduled time.	○	○	○	○	○	
11. I participated in class and applied myself.	○	○	○	○	○	
12. If asked, the Instructor was willing to answer questions and give individual help outside of class.	○	○	○	○	○	
13. I turned my work in on time.	○	○	○	○	○	
14. The Instructor provided feedback on assignments and tests in reasonable time.	○	○	○	○	○	

15. The Instructor seemed to enjoy teaching.	○	○	○	○	○

Comments

What did you like about this course?

What would you suggest to improve this course?

What could you have done to improve your performance in this course?

Cisco College

Observation and Review of Instruction

The Division Chair or Peer will comment on:

- **Organization**
- **Faculty member's style of presentation**
- **Interaction between the faculty member and students**
- **Methods of presenting the information or skills**
- **What the Observer Learned**

NOTE: The items below each heading are intended to be guidelines for discussion, not mandatory checkpoints.

Clear Organization

Clearly stated purpose of session
Presented topics in logical sequence
Made connections between various ideas presented
Connected material to previous experiences of students
Used examples to clarify difficult ideas
Summarized major points of lesson at the end

Comments:

Effective Presenter

Was enthusiastic
Spoke clearly and at a reasonable pace
Varied the presentation: tone, energy, and emphasis
Repeated or emphasized important points
Used humor appropriately

Comments:

Interaction Between Students and Instructor

Encouraged student participation
Obtained feedback to assess student understanding
Encouraged, listened, and responded to questions
Encouraged critical thinking by having students make connections and seek solutions
Restated questions or answers when necessary

Comments:

Approaches/Methods Used to Teach in this Session

The following method(s) and materials (handouts, overheads, blackboard, outlines, charts, graphs, videos, power point, etc.) were used to effectively communicate the objectives:

What the Observer Learned

Signatures:

Faculty Member	Observer	Date

Cisco College

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Review and Evaluation of the Completion of Performance and Professional Development Goals.
(Faculty member is encouraged to attach a list of accomplishments for the year.)

Review of Recommendations for Improvement from the Previous Year. (if applicable)

New Performance Goals with Timelines (Faculty member may attach I.E. Action Plan)

GOALS	**RESOURCES**	**EVALUATION / DATE**
PROFESSIONAL DEV. GOALS	**RESOURCES**	**EVALUATION / DATE**

Cisco College

Faculty Performance Evaluation

Faculty Name: **Teaching Field:**

Evaluator:

I. The purpose of this form is to provide constructive feedback concerning faculty performance in the primary duties of the position. Please darken the circle that appropriately relates to the Evaluator's understanding of the faculty member's job performance.

Complete this review, using the following scale:

5 = Exceptional
4 = Exceeds Requirements
3 = Meets Requirements ***All ratings of 1 and of 5 must be explained.***
2 = Below average performance
1 = Unsatisfactory
NA = Not Applicable or Cannot Determine

	5	4	3	2	1	N/A
Provides quality learning experiences for students.	○	○	○	○	○	○
Maintains the integrity of course standards.	○	○	○	○	○	○
Follows the Teaching and Learning Council's guidelines for course syllabi.	○	○	○	○	○	○
States clear learning objectives in course syllabi.	○	○	○	○	○	○
States clear learning objectives in class.	○	○	○	○	○	○
Actively seeks to stay current in the instructional discipline by participating in professional development.	○	○	○	○	○	○
Actively seeks to stay current in teaching and learning theory by participating in professional development.	○	○	○	○	○	○
Serves on College committees, attending committee meetings and participating in any other activities needed for the effective functioning of the committee.	○	○	○	○	○	○
Is an effective team member, working collegially with others to make the most of college resources.	○	○	○	○	○	○
Consistently fulfills scheduled obligations such as class meetings, office hours, registration and other assigned duties.	○	○	○	○	○	○
Is willing to provide help for students outside of regularly scheduled classes.	○	○	○	○	○	○
Attends faculty meetings and division meetings.	○	○	○	○	○	○

