

# CLARENDON COLLEGE



# PERSONNEL HANDBOOK 2023-2024

CLARENDON COLLEGE

## **PERSONNEL HANDBOOK**

### **EQUAL OPPORTUNITY STATEMENT**

Clarendon College is an equal opportunity institution and employer. The College does not discriminate on the basis of age, gender, color, national or ethnic origin, race, religion, creed, and/or disability in the administration of its educational policies, admission policies, scholarships and loan programs, employment practices, and all institutional programs.

Clarendon College does not make pre-admission or pre-employment inquiries about disabilities. Information regarding disabilities, voluntarily given or inadvertently received, will not adversely affect any admission or employment decision. If you require special services because of a disability during the interview or pre-employment process, you may notify the EEO Officer. If you require special services as a student because of a disability, you may notify the Office of Student Affairs. Inquiries or complaints concerning Section 504 or the Rehabilitation Act of 1973 or the Americans with Disabilities Act (ADA) of 1990 should be referred to the Office of Student Affairs or to the Vice President of Student Affairs.

### **CERTIFICATION OF DRUG-FREE WORKPLACE**

This is certification that Clarendon College maintains a drug-free workplace as required by the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F.

- A. This is official notice to employees that the unlawful manufacturer, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and appropriate action will be taken for violation of such prohibition.
- B. Clarendon College's drug free awareness program informs employees about
  - (1) the dangers of drug abuse in the workplace,
  - (2) the College policy of maintaining a drug-free workplace,
  - (3) drug counseling, rehabilitation, and employee or student assistance programs available, and
  - (4) penalties may be imposed upon employees, as appropriate.
- C. All employees engaged in performance of federal grants will receive a copy

of this statement.

- D. Employees must agree that as a condition of employment the employee will
  - (1) abide by the terms as stated and
  - (2) notify Clarendon College of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after notice of such a conviction.
- E. Clarendon College will notify the proper federal agency within ten (10) days after receiving notice under (D) (1) from an employee or otherwise receiving actual notice of such conviction.
- F. Clarendon College will take one of the two following actions, within thirty (30) days of receiving actual notice under subparagraph (D)(2) with respect to an employee who is so convicted.
  - (1) take appropriate personnel action against such an employee up to and including termination of employment; or
  - (2) require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program as approved for such purposes.
- G. Clarendon College will make good faith efforts to continue to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D), (E), and (F).

# **CLARENDON COLLEGE PERSONNEL HANDBOOK**

## **INTRODUCTION**

This Personnel Handbook contains basic information about the organization, operational policies, regulations, and procedures of Clarendon College. A thorough understanding of the information contained herein, by every employee of the College, is essential to the accomplishments of excellence and higher productivity in the educational program.

Additions, deletions, and changes in the Personnel Handbook may be submitted to the President's office at any time, and as a result of an ever changing environment policies and procedures may be altered from time to time.

This manual is not to be construed as a contract between Clarendon College and its employees and does not in any way imply or create any rights, contractual or otherwise, on behalf of Clarendon College's employees. The Regents of Clarendon College may at their sole discretion alter or amend this manual or portions thereof at any time.

Your suggestions and recommendations for improving this Handbook are appreciated. For clarification or additional information, please call the President.

**CLARENDON COLLEGE  
PERSONNEL HANDBOOK**

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# **CLARENDON COLLEGE PERSONNEL HANDBOOK**

## **SECTION I MISSION AND PURPOSE**

### **CLARENDON COLLEGE MISSION STATEMENT**

Clarendon College is a comprehensive community college committed to teaching, learning and providing access to opportunities that assist in the holistic development of its constituents and community.

In pursuit of this mission the College provides academic transfer programs, Career/Technical Education, student services, developmental education programs, continuing education/community service courses through a variety of instructional methodology, including but not limited to: face to face, distance education, and hybrid delivery.

Clarendon College strives to provide diverse cultural enrichment opportunities for our constituents.

### **PHILOSOPHY OF CLARENDON COLLEGE**

The faculty, Board of Regents, and administrators at Clarendon College are committed to the concept that our College be an open door to learning. With this goal in mind, we extend an educational opportunity to students of all ages who can profit from instruction. Every effort is made to provide equal access to the educational opportunities offered at Clarendon College without regard to race, creed, color, age, sex, national origin, or disability.

In keeping with this philosophy, Clarendon College recognizes and accepts the responsibility for providing curricula for university-bound students, for students seeking career opportunities in a variety of occupations, and for persons of the community seeking cultural enrichment, short-term skill training, or personal improvement opportunities. The College will seek to achieve these goals within the limits of its legal responsibilities and available fiscal resources.

### **PURPOSES OF CLARENDON COLLEGE**

The purposes of Clarendon College are defined in the Texas Education Code,



Section 130.003, and shall be to provide:

- (1) technical programs up to two years in length leading to associate degrees or certificates;
- (2) occupational programs leading directly to employment in semi-skilled and skilled occupations;
- (3) freshman and sophomore courses in arts and sciences;
- (4) continuing adult education programs for occupational or cultural upgrading;
- (5) compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
- (6) a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
- (7) workforce development programs designed to meet local and statewide needs;
- (8) adult literacy programs and other basic skills programs; and,
- (9) such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or the Clarendon College Board of Regents, in the best interest of postsecondary education in Texas.

Clarendon College exists to serve these purposes as they relate first to the local service areas, then to the State of Texas, and finally, to the nation. It has accepted the challenge of providing the resources, curricula, instructional support, and personnel required to best serve the many educational needs of its students.

## **ACCREDITATION**

Clarendon College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4501 for questions about the accreditation of Clarendon College.

Clarendon College is approved by the Texas Higher Education Coordinating Board and The State Board of Nursing.

Clarendon College is a member of:

American Association of Community Colleges

High Plains Higher Education Regional Council

National Junior College Athletic Association

Texas Association of Community Colleges

Texas Association of School Boards

Texas Community College Teachers Association

Western Junior College Athletic Conference

Texas Department of Licensing and Regulations for Cosmetology

Texas Association of College & University Student Personnel

Administrators

## **SECTION II ETHICS AND STANDARDS**

### **STATEMENT OF ETHICS AND PHILOSOPHY**

It is the policy of Clarendon College to apply the highest ethical standards to all members of the College community including the Board of Regents, administration, staff, and faculty in achieving its mission, and in managing its resources efficiently and effectively to reach its goals and objectives. The College seeks to treat each person of the College community as a unique individual and provide a positive, encouraging, and success-oriented environment. College policies and practices that protect the rights and development of each individual in the College community shall be enforced. Protection from unlawful discrimination, including conduct that constitutes sexual harassment, and freedom to develop as a student and/or College employee shall be promoted.

The College accepts its responsibilities to its students, to its employees, and to the members of the community. The College is committed to meet these responsibilities with balance, fairness, accountability, and ethical integrity.

### **EMPLOYEE ETHICS**

The employees of Clarendon College affirm the inherent worth and dignity of all persons and the right of all persons to learn. Learning best occurs in an environment devoted to the pursuit of truth, excellence, and liberty. These flourish where both freedom and responsibility are esteemed.

In order to more adequately express the affirmation of our professional responsibilities, we the employees of Clarendon College hold ourselves and each other subject to, the following Code of Professional Ethics:

1. We shall treat all persons with respect, dignity, and justice, discriminating against no one on any arbitrary basis such as ethnicity, creed, gender, disability, social station, or age.
2. We shall strive to help each student realize his or her full potential as a learner, a scholar, and as a human being.
3. We shall by example and action encourage and defend the unfettered pursuit of truth by both colleagues\* and students supporting the free

exchange of ideas, observing the highest standards of academic honesty, integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.

4. We, recognizing the necessity of many roles in the educational enterprise, shall work in such a manner as to enhance cooperation and collegiality among students, faculty, administrators, and non-academic personnel.
5. We shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor which might damage or embarrass or violate the privacy of any other person.
6. We shall maintain competence through continued professional development, shall demonstrate that competence through consistently adequate preparation and performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.
7. We shall exercise the highest professional standards and shall make the most judicious and effective use of the college's time and resources.
8. We, recognizing the needs and rights of others as embodied in the institution, shall fulfill the employment agreement both in spirit and in fact, shall give reasonable notice upon resignation, and shall neither accept tasks for which we are not qualified, nor assign tasks to unqualified persons.
9. We shall support the goals and ideals of the institution and shall act in public and private affairs in such a manner as to bring credit to the institution.
10. We shall not engage in sexual harassment of students or colleagues and shall adhere to the College's policy that prohibits sexual misconduct.
11. We shall observe the stated policies and procedures of the College, reserving the right to seek revision in a judicious and appropriate manner.
12. We shall participate in the governance of the College by accepting a fair share of committee and institutional responsibilities.
13. We shall support the right of all to academic freedom and due process, and

defend and assist those accused of wrongdoing, incompetence, or other serious offense so long as the individual's innocence may reasonably be maintained.

14. We shall not support a colleague or an individual who is known to be persistently unethical or professionally incompetent.
15. We shall accept all the rights and responsibilities of citizenship, including participation in the formulation of public policy, always avoiding use of the privileges of his or her public position for private or partisan advantage.

\*In this code the term "colleague" refers to administrators, teachers, nonacademic personnel, and any other persons employed by the College in the educational enterprise. Reference: TCCTA, 1997.

## **ACADEMIC FREEDOM**

Institutions of higher education are conducted for the common good. The following statements rest upon the belief that the common good depends upon a free search for truth and its free expression without intent to do personal harm.

Each faculty member is entitled to freedom in discussing the subject which he/she teaches. Limitations to this basic statement exist only within bounds of common decency and good taste. Each faculty member is also entitled to speak or write as a citizen of his/her nation, state, and community without fear of institutional censorship or discipline.

## **ACADEMIC RESPONSIBILITY**

The concept of academic freedom must be accompanied by an equally demanding concept of responsibility, shared by the Board of Regents, administration, and faculty members.

The fundamental responsibilities of a faculty member as a teacher and scholar include maintenance of competence in his/her field of specialization and the exhibition of such competency in lectures, discussions, and publications.

Exercise of professional integrity by a faculty member includes recognition that the public will judge his/her profession and his/her institution by his/her statements.

Therefore, he/she should strive to be accurate, to exercise appropriate restraint, to show respect for the opinion of others, and to avoid creating the impression that he/she speaks or acts for his/her college when he/she speaks or acts as a private person.

A faculty member should be selective in the use of controversial material in the classroom and should introduce such material only as it has clear relationship to his/her subject field.

### **COMPACT WITH TEXANS**

#### ***A Commitment to Customer and Student Service***

Clarendon College is a comprehensive community college committed to teaching and learning and to providing equal access to opportunities that assist in the holistic development of its constituents and community. In pursuit of that mission, the College provides academic transfer programs, workforce education programs, student services, developmental education courses, continuing education/community service courses, and diverse cultural enrichment opportunities.

Therefore, in pursuit of this mission and to emphasize our commitment to customer and student service, Clarendon College enters into the [A Compact with Texans](#) agreement, which sets forth the rights of customers/students and defines the standards of service customers/students should expect.

#### **Customer Service Standards**

Clarendon College is committed to meeting the highest customer service standards. In this compact with Texans, we reaffirm the College's commitment to professional service, responsiveness, effective communication and follow-through with each customer/student. Our customers/students can expect College employees to be courteous, knowledgeable, and efficient when providing services.

To ensure quality services, Clarendon College will foster an environment that is caring and friendly, and that encourages and enhances trust. The College will (1) respond promptly to individual questions and comments and will (2) use customer comments for the continual improvement of services and to minimize response times.

#### **Accessibility:**

Clarendon College facilities will be clean and well maintained, easy to navigate

with clear signage and will be accessible to all, including those with disabilities. Contact numbers and office hours for faculty and staff will be clearly communicated.

#### Faculty, Staff, Administration:

Employees of the College will be educated in the service standards of the College; will exhibit customer friendly service skills; and, be knowledgeable, professional, and demonstrate optimal effort to meet needs and solve problems.

#### Communications:

Employees will respond to customer requests in a clear, concise, and timely manner. In addition, the College will emphasize courtesy, accuracy, and efficiency. Customers will be consulted regularly about the service provided and the results will be reported to the President of the College. Employees will protect and uphold all aspects of confidentiality.

#### Website:

The College's Website will be user-friendly, easy to navigate and contain up-to-date information that is useful to the student/customer. The site will offer key contact names, e-mail addresses, and phone numbers for customers seeking information about the College. The site will clearly identify the date that information is updated. The home page for Clarendon College is [www.clarendoncollege.edu](http://www.clarendoncollege.edu).

#### Timely Service:

College faculty and staff will respond to customer/student requests for information as close to the time of the request as possible. Faculty and staff will update customers/students about unavoidable wait times and offer other options to meet customer's needs. (In such cases where a class schedule is requested, a mailing list will be maintained. Once the schedules have been printed and become available, a schedule will be mailed to all those on the mailing list.)

#### Printed Information:

Published information, brochures, catalogs, class schedules, and any other information printed and/or published by the College to promote the College or to inform the public about the College, will be published in professional and timely manner and will

be up-to-date and accurate.

### **Complaint Process Procedures**

Clarendon College seeks fair, just, and prompt solutions, when possible, to all complaints and grievances. Currently enrolled students wishing to discuss issues regarding student services, student life, student rights, and student obligations should do so through the Office of Student Affairs. Academic and student affairs related complaints are to follow the policies and procedures outlined in the Clarendon College Student Handbook, the College Catalog, and/or the Clarendon College Policy Manual. Employees who have concerns should contact their supervisor and should proceed in accordance with College policies and procedures.

Individuals or groups external to the College who have concerns or complaints about a customer service issue should address the concern to the department head in the area involved. If the issue is unresolved, complaints should be directed to one of the College Vice Presidents. The Customer Service Representative may be contacted for issues unresolved at the department or vice president level or if the customer needs assistance in directing the complaint.

### **Name and Contact Information of the Customer Service Representative**

Mrs. Cindy Lambert  
Executive Assistant to the President  
Clarendon College  
P.O. Box 968  
Clarendon, TX 79226

Phone: (806) 874-4808  
Fax: (806) 874-1489  
E-Mail: [cindy.lambert@clarendoncollege.edu](mailto:cindy.lambert@clarendoncollege.edu)

### **Customer Service Performance Measures**

Annual surveys will be conducted to measure student satisfaction with the services of the institution.



## **SECTION III EMPLOYMENT**

### **THE IMMIGRATION REFORM AND CONTROL ACT OF 1986**

The Immigration Reform and Control Act of 1986 requires Clarendon College to obtain proof of identity and eligibility to work in the United States from all persons to whom a job offer is extended before employment processing is completed.

Lack of English language skills will not be a barrier to enrollment at Clarendon College.

The administrative staff supports the concept of equal employment opportunity and is committed to working in all feasible ways to insure its implementation at Clarendon College.

### **PRELIMINARY REQUIREMENTS**

Prior to assuming the duties of the appointed position, all employees will complete the following requirements:

1. File an IRS withholding tax form (W-4) and an I-9 with the payroll office;
2. Complete all required forms for enrolling in the Texas State Teachers Retirement System, or an alternative retirement plan;
3. Complete the necessary forms for participation, if desired, in the hospital-surgical and group life insurance plans sponsored by the College;
4. Complete the institutional questionnaires and required forms; and,
5. File with the proper office all official transcripts of all college work and any other documentation necessary to verify previous training and experience.

### **ORIENTATION OF NEW FACULTY MEMBERS** (Part-Time and Full-Time)

The strength and soundness of the educational program at Clarendon College depends on the quality of its faculty. Thus, the College makes a concerted effort to employ only the best qualified and most effective instructors. Furthermore, it is recognized that their efforts will be most productive if they are familiar with the institution and understand clearly the many operational features necessary for the smooth operation of the College. Toward this end, the Vice President of Academic Affairs has overall responsibility for the orientation of new faculty members. He/she may hold orientation

sessions for new and part-time faculty, and may assign the Division Director and/or other appropriate person to all newly employed faculty members for the purpose of providing a complete orientation to Clarendon College.

### **TEXAS TEACHER RETIREMENT SYSTEM**

All full-time employees will be subject to the provisions of the Texas Teachers Retirement System or the optional retirement plan. A deduction will be made each month as required by law of the gross wages during the academic year from September 1 through August 31. An annual Teacher Retirement System fee will be deducted each September and at the time of initial employment if other than September for members in the TRS.

All salaries and wages will be subject to the Federal Withholding Tax provisions and such tax will be withheld on the basis of information furnished by the employee on the Form W-4.

### **OPTIONAL RETIREMENT PLAN INFORMATION**

In compliance with the provisions of Chapter 729, acts of the 60th Legislature of the State of Texas, Regular Session, 1967, the Board of Regents of Clarendon College established for eligible faculty, administrators, and some professional personnel of the College an alternative retirement plan which may be elected in lieu of active membership on the Texas Teacher Retirement System.

The carriers authorized to issue optional retirement plan contracts under this policy will be determined by the Comptroller, authorized by the eligible faculty and staff of the College, through a procedure approved by the President of the College, providing that all contracts meet the provisions of the laws of the State of Texas.

#### **Eligibility**

Employees meeting specific criteria (as outlined in Rules 25.171 and 25.172 in the TRS Laws & Rules) have a one-time opportunity to exercise their option to participate in the Optional Retirement Plan (ORP). The decision to participate or not to participate in ORP is irrevocable. A person who becomes eligible to participate in the optional

retirement program and is notified by the person's employer of the opportunity to participate in the program after the first day and before the 91st day after the date the person becomes eligible must elect to participate in the program before the later of:

1. the 91st day after the date the person becomes eligible; or
2. the 31st day after the date the person receives notice of the opportunity to participate in the program.

A person who becomes eligible to participate in the optional retirement program and is notified by the person's employer of the opportunity to participate in the program on or after the 91st day after the date the person becomes eligible must be notified by the employer before the 151st day after the date the person becomes eligible. The person must elect to participate in the program before the later of:

1. the 151st day after the date the person becomes eligible; or
2. the 31st day after the date the person receives notice of the opportunity to participate in the program.
3. All employees not meeting the criteria for TRS or ORP participation will automatically be enrolled in an alternative plan.

### **PARS (PUBLIC AGENCY RETIREMENT SERVICES)**

The Omnibus Budget Reconciliation Act of 1990 (OBRA 90) amended the Internal Revenue code to mandate that employees of public agencies, who are not members of their employer's existing retirement system as of January 1, 1992, be

covered under Social Security or an alternate plan. The PARS 457 FICA Alternative Plan satisfies the OBRA 90 federal requirements.

Clarendon College adopted the PARS 457 FICA Alternative Plan September 20, 2007 as an alternate plan to Social Security for their employees who otherwise are not eligible for participation in the agency's other retirement systems(s).

## **STUDENT FEDERAL WORK-STUDY PROGRAM**

### **1. Functions of the Assistant Director Financial Aid:**

The Director of Financial Aid is charged with the overall responsibility for business services, including the student work-study program. The Director of Financial Aid is responsible for establishing overall policies and procedures for the administration of student work study program.

### **2. Functions of the Assistant Director of Financial Aid:**

The Assistant Director of Financial Aid, under the direction of the Director of Financial Aid, is charged with the day-to-day operational responsibility for the student work study program at Clarendon College. The Assistant Director of Financial Aid has specific responsibility for the following:

- a. Assigning positions for student employment in various departments.
- b. Establishing pay schedules to be applied to student positions.
- c. Receiving requests from various departments for filling positions. All departments wishing to nominate students by name for employment may do so. Requests will be honored, if possible.
- d. Clearing all transfers or temporary assignments of student employees from one department to another.
- e. Approving all commitments for employment, number of hours and rate of pay.
- f. Maintains student employee position descriptions, student employee requisitions, work schedule forms, and time sheets.

### **3. Function of Student Employee Supervisors**

Human growth and development are primary objectives of student employment. Supervisors should gain insight and exercise tolerance where improvement is needed in student skills and attitude. Student Employee

Supervisors should

- a. Assist the Assistant Director of Financial Aid in developing job descriptions for positions in the department.
- b. Initiate requests for students to fill positions in their department.
- c. Train each employee thoroughly in the duties and responsibilities of the job.
- d. Review and approve student time sheets. (Time sheets are maintained by each student. The supervisor will approve and submit student worker time sheets for payment at the end of each month. The authorized signature on the time sheet may be any staff or faculty member who is responsible for accomplishment of the work indicated on the time sheet.)
- e. Develop effective working-learning conditions for students through the design, planning and organization of work.
- f. Assign work appropriate to the individual's capacity and stimulate creativity and responsibility in his/her accomplishment.
- g. Report names of students who are not working to the Director of Financial Aid.

#### 4. Functions of Student Employees

In accepting employment through the Student Work-Study Program, it is important for the student to understand job responsibilities. Only through conscientious and dependable service of students can we improve the quality and quantity of student employment. (A student worker when placed is on a 30 day probationary period, to determine the level of satisfaction with his/her performance.)

- a. Students are expected to have regular attendance and to be punctual. (This is absolutely essential to satisfactory performance.)
- b. Students who have occasion to leave their assigned work station will inform the supervisor prior to leaving his/her workstation.
- c. Students are expected to report with a willing and cooperative attitude. (This is necessary for personal growth, skills development, and efficiency on the job.)
- d. Students are expected to remain on the same job through the school term. Anyone who wishes to terminate should notify his/her supervisor and the Director of Financial Aid in advance.
- e. Past performance and references will be a consideration in financial aid renewals or any further job referrals.
- f. Students are expected to maintain a time sheet and be paid once a month.

The time will be logged "in" and "out" for each work period.

5. Procedure for the Administration of Work-Related Disputes

- a. In the event of a disagreement or misunderstanding in the course of employment, the student and the supervisor will try to reach accord and mutual understanding by discussing the problem at the time.
- b. If the misunderstanding is not resolved, the supervisor will counsel the Student on the functions and responsibilities of the job within the framework of support and encouragement. A written record of the counseling session and of any previous discussions or remedial measures will be made and forwarded to the Director of Financial Aid.
- c. If the proper application and intent of the employment program has been followed and the problem still persists, the supervisor may recommend to the Director that the student employee be discontinued in the position,
- d. If other openings are available, the Director of Financial Aid will endeavor to place the student elsewhere, without prejudice, within the student employment program.

6. Timekeeping Procedure

Students should log "in" and "out" each work period through the system that the college employees, Greenshades. Each supervisor should approve a time sheet for each student through Greenshades. The supervisor is that person who is directly responsible for supervising and detailing the student's work. Any employee on the College staff or faculty charged with this responsibility is the authorized approver for the time sheet through their Greenshades accounts. Submission by the students and approval by the supervisor indicate that the time is accurate and ready for payment. It is important that hours are reviewed and are correct before submitting the time sheet through Greenshades to the payroll department.

### **SECTION III OPERATING PROCEDURES**

#### **GENERAL FACULTY MEETINGS**

The Vice President of Academic Affairs at Clarendon College is chairperson of the general faculty and may call it together for meetings anytime there is significant business to discuss and transact. Any member of the College faculty or administration may suggest agenda items by submitting them in writing to the Vice President of Academic Affairs. Any item of business which may impact on the affairs of the faculty or the well-being of the institution is a proper topic for discussion at the meetings. Attendance at faculty meetings is mandatory for all full-time faculty members; an absence must be approved in advance.

## **PERSONNEL RECORDS**

The administration of the College will provide for gathering, organizing and safekeeping of pertinent data regarding each employee. Each person's file will be available to him/her for review upon request.

## **CREDENTIALS**

The new instructor, immediately after being employed, will bring his/her credentials up-to-date and file them with the appropriate office. This will include complete and official transcripts of all college work from all institutions attended and a prior service record. Instructors should file supplementary transcripts when graduate work is earned after employment.

## **STATEMENT ON ACADEMIC AND PROFESSIONAL PREPARATION**

In accordance with the policies and procedures of Clarendon College, the rules and regulations of the Texas Higher Education Coordinating Board, and the *Principles of Accreditation* of the Commission on Colleges of the Southern Association of Colleges and Schools, all full- and part-time faculty teaching at Clarendon College must meet the following appropriate criteria for academic and professional preparation.

### For Faculty Teaching Academic or Transfer Courses

All full-time and part-time faculty members teaching credit academic or transfer courses must have completed at least a minimum of 18 graduate semester hours in the teaching discipline and hold a master's degree, or hold a minimum of a master's degree in the discipline (i.e., a major in the teaching discipline).

### For Faculty Teaching in Career & Technical Education

All full-time and part-time faculty members teaching in Career & Technical Education, occupational, and/or technical areas that are components of associate degree

programs not usually resulting in college transfer, or in the continuation of students in senior institutions must possess appropriate academic preparation or academic preparation coupled with work experience. The minimum academic degree for faculty teaching in CTE areas must be at the same level at which the faculty member is teaching. However, the expected combination is a baccalaureate degree with at least three to five years of appropriate work experience.

If a CTE course or area is designed for transfer or if the majority of the students in the course or program transfer to a senior institution, the minimum academic preparation is the same as for faculty who teach academic and transfer courses or programs.

#### For Faculty Teaching Remedial or Developmental Education

All full-time and part-time faculty members who teach in remedial or developmental education programs must hold at least a baccalaureate degree in the discipline related to their assignment and have either teaching experience in the discipline related to their assignment or graduate training in remedial or developmental education.

#### Required Documentation

In addition, the policies and procedures of Clarendon College, the rules and regulations of the Texas Higher Education Coordinating Board, and the *Principles of Accreditation* of the Southern Association of College and Schools - Commission on Colleges require Clarendon College to document the qualifications of each full-time and part-time faculty member. Required documentation to document academic and professional preparation includes a completed Application for Employment, official transcripts from all institutions attended, a current resume, and Statement of Educational Philosophy. Lastly, individual faculty members are encouraged to place in his or her file additional information regarding professional development activities and other professional accomplishments, such as publications or professional presentations.

### **COMMUNITY ACTIVITIES**

All employees are urged to be involved in some facet of community service, organizations, churches, clubs, or charitable activities.

### **CONFLICT OF INTEREST IN EMPLOYMENT**

Clarendon College must have first call on the energy, and efforts of the full-time



contractual employee as well as all full-time employees. Clarendon College must be your primary employment.

No employee of Clarendon College shall have any interest, financial or otherwise, direct or indirect, or engage in any business, transaction, or professional activity or incur any obligation of any nature that is in substantial conflict with the proper discharge of duties in the college's interest.

No college instructor or employee shall enter into a business transaction with a student or related family member without having it documented and approved by the immediate supervisor and the President of the College.

Employees of the College who wish to hold additional positions or offices are subject to the following rules:

#### Incompatible Offices

One person may not occupy two legally incompatible offices. A college instructor is an employee and not an officer within the meaning of the Texas Constitution, Art. XVI, Sec. 40; therefore, he/she is not barred from serving in another governmental capacity so long as the two positions are not incompatible. Offices are legally incompatible when the faithful and independent exercise of one would necessarily interfere with the faithful and independent exercise of the other. Whether two positions are legally incompatible is a question to be determined by those having supervision over one or both of the positions held by the person in question, and ultimately, by the courts. In the case of a college instructor, it is the responsibility of the College President to determine whether any additional position or office is legally incompatible with the teaching position.

#### Exception

Employees shall not be barred from serving as members of the governing bodies of school districts (other than those in which they are employed), cities, towns, or other local governmental districts; provided, however, that such employees shall receive no salary for serving as members of these governing bodies.

#### Automatic Resignation of Office

When a person occupies two offices which he/she may not occupy for constitutional reasons or at common law, it is the common law rule that by accepting the second of such positions, the person automatically vacates the first.

## Employee Standards of Conduct

The following standards of conduct shall apply to all employees of Clarendon College:

1. No employee shall accept or solicit any gift, favor, or service that might reasonably tend to influence the employee in the discharge of official duties or that the employee knows or should know is being offered with the intent to influence official conduct.
2. No employee shall accept employment or engage in any business or professional activity that the employee might reasonably expect would require or induce the disclosures of confidential information acquired by reason of the official position.
3. No employee shall accept other employment or compensation that would reasonably be expected to impair the employee's independence or judgment in the performance of official duties.
4. No employee shall make personal investments or knowingly solicit, accept, or agree to accept any benefit for having exercised the employee's official powers or performed official duties in favor of another.
5. All college employees must maintain a professional relationship with college students. Anything other than a professional relationship will not be tolerated and will provide grounds for dismissal of non-professional ethics.

# **TRANSPORTATION MANAGEMENT OPERATIONAL PROCEDURES**

## **Modes of Transportation**

Modes of transportation used for college travel shall include, but not be limited to cars, and/or motor coaches. Travel arrangements shall be made in accordance with the College's operational procedures and administrative regulations.

## **Driver Requirements**

A driver who operates a College-owned or -leased vehicle must:

1. Be at least 18 years of age;
2. Be an employee of the College or approved by the College;
3. Hold a valid driver's license appropriate for the vehicle to be driven; and, (A driver of a commercial vehicle must have a valid commercial driver's license with appropriate certifications for the vehicle to be driven.)
4. Obey all rules and laws governing the roadways and be subject to losing their eligibility to drive a college vehicle if a violation occurs. (Note: The College will not be responsible for the payment of any fine levied by law enforcement against a driver of a college-owned or -leased vehicle. The fine is strictly the personal responsibility of the individual driver.)

## **Safety Standards**

1. The driver shall ensure that the number of passengers does not exceed the designed capacity of the vehicle and that each passenger is secured by a safety belt, if provided.
2. The driver should check to make sure the vehicle is in safe operating condition before starting each trip. (Such things as lights, brakes, tires, spare tire, gas, etc. should be checked.) Any suspected problem with the vehicle must be reported before starting the trip.
3. Students participating in college sponsored trips are subject to the College's

Code of Student Conduct at all times during the sponsored trip.

4. The posted legal speed limit shall be considered the maximum speed limit for all college-owned vehicles, unless weather conditions demand slower speed.
5. Smoking and the use of any other tobacco product, including smokeless or chewing tobacco, is prohibited at all times in all college-owned vehicles.
6. College vehicles are not for personal use.

#### Driver Fatigue

A driver of a college owned vehicle shall not drive for more than three consecutive hours without taking a 15 minute break or relief from driving.

#### Reserving a Vehicle

1. The instructor or sponsor of the trip must complete a travel request form and submit the request seven days prior to the departure date of the trip.
2. Travel requests requiring expenditure of funds for expenses other than gasoline must be accompanied by an appropriate purchase order requesting funds for travel expenses.

#### Check Out

1. Once the trip has been approved, the Motor Pool will be notified and the availability of the vehicle will be established.
2. Coaches and/or Program Directors are responsible for notifying college instructors that the identified students are participating in a school sponsored activity; however, this notification does not diminish the student's obligation to communicate with his/her instructor concerning the absence, nor does a school sponsored activity absolve the student of his/her responsibility for all work missed as a result of the sponsored activity.
3. The vehicle and keys may be picked up from the Motor Pool at the designated time and all bus keys and cards may be picked up from the office of the Executive Assistant to the President. Courtesy cards (credit cards) may be obtained as appropriate in the Business Office.

### Check In

1. The vehicle, the courtesy cards, and the keys are to be checked in immediately following trip.
2. The driver and/or sponsor of the trip must report any needed repairs or suspected problems to the Motor Pool Specialist, the Director of Maintenance, and/or the Office of the President.
3. If you drive or sponsor the trip, please have your passengers clean the vehicles before returning the vehicle to the Motor Pool. It is responsibility of the driver and the sponsor to keep the vans as clean as possible on all trips.

### Responsibilities of the Sponsor/Supervisor/Program Director

1. The sponsor, supervisor, or program director must accompany the student group.
2. The sponsor/supervisor/program director is responsible to make certain that all of those in his/her charge are wearing seat belts, where available, when the vehicle is in motion. The sponsor/supervisor/program director shall make certain the names of any individual in his/her charge who will be driving a college vehicle are submitted to the Office of the President prior to any trip being conducted.
3. The sponsor/supervisor/program director shall be responsible for planning the trip.
4. The sponsor/supervisor/program director shall work to keep the vans as clean as possible during the trip and to return the cars and/or vans as clean as possible after the trip.
5. The sponsor/supervisor/program director shall report any needed repairs or suspected problems with the vehicle to the Motor Pool Specialist, the Director of Maintenance, and/or the office the President.

### Accident Reports

Any accident, regardless of the extent of damage, involving a college vehicle,

should be investigated by a police officer. The Office of the President is to be informed as soon as possible.

### **OFF-CAMPUS USE OF COLLEGE EQUIPMENT**

College equipment is not available for off-campus use or for non-college related activities except upon the specific approval of the President.

### **INSURANCE PROBLEMS - NON-OWNED VEHICLES**

When personal vehicles (not owned by the College) are being used to transport college students and employees, the College insurance does not apply. There is no coverage for medical payments to students or employees or for physical damage to the vehicle.

College students should not be transported on college business or college sponsored activities in personal vehicles unless the insurance of the vehicle owner will adequately cover them. The owner of the personal vehicle should be advised that college insurance will not cover his/her vehicle in case of a loss.

### **CARE OF SCHOOL PROPERTY**

It is expected that all personnel charged with the custody of any college property (furniture and equipment) will exercise prudent care of such property. The President's Office should be notified of any malfunctioning, damage, or theft of college property.

The President's Office will maintain an accurate inventory of all furniture and equipment owned by the College. Once items of equipment have been received, the business office will make an entry in the inventory records showing (1) campus location; (2) description, model, serial number; (3) cost, including freight. Annually, the President's Office will conduct a physical inventory of all furniture and equipment and compare such inventory with card records. All employees will be expected to participate in taking and maintaining the equipment inventory on an annual basis.

### **CHANGES TO BUILDINGS**

Changes to buildings that can be considered permanent, such as installation of drapes, carpet, shelves, signage, or anything else installed or attached to a building, must

be arranged through the President.

### **ADMINISTRATIVE OFFICE HOURS**

Administrative offices at Clarendon College (Clarendon College campus, Pampa Center campus, and Childress Center campus) are normally open from 8:00 a.m. until 4:30 p.m. Monday through Thursday and 8:00 a.m. until 4:00 p.m. on Fridays.

Alternate or flexible work schedules and alternate hours may be established by the President each semester in order to provide appropriate support services to students who attend class at other than traditional times.

### **CANCELLATION OF THE WORK DAY**

The President of the College or his designee will be responsible for making the final decision on canceling a work day due to bad weather, national tragedy, or other reasons. As soon as a decision has been made it will be relayed to staff personnel via telephone calls and mass media communication. Public announcements in the Clarendon area are normally made over KEFH radio (99.3 FM), in the Pampa area over KGRO radio (100.3 FM) and KOMX radio (1230 AM), in the Memphis area over KLSR radio (105.3 FM), in the Childress area over KSRW radio (96.1 FM), and in Amarillo and other parts of the Panhandle over KGNC radio (710 AM and 97.9 FM) and on television stations KVII Channel 7, KFDA Channel 10, and KAMR Channel 4. In addition, faculty, staff, and students are encouraged to check the college's website, Facebook page, and Twitter. You may call the Clarendon College Weather Hotline at (806) 874-4850 or at (806) 874-3571 Ext 300 for up-to-date information.

### **THE COLLEGE CALENDAR**

The official calendar for the current year is printed in the College Catalog. Employees will be advised of other significant calendar events from time to time during the year.

### **THE ANNUAL BUDGET**

The Board of Regents is required by law to adopt an annual budget of income and expenditures for the College. The budget for a given school year is adopted in the latter part of the preceding year and is filed with certain governmental agencies in accordance with State law.

### **COLLECTION OF FUNDS**

As a general rule, the collection of tuition and other monies due the College will be the responsibility of the Business Office. Funds derived from auxiliary enterprises or in behalf of approved student organizations may be collected by such organizations, under policies and procedures established by the Business Office and the administration; however, all such funds must be deposited and accounted for by the Business Office on a daily basis. Funds turned over to the Business Office for deposit will be credited to the appropriate student organization, agency account, or auxiliary fund.

## **ENERGY CONSERVATION**

Clarendon College will make every possible effort to conserve energy. Heating and air conditioning, as well as lighting, should be controlled in an appropriate manner (i.e. turned off on weekends, holidays, or when buildings are not in use).

All employees are urged to be "energy conscious," to conserve energy in every way possible, and to make suggestions about further steps that might be taken to conserve energy. Energy conserved also will mean dollars conserved that can be used elsewhere in the College.

## **DISPOSAL OF SURPLUS PROPERTY**

Property which is surplus to the needs of the College will be disposed of by public sale or other appropriate methods through the Business Office. Employees of the College or members of their immediate families are eligible to purchase surplus property at fair market value, as determined by appropriate administration before when it is offered for sale by the College to the general public.

## **ADVISORY COMMITTEES**

Clarendon College is committed to serving the educational needs of its service area. To remain responsive to these needs, a variety of advisory committees will be utilized to improve communication between the College and the people. General guidance and advice will be sought through one or more advisory committees while more specific assistance will be provided by occupational or program advisory committees.

Membership on advisory committees shall be open to all adults within the community who have a potential for service to the College without regard to race, age, color, sex, national origin, or handicap. All advisory committee members shall be approved by the President.



Minutes of advisory committee meetings related to the instructional program and the membership of each instructional advisory committee are maintained in the Office of the Vice President of Academic Affairs. Minutes of general advisory committee meetings are maintained in the Office of the President and/or the appropriate Vice President.

#### Procedures for Program Advisory Committees

A separate program advisory committee must be established for each workforce education (vocational-technical) program or for a cluster of closely related programs. The broad purposes for each program advisory committee shall be to:

1. help the college document the need for a workforce education program;
2. help the college ensure that the program operates from a well-designed curriculum which works to provide students with the skills, knowledge, and attitudes necessary to successfully meet the needs of business and industry; and,
3. help the college ensure that the program has adequate resources.

#### Functions of the Program Advisory Committee

1. assist the College in establishing immediate and long range goals for the program;
2. assist the College in providing a well-designed curriculum which meets the needs of students and the needs of business and industry;
3. assist the College in the establishment of workplace competencies within the program;
4. assist the College with the program evaluation, including an evaluation of facilities and equipment and an assessment of the strengths and weaknesses of the relevance and adequacy of the program in meeting the needs of business and industry.
5. advise the College on the selection and acquisition of new equipment;
6. provide resource people for the program and work to provide external learning opportunities, employment, and placement opportunities for program participants;
7. assist the College in promoting and publicizing the program to the community and to business and industry; and,
8. represent the needs of students and the needs of business and industry to the College.

#### Advisory Committee Meetings / Minutes

1. Advisory committees must meet in person a minimum of two times a year,

once each semester. It is recommended that contact with committees be maintained throughout the year via e-mail, fax, or phone. During the development of new programs or in times of major program revision, the advisory committee should meet frequently.

2. Minutes must be kept of all advisory committee meetings. The minutes should follow the standard form for Clarendon College Committee Minutes. The advisory committee minutes should include or reflect the following:
  - a. a list of committee members present and absent,
  - b. a list of others present at the meeting, and
  - c. the active participation of committee members,
3. Attached to the minutes should be list of all committee members which reflects name, title, affiliation, address, and telephone number. (Note: Full-time faculty members may only serve on the advisory committee in an ex-officio capacity.) Following the advisory committee meeting, a copy of the minutes must be forwarded to the Vice President of Academic Affairs.

POSITION: Accounts Payable Clerk

FLSA: Non-Exempt

NARRATIVE DESCRIPTION:

The Accounts Payable Clerk reports to the Comptroller and is primarily responsible for Accounts Payable and other business office functions.

RESPONSIBILITIES:

1. Responsible for accounts payable, including the posting of requisitions, purchase orders and invoices.
2. Ensure all purchase orders and invoices follow the policies and procedures guidelines.
3. Responsible for the accurate and timely payment of all authorized billings incurred by the College to avoid any late fee or penalty and to ensure all available discounts are taken.
4. Administration of College credit cards to faculty and staff to ensure all persons traveling for college business have appropriate credit available to cover expenses.
5. Responsible for the maintenance and accuracy of outstanding PO reports.
6. Reconciliation of all vendor statements in a timely and accurate manner.
7. Responsible for the preparation and filing of monthly sales tax reports.
8. Prepare and distribute 1099's for all vendors.
9. Maintain complete and organized vendor files for all payment documentation.
10. Provide secretarial and clerical assistance as needed to the Comptroller. Duties may include:
  - a. Filing
  - b. Photocopying
  - c. Sort and distribute incoming mail and prepare outgoing mail for delivery
  - d. Typing and preparing various letters, documents and reports
  - e. Account reconciliations as assigned

11. Assist others as needed.
12. Assist in the registration, including the billing and collection of registration invoices.
13. Participate in the Business Office cross training program.
14. Assist in the preparation of PBC schedules for the annual external audit.
15. Unclaimed property annual reporting
16. Maintain utility spreadsheet info for website on a monthly basis
17. Reconcile and post payroll entries.
18. Calculations and transfer of all bond payments.
19. Communicate an accurate image of the College as a means of informing others about opportunities at the College.
20. Work on standing and ad hoc committees of the College, as assigned.
21. Support College activities and special events through attendance and/or participation.
22. Comply with all College policies, rules and regulations.
23. Perform all other duties as assigned by the Comptroller.

POSITION: Accountant  
VACANT

FLSA: Non-Exempt

NARRATIVE DESCRIPTION:

The Accountant reports to the Comptroller and is primarily responsible for account reconciliations and other business office functions.

RESPONSIBILITIES:

1. Balancing the cashier report and posting student billing to the GL on a daily basis.
2. Responsible for balancing and posting of cash drawer and petty cash.
3. Assisting with the registration process, including the billing and collection of registration invoices.
4. Billing for TDCJ contract
5. Calculation and transfer of TPEG revenue.
6. Balancing financial aid accounts in the GL to the financial aid records.
7. Posting of month end journal entries process.
8. Preparation of monthly financial reports including:
  - a. Available bank balances
  - b. Statement of net assets
  - c. Financial summary report
  - d. All funds reports
  - e. Investment report
  - f. Revenue report
  - g. Expense report
  - h. Taxing reports
  - i. Checks written report
9. Assist in the preparation of PBC schedules for the annual external audit.
10. Production and analysis of daily cash availability.
11. Assist in the annual budget process.

12. Complete a daily reconciliation of selected cash accounts and prepare a monthly bank reconciliation report of all funds.
13. Other account reconciliations as assigned.
14. Provide secretarial and clerical assistance as needed to the Comptroller. Duties may include:
  - a. Filing
  - b. Photocopying
  - c. Sort and distribute incoming mail and prepare outgoing mail for delivery
  - d. Typing and preparing various letters, documents and reports
15. Maintain agency fund account balances
16. Assist others as needed.
17. Participate in the Business Office cross training program.
18. Work with Cashier to turn account over for collection.
19. Audit Petty Cash
20. Write-up work orders / file when completed.
21. Review / Matching of check with invoices and distribution of check to vendors.
22. Processing of Online Credit Card payments.
23. Review and Audit of monthly sales tax reports
24. Communicate an accurate image of the College as a means of informing others about opportunities at the College.
25. Work on standing and ad hoc committees of the College, as assigned.
26. Support College activities and special events through attendance and/or participation.
27. Comply with all College policies, rules and regulations.
28. Performs all other duties as assigned by the Vice President of Administrative Services and President.

POSITION: Administrative Assistant – VP of Academic Affairs      FLSA: Non-Exempt

NARRATIVE DESCRIPTION:

The primary responsibility of the Administrative Assistant to the Vice President of Academic Affairs is to provide administrative, secretarial, and clerical support to the Vice President of Academic Affairs.

RESPONSIBILITIES:

1. Provide administrative, secretarial, and clerical support to the Vice President of Academic Affairs. In addition, provide secretarial and clerical support to other employees as needed and approved. Secretarial and clerical duties include, but are not limited to:
  - a. answering the telephone in a friendly and courteous manner;
  - b. providing information and assistance to current and prospective students;
  - c. filing;
  - d. photocopying;
  - e. word processing/typing and preparing various letters, documents, and reports;
  - f. maintaining adjunct and fulltime faculty records and files;
  - g. college switchboard operator;
  - h. assisting in the coordination and conducting of public relations events and other special events, In-Service, and other faculty related events
  - i. Provide graduation duties and support as requested by the Vice President of Academic Affairs
  - j. sort and distribute incoming mail and prepare outgoing mail for delivery;
2. Communicate an accurate image of the College as a means of informing others about opportunities at the College.
3. Work on standing and ad hoc committees of the College, as assigned.
4. Support College activities and special events through attendance and/or participation.
5. Comply with all College policies, rules, and regulations.

6. Performs all other duties as assigned by the Vice-President of Academic Affairs and/or the President.



POSITION: Administrative Assistant Financial Aid  
-Childress Center

FLSA: Non-Exempt

NARRATIVE DESCRIPTION:

The primary responsibility of the Administrative Assistant-Childress Center is to provide administrative, secretarial, and clerical support to the Director of Financial Aid.