Completes required paper work effectively.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Submits required paper work in a timely manner.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Participates in Academic Advising and Registration with a positive attitude toward helping students.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Maintains current understanding of the process, procedures and information required to participate effectively in Advising and Registration.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Assists the Division Chair with divisional duties such as scheduling, program planning, reporting and curriculum and catalogdevelopment.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Completes all elements of the Faculty Evaluation Plan.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Participates effectively in Assessment of Student Learning in order to improve learning and develop a more effective learning environment.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Participates effectively in Institutional Effectiveness to improve learning and develop a more effective learning environment.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Cooperates and maintains professionalism with the Administration, Faculty, and other members of the College community.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Uses the College network system, including e-mail, to communicate appropriately with departments and individuals within the college community.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Uses Campus Connect/FAS Module effectively.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Represents the College in a professional manner to all constituencies, including the general public.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Able to demonstrate an attitude towards teaching that promotes learning in the classroom and encourages students to seek help when needed.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○
Strives for improvement and excellence in all work performed.	5 ○	4 ○	3 ○	2 ○	1 ○	N/A ○

Activities and Accomplishments

VIII. Professional Development Activities and Accomplishments

IX. Service to the College

X. Service to the Community and Other Activities and Accomplishments

XI. Summary of Student Course Evaluations:

XII. Overall Strengths and/or Recommendations:

XIII. Faculty member's Comments:

Overall Evaluation:

Satisfactory_____ Satisfactory with improvement recommended_____ Unsatisfactory_____

Signatures:

_____ _____

Faculty Member **Date**

_____ _____

Division Chair **Date**

Cisco College

Faculty Employment Recommendation Form

Name of Faculty Member:

Department:

Number of Years Service at Cisco College:

I recommend the professor/instructor be rehired: Yes _____ No_____N/A_____

I recommend tenure: Yes_____No_____N/A_____

Signature:_____ Date:_____
Division Chair

I recommend the professor/instructor be rehired: Yes_____ No_____N/A_____

I recommend tenure: Yes_____No_____N/A_____

Signature:_____ **Date:**_____
Dean/Director

Signature:_____ **Date:**_____
Vice President of Instruction

APPENDIX D: JOB DESCRIPTIONS

All job descriptions are filed on the Intranet in the Human Resources Department. For convenience, a link to the individual job description is provided below. This link will only work if you are on campus.

D-1: EXECUTIVE OFFICERS

- President
- Provost Abilene Educational Center
- Vice President for Student Services
- Vice President of Instruction

D-2: ADMINISTRATORS

- Dean of Business Services
- Dean of Counseling Services
- Dean of Enrollment Services
- Dean of Health Sciences
- Dean of Instruction
- Dean of Student Life
- Vice President for Information Technology and eLearning
- Director of Athletic Programs & Facilities
- Director of Library Services
- Executive Dean of Workforce Education & Economic Development
- Director of Media, Marketing and Public Relations

D-3: FACULTY

- Adjunct Faculty
- Coaches
- Director A D N
- Director of Allied Health
- Director of Performing Arts Programs & Facilities
- Director of V N
- Division Chair
- Faculty
- Instructor

D-4: PROFESSIONAL (EXEMPT) EMPLOYEES

Professional III:

- Abilene Educational Center Library Manager
- Counselors
- Counselor/Special Populations Coordinator
- Counselor/Special Populations Coordinator-Cisco
- Counselor-Technical
- Director of Assessment and Developmental Studies
- Director of Campus Safety
- Director of Cisco Physical Plant
- Director of Development
- Director of Human Resources
- Director of Institutional Research
- Director of Student Success Programs
- IT Systems Administrator

Professional II:

- Administrative Assistant & Reports Manager for Learning Services
- AEC Physical Plant Supervisor
- Coordinator of Student Success Outreach
- Director of AEC Operations & Assistant to Provost
- Director of Bookstore Operations
- Director of Financial Aid