RESPONSIBILITIES:

1. Assist the Director of Financial Aid in carrying out the College's student financial aid and assistance programs, including, but not limited to:
  - a. Pell Grants
  - b. Texas Public Education Grants
  - c. Loans
  - d. Federal Supplemental Education Opportunity Grants
  - e. WIA assistance
  - f. Veterans Education and Vocational Rehabilitation
  - g. Federal Work Study Program
  - h. Texas Grants
  - i. TDCJ applications and awards
  - j. Institutional scholarships and aid
2. Assist the Director of Financial Aid in counseling and/or assisting students and/or their families in regards to federal, state, and local financial aid programs, and awarding of student financial aid and scholarships.
3. Provide administrative, secretarial, and clerical support to the employees of the Childress Center as needed.
4. Communicate an accurate image of the College as a means of informing others about opportunities at the College.
5. Work on standing and ad hoc committees of the College, as assigned and serve on the crisis management team.
6. Support College activities and special events through attendance and/or participation.
7. Comply with all College policies, rules, and regulations.

8. Performs all other duties as assigned by the Director of Financial Aid and/or the President.

POSITION: Administrative Assistant-Childress Center      FLSA: Non-Exempt  
VACANT

NARRATIVE DESCRIPTION:

The primary responsibility of the Administrative Assistant-Childress Center is to provide administrative, secretarial, and clerical support to the Dean of Career & Technical Education.

RESPONSIBILITIES:

1. Provide administrative, secretarial, and clerical support. In addition, provide secretarial and clerical support to the Dean of Childress Center and the Dean of Career & Technical Education and other employees of the Childress Center as needed. Secretarial and clerical duties include, but are not limited to:
  - a. answering the telephone in a friendly and courteous manner;
  - b. providing information and assistance to current and prospective students;
  - c. filing;
  - d. photocopying;
  - e. word processing/typing and preparing various letters, documents, and reports;
  - f. keying in data,
  - g. assisting in registering students on- and off-campus for academic, workforce education, continuing education, and community service courses;
  - h. assisting in the coordination and conducting of public relations events and other special events, e.g., commencement, orientation, college days, and student activities.
  - i. receiving and maintaining accurate records of payments from individuals for books, supplies, tuition and fees, and/or other monies;
  - j. preparing daily bank deposits, as assigned;
  - k. assist in the submission of textbook orders;
  - l. sort and distribute incoming mail and prepare outgoing mail for delivery;
  - m. responsible for balancing and posting of cash drawer and petty cash on a daily basis, Childress Center.
  - n. responsible for preparation of daily bank deposits, Childress Center.
  - o. work with College Administration and staff on recruiting, admissions, and registration of students.

2. Communicate an accurate image of the College as a means of informing others about opportunities at the College.
3. Work on standing and ad hoc committees of the College, as assigned and serve on the crisis management team.
4. Support College activities and special events through attendance and/or participation.
5. Comply with all College policies, rules, and regulations.
6. Performs all other duties as assigned by the Dean of Career & Technical Education.

POSITION: Administrative Assistant Financial Aid-Pampa Center

FLSA: Non-Exempt

NARRATIVE DESCRIPTION:

The primary responsibility of the Administrative Assistant-Pampa Center is to provide administrative, secretarial, and clerical support to the Director of Financial Aid.

RESPONSIBILITIES:

1. Assist the Director of Financial Aid in carrying out the College's student financial aid and assistance programs, including, but not limited to:
  - a. Pell Grants
  - b. Texas Public Education Grants
  - c. Loans
  - d. Federal Supplemental Education Opportunity Grants
  - e. WIA assistance
  - f. Veterans Education and Vocational Rehabilitation and Hazelwood
  - g. Federal Work Study Program
  - h. Texas Grants
  - i. Institutional scholarships and aid
  - j. TDCJ applications and awards.
2. Assist the Director of Financial Aid in counseling and/or assisting students and/or their families in regards to federal, state, and local financial aid programs, and awarding of student financial aid and scholarships.
3. Provide administrative, secretarial, and clerical support to the employees of the Pampa Center as needed.
4. Communicate an accurate image of the College as a means of informing others about opportunities at the College.
5. Work on standing and ad hoc committees of the College, as assigned and serve on the crisis management team.
6. Support College activities and special events through attendance and/or participation.
7. Comply with all College policies, rules, and regulations.
8. Performs all other duties as assigned by the Director of Financial Aid and/or the President.

POSITION: Administrative Assistant-Pampa Center

FLSA: Non-Exempt

NARRATIVE DESCRIPTION:

The primary responsibility of the Administrative Assistant-Pampa Center is to provide administrative, secretarial, and clerical support to the supervisor to which he/she is assigned.

Immediate Supervisor: Dean of Career & Technical Education

RESPONSIBILITIES:

1. Provide administrative, secretarial, and clerical support to the Associate Dean of Enrollment Services and other employees at the Pampa Center as needed. Secretarial and clerical duties include, but are not limited to:
  - a. answering the telephone in a friendly and courteous manner;
  - b. providing information and assistance to current and prospective students;
  - c. filing;
  - d. photocopying;
  - e. word processing/typing and preparing various letters, documents, and reports;
  - f. keying in data,
  - g. assisting in registering students on- and off-campus for academic, workforce education, continuing education, and community service courses;
  - h. assisting in the coordination and conducting of public relations events and other special events, e.g., commencement, orientation, college days, and student activities.
  - i. maintain all student files and work with the Admissions Coordinator and the Registrar to ensure all student files are accurate and complete.
  - j. work with the Associate Dean of Enrollment Services on recruiting, admissions, and registration of students.
  - k. sort and distribute incoming mail and prepare outgoing mail for delivery.
  - l. maintaining the "HOLD" status of all student accounts, Pampa Center.
2. Communicate an accurate image of the College as a means of informing

others about opportunities at the College.

3. Work on standing and ad hoc committees of the College, as assigned.
4. Support College activities and special events through attendance and/or participation.
5. Comply with all College policies, rules, and regulations.
6. Performs all other duties as assigned by the Dean of Career & Technical Education and/or the President.

POSITION: Administrative Assistant – Allied Health

FLSA: Non-Exempt

NARRATIVE DESCRIPTION:

The primary responsibility of the Administrative Assistant - Nursing reports to the Director of Allied Health and is to provide administrative, secretarial, and clerical support to the nursing programs at Clarendon College.

RESPONSIBILITIES:

1. Provide administrative, secretarial, and clerical support to the Nursing Programs and the Director of Allied Health. Secretarial and clerical duties include, but are not limited to:
  - a. Answering the telephone in a friendly and courteous manner;
  - b. Providing information and assistance to current and prospective students;
  - c. keep all student files in order at all times;
  - d. filing, photocopying;
  - e. word processing/typing and preparing various letters, documents and reports;
  - f. maintain all student files to ensure All Files are accurate and complete at all times;
  - g. assisting in the coordination and conducting of special events, e.g., commencement, orientation, college days and student activities.
  - h. Work with Director of Allied Health on recruiting, admissions, and registration of students.
  - i. Sort and distribute incoming mail and prepare outgoing mail for delivery.
2. Communicate an accurate image of the College as a means of informing others about opportunities at the College.
3. Support College and Nursing Program activities and special events through attendance and/or participation.
4. Comply with all College policies, rules and regulations.
5. Performs all other duties as assigned by the Director of Allied Health and/or the President.



POSITION: Admissions Coordinator

FLSA: Non- Exempt

NARRATIVE DESCRIPTION:

The Admissions Coordinator has specific responsibility for all student admissions including foreign student admissions, support services to enrollment services counselors, and dissemination of information about the College. The Admissions Coordinator reports to the Associate Dean of Enrollment Services

RESPONSIBILITIES:

1. Coordinate all admissions activities of the College including New Student Orientation in conjunction with the Vice President of Student Affairs and the Vice President of Academic Affairs, including all off-campus sites.
2. Maintain the student management and information system; work to initiate and update computer programs related to, admissions; work with the Business Office and other offices and staff to help as appropriate with housing, and student billing.
3. Responsible for gathering documents and validating residency status for all students (TEC 21.29)
4. Collects and records documentation required for meningitis verification (TEC 51.9191 & TEC 38.0025)
5. Processes and validates all documents required for international students as well as applies for F-1 Visas through SEVIS. Maintains eligible status with SEVIS.
6. Develop and implement an admissions program designed to communicate with prospective students, communicate admissions decisions to the students, and to maintain all admissions files in an appropriate manner.
7. Provide support services to institutional and program recruiting.
8. Responsible for coordinating campus tours.
9. Represent the College and disseminate appropriate information about the College to prospective students and other interested parties.

10. Work to maintain the integrity of the student database in order to ensure complete accuracy for local, state and federal reporting; process changes to student records and the student database as required.
11. Work on institutional standing and/or ad hoc committees, as assigned.
12. Assist in recruiting and academic advisement.
13. Support College activities and special events through attendance and/or participation.
14. Comply with all College policies, rules, and regulations.
15. Remain current through a program of professional development.
16. Performs all other duties as assigned by the Associate Dean of Enrollment Services and/or the President.

POSITION: Assistant Financial Aid Director

FLSA: Non-Exempt

NARRATIVE DESCRIPTION:

The Assistant Financial Aid director reports to the Director of Financial Aid.

RESPONSIBILITIES:

1. Assist the Director of Financial Aid in carrying out the College student financial aid and assistance programs, including, but not limited to:
  - a. Pell Grants
  - b. Texas Public Education Grants
  - c. Loans
  - d. Federal Supplemental Education Opportunity Grants
  - e. WIA assistance
  - f.
  - g. Federal Work Study Program
  - h. Texas Grants and Texas Tomorrow Program
  - i. Institutional scholarships and aid
2. Coordinator of all VA Financial Aid Services.
3. Assists the Director of Financial Aid in counseling and/or assisting students and/or their families in regards to federal, state, and local financial aid programs, and awarding of student financial aid and scholarships.
4. Assist the Director of Financial Aid in preparing and distributing all appropriate forms to support the College's scholarship and financial aid program.
5. Responsible for maintenance of all student financial aid files.
6. Supervises extension centers financial aid assistants.
7. Invoices all external entities for financial aid programs.
8. Assist the Director of Financial Aid in compiling and submitting all federal and state reports pertaining to the area of responsibility.

9. Assist the Director of Financial Aid in maintaining accurate student financial aid records in compliance with all federal, state, and external auditing guidelines.
10. Assist the Director of Financial Aid in preparing files and documents for the auditors; assist the auditors, as appropriate.
11. Provide administrative support, secretarial assistance, and research assistance to the Director of Financial Aid.
12. Serve and participate on institutional standing and/or ad hoc committees, as assigned.
13. Support College activities and special events through attendance and/or participation.
14. Comply with all College policies, rules, and regulations.
15. Remain current through a program of professional development.
16. Communicate a positive and accurate image of the College to the public; be a positive and active representative of Clarendon College.
17. Performs all other duties assigned by the Director of Financial Aid and/or the President.

POSITION: Assistant to the President

FLSA: Exempt

NARRATIVE DESCRIPTION:

The Assistant to the President reports to the President and is responsible for providing administrative support to College President.

RESPONSIBILITIES:

1. Provide secretarial, clerical, and research assistance to the President.
2. Participates as a member of the Administrative Council, in the formulation of all college-wide policies.
3. Assist the President in conducting special events.
4. Provide secretarial and clerical assistance to the Board of Regents in conjunction with all regular and special meetings of the Board.
5. Be responsible for conducting the Board of Regents elections every two years.
6. Serve as the liaison with the Clarendon College Foundation and Clarendon College Ex-Students Association.
7. Schedule, in conjunction with the Motor Pool Specialist, the use of college vehicles; notify the Motor Pool Specialist of any mechanical problems reported.
8. Maintain the College's Master Calendar, including responsibility for scheduling of activities (internal and external) to be held in College facilities. Other responsibilities related to the Master Calendar include renting college facilities to external agencies, per institutional policy, and conveying to Maintenance and Grounds daily messages to display on the College marquee.
9. Assist the President in the preparation of annual contracts for all faculty, administrators, and professional staff; prepare letters of employment for classified staff.

10. Assist the President in maintaining an up to date Personnel Handbook and Policy Manual.
11. Communicate an accurate image of the College as a means of informing others about opportunities at the College.
12. Work on standing and ad hoc committees of the College, as assigned and serve on the crisis management team.
13. Support College activities and special events through attendance and/or participation.
14. Remain current through a program of professional development.
15. Comply with all College policies, rules, and regulations.
16. Performs all other duties as assigned by the President.

POSITION: Dean of Career, Technical and  
Continuing Education

FLSA: Exempt

NARRATIVE DESCRIPTION:

The Dean of Career, Technical and Continuing Education is responsible for the development and recruitment of career, technical and continuing education programs. The Dean reports to the Vice President of Academic Affairs.

RESPONSIBILITIES:

1. Recommends the formulation of policy on matters relating to the development and expansion of the Career Technical and Continuing Education
2. Designs Career Technical and Continuing Educational Programs to meet local and statewide needs.
3. Helps document the need for Career, Technical and Continuing Education Programs.
4. Responsible for registering students on and off campus for Career, Technical, and Continuing Education courses.
5. Works with the Vice President of Academic Affairs in the planning and scheduling of all workforce education, continuing education, and community service courses and programs at all Clarendon College locations.
6. Provides administrative supervision for the development, implementation and evaluation of adult-vocational, workforce education programs, continuing education, and industrial start-up programs of the College.
7. Works with institutional committees, personnel committees, and lay advisory committees.
8. Submit incident/damage reports to the Vice President of Academic Affairs and/or President.
9. Maintains continuous evaluation of the economic feasibility of curricula to insure that only those programs with appropriate priority in terms of need and demand are continued.

10. Maintains a current file of all course syllabi for all CTE programs.
11. Write grant proposals, as appropriate, for the purposes of funding special, new, and innovative instructional programs.
12. Works with the Vice President of Academic Affairs in compiling and submitting all regional, state, or federal reports related to instructional programs.
13. Participates as a member of the President's Cabinet and in the formulation of college-wide policies.
14. Support College activities and special events through attendance and/or participation.
15. Comply with College policies, rules, and regulations.
16. Remain current through a program of professional development.
17. Performs all other duties assigned by the Vice President of Academic Affairs and/or the President.



POSITION: Associate Dean of Enrollment Services

FLSA: Exempt

NARRATIVE DESCRIPTION:

The Associate Dean of Enrollment Services reports directly to the Vice President of Student Affairs and is responsible for recruiting students and for providing admissions, financial aid, and academic advisement to incoming and current students. The Associate Dean of Enrollment Services is responsible for area high school relations, admissions, financial aid, planning the college's recruiting efforts, coordinating testing, career planning, and processing incoming requests for disability services.

RESPONSIBILITIES:

1. Oversee and direct financial aid counseling to prospective and current students.
2. Oversee and direct academic advisement, degree planning, and career planning to students.
3. Process and facilitate requests for disability services from incoming and current students.
4. Coordinate the campus testing program, which may include GED, CLEP, ACT, TSI, and/or other appropriate tests.
5. Organizes new student orientation and orientation activities.
6. Assist with other registration or admissions activities, as assigned.
7. Oversees registration for dual credit courses and serves as the College's liaison for area high school counselors, providing them with information that will assist in the transition of students from high school to college.
8. Assist students seeking to transfer to a senior college or university.
9. Assist students with job placement information and guidance.
10. Assist students and/or provide intervention for students with academic or attendance problems.
11. Coordinate advisement activities.

12. Make professional referrals for students who are experiencing personal problems beyond the scope of the job description.
13. Support College activities and special events through attendance and/or participation.
14. Assist with recruiting and the marketing of the College.
15. Comply with all College policies, rules, and regulations.
16. Remain current through a program of professional development.
17. Performs all other duties assigned by the Vice President of Student Affairs and /or President.

POSITION: Director of Financial Aid

FLSA: Exempt

NARRATIVE DESCRIPTION:

The Director of Financial Aid reports to the Vice President of Student Affairs and is responsible for the coordination and administration of the College's student financial aid and assistance programs.

RESPONSIBILITIES:

1. Administer and work to carry out the College's student financial aid and assistance programs, including, but not limited to:
  - a. Pell Grant
  - b. Texas Public Education Grant
  - c. Loans
  - e. Federal Supplemental Education Opportunity Grants
  - f. WIA (formerly JTPA)
  - g. Veterans Education and Vocational Rehabilitation
  - h. Institutional scholarships and aids
  - i. Texas Grants
2. Counsel and assist students and/or their families in regards to federal, state, and local financial aid programs.
6. Prepare and distribute all appropriate forms to support the College's scholarship and financial aid program.
7. Administer all internal and external scholarships.
8. Conduct financial aid seminars and workshops in high schools and other appropriate places in conjunction with the College's recruiting program.
9. Compile and submit all federal and state reports pertaining to the area of responsibility.
10. Maintain accurate student financial aid records in compliance with all federal, state, and external auditing guidelines.
11. Balancing all financial aid records to Department of Education.

12. Prepare files and documents for the auditors; assist the auditors, as appropriate.
13. Maintain an accurate and up-to-date financial aid procedures manual in accordance with institutional and federal guidelines.
14. Coordinate the work study program in conjunction with faculty, staff, and administration.
15. Work with the Scholarship and Financial Aid Committee.
16. Evaluates the scholarship and financial program in conjunction with the Scholarship and Financial Aid Committee and is responsible for making recommendations for the improvement of existing programs and/or the establishment of new aid programs.
17. Support College activities and special events through attendance and/or participation.
18. Remain current through a program of professional development.
19. Comply with all policies, rules, and regulations of the College.
20. Remain contemporary in the proper functioning of the College's Financial Aid Office through the reading of related literature and by attending and participating in meetings and conferences, as approved by the Associate Dean of Enrollment Services or the President.
21. Performs all other duties assigned by the Vice President of Student Affairs and /or President

POSITION: Athletic Director

FLSA: Exempt

NARRATIVE DESCRIPTION:

The Athletic Director reports directly to the President and is responsible for the overall operation of the athletic program within the institution.

RESPONSIBILITIES:

1. Supervises the Athletic Department and the coaching staff. Works closely with the coaching staff in the formation, development, and running of the different athletic programs.
2. Assumes a major role in the recruiting procedures used to bring prospective student athletes into the program. Assists other coaches in the recruiting of student-athletes to Clarendon College.
3. Evaluates the different athletic programs and is responsible for making recommendations for the improvement of existing programs and/or the establishment of new programs.
4. Keeps an inventory, maintenance, and security of all equipment and facilities charged to the Athletic Department.
5. Coordinates schedules of games, practice times, and officials.
6. Schedules regular meetings with the coaches as they are needed.
7. Coordinates and consolidates the proposed budget for the Athletic Department and regulates expenditures within the approved programs.
8. Reviews and makes recommendations concerning all purchase requisitions, travel requests, and other expenditures emanating from coaches in the Department.
9. Supervises the coaching staff and acts as a resource person and aid to all coaches in finding answers to athletic problems.
10. Ensures proper compliance by the Athletic Department with all institutional and NJCAA rules.

11. Coordinate and certify the eligibility of all Clarendon College student-athletes.
12. Coordinate all support functions of the athletic program, including but not limited to gym and athletic facility maintenance, concessions, officials, official scorers, travel arrangements, etc.
13. Coordinate any public school or public use of College athletic facilities.
14. Complies with all policies, rules, and regulations of the College and the NJCAA.
15. Serve on the crisis management team.
16. Provides oversight to all departmental camps/fundraising efforts.
17. Responsible for Fitness Center and upkeep of facility/equipment.
18. Serves on institutional standing or ad hoc committees, as assigned, and serves on the crisis management team.
19. Monitors academic progress of student-athletes through the early alert process, with follow-up tutoring and study halls.
20. Performs all other duties as assigned by the President.

POSITION: Bookstore Coordinator

FLSA: Non-Exempt  
SECURITY SENSITIVE: Y

NARRATIVE DESCRIPTION:

The Bookstore Coordinator reports to the Comptroller and works closely with the Vice President of Academic Affairs and is primarily responsible for the supervision of and operation of the College Bookstore.

RESPONSIBILITIES:

1. Supervise and manage the online College Bookstore, including the ordering of textbooks and merchandise, textbook buy-back, and delivery and sales of textbooks at off-campus locations.
2. Keep accurate inventory records; take and report the year-end book inventory.
3. Assist the Business Office, as needed.
4. Communicate with instructional member in order to maintain book adoption.
5. Administers all athletic insurance and claims.
6. Accountable for monies collected from business transactions including receipt and deposit.
7. Communicate an accurate image of the College as a means of informing others about opportunities at the College.
8. Work on standing and ad hoc committees of the College, as assigned.
9. Support College activities and special events through attendance and/or participation.
10. Comply with all College policies, rules, and regulations.
11. Performs all other duties as assigned by the Comptroller and/or the President.

PHYSICAL EFFORT REQUIRED:

The position requires average agility and good physical condition. Ability to lift and carry moderately heavy materials weighing up to 75 pounds. Work requires lifting, stooping, bending, stretching, walking, standing, pushing, pulling, and other physical exertion.



POSITION: Cashier

FSLA: Non-Exempt

NARRATIVE DESCRIPTION:

The Cashier reports to the Comptroller and is primarily responsible for Accounts Receivable and other business office functions.

RESPONSIBILITIES:

1. Responsible for accounts receivable, including the posting of all receivables on a daily basis.
2. Responsible for balancing and posting of cash drawer and petty cash on a daily basis.
3. Review and audit of student billing.
4. Responsible for the preparation of daily bank deposits.
5. Balancing the daily cashier report and posting to the GL.
6. Responsible for the registration process, including the billing and collection of registration invoices.
7. Producing and working A/R aging report weekly.
8. Producing and distributing statements on a monthly basis, when appropriate.
9. Maintaining the "HOLD" status of all student accounts.
10. Following up and collecting account balances for all receivables.
11. Production and analysis of daily cash availability.
12. Provide secretarial and clerical assistance as needed to the Vice President of Administrative Services. Duties may include:
  - a. Filing
  - b. Photocopying
  - c. Sort and distribute incoming mail and prepare outgoing mail for delivery
  - d. Typing and preparing various letters, documents and reports

- e. Account reconciliations as assigned
- 13. Assist others as needed.
- 14. Participate in the Business Office cross training program.
- 15. Assist in the preparation of PBC schedules for the annual external audit.
- 16. Communicate an accurate image of the College as a means of informing others about opportunities at the College.
- 17. Work on standing and ad hoc committees of the College, as assigned.
- 18. Support College activities and special events through attendance and/or participation.
- 19. Comply with all College policies, rules and regulations.
- 20. Performs all other duties as assigned by the Vice President of Administrative Services and President.