Professional I:

- Administrative Assistant for Student Services/Coordinator of New Student Recruitment
- Administrative Assistant/Accountant for Business Services
- Coordinator of Continuing Education
- Coordinator of Dual Credit Programs
- Director of Admissions
- Director of Student Activities
- Executive Assistant to the President & the Board of Regents
- Information Technology Technician
- Technical Director

D-5: CLASSIFIED (NON-EXEMPT) EMPLOYEES

All job descriptions are filed on the Intranet in the Human Resources Department. For convenience, a link to the individual job description is provided below.

- Accounts Payable
- Admissions Assistant/International Student Liaison
- Admissions Specialist-Abilene
- AEC Switchboard Operator/Office Clerk
- Assistant Director Financial Aid/Loan Program Coordinator
- Assistant Director/Bookstore Manager-Cisco
- Assistant for Instruction
- Bookstore Manager-Abilene
- Bursar
- Business Services Assistant
- Business Services Clerk
- Business Services Office Specialist
- Counseling Assistant/VA Coordinator
- Financial Aid Counselor
- Health Sciences Assistant
- Information Clerk
- Library Technical Assistant I-Acquisitions, Media Equipment-Cisco
- Library Technical Assistant I-Circulation, ILL-Cisco
- Library Technical Assistant II-Electronic Resources, Student Workers-AEC
- Library Technical Assistant II-Media Specialist-AEC
- Library Technical Assistant-Serials-AEC
- Library Technical Assistant III-Cataloguing-Cisco
- Maintenance/Custodians
- Payroll Assistant
- Print Shop Operator
- Resident Hall Attendant
- Resident Hall Supervisors
- Student Life Assistant
- Student Success Programs Specialist
- SUB Snack Bar
- Switchboard/Mailroom
- Transcript Clerk
- Transitions Center Specialist

APPENDIX E: FACULTY SENATE

E-1: CONSTITUTION OF THE FACULTY SENATE

Article I. PREAMBLE

In keeping with the Institutional Goals of Cisco College, we the faculty join together in professional association to create the Cisco College Faculty Senate. *(Updated 5/09)*

Article II. PURPOSE

The purposes of the Faculty Senate (Senate) are as follows:

- to ensure that the faculty has appropriate input into the College's planning, policy-making and operation;
- to support the right of all colleagues to academic freedom and due process;
- to ensure a channel of reciprocal communication between the faculty and administration;
- to promote quality instruction;
- to promote professional integrity;
- to promote policies and practices that affect the welfare of the faculty;
- to represent the views of the faculty in collegiate matters.

Article III. MEMBERSHIP AND STRUCTURE

For the purpose of creating the Senate, the terms faculty and electorate shall include all full-time academic and technical faculty, counselors and librarians, at the division chair level and below. Each faculty member shall be part of a constituency represented by a member (senator) of the Senate. *(Amended 4/09)*

The Senate shall be composed of thirteen (13) members, including a president, vice-president (president-elect), and eleven (11) senators. (Amended 2/18) The president and vice-president shall be elected faculty-wide (at large). Each senator shall be elected by a designated constituency, apportioned by academic, technical and staff divisions. For the purposes of initial organization and elections, the following constituencies will elect one senator each:

- English and Foreign Language departments – 1
- Psychology, Sociology, Philosophy, Education, Arts departments – 1
- Government and History departments – 1
- Mathematics department – 1
- Natural and Behavioral Sciences departments – 1
- Performing Arts departments - 1

- Kinesiology department – 1
- Health Sciences departments - 1
- Industrial Technologies departments - 1
- Counseling department - 1
- Library department – 1 *(Amended 4/09; Updated 10/10; Updated 2/18)*

The Senate may reapportion constituency representation as needed. Reapportionment will require a 2/3 (9/13) vote of Senate members and a subsequent majority vote (50% + 1) of all faculty votes cast. *(Amended 4/09; Updated 2/18)*

Article IV. OFFICERS AND OFFICERS' DUTIES

The officers of the Senate shall include a president, a vice-president (president-elect), and a secretary.