JOB TITLE: Clinical Simulation Lab Coordinator – Nursing Faculty

FLSA: Exempt

POSITION OVERVIEW:

The Clinical Simulation Lab Coordinator – Nursing Faculty reports to the Director of Allied Health and coordinates the day-to-day activities of the nursing lab including scheduling/lab set-up, and management of both low and high-fidelity simulation equipment for the ADN Bridge/Traditional program and the LVN program. The Clinical Simulation Faculty is expected to become proficient with the routine operation and maintenance of all simulation equipment and on the use of simulation software and required AV scenarios. This position will be trained to provide both to nursing clinical lab experiences, and simulated clinical learning experiences.

RESPONSIBILITIES:

1. Actively engages in teaching groups of students through demonstration, practice, and assistance.
2. Interest in teaching nursing skills and simulated patient care scenarios using low/high fidelity simulation.
3. Responsible for appropriately setting up all equipment for specific educational courses.
4. Assist students in the application of the nursing process to include assessing, planning, implementing, and evaluating nursing care.
5. Demonstrates ability to facilitate scenarios according to evidence-based standards and guidelines.
6. Uses evidence-based tools and measures to evaluate the students' clinical learning.
7. Assist nursing faculty/staff in the development, implementation, and integration of simulation activities for the students.
8. Facilitates student learning in the advancement of basic nursing skills to resolving simple to complex patient situations via simulation scenarios.

9. Assist students with critical thinking, clinical judgment, problem solving, using reflection, de-briefing, active listening, and other clinical teaching strategies.
10. Maintain all lab equipment including both low/high fidelity simulation equipment and recommending replacements as needed.
11. Conducts basic preventative maintenance on simulation equipment both before and after scenarios.
12. Anticipate necessary supplies required in advance for lab presentations.
13. Maintains the clinical/simulation lab as a clean, safe, and optimal learning environment.
14. Maintains proficiency in existing and emerging technologies and training activities.
15. Communicate an accurate image of the College as a means of informing others about opportunities at the College.
16. Work on standing and ad hoc committees of the College, as assigned.
17. Support College activities and special events through attendance and/or participation.
18. Comply with all College policies, rules and regulations.
19. Perform other duties as assigned by the Director of Allied Health and/or the President.

#### PHYSICAL REQUIREMENTS:

1. Work is performed in a standard office and lab environment.
2. Subject to sitting, standing, bending, walking, reaching, kneeling, and stooping.
3. Occasional lifting of objects up to 30 pounds and push/pull minimum of 50 pounds.

4. Exposure to hazards related to working in medical waste/sharps environment.
5. Potential for exposure to contaminated blood and/or body fluid.

JOB TITLE: Director of Allied Health  
VACANT

FLSA: Exempt

POSITION OVERVIEW:

The Director of Allied Health reports to the Dean of Career & Technical Education and is responsible for providing direction, coordination, and supervision to all allied health programs to include the Licensed Vocational Nurse-to-Registered Nurse (Bridge), License Vocational Nurse (LVN), Certified Nurse Assistant (CNA), and Phlebotomy programs. This position is also responsible for providing leadership and fostering positive collegial relationships with internal and external stakeholders.

RESPONSIBILITIES:

1. Review and revise curriculum with Allied Health faculty including comprehensive systematic program assessment and review
2. Assist in the coordination of clinical experiences, preparation of faculty/staff schedules, and compliance with regulatory requirements of external agencies
3. Prepare reports for state and federal agencies as necessary
4. Make budget recommendations and oversee monetary expenditures
5. Manage day-to-day operations and participate in professional meetings and events
6. Provide positive leadership and direction to faculty across all Allied Health programs
7. Assist in the recruitment/hiring process and recommend faculty/staff
8. Conduct orientation of new faculty/staff
9. Provide input for faculty evaluations
10. Provide assistance for the implementation and delivery of Allied Health programs through distance education
11. Conduct monthly departmental meetings
12. Develop assessment plans to evaluate program outcomes
13. Develop and implement strategies to support students in successful completion of the programs

14. Communicate an accurate image of the College as a means of informing others about opportunities at the College.
15. Work on standing and ad hoc committees of the College, as assigned.
16. Support College activities and special events through attendance and/or participation.
17. Comply with all College policies, rules and regulations.
18. Perform other duties as assigned by the Dean of Career & Technical Education.



POSITION: Director of Correctional Education Programs

FLSA: Exempt

NARRATIVE DESCRIPTION:

The Director of Correctional Education Programs reports to the Dean of Career & Technical Education. The Director is responsible for overseeing the education programs in the correctional units in the service area.

RESPONSIBILITIES:

1. Works to promote and enhance existing academic, and technical programs at correctional units and develop and implement new programs or services as needed at TDCJ Jordan Unit and TDCJ Roach Unit.
2. Formulates and recommends policy on matters relating to the correctional education programs.
3. Participates in the formulation of college-wide policies.
4. Supervises the operation of the correctional education programs.
5. Keeps the President informed on a timely basis on any issue or event concerning correctional program operations.
6. Communicates an accurate image of the College to the public. Be a positive and active representative of Clarendon College in Gray and Childress County. Be available to address impromptu situations involving the College during non-traditional work hours.
7. Assist with grant proposals, as appropriate, for the purposes of funding existing, special, new, and/or innovative programs.
8. Participates and supervises the preparation and recommendation of detailed budgets, with cost estimates, for functions supervised. Establishes and maintains budgetary control of functions supervised.
9. Works with the Dean of Career & Technical Education in the planning and scheduling of all academic, workforce education, continuing education, and community service courses and programs at the units.

10. Works with the Dean of Career & Technical Education in compiling and submitting all regional, state, or federal reports related to instructional programs.
11. Assists with Institutional Research and Institutional Effectiveness.
12. Serve and participate on institutional standing and/or ad hoc committees, as assigned.
13. Comply with all College policies, rules, and regulations.
14. Remain current through a program of professional development.
15. Serve on the crisis management team.
16. Performs all other duties assigned by the Dean of Career & Technical Education or duties necessary to accomplish the educational objectives of the College.

POSITION: Director of Custodial Services

FLSA: Non-Exempt

NARRATIVE DESCRIPTION / RESPONSIBILITIES:

The Director of Custodial Services reports directly to the President and is responsible for performing the overall cleaning of all college buildings and facilities.

Typical duties include, but are not limited to:

1. Cleaning of all floors, walls, ceilings, doors, windows, sidewalks, furnishings, and trash removal in all buildings and facilities on a scheduled basis including:
  - a. Mopping
  - b. Sweeping
  - c. Vacuuming
  - d. Shampooing carpets
  - e. Dusting
  - f. Scrubbing and washing
  - g. Applying chemicals and conditioners
  - h. Striping, buffing and polishing
2. Move and/or set-up furniture and college facilities for college and/or special events, as assigned.
3. Work on standing and ad hoc committees of the College, as assigned.
4. Support College activities and special events through attendance and/or participation.
5. Comply with all College policies, rules, and regulations.
6. Be personally available at non-traditional working hours to address impromptu custodial needs that may arise.
7. Performs all other duties as assigned by the President.
8. Supervise, assign, and maintain all scheduled custodial staff/housekeeper duties.

Position Physical Requirements:

All positions require average agility and good physical condition. Workers must be able to lift 50 pounds. Work requires lifting, stooping, bending, stretching, walking, standing, climbing, pushing, pulling, crawling, repetitive motion, working above the head, and other physical exertion.

POSITION: Director of the Library

FLSA: Exempt

NARRATIVE DESCRIPTION:

The Director of the Library has overall responsibility for developing and administering a comprehensive collection of print, non-print and electronic educational materials as well as a program of instructional and educational support. This position reports directly to the Vice President of Academic Affairs and supervises the work of library assistants and students assigned to the library.

RESPONSIBILITIES:

1. Formulate and recommend policy on all matters relating to the development and operation of the Library and the College's learning resources.
2. Direct all activities pertaining to the Library and the College's learning resources, including the supervision and training of all employees assigned to the Library.
3. Supervise and maintain the Learning Resource Center in the absence of the Learning Resource Center Coordinator, including all students and employees.
4. Select, order, receive and process all new books, periodicals and other instructional materials housed in the library.
5. Establish policies for the acquisition of material and the maintenance of the collections.
6. Prepare and submit to the Vice President of Academic Affairs an annual budget of the estimated expenditures for library operations and instructional media and administer the approved budget throughout the year.
7. Maintain an effective and cooperative program for assisting students and teachers with the use of the library facilities and collections, including orientation lectures, handouts and individual instruction.
8. Proctor examination in the Library or Learning Resource Center when needed, including the TSI and others as needed.
9. Plan and conduct special educational events for the Library and the community.

10. Establish and maintain appropriate library records and inventory in accordance with the standards of the Southern Association of Colleges and Schools Commission on Colleges and the Texas State Library.
11. Periodically evaluate the holdings of the library with reference to the changing curriculum of the College and makes adjustments in future purchases to serve new and expanding programs.
12. Prepare regular reports to the faculty and staff on new acquisitions and services of the library.
13. Prepare and submits to the Vice President of Academic Affairs and the President an annual progress and evaluation report on the operations of the library.
14. Work in cooperation with other libraries, area schools, state agencies and the general public.
15. Remain current in his/her knowledge of procedure and practices pertaining to the Library; maintain an active role in appropriate professional organizations.
16. Supervises the maintenance of the library's web page as well as all other forms of library promotional material.
17. Work on institutional standing and ad hoc committees, as assigned.
18. Support College activities and special events through attendance and/or participation.
19. Comply with all College policies, rules, and regulations.
20. Remain current through a program of professional development.
21. Perform other duties as assigned by the Vice President of Academic Affairs and/or the President.

#### POSITION PHYSICAL REQUIREMENTS:

The position requires average agility and good physical condition. Ability to lift and carry moderately heavy materials weighing up to 25 pounds. Work requires lifting, stooping, bending, stretching, walking, standing, pushing, pulling, and other physical exertion.

POSITION: Director of Maintenance and Grounds    FLSA: Non- Exempt

NARRATIVE DESCRIPTION:

The Director of Maintenance and Grounds reports to the President and is responsible for routine, general, and the overall maintenance of campus buildings, facilities, grounds, utility systems, vehicles, and equipment.

RESPONSIBILITIES:

1. Be responsible for the maintenance of all college facilities, making sure that all facilities are clean and in good working order, all grounds are well-kept and groomed, and all college equipment and vehicles are in good working order. Typical duties include, but are not limited to:
  - a. Ensuring that preventive maintenance is performed on buildings, facilities, grounds, utility systems, vehicles, and equipment.
  - b. Scheduling general maintenance jobs so that they are performed on a timely basis.
  - c. Conducting inspections of all buildings for needed maintenance including A/C, electrical and plumbing.
  - d. Monitoring contracted maintenance.
  - e. Setting up buildings for activities and events such as registration, graduation, and meetings.
  - f. Ensuring that grounds are free of trash and litter.
  - g. Supervising garbage disposal.
  - h. Supervising the maintenance and service of college vehicles and equipment.
  - i. Inspecting vehicles and equipment regularly for safety defects.
  - j. Maintaining all chemical safety data sheets.
  - k. Conducting safety training.
  - l. Keeping safety records.
  - m. Ensuring the security and control of all vehicles and equipment.
  - n. Evaluating all personnel supervised.
2. Be responsible for the ongoing evaluation of campus safety, as related to fire hazards, building codes, ADA compliance, hazardous waste disposal, and any other situation that may present a danger to students or employees. Recommend to the President steps that should be taken to alleviate any unsafe condition.

3. Be personally available at non-traditional working hours to address impromptu maintenance needs that may arise, e.g., electrical shorts, heating and/or air conditioning repair, water leaks.
4. Assign and maintain work schedules for each employee supervised.
5. Plan and submit annual plans and budgets, as required.
6. Provide timely input to the President regarding maintenance of college facilities.
7. Engage in building renovation and new construction projects, as assigned.
8. Maintain contact with the Assistant to the President concerning the scheduling of special events on campus and make certain buildings are ready for use.
9. Requisition, secure, and distribute any supplies and equipment that may be necessary to effectively and efficiently maintain campus facilities.
10. Be responsible for making recommendations to the President on contracted labor for tasks that cannot be performed by college maintenance or grounds personnel.
11. Communicate an accurate image of the College as a means of informing others about opportunities at the College.
12. Work on standing and ad hoc committees of the College, as assigned.
13. Support College activities and special events through attendance and/or participation.
14. Comply with all College policies, rules, and regulations.
15. Serve on the crisis management team.
16. Performs all other duties as assigned by the President.

POSITION PHYSICAL REQUIREMENTS:



This position requires average agility and good physical condition. In addition, workers must be able to lift 75 pounds. Work requires lifting, stooping, bending, stretching, walking, standing, climbing, pushing, pulling, crawling, and other physical exertion.

POSITION: Director of Student Life

FLSA: Exempt

NARRATIVE DESCRIPTION:

The Director of Student Life monitors and directs aspects of Student Life at the College and reports directly to the Vice President of Student Affairs. The Director of Student Life has responsibility for student services at the Clarendon Campus and works to respond to student needs.

RESPONSIBILITIES:

1. Formulates and recommends procedures on matters relating to functions supervised.
2. Direct responsibility for the following student services:
  - a. Housing
  - b. Campus security
  - c. Discipline, excluding suspension.
  - d. Student organizations
  - e. Student Life
  - f. Student Activities
3. Works to recruit and retain students.
4. Works with Student Affairs staff to coordinate student services functions including commencement.
5. Participates in the preparation and recommendation of budgets for responsible areas. Establishes and maintains budgetary control of areas of responsibility.
6. Develops and implements procedures for providing information to the Vice President of Student Affairs to keep him/her thoroughly informed of all aspects of the areas of responsibility.
7. Serve and participate on institutional standing and/or ad hoc committees, as assigned.
8. Support College activities and special events through attendance and/or participation.
9. Comply with all College policies, rules, and regulations.
10. Remain current through a program of professional development.
11. Communicate an accurate image of the College to the public. Be a positive and active representative of Clarendon College. Be available to

address impromptu situations involving the College during non-traditional work hours.

12. Reside in College housing.
13. Performs all other duties as assigned by the Vice President of Student Affairs and/or President.

POSITION: Division Director

FLSA: Exempt

NARRATIVE DESCRIPTION:

The Division Director reports to the Vice President of Academic Affairs and has broad responsibilities for the overall operation of the academic and occupational programs within the division. The position requires both teaching and administrative duties and serves as an important link between the faculty and administration. The Division Director is appointed on a year-to-year basis.

RESPONSIBILITIES:

1. Works closely with faculty members in the formulation, justification, development and revision of courses, curricula, and course schedules.
2. Provides status reports on activities within the division to the Vice President of Academic Affairs; sets forth division goals and objectives and reports to the VP division accomplishments during the year, plans for the following year, recommendations and suggestions.
3. Assumes a major role in the recruitment, selection, direction and evaluation of all full and part-time instructional and non-instructional staff within the division.
4. Assumes a major role in the evaluation of instruction, including follow-up studies.
5. Assumes a specific role in faculty development and evaluation.
6. Develops and implements recruiting and retention efforts within division programs.
7. Works with the Vice President of Academic Affairs to ensure course syllabi are available on the College website and on file in the Vice President of Academic Affairs's Office.
8. Works with individual faculty members to inventory, maintain and secure all facilities and equipment charged to the division.
9. Schedules regular meetings of the division and special meetings as required.

10. Coordinates and consolidates a preliminary budget for the division and monitors expenditures emanating from faculty in the division.
  - a. Review of and make recommendations when requested concerning all purchase requisitions, travel requests and other expenditures emanating from faculty in the division.
11. Works with the Vice President of Academic Affairs to arrange for substitutes in case of absence by the regular faculty.
12. Provides leadership to division faculty in the study and review of literature dealing with new developments, practices and knowledge of higher education with special emphasis on community colleges.
13. Acts as a resource person and aid to all faculty in finding answers to instructional or curricular problems.
14. Assumes a major role in the supervision of the instructional process.
15. Teaches classes as assigned; performs the duties of Instructor.
16. Assists with the annual core curriculum assessment.
17. Performs all other duties as assigned by the Vice President of Academic Affairs and/or the President.

POSITION: Administrative Assistant Financial Aid - Clarendon

FLSA: Non-Exempt

NARRATIVE DESCRIPTION:

The Financial Aid Assistant reports to the Director of Financial Aid.

RESPONSIBILITIES:

1. Assist in carrying out the Colleges student financial aid and assistance programs, including, but not limited to:
  - a. Pell Grants
  - b. Texas Public Education Grants
  - c. Direct Stafford Loan
  - d. Federal Supplemental Education Opportunity Grants
  - e. WIA assistance
  - f. Federal Work Study Program
  - g. Texas Grants
  - h. Institutional and external scholarships and aid
2. Assist in counseling and/or assisting students and/or their families in regards to federal, state, and local financial aid programs, and awarding of student financial aid and scholarships.
3. Assist in preparing and distributing all appropriate forms to support the Colleges scholarship and financial aid program.
4. Assist in compiling federal and state reports pertaining to the area of responsibility.
5. Assist in maintaining accurate student financial aid records in compliance with all federal, state, and external auditing guidelines.
6. Assist in preparing files and documents for the auditors; assist the auditors, as appropriate.

7. Provide administrative support, secretarial assistance, and research assistance.
8. Serve and participate on institutional standing and/or ad hoc committees, as assigned.
9. Remain current through a program of professional development.
10. Communicate a positive and accurate image of the College to the public; be a positive and active representative of Clarendon College.
11. Support College activities and special events through attendance and/or participation.
12. Comply with all College policies, rules, and regulations.
13. Perform all other duties as assigned by the Director of Financial Aid and/or the President.
14. Must travel to TDCJ facilities to obtain required Financial Aid Documents.

POSITION: Groundskeeper

FLSA: Non-Exempt  
SECURITY SENSITIVE: Y

NARRATIVE DESCRIPTION:

The Groundskeeper reports to the Director of Maintenance and Grounds and is responsible for maintaining the college grounds.

RESPONSIBILITIES:

1. Maintain all college grounds in a well-kept, well-groomed, and attractive condition. Typical duties include, but are not limited to:
  - a. regularly mow the campus lawn and grounds.
  - b. keep all bushes, shrubs, and trees neatly trimmed and groomed.
  - c. regularly edge all sidewalks, curbs, and around buildings.
  - d. regularly waters the campus lawn and grounds, shrubs, and trees.
  - e. engage in activities to promote healthy grass, shrubs, and trees, e.g., fertilizing, weeding, aeration, seeding.
  - f. regularly maintains all flower beds; plant beds as approved by the President.
  - g. plant new trees and shrubs as approved by the President.
  - h. regularly picks up trash and litter on the campus.
  - i. maintain the college track, keeping it free from weeds and grass.
  - j. assist as required in the maintenance and grooming of the baseball and softball fields and the areas around the baseball and softball fields.
  - k. Daily raising and taking down of flags
2. Maintain and repair equipment required to perform the duties of Groundskeeper.
3. Maintain the sprinkler system and equipment
4. During the winter months, engage in any off-season maintenance and repair of equipment in readiness for the growing season.
5. Perform and/or assist in other maintenance and custodial tasks.
6. Bring to the attention of the Director of Maintenance and Grounds the need for any equipment or supplies required to perform his/her assignment.



7. Identify to the Director of Maintenance and Grounds any unsafe or potentially unsafe conditions that require attention and correct such conditions under the direction of the Director.
8. Be personally available to address impromptu maintenance needs that may arise during non-traditional working hours.
9. Stay current in grounds keeping, maintenance, and safety issues by reading related literature and by attending meetings, seminars, and/or workshops, etc., upon approval of the President.
10. Work on standing and ad hoc committees of the College, as assigned.
11. Support College activities and special events through attendance and/or participation.
12. Comply with all College policies, rules, and regulations.
13. President's House- mow, weed eat & edge the President's residence.
14. Welding Shop- mow, weed eat at welding shop/classroom Quonset building
15. Other college- owned lots with mowing, weedeating & edging.
16. Performs all other duties as assigned by Director of Maintenance and Grounds and/or the President.

#### POSITION PHYSICAL REQUIREMENTS:

This position requires average agility and good physical condition. In addition, workers must be able to lift 75 pounds. Work requires lifting, stooping, bending, stretching, walking, standing, climbing, pushing, pulling, crawling, repetitive motion, working above the head, and other physical exertion.

POSITION: Health Science Support Center (HSSC) Coordinator      FLSA: Non-Exempt

NARRATIVE DESCRIPTION:

The primary responsibility of the HSSC Coordinator is to manage and direct the day to day operations of the HSSC(s). The HSSC Coordinator answers to the Director of Allied Health.

RESPONSIBILITIES:

1. Development of the HSSC.
2. Prepare for development of supplemental instruction modules to be available for online assistance.
3. Develops, implements and evaluates activities for the HSSCs.
4. Develop supplemental instruction modules utilizing for use in tutorials using computers and software purchased.
5. Supervises tutors for Allied Health Coursework:
  - a. Associate Degree Nursing – Pre-requisites
  - b. Vocational Nursing – Pre-requisites
  - c. Vocational Nursing workforce courses beginning with VNSG.
  - d. Associate Degree Nursing courses beginning with RNSG.
6. Provide accurate and timely information to students for usage of the HSSC
7. Communicate an accurate image of the College as a means of informing others about opportunities at the College.
8. Work on standing and ad hoc committees of the College, as assigned.
9. Support College activities and special events through attendance and/or participation.
10. Comply with all College policies, rules, and regulations.
11. Performs all other duties as assigned by the Department of Allied Health and/or the President.

POSITION: Housekeeper / Custodial Services Staff

FLSA: Non-Exempt

NARRATIVE DESCRIPTION / RESPONSIBILITIES:

The custodial staff reports directly to the Custodial Director and is responsible for performing the overall cleaning of all college buildings and facilities.

Typical duties include, but are not limited to:

1. Cleaning of all floors, walls, ceilings, doors, windows, sidewalks, furnishings, and trash removal in all buildings and facilities on a scheduled basis including:
  - i. Mopping
  - j. Sweeping
  - k. Vacuuming
  - l. Shampooing carpets
  - m. Dusting
  - n. Scrubbing and washing
  - o. Applying chemicals and conditioners
  - p. Striping, buffing and polishing
2. Move and/or set-up furniture and college facilities for college and/or special events, as assigned.
3. Work on standing and ad hoc committees of the College, as assigned.
4. Support College activities and special events through attendance and/or participation.
5. Comply with all College policies, rules, and regulations.
6. Performs all other duties as assigned by the Director of Custodial Services.

Position Physical Requirements:

All positions require average agility and good physical condition. Workers must be able to lift 50 pounds. Work requires lifting, stooping, bending, stretching, walking, standing, climbing, pushing, pulling, crawling, repetitive motion, working above the head, and other physical exertion.

POSITION: Instructor

FLSA: Exempt

NARRATIVE DESCRIPTION:

The instructor is responsible for the success of the total teaching/learning process within the assigned classroom, laboratory, shop, or other learning environment. The instructor is the primary position of employment at Clarendon College, because instruction is the College's primary function. The instructor position determines the overall level of institutional productivity and quality, and all other positions at the College exist to support it. The instructor is supervised by the Program Coordinator (or in the case of technical programs, Program Director), the Division Director and the Vice President of Academic Affairs, and has the primary responsibility in academic matters for the content, quality, and effectiveness of the curriculum and further has opportunity to participate in institutional governance and influence institutional policy and practice through the role of instructor and regular committee assignments.

DUTIES AND RESPONSIBILITIES:

1. Perform and carry out the teaching assignment in an effective and efficient manner.
2. Establish and maintain appropriate office hours.
3. Work on institutional standing and ad hoc committees, as assigned.
4. Work individually and collaboratively with others to recruit new students and work to retain current students.
5. Remain current in the teaching discipline through professional development activities; maintain familiarity with recent publications and journals in the teaching discipline; and, participate in local, state, or national professional societies and meetings where appropriate.
6. Support College activities and special events through attendance, and participation, including advising of a campus club(s), team, and/or other activities.
7. Assist in advising and registration, as assigned.

8. Participate in program area, division, and college faculty meetings; provide input on textbook adoption, program planning and evaluation, budgets, and the selection of supplies and equipment.
9. Use the funds of the institution allocated to the budget of the department or to a special project in effective and efficient manner.
10. Completes annual core curriculum assessment for each section of each course taught from the core curriculum and submits appropriate files and documentation to the program coordinator.
11. Work on standing and ad hoc committees of the College, as assigned.
12. Support College activities and special events through attendance and/or participation.
13. Comply with all College policies, rules, and regulations.
14. Performs other duties as assigned by the Vice President of Academic Affairs and/or President.

POSITION: Instructor/Coach

FLSA: Exempt  
SECURITY SENSITIVE: Y

NARRATIVE DESCRIPTION:

The instructor/coach at Clarendon College reports to the appropriate division director (for teaching responsibilities) and the Athletic Director (for coaching responsibilities), and indirectly to the President. The instructor/coach is responsible for the success of the total teaching/learning process within the assigned classroom, laboratory, shop, or other learning environment. This position carries out all the duties and responsibilities incumbent upon all instructional personnel while performing the coaching function as it relates to the sport assigned. The instructor/coach is expected and required to encourage and promote high academic and athletic standards and to build excellence in the classroom and on the playing field or court. The instructor/coach is required to have a State of Texas Commercial Driver's License and if you travel out of state you will be required to have a DOT Physical Exam on file.

DUTIES AND RESPONSIBILITIES:

1. Perform and carry out the teaching assignment in an effective and efficient manner.
2. Establish and maintain appropriate office hours.
3. Work on institutional standing and ad hoc committees, as assigned.
4. Work individually and collaboratively with others to recruit new students and work to retain current students.
5. Remain current in the teaching discipline through professional development activities; maintain familiarity with recent publications and journals in the teaching discipline; and, participate in local, state, or national professional societies and meetings where appropriate.
6. Support College activities and special events through attendance, and participation, including advising of a campus club(s), team, and/or other activities.
7. Assist in advising and registration, as assigned.

8. Participate in program area, division, and college faculty meetings; provide input on textbook adoption, program planning and evaluation, budgets, and the selection of supplies and equipment.
9. Use the funds of the institution allocated to the budget of the department or a special project in effective and efficient manner.
10. Comply with all Clarendon College policies and procedures (rules and regulations).
11. Set a high standard in academic and scholarly excellence, personal integrity, professional competence, and professional ethics. Work to enrich the emotional well-being of the student-athlete through proper role modeling and the demonstration of high ethical standards and behavior.
12. Respects the right of others in the college community to hold divergent opinions, including other faculty members, students, and administrators.
13. Fulfill all the contractual obligations for the period of time agreed and give the institution reasonable notice when resigning.
14. Field a team that will be as competitive as possible within the guidelines set by institutional policies and the rules and legal boundaries prescribed by the Western Junior College Athletic Conference and the National Junior College Athletic Association.
15. Conduct physical conditioning sessions and practices for student athletes who are members of the intercollegiate sport activity.
16. Develop strategies for competition in his or her sport(s).
17. Coach the team during competition.
18. Supervise all team practices, competition activities, and student athletes, including student athletes during away games.
19. Schedule team activities including developing a competition schedule.
20. Arrange for officials for sporting events.
21. Arrange for team travel, accommodations, and meals.

22. Manage and care for athletic equipment.
23. Inventory and order equipment and supplies as authorized by the Athletic Director.
24. Supervise maintenance of playing area or field.
25. Make arrangements for visiting teams and officials/umpires as needed.
26. Recruit student athletes for his or her assigned sport(s); recruit student-athletes who possess individual traits indicating good character and personal goals reflecting a desire for academic and athletic success.
27. Assist student athletes in his or her sport(s) with academic counseling.
28. Manage scholarship awards in his or her sport(s).
29. Report, communicate, and receive pre-approval for any or all fund-raising activities from the Athletic Director and the President. Fund-raising activities are to be handled in proper accordance with Clarendon College and NJCAA policies.
30. Maintain stats in accordance with NJCAA Region 5 and NJCAA.
31. Work on standing and ad hoc committees of the College, as assigned.
32. Support College activities and special events through attendance and/or participation.
33. Comply with all College policies, rules, and regulations.
34. Perform all other duties as assigned by the Athletic Director and or the President.



POSITION: Learning Resource Center Assistant  
VACANT

FLSA: Non-Exempt

NARRATIVE DESCRIPTION:

Responsible for the day to day basic operations of the Learning Resource Center (LRC). Provides support to the LRC and the library for technical assistance and daily support. Supervises student tutors and library student workers. Reports to the Learning Resource Center Coordinator.

RESPONSIBILITIES:

1. Supervises and helps coordinate assignments given to lab tutors.
2. Tutors students as needed and monitors the tutoring lab.
3. Collaborates with faculty to improve student learning outcomes.
4. Helps promote and manage LRC events and activities.
5. Provides supervision and support to the library as needed.
6. Assist library users in locating material in the collection through the use of the automated catalog and computerized database collections.
7. Answers the telephone and telephone questions and refers advanced questions to the Learning Resource Center Coordinator and/or the Director of the Library.
8. Operates standard library equipment such as audio-visual equipment, copiers, printers, scanners, etc.
9. Helps the Learning Resource Center Coordinator run department reports and manage department files.
10. Support College activities and special events through attendance and/or participation.
11. Comply with all College policies, rules, and regulations.
12. Remain current through a program of professional development.

13. Communicate a positive and accurate image of the College to the public; be a positive and active representative of Clarendon College.
14. Performs all other duties assigned by the Learning Resource Center Coordinator and/or the President.
15. Exhibits commitment to community college philosophy and mission.
16. Exhibits effective leadership and ethics techniques
17. Understands that hours include night and weekends

POSITION: Learning Resource Center Coordinator  
Non-Exempt

FLSA:

SECURITY SENSITIVE: Y

### NARRATIVE DESCRIPTION

Supervises plans and directs college wide operations of the on-campus Learning (Tutoring) Lab for all students including those enrolled in Distance Learning. Provides support to the library for technical assistance and daily support. Supervises student tutors and library part-time workers. Reports to the Vice President of Student Affairs.

### DUTIES AND RESPONSIBILITIES

1. Supervises, recruits, and coordinates the assignments given to lab tutors.
2. Ensures that Learning Lab (Tutoring) services provided to students are accessible; that procedures and services are standardized for all campuses; and that tutorial services are also provided for students enrolled in Distance Learning.
3. Coordinates development of all critical aspects of the budget for the LRC and develops final budget recommendations based on college priorities.
4. Conducts annual assessments of tutoring services including customer satisfaction and program goal attainment.
5. Leads the Learning Lab in collaborating with faculty to improve student learning outcomes.
6. Coordinates and implements two events per year to encourage and promote tutoring programs.
7. Evaluates the work performance of tutors.
8. Provides supervision and support to the library.
9. Other duties will include promoting and participating in college events.
10. Provides campus wide communication on tutoring center.
11. Work on standing and ad hoc committees of the College, as assigned.
12. Support College activities and special events through attendance and/or participation.
13. Comply with all College policies, rules, and regulations.

14. Performs other duties as assigned by the Vice President of Academic Affairs and/or the President.

POSITION: Librarian

FLSA: Non-Exempt  
SECURITY SENSITIVE: Y

## NARRATIVE DESCRIPTION

The Librarian is responsible for the day to day clerical and technical operation of the Library and for providing basic reference service to the users of the library. This position reports directly to the Director of the Library and may supervise part-time staff and students assigned on work study.

## RESPONSIBILITIES:

1. Performs circulation functions such as checking material in and out, placing holds on material and charging and collecting fines for overdue items.
2. Assists library users in locating material in the collection through the use of the automated catalog and computerized database collections.
3. Assist in formulating policies on all matters relating to the development and operation of the Library and the Colleges learning resources.
4. Assist with activities pertaining to the Library and the College's learning resources, including the supervision and training of employees and student workers assigned to the Library.
5. Performs basic reference work and maintains library materials according to the Library of Congress classification system, as well as assist in the selection, receiving, and processing of new books, periodicals and other instructional materials.
6. Performs basic function of the library throughout the day including answering telephones, email, organizing library furniture, maintaining copiers and printers, and other necessary duties.
7. Supervise and maintain the Learning Resource Center in the absence of the Learning Resource Center Coordinator and/or the Director of the Library, including all students and employees.
8. Assist in the selection, receiving, and processing of new books, periodicals and other instructional materials housed in the library.

9. Assist in the establishment of policies for the acquisition of material and the maintenance of the collections.
10. Maintain an effective and cooperative program for assisting students and teachers with the use of the library facilities and collections, including orientation lectures, handouts and individual instruction at all campuses.
11. Proctor examination in the Library or Learning Resource Center when needed, including the TSI and others.
12. Assist in planning and conducting special educational events for the Library and the community.
13. Assist in establishing and maintaining appropriate library records and inventory in accordance with the standards of the Southern Association of Colleges and Schools and the Texas State Library.
14. When directed, assist in the evaluation the holdings of the library with reference to the changing curriculum of the College and makes adjustments in future purchases to serve new and expanding programs.
15. Work in cooperation with other libraries, area schools, state agencies and the general public. These tasks will involve travel to area schools and communities, both regularly and as needed.
16. Remain current in his/her knowledge of procedure and practices pertaining to the Library; maintain an active role in appropriate professional organizations.
17. Assist in supervising the maintenance of the library's web page as well as all other forms of library promotional material.
18. Work on institutional standing and ad hoc committees, as assigned.
19. Support College activities and special events through attendance and/or participation.
20. Comply with all College policies, rules, and regulations.
21. Remain current through a program of professional development.
22. Perform all other duties as assigned by the Director of the Library, Vice President of Academic Affairs, and/or the President.

POSITION: Library Assistant    FLSA: Non-Exempt  
VACANT

NARRATIVE DESCRIPTION:

Responsible for the day to day basic operations of the Library. Provides support to the library and Learning Resource Center for technical assistance and daily support. Supervises student tutors and library student workers. Reports to the Director of the Library.

RESPONSIBILITIES:

1. Collaborates with faculty to improve student learning outcomes.
2. Helps promote and manage library events and activities.
3. Provides supervision and support to the LRC as needed.
4. Assist library users in locating material in the collection through the use of the automated catalog and computerized database collections.
5. Answers the telephone and telephone questions and refers advanced questions to the Learning Resource Center Coordinator and/or the Director of the Library.
6. Operates standard library equipment such as audio-visual equipment, copiers, printers, scanners, etc.
7. Helps the Director of the Library and Librarian run department reports and manage department files.
8. Support College activities and special events through attendance and/or participation.
9. Comply with all College policies, rules, and regulations.
10. Remain current through a program of professional development.
11. Communicate a positive and accurate image of the College to the public; be a positive and active representative of Clarendon College.

12. Performs all other duties assigned by the Director of the Library and/or the President.
13. Exhibits commitment to community college philosophy and mission.
14. Exhibits effective leadership and ethics techniques.
15. Understands hours include night and weekends.



POSITION: Maintenance and Grounds Worker

FLSA: Non-Exempt

NARRATIVE DESCRIPTION:

The maintenance and grounds worker reports directly to the Director of Maintenance and Grounds and is responsible for performing routine and general maintenance on campus buildings, facilities, grounds, utility systems, vehicles and equipment.

RESPONSIBILITIES: (as assigned)

Typical duties include:

1. Building and Facilities Maintenance  
Painting, Plumbing, Electrical wiring, Carpentry, A/C repair, Welding, Digging, Moving furnishings, Driving and hauling, and Operating fork lifts
2. Grounds Maintenance  
Mowing, Edging, Spraying Chemicals, Trimming, Watering, Fertilizing  
Picking up trash and litter, Planting, Digging, Driving and hauling, and Operating tractors and equipment
3. Vehicle and Equipment Maintenance  
Mechanical duties, Washing, Detailing, and Servicing (fluids, tires, etc.)
4. All other duties as assigned by the Director of Maintenance and Grounds and/or the President.

POSITION PHYSICAL REQUIREMENTS:

All positions require average agility and good physical condition. In addition, workers must be able to lift 75 pounds. Work requires lifting, stooping, bending, stretching, walking, standing, climbing, pushing, pulling, crawling, repetitive motion, working above the head, and other physical exertion.

POSITION: Maintenance and Grounds - Pampa Center

FLSA: Non-Exempt

NARRATIVE DESCRIPTION:

Maintenance and Grounds-Pampa Center reports directly to the Director of Maintenance and is responsible for routine, general, and the overall maintenance on campus buildings, facilities, grounds, utility systems, vehicles and equipment.

RESPONSIBILITIES:

1. Be responsible for the maintenance of all college facilities, making sure that all facilities are clean and in good working order, all grounds are well-kept and groomed, and all college equipment and vehicles are in good working order.
  - a. Typical duties include, but are not limited to:
    - b. Performing preventive maintenance on buildings, facilities, grounds, utility systems, vehicles and equipment.
    - c. Scheduling maintenance jobs, as needed, so that they are performed on a timely basis.
    - d. Conducting inspections of all buildings for needed maintenance including A/C, electrical and plumbing.
    - e. Monitoring contracted maintenance.
    - f. Setting up buildings for activities and events such as registration, graduation, and meetings.
    - g. Ensuring that grounds are free of trash and litter.
    - h. Supervising garbage disposal.
    - i. Supervising the maintenance and service of college vehicles and equipment.
    - j. Maintaining all chemical safety data sheets.
    - k. Conducting safety training.
    - l. Keeping safety records
    - m. Ensuring the security and control of all vehicles and equipment.
    - n. Maintains sprinkler system
2. Be responsible for the ongoing evaluation of campus safety, as related to fire hazards, building codes, ADA compliance, hazardous waste disposal, and any other situation that may present a danger to students or employees. Recommend to the Director of Maintenance steps that should be taken to alleviate any unsafe condition.

3. Be personally available at non-traditional working hours to address impromptu maintenance needs that may arise, (e.g.) electrical shorts, heating and/or air conditioning repair, water leaks.
  - a. Plan and submit annual plans and budgets, as required.
  - b. Provide timely input to the Director of Maintenance regarding maintenance of college facilities.
  - c. Engage in building renovation and new construction projects, as assigned.
  - d. Requisition, secure, and distribute any supplies and equipment that may be necessary to effectively and efficiently maintain campus facilities.
  - e. Be responsible for making recommendations to the Director of Maintenance on contracted labor for tasks that cannot be performed by college maintenance or grounds personnel.
  - f. Communicate an accurate image of the College as a means of informing others about opportunities at the College.
  - g. Work on standing and ad hoc committees of the College, as assigned.
  - h. Support College activities and special events through attendance and/or participation.
  - i. Comply with all College policies, rules, and regulations.
  - j. Performs all other duties as assigned by the Director of Maintenance & Grounds and/or the President.

#### POSITION PHYSICAL REQUIREMENTS:

All positions require average agility and good physical condition. In addition, workers must be able to lift 75 pounds. Work requires lifting, stooping, bending, stretching, walking, standing, climbing, pushing, pulling, crawling, repetitive motion, working above the head, and other physical exertion.

POSITION: Motor Pool Specialist

FLSA: Non-Exempt  
SECURITY SENSITIVE: Y

NARRATIVE DESCRIPTION:

The Motor Pool Specialist reports to the Director of Maintenance and Grounds and is responsible for maintaining and servicing all college vehicles.

RESPONSIBILITIES:

1. Service and maintain all college vehicles in a safe and reliable condition; engage in preventative maintenance and/or repair activities, including, but not limited to:
  - a. changing the oil each college vehicles as required;
  - b. regularly checking brake systems;
  - c. regularly checking hoses and belts;
  - d. regularly checking fluid levels;
  - e. regularly checking tire pressure and tread;
  - f. regularly checking cooling systems;
  - g. regularly checking air-conditioning and heating systems; and,
  - h. regularly checking electrical systems.
2. Regularly inspect, service, and/or repair (or arrange for the repair of) all college vehicles, to promote safety, and to make certain no vehicle is used that is not absolutely roadworthy.
3. Regularly wash and detail all college vehicles.
4. Work with the Assistant to the President in scheduling college vehicles and make certain those vehicles are ready when and where needed.
5. Arrange for any professional repairs of vehicles that he/she cannot or should not conduct, e.g., collision repair, front-end alignment.
6. Arrange for towing or conduct on-site repairs (whenever possible and prudent) in the event of the breakdown of a college vehicle.
7. Maintain an inventory of supplies required to service and maintain college vehicles.

8. Recommend the purchase of new equipment required to service and maintain college vehicles.
9. Maintain the College Motor Pool and Garage in a clean, safe and orderly fashion.
10. Be personally available to address breakdowns and/or other automotive maintenance needs that may arise during non-traditional working hours.
11. Stay current in automotive service and maintenance by reading related literature and by attending meetings, seminars, and/or workshops, etc., upon approval of the President.
12. Work on standing and ad hoc committees of the College, as assigned.
13. Support College activities and special events through attendance and/or participation.
14. Comply with all College policies, rules, and regulations.
15. Perform all other duties as assigned by Director of Maintenance and Grounds and/or the President.

#### POSITION PHYSICAL REQUIREMENTS:

This position requires average agility and good physical condition. In addition, workers must be able to lift 75 pounds. Work requires lifting, stooping, bending, stretching, walking, standing, climbing, pushing, pulling, crawling, working above the head, repetitive motion, and other physical exertion.

POSITION: Nursing Instructor

FLSA: Exempt  
SECURITY SENSITIVE: Y

NARRATIVE DESCRIPTION:

The instructor is responsible for the success of the total teaching/learning process within the assigned classroom, laboratory, shop, or other learning environment. The instructor is the primary position of employment at Clarendon College, because instruction is the College's primary function. The instructor position determines the overall level of institutional productivity and quality, and all other positions at the College exist to support it. The instructor is supervised by Director of Allied Health, and has opportunity to influence institutional policy and practice through regular committee assignments.

DUTIES AND RESPONSIBILITIES:

1. Perform and carry out the teaching assignment in an effective and efficient manner.
2. Establish and maintain appropriate office hours.
3. Work on institutional standing and ad hoc committees, as assigned.
4. Work individually and collaboratively with others to recruit new students and work to retain current students.
5. Remain current in the teaching discipline through professional development activities; maintain familiarity with recent publications and journals in the teaching discipline; and, participate in local, state, or national professional societies and meetings where appropriate.
6. Support College activities and special events through attendance, and participation, including advising of a campus club(s), team, and/or other activities.
7. Assist in advising and registration, as assigned.
8. Participate in program area, division, and college faculty meetings; provide input on textbook adoption, program planning and evaluation, budgets, and the selection of supplies and equipment.

9. Use the funds of the institution allocated to the budget of the department or to a special project in effective and efficient manner.
10. Comply with all Clarendon College policies and procedures (rules and regulations).
11. Maintain licensure and obtain the required continuing education hours, in accordance with BON rules.
12. Perform all other duties as assigned by the Director of Allied Health and/or Vice- President of Academic Affairs.

POSITION: Payroll and Benefits Coordinator

FLSA: Non-Exempt  
SECURITY SENSITIVE: Y

NARRATIVE DESCRIPTION:

The Payroll and Benefits Coordinator reports to the Comptroller and is primarily responsible for processing all College payrolls, coordinating employee benefits, and completing and filing associated reports and payments.

RESPONSIBILITIES:

1. Responsible for administering and processing the College's payroll, including the completing and filing of associated reports and payments in a timely and accurate manner.
2. Responsible for the College's employee benefits programs, including compiling and submitting state and federal reports, TRS, and ORP reports, PARS, ERS reports, and supplying information to employees relating to employee benefit opportunities.
3. Prepare and distribute W-2's for all employees
4. Responsible for the accurate record keeping of employee sick, vacation, personal, and professional leave time.
5. Responsible for the maintenance of all employee payroll files.
6. Provide secretarial and clerical assistance as needed to the Vice President of Administrative Services. Duties may include:
  - a. Filing
  - b. Photocopying
  - c. Sort and distribute incoming mail and prepare outgoing mail for delivery
  - d. Typing and preparing various letters, documents and reports
  - e. Account reconciliations as assigned
7. Assist others as needed.
8. Participate in the Business Office cross training program.