The president and vice-president may not have the same primary teaching or work location. If the president's primary location is Cisco, the vice-president's primary location must be Abilene. If the president's primary location is Abilene, the vice-president's primary location must be Cisco. If equal time, office hours and teaching load, is spent at both campuses, the officer can designate which campus they will represent. (Amended 2/18)

The Senate, by majority vote, shall elect from its membership a secretary. The secretary shall keep complete minutes of each meeting, both open and executive session, and ensure the prompt publication and distribution of the minutes by electronic mail to all faculty and also by electronically posting the minutes to the Instructional Services folder. The secretary will be responsible for creating and updating the Faculty Senate webpage. *(Amended 4/09)*

The president of the Senate shall serve a one-year term. *(Amended 4/09)* The president shall be responsible for:

- scheduling Senate meetings;
- setting the agenda of Senate meetings and distributing the agenda to each Senate member at least one week prior to the meeting;
- announcing Senate meetings to the Senate and faculty at least fourteen days prior to the meeting;
- presiding at Senate meetings;
- communicating the resolutions, suggestions, and recommendations of the Senate to the college president
- attending meetings of the Cisco College Board of Regents
- performing other duties as necessitated by the office

The president of the Senate shall meet with the college president a minimum of three times during the August through May academic year and at other times as necessary. The purpose of the meetings will include:

- to communicate the resolutions, suggestions, and recommendations of the Senate and faculty;
- to make input as to long-range college planning and allocation of resources;
- to promote the purposes of the Senate as stated in this constitution.

The vice-president of the Senate shall also be the president-elect. The vice-president shall serve a one-year term, and on the completion of the president's term serve a one-year term as president. *(Amended 4/09)* The vice-president shall:

- preside at Senate meetings when the president is unable to attend or preside.
- attend meetings of the Cisco College Board of Regents when the president is unable to attend
- perform other duties as necessitated by the office.

Article V. ELECTIONS AND TERMS OF OFFICE

Senators shall be elected by constituencies. Only faculty members as designated in Article III will be eligible to vote. The electorate will be apportioned into constituencies based on academic and technical divisions or combinations thereof; each constituency will select one senator.

Any member of a constituency may be selected by that constituency as senator from that constituency. The Faculty Senate President/Secretary will ask for all nominations to be made to the Division Chairs a minimum of two calendar weeks prior to the election and, upon receiving the nomination the Division Chairs will contact the nominee to see if they accept or decline the nomination. Those candidates names who accepted the nomination will then be placed on the ballot. Each ballot must include all of the candidates for Division Representative. The Division Chair will then collect the ballots to determine who will represent the division. *(Amended 4/09)*

Any member of a constituency may be elected president or vice-president of the Senate. The Faculty Senate President will ask for nominations to be made to him/her a minimum of two calendar weeks prior to the election and, upon receiving the nomination, the president will contact the nominee to see if they accept or decline the nomination. Those candidates' names who accepted the nomination will then be placed on the ballot. Each ballot must include all of the candidates for president and or vice-president. *(Amended 4/09)*

Elections will be held during the second full week of April. *(Amended 4/09)* The week after spring break the president and secretary of the Senate shall:

- announce to each constituency a call for elections;

- certify which faculty members are eligible to vote and the faculty members' constituencies;
- make electronic ballot;
- distribute one electronic to each eligible voter;
- evaluate data collected electronically;
- and, make the data available to the vice-president, assess data and certify winners. (Updated 2/18)

To be elected senator a faculty member must receive a majority of votes cast from the constituency represented. If no majority is achieved, a runoff among the two candidates with the most votes will be held.

To be elected president, the initial office holder must receive a majority of all votes cast. If no candidate receives a majority, a runoff between the two candidates receiving the most votes will be held.

To be elected vice-president a candidate must receive a majority of all votes cast. If no candidate receives a majority, a runoff between the two candidates receiving the most votes will be held.

The term of office for all members of the Senate will be two years. Terms will begin August 1st and end July 31st. Members will serve two-year staggered terms. One-half (five) of the senators will be elected each April.

The initial term of office for senators from the following constituencies will be one year after which the term will be two years:

- Psychology, Sociology, Philosophy, Education, Arts department, Government & History department, Natural and Behavioral Sciences department, Kinesiology department, and Industrial Technologies department. (Updated 2/18)

The initial term of office for senators from the following constituencies will be two years:

- English and Foreign Language department, Mathematics department, Performing Arts department, Allied Health department, Nursing department, Counseling department, and Library department. (Updated 10/09; Updated 2/18)

A faculty member may be elected to an unlimited number of two-year terms but no more than three consecutive two-year terms.

A replacement election shall be held if a senator resigns or is recalled. The replacement election will be held within 10 working days of the resignation or recall. The president shall announce the election. The president, vice-president, and secretary will be responsible for printing, distributing, collecting, and counting the ballots and announcing the results. A replacement senator's term of office shall expire at the time the term of the senator being replaced would have expired. (Amended 4/09)

A senator may be recalled (removed from office) by the constituency upon a two-thirds (2/3) vote of the constituency. Recall shall require the presentation of a petition to the president (or the vice-president if the president is being recalled) signed by at least a minimum of one-third (1/3) of the constituency. The president shall schedule the recall election within seven calendar days of receipt of the petition. The president and secretary (or the vice-president if either the president or secretary is being recalled) will print (create an electronic ballot), distribute, collect, and count the ballots and announce the results. (Updated 2/18)

If the President resigns or is recalled, the Vice-President will serve out the remainder of the term as President and would then become President at the beginning of the next school year and serve out their full year as President.

In the event that the Vice-President resigns or is recalled during their term an election would be held where a current Senator would be voted in as the replacement for the remainder of the year by the faculty at large. This person would then become the President at the beginning of the next school year and serve out their full year as President. *(Amended 4/09)*

Article VI. DUTIES AND RESPONSIBILITIES OF THE SENATE

In accordance with the purposes as stated in Article II, the Senate shall fulfill the following duties and responsibilities:

- to review and make recommendations to the administration in all areas involved with academic and professional policy, including but not limited to curriculum, instruction, student evaluation, communication, and professional faculty matters;
- at the request of the College president, to consult on matters concerning the College's mission, goals or policies;
- in the event widespread faculty dissatisfaction results from an administrative decision, consult with the College president in an effort to reach a mutually acceptable accommodation;
- to take the necessary and appropriate action to ensure the accurate expression of College faculty opinion including but not limited to surveys and referenda;
- to take the necessary and appropriate action to ensure that the College faculty is informed on matters of open discussion and study by the College administration and the Senate.
- to communicate the opinion and concern of the College faculty
- to accept matters of college concern from any constituent, review the concern and, if

necessary, make recommendations to resolve the concern.

- to ensure the creation and maintenance of a Senate web page link from the Cisco College web site
- perform other duties and responsibilities as necessary *(Amended 4/09)*

Article VII. BYLAWS

The following bylaws shall govern the operation of the Senate.

Section 1. The Senate shall meet a minimum of three times per academic year. One of the meetings must be during the week of the in-service period at the start of the Fall semester. One of the meetings must be during the week of the in-service period at the start of the Spring semester.

Section 2. A quorum of two-thirds (10 of 15) of the membership must be present for the Senate to conduct business. *(Amended 4/09; Updated 2/18)*

Section 3. The Senate may meet in closed (executive) session at the request of the president and a majority vote of the members present.

Section 4. Senate meetings will be conducted according to Robert's Rules of Order.