9. Assist in the preparation of monthly financial reports.
10. Assist in the preparation for the annual external audit.
11. Communicate an accurate image of the College as a means of informing others about opportunities at the College.
12. Work on standing and ad hoc committees of the College, as assigned.
13. Remain current through a program of professional development.
14. Support College activities and special events through attendance and/or participation.
15. Comply with all College policies, rules and regulations.
16. Serve as the Personnel/EEO Officer
  - a. Maintains files on all positions that were previously advertised.
  - b. Makes sure all forms related to position vacancy are completed.
  - c. Advertises position vacancies.
  - d. Accepts applications for employment and keeps a file for future reference
  - e. Answers correspondence from persons interested in employment.
17. Performs all other duties as assigned by the President and/or Comptroller,

POSITION: President

FLSA: Exempt

NARRATIVE DESCRIPTION:

The President is the chief executive officer of Clarendon College and reports directly to the Board of Regents. This position has responsibility for the overall direction of the institution and for interpretation of its purposes and goals to the broader community. Liaison with other educational institutions and with local, state and federal governments also belongs to this jurisdiction. As chief executive officer, the President implements all policies, rules and regulations imposed on the institution by the Board of Regents, by state law and its agencies, and by federal legislation.

RESPONSIBILITIES:

1. To be the chief executive officer of the College and attend all board meetings, participating in its deliberations.
2. To act as the chief advisor to the Board in all matters pertaining to the educational and business policies of the College.
3. To administer the College in conformity with the approved policies of the Board, the rules and regulations of the Texas Higher Education Coordinating Board and all applicable state and federal laws.
4. To be the professional leader of the Board and Faculty, and to have general responsibility over the educational and business matters of the College and over all persons employed therein.
5. The President shall report to the Board from time to time, or upon request of the Board, on the educational and business affairs of the College.
6. To present to the Board of Regents such information as is needed in the formation of college policies; to present proposed policies to the Board for its deliberation.
7. To recommend to the board an appropriate administrative and organizational structure, and to recommend reorganization when it seems appropriate.
8. To nominate (recommend) for employment all faculty, administrators, and other personnel.

9. To be responsible for the development of position descriptions and the responsibilities of the faculty, administrators, and other personnel for the approval of the Board, and to provide for the annual evaluation of all employees of the College.
10. To prepare an annual college budget and present it to the board for approval. Report the condition of the budget regularly and systematically.
11. Within the limits of the budget, approved by the Board of Regents, the President shall have power to approve purchases and expenditures for the operation of the College.
12. The President shall investigate the needs of facilities for the College, and make such recommendations to the Board as will meet these needs. He/she shall further review the architect's plans and specifications for new facilities, and if appropriate, recommend them to the Board.
13. To make all reports where required by law and by the rules and regulations of the Board of Regents.
14. To see that policies and activities approved by the Board are carried to completion.
15. To attend appropriate professional meetings, such as the Texas Association of Community Colleges, the American Association of Community Colleges, the Southern Association of Colleges and School Commission on Colleges, and/or any others that will help enhance development in the field of college administration.
16. To represent Clarendon College and the needs of the College to the legislature and to the Texas Higher Education Coordinating Board, while keeping Clarendon College abreast of new policies, rules and regulations of the state.
17. To see that Clarendon College meets all requirements that will place it in high professional standing with accrediting associations.
18. To direct institutional research and planning.
19. The President shall represent the College to external constituencies, including the general public, professional organizations, and other individuals and groups, as appropriate.

20. Serve on the crisis management team.

POSITION: Program Coordinator

FLSA: Exempt

Narrative Description:

The Program Coordinator reports directly to the Division Director and indirectly to the Vice President of Academic Affairs. He/she has specific responsibilities for the operation of the academic and/or occupational programs within a specific program area, including but not limited to the content, quality, and effectiveness of the curriculum within the program area. The position requires both teaching and administrative duties and serves as an important link between the faculty and the Division Director. The Program Coordinator is appointed on a year-to-year basis.

RESPONSIBILITIES:

1. Works closely with faculty members within the program area and the Division Director in the formulation, justification, development and revision of courses and curricula.
2. Provides appropriate information and/or status reports on activities within the program area or department, including but not limited to program area accomplishments during the year and plans for the following year.
3. Assumes a role in the recruitment and selection of all full and part-time instructional and non-instructional staff within the program area.
4. Assumes a role in the evaluation of instruction.
5. Maintains files of all course syllabi and master syllabi, as appropriate.
6. Inventories, maintains and secures all facilities and equipment charged to the program area.
7. Assists the Division Director and the Vice President of Academic Affairs in interpreting policies of the College to members of the program area.
8. Assists the Division Director and the Vice President of Academic Affairs in arranging for substitutes in case of absence by the regular faculty.
9. Acts as a resource person and aid to faculty in finding answers to instructional or curricular problems.

10. Teaches classes as assigned and carries out all duties of the College Instructor.
11. Compiles annual core curriculum assessment files and documentation from individual faculty members and submits them to the Director of Institutional Research.
12. Performs other duties as assigned by the Vice President of Academic Affairs and/or the President.

POSITION: Program Director

FLSA: Exempt

NARRATIVE DESCRIPTION:

The Program Director reports directly to the Vice President of Academic Affairs. He/she has specific responsibilities for the operation of the academic and/or occupational programs within a specific program area, including but not limited to the content, quality, and effectiveness of the curriculum within the program area. The position requires both teaching and administrative duties and serves as an important link between the faculty and the Vice President of Academic Affairs. The Program Director is appointed on a year-to-year basis.

Functional Responsibilities:

1. Works closely with faculty members within the program area and the Vice President of Academic Affairs in the formulation, justification, development and revision of courses and curricula.
2. Provides appropriate information and/or status reports on activities within the program area or department, including but not limited to program area accomplishments during the year and plans for the following year.
3. Assumes a role in the recruitment and selection of all full and part-time instructional and non-instructional staff within the program area.
4. Assumes a role in the evaluation of instruction.
5. Maintains files of all course syllabi and master syllabi, as appropriate.
6. Inventories, maintains and secures all facilities and equipment charged to the program area.
7. Assists the Division Director and the Vice President of Academic Affairs in interpreting policies of the College to members of the program area.
8. Assists the Division Director and the Vice President of Academic Affairs in arranging for substitutes in case of absence by the regular faculty.
9. Acts as a resource person and aid to faculty in finding answers to instructional or curricular problems.

10. Teaches classes as assigned and carries out all duties of the College Instructor.
11. Compiles annual core curriculum assessment files and documentation from individual faculty members and submits them to the Director of Institutional Research.
12. Performs other duties as assigned by the Vice President of Academic Affairs and/or the President.



POSITION: Program Success Coach

FLSA: Non-Exempt

NARRATIVE DESCRIPTION:

The primary responsibility of the Program Success Coach is to manage and direct the advising and student support services at Clarendon College. The Program Success Coach reports to the Dean of Career & Technical Education.

RESPONSIBILITIES:

1. Develops, implements and evaluates programs and activities for Clarendon College.
2. Recruits students for enrollment in workforce programs.
3. Retains students through a varied approach including but not limited to:
  - a. advising;
  - b. career planning;
  - c. interest surveys;
  - d. academic success training;
  - e. directing students to academic assistance (tutoring services)
4. Develop and maintain on-going contact and coordination with community resources available to assist students.
5. Interprets student placement and career assessment results and link placement test scores to advising.
6. Provide accurate and timely information to students for:
  - a. degree, certificate, program and individual coursework;
  - b. graduation, certificate, transfer and articulation requirements;
  - c. career patterns, local and national workforce occupational needs.
7. Work with all career and technical (workforce) education faculty to develop a cohesive and coherent recruiting plan to include a varied and diverse market.
8. Communicate an accurate image of the College as a means of informing others about opportunities at the College.
9. Work on standing and ad hoc committees of the College, as assigned.

10. Support College activities and special events through attendance and/or participation.
11. Comply with all College policies, rules, and regulations.
12. Performs all other duties as assigned by the Dean of Career & Technical Education and/or the President.

POSITION: Public Information & Marketing Coordinator

FLSA: Exempt  
SECURITY SENSITIVE: Y

NARRATIVE DESCRIPTION:

The Public Information & Marketing Coordinator is responsible for planning, coordinating, and carrying out the College's marketing, public relations, and public information activities and reports to the President.

RESPONSIBILITIES:

1. Plan and execute the College's overall marketing strategy. This includes the analysis of market research, developing written marketing plans, media buying and providing direction on media buying, advertising planning and production.
2. Plan and execute the College's overall public relations strategy. This includes analysis of the media climate, planning and executing a public relations plan, working with local media on media requests and stories, employee newsletters, and monthly board updates.
3. Design, prepare and/or assist with the production of various publications for the College such as brochures, posters, invitations, newspaper ads, newsletters, etc., press releases, human interest stories, employee newsletter, and monthly board update.
4. Perform community relations on behalf of the College. This includes working with local organizations by providing prizes/sponsorships for community events, representing the college at meetings, sitting on community boards and committees on behalf of the College, providing promotional items for community events, and answering community questions regarding the College.
5. Serve as the College's Web Master and develop, implement, and oversee a digital strategy for all marketing, advertising and public relations efforts including web presence, social media and applications for mobile devices.
7. Assist in the College's recruiting efforts, as assigned.

8. Serve on the crisis management team and develop, implement and oversee all crisis communications.
9. Develop and implement procedures for providing information to the President and various other members of the faculty, staff, and other constituencies.
10. Communicate an accurate image of the College as a means of informing students about opportunities at the College.
11. Writes grant proposals, as appropriate, for the purpose of funding existing, special, new, and/or innovative student services programs.
12. Publish the College's activities and monthly calendar.
13. Support College activities and special events through attendance and/or participation.
14. Comply with all College policies, rules, and regulations.
15. Remain current through a program of professional development.
16. Perform all other duties as assigned by the President.

POSITION: Registrar

FLSA: Exempt  
SECURITY SENSITIVE: Y

NARRATIVE DESCRIPTION:

The Registrar has specific responsibility for the dissemination of information about the College, student records and reporting, records processing, and maintenance and security of student records. The Registrar reports to the Vice President of Academic Affairs.

RESPONSIBILITIES:

1. Maintain student records in accordance with accepted standards and in accordance with guidelines established by Clarendon College, the Texas Higher Education Coordinating Board, the State and Federal governments, and the Commission on Colleges of the Southern Association of Colleges and Schools.
2. Issue official and unofficial transcripts, in accordance with established policy.
3. Assists in all registration activities of the College, in conjunction with the Vice President of Student Affairs, the Vice President of Academic Affairs, and other college personnel including all off-campus sites.
4. Work with the Vice President of Academic Affairs in evaluating transcripts for transfer of credit; work with the Vice President of Academic Affairs in evaluating credit to be granted by examination or experience.
5. Issue preliminary and official class rolls and final grade sheets in a timely manner.
6. Input and maintain the course schedule each semester.
7. Evaluate student transcripts and certify all candidates for completion of certificate and/or degree requirements.
8. Prepare and submit all required state and federal reports related to student enrollment and student records.

9. Work cooperatively with the Vice Presidents and the President and provide appropriate data for purposes of institutional research and institutional effectiveness.
10. Provide support services to institutional and program recruiting.
11. Represent the College and disseminate appropriate information about the College to prospective students and other interested parties.
12. Uphold institutional policies as they pertain to student records and reporting.
13. Work on institutional standing and/or ad hoc committees, as assigned.
14. Provide proof of enrollment letters for students.
15. Support College activities and special events through attendance and/or participation.
16. Comply with all College policies, rules, and regulations.
17. Remain current through a program of professional development.
18. Perform all other duties as assigned by the Vice President of Academic Affairs and/or the President.

POSITION: Residence Life Coordinator

FLSA: Exempt  
SECURITY SENSITIVE: Y

NARRATIVE DESCRIPTION:

The Residence Life Coordinator reports to the Director of Student Life for all responsibilities related to Student Life, housing, and/or residence halls. As a Residence Life Coordinator, the employee is responsible for supervising and monitoring activities within the assigned residence hall and for rendering assistance/information to the students therein.

RESPONSIBILITIES:

1. Develop a positive environment among residents, emphasizing consideration and concern for others.
2. Maintain campus policies and procedures.
3. Maintain neatness, cleanliness in lobby, walkways, and stairways.
4. Promote on-campus school activities and participation by students, i.e. intramurals, concerts, athletic events.
5. Be available at scheduled times in the dorm during the day and evenings. Make rounds particularly during the evenings. BE VISIBLE.
6. Be available at assigned check-in/out times for dorms and assist students checking in and out of the Residence Hall.
7. Attend all Residence Hall and other Student Services meetings as needed.
8. Submit incident/damage reports to the Athletic Director and/or the Director of Student Life.
9. Work cooperatively with Campus Security on an as needed basis.
10. Be familiar with alarm systems, evacuation routes and other emergency procedures.
11. Conduct periodic room checks, as needed and assigned.

12. Conduct yourself in a professional, ethical, and moral manner. Be responsible for security items; (ex. keys, alarms).
13. Work cooperatively with other departments on campus.
14. Support College activities and special events through attendance and/or participation.
15. Comply with all College policies, rules, and regulations.
16. Perform all other duties as assigned by the Director of Student Life and/or President.



POSITION: Rodeo and Ranch Horse Coach/Instructor

FLSA: Exempt

NARRATIVE DESCRIPTION:

The Rodeo and Ranch Horse Coach reports to the Division Director for Agricultural Programs. In addition to providing leadership in the maintenance and promoting of the L.E.C. and grounds, the Rodeo and Ranch Horse Coach has specific responsibilities for the coaching of the Rodeo and Ranch Horse Programs. The Rodeo and Ranch Horse Coach is expected and required to encourage and promote high academic and athletic standards and to work to promote excellence.

DUTIES AND RESPONSIBILITIES:

1. Maintain and promote the Livestock/Equine Center.
2. Work individually and collaboratively to recruit new students and work to retain current students.
3. Operate as a team in the mutual promotion of the Agricultural Programs
4. Market the LEC to outside agencies and organizations.
5. Participate and organize departmental meetings; provide Rodeo and Ranch Horse Program planning and evaluation, budgets, and the selection and/or purchasing of supplies and/or equipment.
6. Provide clear, written instructions and expectations for student performance at various levels of achievement
7. Use the funds of the Institution allocated to the departmental budget and/or a special project in effective and efficient manner.
8. Comply with all Clarendon College policies and procedures (rules and regulations).
9. Set a high standard in academic and scholarly excellence, personal integrity, professional competence, and professional ethics. Work to enrich the emotional well-being of the student-athlete through proper role modeling and the demonstration of high ethical standards and behavior.

10. Supervise all team practices, competition activities, and student athletes.
11. Manage, maintain, inventory, and care for equipment.
12. Treat animals in a humane and caring manner that is exemplary
13. Inventory and order equipment and supplies as authorized by the Division Director of Agricultural Programs.
14. Recruit student athletes for his or her assigned sport(s); recruit student-athletes who possess individual traits indicating good character and personal goals reflecting a desire for academic and athletic success.
15. Assist student athletes in his or her sport(s) with academic counseling.
16. Manage scholarship awards in his or her sport(s) and coordinate other financial aid with the financial aid officer.
17. Report, communicate, and receive pre-approval for any or all fund-raising activities from the Division Director for Agricultural Programs and the President.
18. Assist the department staff as needed and/or requested.
19. Support College activities and special events through attendance and/or participation.
20. Comply with all College policies, rules, and regulations.
21. Prepare and submit all necessary reports, as appropriate.
22. Communicate an accurate image of the College to the public. Be a positive and active representative of Clarendon College.
23. Be available to address impromptu situations involving the College during non-traditional work hours.
24. Reside within the taxing district of Clarendon College.
25. Maintenance responsibilities include:
  - A. Building and facilities maintenance which may include:

- a. Painting, Plumbing, Electrical wiring, Carpentry, A/C repair, Welding.
  - B. Grounds Maintenance:
    - b. Mowing, Edging, Spraying Chemicals, Trimming, Watering, Fertilizing
    - c. Picking up trash and litter, Planting, Digging, Driving and hauling; and,
    - d. Operating tractors and equipment necessary for care of animals and grounds.
  - C. Vehicle and Equipment Maintenance
    - e. Mechanical duties, Washing, Detailing, and Servicing (fluids, tires, etc.)
- 26. Perform other duties as assigned by the Division Director of Agricultural Programs and/or the President.

POSITION: Testing Coordinator

FLSA: Non-Exempt

NARRATIVE DESCRIPTION:

The Testing Coordinator reports directly to the Associate Dean of Enrollment Services and is responsible for coordinating testing for all Clarendon College campuses. In addition, they will organize a testing schedule with the service area high school to serve the dual credit student. The Testing Coordinator will work closely with student services in working to retain current students, supervising testing, and assist in advising students.

RESPONSIBILITIES:

1. Coordinate the testing program.
2. Assist with academic advisement, degree planning, and career planning to students.
3. Conduct the campus testing program, which may include GED, TSI, CLEP, HESI, ATI, and ACT, and/or other appropriate tests.
4. Assist with other recruiting, registration, or admissions activities, as assigned.
5. Serve as the College's liaison for area high school counselors, providing them with information that will assist in testing students from high school.
6. Participate in advisement activities.
7. Support College activities and special events through attendance and/or participation.
8. Assist with public information and the marketing of the College.
9. Comply with all College policies, rules, and regulations.
10. Remain current through a program of professional development.
11. Performs all other duties assigned by the Associate Dean of Enrollment Services and/or President.

POSITION: Comptroller

FLSA: Exempt

NARRATIVE DESCRIPTION:

The Comptroller is responsible for the day to day financial business of the College and reports to the President. The position is responsible for managing all financial operations of the College, controlling the annual budget, managing the employee benefit program, providing for a comprehensive risk management program, supervising college purchasing, preparing regular financial reports, and serving as an Investment Officer for the College. In addition, the Comptroller supervises the College Bookstore and food service provider. Liaison with state and local funding authorities, the College depository, and vendors also falls within this jurisdiction.

RESPONSIBILITIES:

1. Formulates and recommends policy on matters relating to the development and operation of accounting and business services.
2. Participates as a member of the Senior Staff and President's Cabinet, in the formulation of all college-wide policies.
3. Plans and directs the budget making process.
4. Establishes and maintains systems of fiscal control for all budgets and auxiliary enterprises.
5. Establishes and maintains systems and procedures for the collection, receipt, safe keeping, deposit, disbursement, and investment of funds.
6. Participates in and supervises the specification and procurement of equipment and materials required for the operation and maintenance of the College. Designs, establishes, and maintains procedures for the purchasing of all goods and services, including those of auxiliary enterprises.
7. Designs and implements a comprehensive business and financial information system.
8. Administers the College's risk management program.
9. Provides all required fiscal administration of government grants and sponsored programs.

10. Collects, accounts for, disburses, and reports on all funds administered through the student financial aid program.
11. Supervise the administration and coordination of the College's employee benefits program.
12. Supervises the auxiliary enterprises function to insure efficient and effective operations (i.e. Bookstore, Great Western Dining).
13. Administers all endowment and similar funds for the College.
14. Provides for the timely investment of all idle funds.
15. Manages cash flow for the College to insure timely payment of obligations, collection of receivables, and investment of surplus funds.
16. Administers the institutional operating budget including budget development, approval, strict control, and reporting.
17. Calculates current indirect cost rates as needed.
18. Develops and maintains the basic financial accounting and records system of the College.
19. Prepares financial reports and analyses to inform the President and Board of Regents concerning the financial health of the College.
20. Develops and implements procedures for providing information to the President to keep him/her thoroughly informed of all aspects of the programs supervised.
21. Prepares financial reports to federal, state and local agencies as needed.
22. Work on institutional standing or ad hoc committees, as assigned and serve on the crisis management team.
23. Remain current in fiscal practices and procedures through a program of professional development.
24. Conduct a program of cross-training for all Business Office employees and keep up-to-date procedures manuals covering all functions of the Business

Office.

25. Serve as one of the College's Investment Officers and as a member of the Investment Committee.
26. Performs other duties as assigned by the President.

POSITION: Vice President of Academic Affairs

FLSA: Exempt

NARRATIVE DESCRIPTION:

The Vice President of Academic Affairs is the chief instructional officer of the institution. The Vice President of Academic Affairs reports to the President and has overall responsibility for the management and supervision of university parallel, occupational, adult, continuing education, and workforce education programs.

RESPONSIBILITIES:

1. Formulates and recommends policy on matters relating to the development and expansion of all instructional programs and of the instructional services of the College and of staff functions related thereto.
2. Participates, as a member of the Senior Staff and President's Cabinet, in the formulation of all college-wide policies.
3. Works with institutional committees, personnel committees, and lay advisory committees.
4. Supervises the faculty and the library staff; recommends to the President the selection and dismissal of members of the teaching staff, as well as other members of the instructional staff.
5. Formulates and establishes a program of supervision, including appropriate standards and controls, for all teaching services and instructional services.
6. Maintains continuous evaluation of the economic feasibility of curricula to insure that only those programs with appropriate priority in terms of need and demand are continued.
7. Participates and supervises the preparation and recommendation of detailed budgets, with cost estimates, for functions supervised. Establishes and maintains budgetary control of functions supervised.
8. Assists the President in Institutional Research and Institutional Effectiveness.
9. Maintains a current file of all course syllabi.



10. Implements policies and procedures concerning the selection, approval, and requisitioning of textbooks, audio-visual, and other instructional media.
11. Supervises the operation of the Library, including the approval of purchase of books, materials, audio-visual, and instructional media materials and equipment.
12. Recommends grant proposals, as appropriate, for the purpose of funding special, new, and innovative instructional programs.
13. Develops and implements procedures for providing information to the President concerning educational plans (including curriculum goals and objectives, activities, and needs), instructional staffing plans, and other information (such as class size reports, teacher workloads, grade distributions, program cost analysis, etc.), as appropriate, concerning the areas supervised.
14. Responsible for the preparation of class schedules, college catalogs, and other publications relating to programs of the College.
15. Prepares and submits all necessary reports to state and local authorities.
16. Works to address the needs of service area schools and students, including the supervision of the College's Dual Credit Programs.
17. Coordinates and conducts summer activity programs.
18. Support College activities and special events through attendance and/or participation.
19. Comply with all College policies, rules, and regulations.
20. Remain current through a program of professional development.
21. Performs all other duties assigned by the President.

POSITION: Vice President of Information Technology

FLSA: Exempt

NARRATIVE DESCRIPTION:

The Vice President of Information Technology reports to the President. The Vice President of Information Technology has responsibilities for system operations; assisting in the installation and support of application software; network operations; installation, upgrade, and maintenance of network wiring; installation, upgrade and maintenance of PC's; and, user support and training.