Section 5. A majority vote shall decide issues and question before the Senate. At the discretion of the president, a voice vote or a show of hands may be used for voting. Any member may request that an issue be voted on by secret ballot and that request shall be honored.

Section 6. The president may appoint ad hoc study or research committees for the purpose of investigation and recommendation. Committees must include at least two (2) members of the Senate, excluding the president. *(Amended 4/09)*

Section 7. Members of the faculty may attend Senate meetings, but may speak only with the consent of the president or a majority of members of the Senate present. *(Amended 4/09)*

Section 8. Minutes of all Senate meetings will be taken and distributed to all faculty by electronic mail after meeting with the College President with resolutions. Minutes will also be electronically posted in the Instructional Services folder or Cisco College website. (Updated 2/18)

Section 9. Any member of the faculty may request an item be placed on the Senate agenda, but must use the Agenda Item form. The Agenda Item form will be distributed to the faculty by the Faculty Senate President. (Updated 2/18) To have an item placed on the Senate agenda the faculty member must notify the president in writing at least ten (10) days before any scheduled meeting.

Section 10. The president or a minimum of four members of the Senate may call an extraordinary meeting of the Senate with less than fourteen days notice but not with less than two working days notice.

Section 11. The Senate bylaws may be changed or amended by two-thirds (7 of 11) majority vote of all Senate members. Proposed changes or amendments to the bylaws must be presented to the Senate in writing at least two weeks prior to a regular meeting. *(Amended 4/09)*

Article VIII. AMENDMENT

This constitution may be amended by a sixty percent (60%) majority of votes cast by the faculty. All proposed Amendments must be presented to the president of the Senate supported by a petition signed by at least a minimum of twenty-five percent (25%) of the faculty. Within seven days the president will review and confirm the petition signatures. Upon review and confirmation of signatures the president will call a constitutional amendment election. The election must be held within twenty-one days. The Senate will be responsible for: sending a ballot via electronic mail to each eligible voter, evaluating the data collected electronically, assessing the data, and announcing the results. (Updated 2/18)

Article IX. RATIFICATION

A majority of the votes cast shall be sufficient for the ratification of this constitution and the creation of the Faculty Senate.

Article X. FACULTY SENATE ORGANIZING COMMITTEE

To organize and implement the procedures necessary to create the initial Senate, a Faculty Senate Organizing Committee (Committee) will be created. During the first faculty in-service meeting after the ratification of this constitution, each constituency, as listed in Article III, will select one temporary Senator to be a member of the Committee. The selection of the Committee member will be determined by each constituency for itself; however, only eligible faculty and electorate, as defined in Article III may be part of the selection process and only eligible faculty and electorate may be a Committee member.

The Committee's responsibilities will include:

- planning, preparation and execution of the first elections for senators, president and vice-president.
- receiving input from the faculty as to additions or alterations to the Senate bylaws.
- receiving input from the faculty as to additions or alterations to this Constitution

The ten (10) Committee members will meet within fifteen (15) days of election. The members will elect from among their membership a Committee chair and a secretary. The Committee

chair shall assume the responsibilities of the president as listed in Articles III and IV of this constitution. The secretary shall assume the responsibilities of the secretary as listed in Articles III and IV of this constitution.

The Committee will have as many subsequent meetings as necessary to meet its responsibilities. Meetings will be called by the Committee chair or by the request of a minimum of four Committee members.

The Committee will cease to exist with the election of the first Faculty Senate president, vice-president (president-elect) and senators.

The Committee may not alter in any way the apportionment of constituencies or senators.

APPENDIX F: STUDENT HANDBOOK

A link to the most recent Cisco College Student Handbook can be found on our website here.