RESPONSIBILITIES:

1. Installs, maintains, and repairs administrative and instructional computer systems.
2. Evaluates the need and viability of hardware and software upgrades and new acquisitions.
3. Aids in the installation, testing and configuration of software in support of administrative and instructional personnel.
4. Performs the installation, maintenance, operation and repair of all administrative and instructional networks.
5. Assists in the coordination of the computer related training of administrative and instructional personnel.
6. Assists in the installation of software in support of administrative and instructional personnel.
7. Responsible for backing up administrative and instructional computer system.
8. Assists in the compilation and transmittal of federal and state mandated reports.
9. Supports the administration and faculty in the usage of software applications.

10. Aids in the maintenance of documentation related to the College's computer hardware, systems wiring, and software applications.
11. Aids in the maintenance of documentation related to the College's software applications.
12. Helps in the maintenance of administrative databases and their documentation.
13. Coordinator of operations for outside Information Technology Services and Consultants.
14. Communicates an accurate image of the College as a means of informing others about opportunities at the College.
15. Work on standing and ad hoc committees of the College, as assigned.
16. Support College activities and special events through attendance and/or participation.
17. Comply with all College policies, rules, and regulations.
18. Serve on the crisis management team.
19. Performs all other duties as assigned by the Vice President of Administrative Services and/or the President.

#### POSITION PHYSICAL REQUIREMENTS:

This position requires average agility and good physical condition. In addition, workers must be able to lift 75 pounds. Work requires lifting, stooping, bending, stretching, walking, standing, climbing, pushing, pulling, crawling, and other physical exertion. In addition, work requires working above the shoulders and repetitive motion.

POSITION: Vice President of Student Affairs  
VACANT

FLSA: Exempt

NARRATIVE DESCRIPTION:

The Vice President of Student Affairs is the chief student services officer of the College and reports to the President. The Vice President of Student Affairs has overall responsibility for the management and supervision of student services programs and works to respond to student needs and to foster institutional development.

RESPONSIBILITIES:

1. Formulates and recommends policy on all matters relating to the development and operation of the student services functions of the College.
2. Participates, as a member of the Senior Staff and in the formulation of college-wide policies.
3. Cooperates with personnel of lay advisory committees.
4. Supervises and manages the following student services: housing, campus security, discipline, student government, student life, student activities, and general orientation to college life.
5. Writes grant proposals, as appropriate, for the purpose of funding existing, special, new, and/or innovative student services programs.
6. Identifies and supervises specific elements of student services functions and develops their organization.
7. Recommends to the President the selection and dismissal of members of the student services staff.
8. Maintains continuous evaluation of the economic feasibility of student services to insure that only those programs with appropriate priority in terms of need and demand are continued.
9. Participates in and supervises the preparation and recommendation of detailed budgets, with cost estimates for functions supervised.
10. Participates in and supervises the preparation and recommendation of detailed budgets, with cost estimates, for functions supervised. Establishes and maintains budgetary control of functions supervised.
11. Develops and implements procedures for providing information to the President to keep him/her thoroughly informed of all aspects of the areas

supervised.

12. Communicates an accurate image of the College as a means of informing oncoming students about opportunities at the College.
13. Serve and participate on institutional standing and/or ad hoc committees, as assigned.
14. Support College activities and special events through attendance and/or participation.
15. Comply with all College policies, rules, and regulations.
16. Prepares and submits all necessary reports to federal, state, and/or local authorities.
17. Remain current through a program of professional development.
18. Communicate an accurate image of the College to the public. Be a positive and active representative of Clarendon College. Be available to address impromptu situations involving the College during non-traditional work hours.
19. Reside within the taxing district of Clarendon College.
20. Performs all other duties assigned by the President or duties necessary to accomplish the educational objectives of the College.

**CLARENDON COLLEGE**  
**COMMITTEE ADMINISTRATIVE PROCEDURE**

Name of Committee:     Admissions

I.     Purpose

It shall be the purpose of the Admissions Committee to review periodically the admissions policy of the College and to make suggestions as it feels necessary concerning future admissions policies. It shall review and/or rule on applications for admission as requested by the Office of Admissions.

II.    Committee Membership

The Admissions Committee shall consist of the following members: one faculty members from each instructional division, the Vice President of Student Affairs, the Vice President of Information Technology, and the Admissions Coordinator. The Vice President of Academic Affairs shall serve as an ex-officio member of the committee. The Admissions Coordinator shall serve as a chairperson of the Admissions Committee.

III.   Officers

Officers of the committee shall be a chairperson and a secretary, whose duties shall be:

A.     Chairperson

1.     Shall preside at all meetings.
2.     Shall issue the call for all regular and special meetings.
3.     Shall sign all minutes and recommendations of the committee.
4.     Shall be a voting member of the committee.

B.     Secretary

1.     Shall make a complete record of all meetings of the committee and shall maintain them in a permanent file.
2.     Shall be a voting member of the committee.
3.     Shall deposit a permanent record of all minutes and recommendations with the Vice President of Academic Affairs and the President.

IV.    Responsibilities of the Committee

- A. Recommend changes in admissions policies to the Vice President of Student Affairs and to the President.
- B. Recommend the admittance of students on academic suspension, disciplinary suspension, or on academic suspension, disciplinary suspension from other institutions.
- C. Review the academic standing of all students placed on academic probation or on continued academic probation.
- D. Review all international student applications when presented by the Admissions Coordinator and to recommend admittance of applicants.

V. Scope of Authority of Committee

This committee shall have authority to review and evaluate all policies and practices related to Clarendon College admissions; to recommend changes and improvements in these areas to the Vice President of Student Affairs and to the President; and to conduct such meetings as are necessary to carry out the responsibilities of the committee. The committee's relationship to the Vice President of Student Affairs and to the President shall be advisory in nature.

VI. Procedures of the Committee

- A. Meetings  
There shall be an organizational meeting in Fall of each year to elect the secretary, to review the purposes and responsibilities of the committee, and to set annual goals for the committee. There shall be at least one regular meeting and special meetings as necessary.
- B. Election of the Secretary  
The secretary will be elected at the organizational meeting held in August or September.
- C. Minutes  
Minutes will be prepared and distributed to committee members, the Vice President of Academic Affairs, and the President. A permanent copy will be kept in the files of the Office of the President.
- D. Special Reports/Special Actions
  - 1. The committee should make a report to the general faculty upon the

- progress of students admitted on special probation.
2. The committee will monitor students admitted on probation or special probation.

E. Procedures

1. A letter will be placed in the file of each student admitted on the authority of the Admissions Committee. The letter is to be signed by the chairperson of the committee.
2. Any student wishing to appeal the admission decision will present a written statement to the Admissions Coordinator stating the reasons for wishing to appeal the decision. The Admissions Coordinator will inform the student of the appeal process.
3. The Admissions Coordinator and the Associate Dean of Enrollment Services will check the mid-term grades of every student on probation and work with the Faculty, the Vice President of Student Affairs, and the Vice President of Academic Affairs in making every effort to assist the student in meeting academic requirements.
4. The admissions policies and procedures as well as all monitoring procedures shall be reviewed annually. The committee shall make recommendations as appropriate.

F. Recommendations

A summary of recommendations of the committee will be prepared separately from the minutes by the secretary. After reviewing the summary of recommendations for correctness of statement, the chairperson will sign the summary and forward the recommendations to the Vice President of Student Affairs and to the President for further consideration.



**CLARENDON COLLEGE**  
**COMMITTEE ADMINISTRATIVE PROCEDURE**

Name of Committee: Curriculum

I. Purpose

It shall be the purpose of the Curriculum Committee to continually review the course of instruction, the curriculum, and the catalog of Clarendon College and to make suggestions for needed curriculum additions, revisions, and deletions. In addition, the Committee shall have the purpose of improving the instructional process at Clarendon College by reviewing and monitoring the College's program of instructional evaluation. The committee shall seek the best means available for assessing the quality of instruction and shall make recommendations for improving all aspects of the evaluation process including procedure, evaluation instruments, and the analysis and feedback of the results.

II. Committee Membership

The Curriculum Committee shall consist of the following members: the Vice President of Academic Affairs, all instructional division directors, one faculty member from each division, the Registrar, a developmental ed. representative, and the Director of the Library. The Administrative Assistant to the Vice President of Academic Affairs shall be an ex-officio member of the committee.

III. Duties of Officers

A. Chairperson

1. Shall preside at all meetings.
2. Shall issue the call for all regular and special meetings.
3. Shall sign all minutes and recommendations of the committee.
4. Shall be a voting member of the committee.

B. Secretary

1. The Secretary of the Curriculum Committee shall be the Secretary to the Vice President of Academic Affairs.
2. Shall make a complete record of all meetings of the committee and shall maintain them in a permanent form.
3. Shall be a non-voting member of the committee.
4. Shall deposit a permanent record of all minutes and recommendations with the Vice President of Academic Affairs and the President.

IV. Responsibilities of the Committee

- A. Continually review the curriculum and make recommendations for change as it deems necessary to the Vice President of Academic Affairs and to the President.
- B. Review proposed new courses and programs and make recommendation for rejection, adoption, or adoption with revision.
- C. Continually review and update the College catalog and recommend changes in the catalog to the Vice President of Academic Affairs and to the President.
- D. The Committee shall be responsible for advising and assisting the Vice President of Academic Affairs and the Division Directors.
- E. The Curriculum Committee shall periodically review the procedures utilized at Clarendon College for the evaluation of instruction and shall submit suggestions for improvements in those procedures to the Vice President of Academic Affairs.
- F. The committee shall serve as the institutional Texas Success Initiative (TSI) Committee and shall work to insure that the institution follows THECB TSI guidelines. The committee also serves as the TSI appeals committee.

V. Scope of Authority of Committee

The committee has the authority to make recommendations to the Vice President of Academic Affairs and to the President on all matters concerning instruction, curriculum, curriculum structure and catalog statements. In addition, the committee serves as an appeals committee on TSI issues. The committee's relationship to the Vice President of Academic Affairs and to the President shall be advisory in nature.

VI. Procedures of the Committee

- A. There will be an organizational meeting annually at the beginning of the school year of the Curriculum Committee. There will be one regular meeting and special meetings as necessary.
- B. The chair and the vice-chair will be elected at the organizational meeting by the members of the committee.

- C. A summary of recommendations of the committee will be prepared separately from the minutes by the secretary.
- D. After reviewing the summary of recommendations for correctness of statement, the chairperson will sign the summary. Recommendations will be forwarded to the Vice President of Academic Affairs and to the President for further consideration.

**CLARENDON COLLEGE**  
**COMMITTEE ADMINISTRATIVE PROCEDURE**

Name of Committee: Grievance

I. Purpose

The purposes of the Grievance Committee are (1) to hear all employee grievances related to institutional policies and their administration, (2) to obtain what additional information it may deem relevant to each case, (3) to develop a clear record of the case, and (4) to make its own written recommendations regarding each case.

II. Committee Membership

The College's Grievance Committee shall be composed of the following: (1) an administrator appointed by the President for a period of one year, (2) two instructors, appointed by the President for a period of one year, and (3) one non-faculty members appointed by the President for a period of one year. A chairperson, a vice-chairperson, and a secretary shall be elected by the committee from their membership. In cases directly involving one of the committee members in a grievance issue then that person will be temporarily relieved of office and the College President shall appoint a temporary replacement from the appropriate college group.

III. Officers

Officers of the committee shall be a chairperson, a vice-chairperson, and a secretary, whose duties shall be:

A. Chairperson

1. Shall preside at all meetings.
2. Shall issue the call for all regular and special meetings.
3. Shall sign all minutes and recommendations of the committee.
4. Shall be a voting member of the committee.

B. Vice-Chairperson

Shall preside at all meetings when the chairperson is absent.

C. Secretary

1. Shall make a complete record of all meetings of the committee and shall maintain them in a permanent form.
2. Shall be a voting member of the committee.
3. Shall deposit a permanent record of all minutes and

- recommendations with the President.
4. Shall provide copies of all minutes and other records as may be produced by the committee to all parties directly involved in each case reviewed.

#### IV. Scope of Authority of Committee

The committee shall have the authority to hear fully any case brought before it. This shall include the authority to call and interview witnesses, examine institutional records maintained by administrative offices or faculty members, to reach and express a collective opinion as to institutional error or the lack thereof, and to make written recommendations for redress where it believes the institution or its representative is in error.

#### V. Procedures of the Committee

The Grievance Committee shall adhere to the following procedures in discharging its duties:

- A. To hear all testimony, statements, and information relevant to the case.
- B. To seek out any additional information which might clarify the issues or otherwise assist in resolving the case.
- C. To develop a clear record of all pertinent information relating to the case.
- D. To decide upon and make written recommendations related to the case and directed toward its resolution to the President.
- E. To communicate all records, transcripts of minutes, and recommendations related to the case to the grievant and any other persons directly involved in the case. One additional copy shall be placed on permanent file in the office of the President.

**CLARENDON COLLEGE**  
**COMMITTEE ADMINISTRATIVE PROCEDURE**

Name of Committee:        Institutional Effectiveness

I.     Purpose

The Institutional Effectiveness Committee shall have the primary purpose of improving institutional effectiveness, institutional research, and institutional planning and evaluation. The committee shall seek the best means available for assessing institutional effectiveness and shall make recommendations for improving all aspects of institutional effectiveness.

II.    Committee Membership

The committee membership shall consist of three administrators, Registrar, one faculty member from each instructional division, one student, the Learning Resource Coordinator, and other faculty and staff as may be appointed by the President.

III.   Officers

Officers of the committee shall be a chairperson and a secretary, whose duties shall be:

A.    Chairperson

1.    Shall preside at all meetings.
2.    Shall issue the call for regular and special meetings.
3.    Shall sign minutes and recommendations.
4.    Shall be a voting member of the committee.

B.    Secretary

1.    The Secretary of the Committee shall be elected at the first meeting.
2.    Shall make a complete record of all meetings of the committee and shall maintain them in a permanent form.
3.    Shall be a non-voting member of the committee.
4.    Shall deposit a permanent record of all minutes and recommendations with the Vice President of Academic Affairs, and the President.

#### IV. Responsibilities of the Committee

The Institutional Effectiveness Committee shall seek the best means available for assessing institutional effectiveness and shall make recommendations for improving all aspects. In addition, the committee's responsibility includes assisting the Vice President of Academic Affairs, the President, and others in evaluating the institutional research program. The committee is obligated to clearly communicate pertinent evaluation results to the institution's academic and administrative units.

#### V. Scope of Authority of the Committee

The authority of the Institutional Effectiveness Committee shall be limited to studying and assessing institutional research and institutional effectiveness, and making recommendations to the Vice Presidents and the President for improvement. In addition, the Institutional Effectiveness Committee may serve as a steering committee for long range planning and evaluation.

#### VI. Procedures of the Committee

##### A. Meetings

1. Regular meetings shall be held each month of the fall and spring semesters.
2. Special meetings may be called by the chairperson as needed to conduct required business of the committee.

##### B. Election of Officers

Officers of the committee shall be elected at the first regular meeting in August or September.

##### C. Minutes

1. Minutes shall be filed within five (5) working days after each committee meeting with members of the committee, the Vice President of Academic Affairs, and the President.
2. A complete set of minutes from all regular and special meetings for the year shall be placed on permanent file in the office of the President.

##### D. Recommendations

Formal recommendations of the committee shall be written out in full and made a part of the official minutes of the committee.

**CLARENDON COLLEGE**  
**COMMITTEE ADMINISTRATIVE PROCEDURE**

Name of Committee:       Investment

I.     Purpose

The purpose of the Investment Committee shall be to assist and advise the College's Investment Officers in the investment of College funds, to assist the Board in the annual review and evaluation of the College's Investment Policy, and to assist the College Foundation, as required.

II.    Committee Membership

The Investment Committee shall consist of the President, the Comptroller, Vice President of Academic Affairs, and a member of the Board of Regents. The Vice President of Administrative Services shall serve as Chair of the committee.

III.   Duties of the Officers

A.     Chairperson

1.     Shall preside at all meetings.
2.     Shall issue the call for all meetings.
3.     Shall sign all minutes and recommendations of the committee.
4.     Shall be a voting member of the committee.

B.     Secretary

1.     Shall make a complete record of all meetings of the committee and shall maintain them in a permanent form.
2.     Shall be a voting member of the committee.
3.     Shall deposit all minutes and recommendations with the President.

IV.    Responsibilities of the Committee

The responsibilities include:

- A.     to assist and advise the College's Investment Officers in the Investment of College funds;
- B.     to assist the Board in the annual review and evaluation of the College's Investment Policy; and,
- C.     to assist the College Foundation, as required.



V. Scope of Authority of Committee

The committee serves as a recommending body to the Investment Officers, to the President, and to the Board of Regents. The committee's relationship shall be advisory in nature.

VI. Procedures of the Committee

A. Meetings

Meetings will be held as necessary.

B. Minutes

Minutes shall be filed after each meeting with members of the committee and in the Office of the President.

C. Special Reports/Special Actions

Special reports and special actions shall be pursued when necessary.

D. Recommendations

Recommendations of the Committee will be forwarded to the Investment Officers, the President, and to the Board of Regents, as appropriate.

**CLARENDON COLLEGE**  
**COMMITTEE ADMINISTRATIVE PROCEDURE**

Name of Committee:        Learning Resources

I.     Purpose

The Learning Resources Committee shall continually review the policies and practices of the Library/LRC and shall make such suggestions as it feels necessary concerning changes and revisions in the operation of the Library/LRC. In addition, the Learning Resources Committee shall continually review all technology policies and practices as they relate both to the instructional program and to the administrative needs of the College.

II.    Committee Membership

The Learning Resources Committee shall consist of the following members: two faculty members, the Director of the Library, the Vice President of Information Technology, Learning Resource Center Coordinator, the Health Science Support Center Coordinator, and one student. As appropriate, the President may appoint additional faculty and staff. The Director of the Library or LRC Coordinator shall serve as committee chairperson. The committee shall elect a secretary.

III.   Duties of the Officers

A.    Chairperson

1.    Shall preside at all meetings.
2.    Shall issue the call for all regular and special meetings.
3.    Shall sign all minutes and recommendations of the committee.
4.    Shall be a voting member of the committee.

B.    Secretary

1.    Shall make a complete record of all meetings of the committee and shall maintain them in a permanent form.
2.    Shall be a voting member of the committee.
3.    Shall deposit all minutes and recommendations with the Vice President of Academic Affairs and the President.

IV.   Responsibilities of the Committee

- A.    The Learning Resources Committee shall continually review the policies and practices of the Library and shall make such suggestions it feels necessary concerning changes and revisions in the operation of the

Library/LRC. The Learning Resources Committee shall take as a primary function the encouragement of faculty interest in and responsibility for the selection of books, magazines, and other instructional materials for the Library.

- B. The committee shall assist the Director of the Library in evaluating library and institutional learning resources and shall assist the in making appropriate recommendations, including but not limited to budgetary recommendations.
- C. The shall continually review the policies and practices of the Library and shall make such suggestions it feels necessary concerning changes or improvements required for the use of all instructional technology.

V. Scope of Authority of Committee

The committee serves as a recommending body to the Director of the Library and the Vice President of Academic Affairs on all matters pertaining to the operation of the Library/LRC, and as a recommending body to the Department of Information Technology Systems. The committee's relationship to the President shall be advisory in nature.

VI. Procedures of the Committee

A. Meetings

- 1. There shall be an organizational meeting in August or September of each year to elect officers, to review the purposes and responsibilities of the committee, and to set annual goals for the committee.
- 2. There shall be one regular meeting and special meetings will be held when necessary.

B. Minutes

Minutes shall be filed after each meeting with members of the committee, Vice President of Academic Affairs, and the President.

C. Special Reports/Special Actions

Special reports and special actions shall be pursued when necessary and will be submitted by the Learning Resources Committee to the Vice President of Academic Affairs.

D. Recommendations

- 1. A summary of recommendations of the committee will be prepared separately from the minutes by the secretary.
- 2. After reviewing the summary of recommendations for correctness of

statement, the chairperson will sign the summary and forward to the Vice President of Academic Affairs for further consideration.

**CLARENDON COLLEGE**  
**COMMITTEE ADMINISTRATIVE PROCEDURE**

Name of Committee:       Marketing, Recruiting, and Retention

I.     Purpose

The Marketing and Recruiting Committee shall continually review and evaluate the College's marketing and recruiting program, make suggestions for improvement, and assist in the College's marketing and recruiting efforts.

II.    Committee Membership

Membership shall consist of the, Dean of Career and Technical Continuing Education Vice President of Academic Affairs, Student Success Coach, one faculty member, Admissions Coordinator, Associate Dean of Enrollment Services, one athletic representative, one non-faculty member, and other faculty and staff as may be appointed by the President. The Chairperson shall be the Vice President of External Affairs.

III.   Officers

The officers of the committee shall be the chairperson, the vice-chairperson, and a secretary with duties as follows:

1)     Chairperson

- 1)     Shall preside at all meetings.
- 2)     Shall issue the call for regular and/or special meetings.
- 3)     Shall appoint special subcommittees, as necessary.
- 4)     Shall be a voting member of the committee.
- 5)     Shall sign minutes and recommendations.

B.     Vice-Chairperson

1.     Shall preside in the absence of the chairperson.
2.     Shall be a voting member of the committee.

C.     Secretary

1.     Shall make a complete record of all meetings of the committee and shall maintain them in a permanent form.
2.     Shall be a voting member of the committee.

3. Shall deposit a permanent record of all minutes and recommendations with the Vice President of Academic Affairs, and the President.

#### IV. Responsibilities of the Committee

- A. Review, evaluate, and recommend changes in the marketing and recruiting policies of the College to the President.
- B. Assist in the marketing and recruiting efforts of the College.

#### V. Scope of Authority of the Committee

This committee shall have the authority to review and evaluate all policies and procedures related to the College's marketing and recruiting program; to recommend changes and improvements in these areas to the President; and, to conduct such meetings as are necessary to carry out the responsibilities of the Committee. In addition, the Committee shall assist in the marketing and recruiting efforts of the College. The committee's relationship to the President shall be advisory in nature.

#### 6) Procedures of the Committee

##### A. Meetings

1. Organizational meeting.  
There shall be an organizational meeting in August or September of each year to elect officers, to review the purposes and responsibilities of the committee, and to set annual goals for the committee.
2. Meetings.  
Other regular meeting and/or special meetings shall be held as necessary.

##### B. Election of Officers

A chairperson, vice-chairperson, and secretary shall be elected at the organizational meeting.

##### C. Minutes

1. Minutes shall be distributed to each committee member within five working days after each meeting.
2. A complete set of all minutes shall be placed on permanent file in the President's office.