APPENDIX G: FACULTY HANDBOOK

The Faculty Handbook is located on the Intranet in the Instructional Services/Shared Documents. If you want to access this document from a Cisco College computer on campus, click here. ***This link will not work off campus.***

APPENDIX H: SUBSTANTIVE CHANGE

Attention: Coordinators and Directors -- See Appendix H-1 next page

APPENDIX H-1: SUBSTANTIVE CHANGE PROCEDURE

Attention: Program Directors/Coordinators and Division Chairs

Cisco College is required to notify SACS-COC of changes that represent a significant modification or expansion of the nature and scope of the institution. In some cases, SACS-COC approval is required prior to implementation of a change. Substantive change notification and approval affect Cisco's compliance with multiple accreditation standards:

SACSCOC Standard:

4. The institution employs and regularly evaluates administrative and academic officers with appropriate experience and qualifications to lead the institution. (Qualified administrative/academic officers)

4.2.a The governing board ensures a clear and appropriate distinction, between the policy making function of the board and the responsibility of the administration and faculty to administer and implement policy. (Board/administrative distinction)

6.2.c For each of its educational programs, the institution assigns responsibility for program coordination. (Program coordination)

14.2 The institution has a policy and procedure to ensure that all substantive changes are reported in accordance with SACSCOC's policy. (Substantive Change)

14.5 The institution complies with SACSCOC's policy statements that pertain to new or additional institutional obligations that may arise that are not part of the standards in the current Principles of Accreditation. (Policy compliance)

A substantive change may not be implemented until the review and subsequent decision process is complete and the President receives official acceptance of notification or approval from SACSCOC.

Official publications, program materials, and/or recruitment materials updated subsequent to institutional approval but prior to SACSCOC approval must state 'Pending Accrediting Agency Approval.'

***Procedure**:*

To ensure that SACS-COC notification is made or SACS-COC approval is received prior to implementing substantive change, the coordinator, director, chair or administrator should:

1. Identify the proposed change on the Substantive Change Checklist, or indicate a substantive change on the Curriculum Committee's required Curriculum Change Form (do not leave blank; select Yes, No, or Unknown), and/or contact the Accreditation Liaison for assistance.

2. Contact the Accreditation Liaison to coordinate completion of necessary documents.

3. Report on or submit change to appropriate approval body (i.e., Curriculum Committee, Executive Council, President, Board of Regents).

4. Notify Accreditation Liaison when the change has been appropriately approved and review SACS-COC documents for submission to the President and to SACS-COC through the Office of the President.

5. Confirm that SACS-COC documents are available on the intranet, including SACS-COC response upon receipt, and keep copies for department or program files as necessary.

Substantive Change Checklist

Significant Departures, Expansions, or Modifications

Program Name: _____

☐ Acquisition of another institution (Branch Campus)
☐ Add a new program
☐ Add additional location (Addition of a new off-site instructional location site)
___students can complete up to 24% of a program
___students can complete up to 49% of a program
___students can complete more than 50% of a program
☐ Add/Decrease courses in a program (Will there be at least a 15% change in the program or delivery method?)
☐ Add degree level to program (Certs I&II, AA, AS, AAS)
☐ Add permanent location where a Teach-Out is in effect
☐ Additional LRC, equipment, facilities, or resource base
☐ Change from Clock to credit hours
☐ Change legal status (Will the form of control/governance change?)
☐ Change location (Change to existent site)
☐ Change mission or objective (Will the program mission or program objectives be altered?)
☐ Closing a program
☐ Contract with an institution not eligible for Title IV funds
☐ Expand current level without existing resources (are significant new resources required?)
☐ Expand into new degree areas or disciplines
☐ Expand programs at an off-site location
___students can complete up to 24% of a program
___students can complete up to 49% of a program
___students can complete more than 50% of a program
☐ Increase/Decrease in distance learning offerings
☐ Increase/Decrease credit hours in a program (Will there be at least a 15% change in the credit hours?)
☐ Teach-Out of existent program

If you are unsure which item applies, or if one or more of the items in the checklist have been marked, please contact the Accreditation Liaison.

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