**CLARENDON COLLEGE**  
**COMMITTEE ADMINISTRATIVE PROCEDURES**

Name of Committee:        Professional Development

I.     Purpose

The Professional Development Committee shall work with the Vice Presidents in planning and coordinating professional development activities. In addition, the Committee shall work with the Faculty Senate and other members of the College staff to encourage professional development.

II.    Committee Membership

The Committee shall consist of at least seven members: four faculty members and three non-faculty members. The Vice President of Academic Affairs shall serve as an ex-officio of the Committee.

III.   Officers

A.    Chairperson

1.     Shall preside at all meetings.
2.     Shall issue the call for regular and special meetings.
3.     Shall sign all minutes and recommendations of the committee.
4.     Shall be a voting member of the committee.

B.    Vice-Chairperson

1.     Shall preside in the absence of the chairperson.
2.     Shall be a voting member of the committee.

C.    Secretary

1.     Shall make a complete record of all meetings of the committee and shall maintain them in a permanent form.
2.     Shall provide copies of the minutes of all meetings to members of the committee.
3.     Shall be a voting member of the committee.
4.     Shall deposit the permanent record of all minutes with the Vice President of Academic Affairs and the President.
5.     Shall prepare a summary of recommendations for the Vice President of Academic Affairs and the President.

#### IV. Responsibilities of the Committee

- A. This committee shall be responsible for reviewing the policies and procedures of Clarendon College which involve professional development and for recommending revisions to insure that the policies and procedures remain current and appropriate.
- B. This committee shall be responsible for assisting the Vice President of Academic Affairs with the planning, the carrying out, and evaluation of the professional development activities and for making recommendations in regard to the College's professional development program.

#### V. Scope of Authority of Committee

The Committee shall have the authority to assist the Vice Presidents in carrying out a program of professional development. Further, the Committee shall have the authority to review and evaluate all policies and practices relating to staff development and professional development; to recommend changes and improvements in these areas to the Vice President of Academic Affairs and to the President; and to conduct such meetings as are necessary to carry out the responsibilities of the committee. The committee's relationship to the Vice President of Academic Affairs and to the President shall be advisory in nature.

#### VI. Procedures of the Committee

##### A. Meetings

- 1. Organizational meeting.  
There shall be an organizational meeting in August or September of each year to elect officers, to review the purposes and responsibilities of the committee, and to set annual goals for the committee.
- 2. Other meetings.  
The committee shall meet, as appropriate, in order to carry out the purposes and responsibilities of the committee.

##### B. Election of Officers

A chairperson, vice-chairperson, and secretary are elected at the organizational meeting in August or September.

##### C. Minutes

- 1. Minutes shall be filed within five working days after each meeting with members of the committee.



2. A complete set of all minutes for the year shall be placed on permanent file in the Vice President of Academic Affairs' office and in the President's office.

D. Recommendations

1. A summary of recommendations will be prepared separately from the minutes by the secretary.
2. After reviewing the summary of recommendations for correctness of statement, the chairperson will sign the summary. The summary will be forwarded to the Vice President of Academic Affairs and to the President for further consideration.

## **CLARENDON COLLEGE COMMITTEE ADMINISTRATIVE PROCEDURE**

Name of Committee: Records Management

### **I. Purpose**

The Records Management Committee shall review and evaluate the performance of the records management program at Clarendon College. In addition, the Committee shall work to assist the Records Management Officer in the development of policies and procedures governing the records management program.

### **II. Committee Membership**

Membership shall consist of three faculty members, the Registrar, the Director of Financial Aid, the Comptroller, a business office representative, and the Director of the Library. The Registrar shall serve as chairperson of the committee and is designated as the Institutional Records Management Officer.

### **III. Officers**

The officers of the committee shall be a chairperson, vice-chairperson and a secretary with duties as follows:

#### **A. Chairperson**

1. Shall preside at all meetings.
2. Shall issue the call for regular and special meetings.
3. Shall appoint special subcommittees, as necessary.
4. Shall sign minutes and recommendations.

#### **B. Vice-Chairperson**

1. Shall preside in the absence of the chairperson.
2. Shall be a voting member of the committee.

#### **C. Secretary**

1. Shall make a complete record of all meetings of the committee and shall maintain them in a permanent form.
2. Shall be a voting member of the committee.
3. Shall deposit all minutes and recommendations with the Vice President of Academic Affairs and with the President.

4. Shall provide minutes of each meeting to the members of the committee at least one week prior to each succeeding meeting.

IV. Responsibilities of the Committee

- A. Assist the Records Management Officer in the development of policies and procedures governing the records management program.
- B. Review the performance of the program on a regular basis and propose changes and improvements if needed.
- C. Review and approve records control schedules submitted by the Records Management Officer.
- D. Give final approval to the destruction of records in accordance with approved records control schedules.
- E. Actively support and promote the records management program throughout the College.

V. Scope of Authority of the Committee

The authority of this committee is limited to that of studying, investigating, surveying, and recommending policies and procedures in the broad area of institutional records and records management. In addition, the committee shall review and approve records control schedules and shall give final approval to the destruction of records.

VI. Procedures of the Committee

A. Meetings

There shall be an organizational meeting in August or September of each year to elect officers, to review the purposes and responsibilities of the committee and to set annual goals for the committee. There shall be one regular meeting and special meetings will be held when necessary.

B. Election of Officers

At the first meeting of the committee, the membership shall select, by majority vote, the vice-chairperson and the secretary.

C. Minutes

Minutes shall be kept of all meetings and special meetings. The minutes shall reflect all motions made and all decisions made by the committee. In

the case of any recommendations or reports that are to be made to other groups or individuals in the College, the full text of the proposal shall be included as a part of the minutes of the meeting in which the decision is made to present the proposal.

D. Procedures

1. No study, investigation, or survey shall be made under the auspices of this committee unless the decision to undertake such action is made by majority vote of the committee after formal motion, second, and discussion in a meeting of the committee. In the case of recommendations by the committee, no such recommendation shall be made in the name of the committee until the full text of the proposed recommendation is presented to the committee as a motion; second is received, and full discussion is provided in the committee.
2. The committee may request that the Records Management Officer provide the committee any information that the committee desires in order to carry on any study, investigation, or survey, and the committee is not limited to such information but may seek out any additional facts that they desire from whatever source.

**CLARENDON COLLEGE**  
**COMMITTEE ADMINISTRATIVE PROCEDURE**

Name of Committee:      Safety and Risk Management

I.      Purpose

It shall be the purpose of the Safety and Risk Management Committee to continually review, evaluate, and make suggestions for the improvement of the safety conditions at Clarendon College. In addition, the Committee shall work with the President and the Comptroller to limit the College's exposure to undue risk.

II.     Committee Membership

The Safety and Risk Management Committee shall consist of the following members: The Comptroller, the Director of Maintenance, a faculty member from the nursing department, a member of the science department, a custodial/maintenance representative, and two faculty members. The Chairperson shall be the Comptroller.

III.    Duties of Officers

A.      Chairperson

1.      Shall preside at all meetings.
2.      Shall issue the call of all regular and special meetings.
3.      Shall sign all minutes and recommendations of the committee.
4.      Shall be a voting member of the committee.

B.      Secretary

1.      Shall make a complete record of all meetings of the committee and shall maintain them in a permanent form.
2.      Shall be a voting member of the committee.
3.      Shall deposit a permanent record of all minutes and recommendations with the President.

IV.    Responsibilities of the Committee

- A.      Continually review the safety conditions at Clarendon College and make recommendations as it deems necessary to the Vice President of Administrative Services and to the President.

- B. Review, at least annually, the Clarendon College Safety and Risk Management Plan and make recommendations for change in the plan to the Comptroller and to the President.
- C. Review, at least annually, Clarendon College Board Policy relating to safety and risk management and make recommendations for changes in policy to the Comptroller and to the President.
- D. The Safety and Risk Management Committee should assist the Comptroller to ensure that the Safety and Risk Management Plans are implemented and followed.

V. Scope of Authority of the Committee

The Safety and Risk Management Committee has the authority to make recommendations to the President on all matters concerning safety and risk management, including the Safety and Risk Management Plan and Clarendon College Board Policy. The committee's relationship to the President shall be advisory in nature.

VI. Procedures of the Committee

- A. There will be an organizational meeting annually at the beginning of the school year of the Safety and Risk Management Committee. There will be at least one regular meeting and special meetings as necessary.
- B. The secretary will be elected at the organizational meeting by the members of the committee.
- C. The minutes of the meeting will be taken by the Secretary of the committee. The Chairperson and the Secretary of the committee will sign the minutes.
- D. A summary of recommendations of the committee will be prepared separately from the minutes by the Secretary and will be presented to the chairperson.
- E. Deposit a permanent record of all minutes and recommendations with the Comptroller and the President.

**CLARENDON COLLEGE**  
**COMMITTEE ADMINISTRATIVE PROCEDURE**

Name of Committee: Student Appeals and Grievance

I. Purpose

Upon the request of the Vice President of Academic Affairs or his/her designee, the Student Appeals and Grievance Committee shall consider individual cases to determine whether an injury alleged by the grievant was the result of an error in the institution's policies and procedures or in their administration, and if an error is established, to determine an equitable redress for the grievant. Grievable issues shall include the selection and admission policies for students, a discriminatory action, racial or sexual harassment, attendance policies, grading and other academic policies, discipline, extracurricular activities, and certain issues involving athletics. In cases where students are appealing actions growing out of institutional policy or an administrative decision, the Committee will act as a hearing committee to review the facts of the case.

II. Committee Membership

The committee membership shall consist of the Vice President of Academic Affairs, four faculty members, 2 non-faculty members, the Student Government President or his/her designee. The Vice President of Academic Affairs shall serve as chair of the committee. The secretary shall be elected from the membership of the committee. If for any reason the Vice President of Academic Affairs cannot serve as chair of the committee, the Dean of the Student Affairs will serve as an alternate and will serve as chairperson of the committee.

III. Officers

Officers of the committee shall be a chairperson, a vice-chairperson, and a secretary, whose duties shall be:

A. Chairperson

1. Shall preside at all meetings.
2. Shall issue the call for regular and special meetings.
3. Shall appoint special subcommittees, as necessary.
4. Shall sign minutes and recommendations.
5. Shall be a voting member of the committee.

B. Secretary

1. Shall make a complete record of all meetings of the committee and shall maintain them in a permanent form.
2. Shall be a voting member of the committee.
3. Shall deposit the permanent record of all minutes and recommendations with the Vice President of Academic Affairs and the President.
4. Shall provide minutes of each meeting to the members of the committee at least one week in advance of each succeeding meeting.

IV. Responsibilities of the Committee

- A. The Student Appeals and Grievance Committee shall be concerned with the procedures of due process that the College may provide in the handling of disciplinary matters affecting students.
- B. The committee may be called on to hear individual discipline cases or group problems of a disciplinary nature or the committee may serve as the first level appeals agency in cases where a student shall appeal the decision of the Vice President of Student Affairs in a disciplinary matter.
- C. The Student Appeals and Grievance Committee shall hear individual cases where a grievance has been filed by a student which involves the selection and admission policies for students, a discriminatory action, racial or sexual harassment, attendance policies, grading, discipline, extracurricular activities, and certain issues involving athletics

V. Scope of Authority of Committee

The authority of this committee consists of studying, investigating, surveying, and recommending in the areas of its responsibilities. All recommendations from the committee must be submitted to the President.

VI. Procedures of the Committee

A. Meetings

The committee will meet only as required and necessary to consider individual cases in the area of its responsibilities.

B. Quorum



A quorum shall consist of 70 percent of the membership. In the event that a regular member cannot be present, or is disqualified for any reason, an alternate committee member may be appointed by the President to obtain the quorum.

C. Minutes

Minutes of the committee shall record all motions, seconds, and actions taken by the committee. In the case of recommendations or proposals, the text of the proposal or recommendation shall be included as a part of the minutes.

D. Procedures for Student Discipline Cases

1. In cases where the committee is hearing a student appeal from a disciplinary decision, the Vice President of Student Affairs may present to the committee any information he/she may desire or that the committee may request. The student, in turn, shall present his/her case in refutation of the charges or to mitigate the disciplinary action. The student shall be permitted every effort to present full and complete information in his/her own behalf.
2. After hearing all the evidence, the committee shall meet in closed session to reach a decision. The committee's options are to: (1) Uphold the Vice President and or Dean's decision; (2) Modify (decrease or increase) the student's penalty; or, (3) Dismiss the case against the student.
3. After all such hearings, the committee shall make a decision as soon as possible and shall communicate its decision to the student and to the Vice President of Student Affairs. The minutes of the hearing shall be provided by the secretary to the Vice President of Academic Affairs, the Vice President of Student Affairs and to members of the committee. The Vice President of Academic Affairs must forward to the President of the College a copy of such committee recommendations, along with any additional information or comments that he/she deems appropriate.

E. Procedures for Academic Appeals

1. After the student has exhausted the informal appeals process, the student should request in writing a formal appeals hearing. As part of the request for a hearing, the student must submit a statement for the basis of the appeal, including all pertinent facts.
2. The student will have an opportunity to articulate his/her complaint including any substantiating evidence. The faculty member who is the subject of the complaint will, in turn, be afforded the opportunity

to inform the committee as to how the student's grade was determined.

3. After all appropriate parties have been heard; the committee will meet in closed session and consider the evidence.
4. After all such hearing, the committee shall make a decision as soon as possible and shall communicate its decision to the student and the faculty member. The Committee's options are to (1) uphold the grade that was originally assigned or (2) to make a determination that the student's grade be appropriately changed.
5. Should the student not be satisfied with the committee's decision, further appeals should be addressed to the College President and then to the Board of Regents, in that order.

F. Procedures for Equal Opportunity and Other Appeals

1. Any student who believes that he/she has been subjected to a discriminatory action shall report the incident to any administrator. The administrator receiving the complaint shall report the incident and/or formal complaint to the Vice President of Academic Affairs. (Under no circumstances, shall this procedure require a student bringing a complaint to the present the matter to a person who is the subject of the complaint.)
2. Upon the receipt of an allegation, the Vice President shall ascertain the facts and shall seek redress as appropriate through an informal process and/or mediation. If during the course of the investigation, the Vice President of Academic Affairs determines that disciplinary action against another student may be warranted, the Vice President of Student Affairs shall be notified and shall be asked to investigate and take appropriate action through the College's regular disciplinary process.
3. If the Vice President makes a decision to resolve the issue and the complainant is not satisfied with the results, the complainant may formally appeal the decision of the Vice President to the Student Appeals and Grievance Committee. Or, if the Vice President determines that the evidence warrants further review, a hearing may be called, and the student bringing the allegations as well as any individuals named in the complaint will be notified of the time, date, and place of the hearing.
4. At the hearing, the student will have the opportunity to articulate his/her allegations and present substantiating evidence. In turn, those named in the complaint will have the same opportunity to rebut the allegations.

5. Once all evidence has been heard, the Committee will meet in closed session to consider the evidence and to reach a decision.
6. The committee shall make a decision as soon as possible and shall communicate its decision to all parties.
7. The committee shall forward its recommendations to the College President.
8. Should the student not be satisfied with the committee's decision, further appeals should be addressed to the College President and then to the Board of Regents, in that order.

a. Validation of Action

No actions or decision of the committee shall be valid or in effect unless such action or decision is made at a duly called meeting of the committee with a quorum present, and unless the action, second, and vote on such proposed action or decision is recorded in the official minutes of the committee, and unless the full text of the proposal is recorded as a part of the minutes.

**CLARENDON COLLEGE**  
**COMMITTEE ADMINISTRATIVE PROCEDURE**

Name of Committee:        Scholarships and Financial Aid

I.     Purpose

The Scholarships and Financial Aid Committee shall continually study the policies regarding scholarships, loans, grants-in-aid, work study, and other types of student financial assistance. Upon request, the committee shall consider individual applicants for particular funds and advise the Financial Aid Office of recommendations. The committee will encourage and assist in the development of new student aid programs.

II.    Committee Membership

The committee membership shall consist of one faculty member who teaches on a regular basis at the Pampa Center, one faculty member who teaches on the Clarendon campus, one faculty member at large, the financial aid assistant, the Vice President of Student Affairs, the Vice President of Administrative Services, and the Director of Financial Aid.

III.   Officers

Officers of the committee shall be a chairperson, vice-chairperson, and a secretary, whose duties shall be:

A.    Chairperson

1.     Shall preside at all meetings.
2.     Shall issue the call for all regular and special meetings.
3.     Shall sign all minutes and recommendations of the committee.
4.     Shall be a voting member of the committee.

B.    Vice-Chairperson

1.     Shall preside in the absence of the chairperson.
2.     Shall be a voting member of the committee.

C.    Secretary

1.     Shall make a complete record of all meetings of the committee and shall maintain them in a permanent form.
2.     Shall provide copies of the minutes of all meetings to members of the committee.
3.     Shall be a voting member of the committee.

4. Shall deposit all minutes and recommendations with the Vice President of Academic Affairs and the President.

IV. Responsibilities of the Committee

- A. The committee shall be responsible for evaluating and recommending for revision of institutional policies and procedures for the selection and award of scholarships and other forms of student financial aid.
- B. The committee shall be responsible for insuring that all awards of scholarships and other forms of student financial aid are made according to stated procedures and selection criteria.
- C. The committee shall be responsible for publishing each year a list of scholarship recipients for dissemination within and outside the institution.
- D. The committee shall be responsible for encouraging and developing student financial aid resources.

V. Scope of Authority of the Committee

The committee shall have authority to review and evaluate all aspects of student financial aid and scholarships, to recommend changes and improvements in the program to the Vice President of Student Affairs and to the College President, and to conduct such meetings and hearings as are necessary to carry out the responsibilities of the committee. The committee's relationship to the President shall be advisory in nature.

VI. Procedures of the Committee

A. Meetings

1. There shall be an organizational meeting in August or September of each year to elect officers, to review the purposes and responsibilities of the committee, and to set annual goals for the committee.
2. There shall be at least one regular meeting each semester; special meetings may be called by the chair.

B. Election of Officers

A chairperson, vice-chairperson and secretary shall be elected at the first meeting of the fall semester each year.

C. Minutes of the Meeting

1. Minutes shall be filed within five working days after each meeting with members of the committee.
2. A complete set of all minutes shall be placed on permanent file in the Vice President of Academic Affairs' Office and the President's Office.

D. Special Reports/Special Actions

When requested by the President of the College.

E. Procedures

1. Review and determine qualifications of students to receive financial aid in the named programs. Interviews may be scheduled, as appropriate.
2. Prepare reports required by the college and by state and federal agencies.
3. Be responsible for recommending dispensation of College financial aid in a manner that complies with institutional, state, and federal regulations to the President.

**CLARENDON COLLEGE**  
**COMMITTEE ADMINISTRATIVE PROCEDURE**

Name of Committee:      Student Life

I.      Purpose

The Student Life Committee shall continually review the services of the College and those areas of student life and activity which are non-academic in nature, and shall make suggestions for the development of the following areas: student conduct, student discipline policies and procedures, resident student life, student records, student orientation, student activities, counseling, health services, and placement. When appropriate the Student Life Committee shall address issues of compliance in regards to access and equity and to ADA issues.

II.     Committee Membership

Membership shall consist of the Director of Student Life, the Associate Dean of Enrollment Services, two faculty who teach on the Clarendon campus, one non-faculty member from the Pampa Center, two non-faculty members from the Clarendon campus, two students, and other faculty and staff as may be appointed by the President.

III.    Officers

The officers of the committee shall be a chairperson, vice-chairperson and a secretary with duties as follows:

A.     Chairperson

1.      Shall preside at all meetings.
2.      Shall issue the call for regular and special meetings.
3.      Shall appoint special subcommittees, as necessary.
4.      Shall sign minutes and recommendations.
5.      Shall be the Director of Student Life.

B.     Vice-Chairperson

1.      Shall preside in the absence of the chairperson.
2.      Shall be a voting member of the committee.

C.     Secretary

1.      Shall make a complete record of all meetings of the committee and shall maintain them in a permanent form.

2. Shall be a voting member of the committee.
3. Shall deposit all minutes and recommendations with the Vice President of Academic Affairs, and with the President.
4. Shall provide minutes of each meeting to the members of the committee at least one week prior to each succeeding meeting.

IV. Responsibilities of the Committee

- A. The Student Life Committee shall continually study all areas of student life and activity which are non-academic in nature, and shall make suggestions for the development of those areas.
- B. The committee shall give particular attention to insuring that the College's procedures and policies with respect to its dealings with students are compatible with local, state and national civil rights guidelines, and shall make such recommendations as it sees fit to continually insure this responsibility.

V. Scope of Authority of Committee

The authority of this committee is to study, investigate, survey, and recommend in the broad area of student affairs and student life. All recommendations and/or decisions of the committee must be submitted to the President. The committee's relationship to the President shall be advisory in nature.

VI. Procedures of the Committee

- A. Meetings  
There shall be an organizational meeting in August or September of each year to elect officers, to review the purposes and responsibilities of the committee and to set annual goals for the committee. There shall be one regular meeting and special meetings will be held when necessary.
- B. Election of Officers  
At the first meeting of the committee, the membership shall select, by majority vote, the chairperson, the vice-chairperson, and the secretary.
- C. Minutes  
Minutes shall reflect all motions made and all decisions made by the committee. In the case of any recommendations or reports that are to be made to other groups or individuals in the college, the full text of the proposal shall be included as a part of the minutes of the meeting in which the decision is made to present the proposal.



D. Procedures

1. No study, investigation, or survey shall be made under the auspices of this committee unless the decision to undertake such action is made by majority vote of the committee after formal motion, second, and discussion in a meeting of the committee. In the case of recommendations by the committee, no such recommendation shall be made in the name of the committee until the full text of the proposed recommendation is presented to the committee as a motion; second is received, and full discussion is provided in the committee. Recommendations of the committee are to first be brought to the attention of the Vice President of Student Affairs, with a copy of such recommendations provided to the President of Clarendon College.

**SAMPLE FORM  
FOR COMMITTEE MINUTES**

Committee: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Chairperson: \_\_\_\_\_ Secretary: \_\_\_\_\_

Members Present: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Members Absent: \_\_\_\_\_

Others Present: \_\_\_\_\_

\_\_\_\_\_

Proceedings: Record all major topics of discussion, a consensus that was reached, main motions, who made the motion, who gave the second, and state if motion carried or failed. Attach pertinent documents or handouts.

Approved:

Chairperson: \_\_\_\_\_

Secretary: \_\_\_\_\_