



**Locations**

Collin Higher  
Education Center  
McKinney, Texas

Courtyard Center  
Plano, Texas

Frisco Campus

McKinney Campus

Plano Campus

Public Safety  
Training Center  
McKinney, Texas

Rockwall Center

Technical Campus  
Allen, Texas

Wylie Campus

**NOTICE is hereby given that the Collin County Community College District Board of Trustees will hold a meeting of the Organization, Education, and Policy Committee (Orr, Collins, and Donald) at 4:30 pm on Tuesday, September 22, 2020, in the President's Conference Room 407 at the Collin Higher Education Center, 3452 Spur 399, McKinney, Texas 75069.**

**PUBLIC COMMENT**

**REVIEW AND DISCUSSION ITEMS**

1. First Reading of Local Board Policies:

BD (Local) Board Meetings

CF (Local) Purchasing and Acquisition

CS (Local) Information Security

DHC (Local) Employee Standards of Conduct - Child Abuse and Neglect Reporting (ADD)

GCB (Local) Public Information Program - Requests for Information

**eCollin**

[www.collin.edu](http://www.collin.edu)

*J. Robert Collins, Ph.D.  
Chairman, Board of Trustees*

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**Collin County Community College District Board of Trustees**

1. Organization, Education, and Policy Committee

September 22, 2020

Resource: Kim Davison  
Chief of Staff

**DISCUSSION ITEM:** First Reading of Local Board Policies

- **BD(Local)** Board Meetings
- **CF(Local)** Purchasing and Acquisition
- **CS(Local)** Information Security
- **DHC(Local)** Employee Standards of Conduct – Child Abuse and Neglect Reporting (ADD)
- **GCB(Local)** Public Information Program – Requests for Information

**DISCUSSION:**

As a part of the College’s comprehensive review of all policies and with input from the Texas Association of School Boards’ Legal and Policy Service, the local policies outlined below are being presented for your review as a first reading.

- **BD(Local) Board Meetings** – Recommended revisions to this local policy reflect a change to the deadline for a meeting called due to an emergency or urgent public necessity as a result of SB 494.
- **CF(Local) Purchasing and Acquisition** – Recommended revisions to this local policy clarify the roles of the college president and the board in relation to purchasing procedures and methods under state and federal law.
- **CS(Local) Information Security** – Recommended revisions to this local policy address the Texas Administrative Code requirements regarding information security now applicable to college districts as a result of SB 64.
- **DHC(Local) Employee Standards of Conduct – Child Abuse and Neglect Reporting (ADD)** – Based on HB 621, this policy is recommended to address the

prohibition of adverse actions against employees who report child abuse or neglect.

- **GCB(Local) Public Information Program –** Requests for Information – Recommended revisions to this local policy relate to the method by which public information requests must be made and address the suspension of the Texas Public Information Act during a catastrophe as permitted by SB 494.

BOARD MEETINGS

BD  
(LOCAL)

<b>Definition</b>	The Board shall consist of nine members. In the event of the death or resignation of one or more members, the Board shall remain defined as a nine-member <del>Board</del> for the purposes of determining a majority. [See BBB]
<b>Meeting Place and Time</b>	The notice for a Board meeting shall reflect the date, time, and location of the meeting.
Regular Meetings	Regular meetings of the Board shall typically be held on the fourth Tuesday of each month <del>as posted, at 7:00 p.m.</del> When determined necessary and for the convenience of Board members, the Board Chairperson may change the date, time, or location of a regular meeting with proper notice.
Special or Emergency Meetings	The Board Chairperson shall call a special meeting at the Board Chairperson's discretion or on request by two members of the Board.  The Board Chairperson shall call an emergency meeting when it is determined by the Board Chairperson or four members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.
<b>Agenda</b>	The deadline for submitting items for inclusion on the agenda is the fifth business day before regular meetings and the fifth business day before special meetings, except in an emergency in accordance with the Texas Open Meetings Act.
Preparation Deadline	
Submission of Topics	The District President shall compile for review by the Board Chairperson all topics timely submitted by Board members, topics requested by the Board, and topics suggested by the District President.
A Board Member May Request a Subject Be Included on the Agenda	The Board Chairperson and the District President shall confer regarding the proposed topics, and the Board Chairperson shall determine the topics for the official meeting agenda. The Board Chairperson shall ensure that any topic the Board or two Board members have requested be addressed are either on the meeting agenda or scheduled for deliberation at an appropriate time in the near future. The Board Chairperson shall not refuse to assign a topic requested by two Board members to an agenda and, once assigned, shall not have the authority to remove the topic from the agenda without that Board member's specific authorization.
Consent Agenda	When the agenda is prepared, the Board Chairperson shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by

BOARD MEETINGS

BD  
(LOCAL)

one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

**Notice to Members**

Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least ~~two hours~~ one hour prior to the time of an emergency meeting.

**Closed Meeting**

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BDA]

**Order of Business**

The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members present.

**Rules of Order**

The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

Voting

Voting shall be by voice vote or show of hands, as directed by the Board Chairperson. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.

**Minutes**

Board action shall be carefully recorded by the Board Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board.

The official minutes of the Board shall be retained on file in the office of the District President and shall be available for examination during regular office hours.

**Discussions and Limitation**

Discussions shall be addressed to the Board Chairperson and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board Chairperson shall halt discussion that does not apply to the business before the Board.

The Board Chairperson shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board Chairperson shall not interfere with debate so long as members wish to address themselves to an item under consideration.

**General Policy**

The Board gives critical attention to the purchase of goods and services by the College District. In each case, the Board seeks to accept the lowest responsible bid that represents the best value for the College District after considering all legal permissible factors in awarding a contract. In determining the best value, the Board will act faithfully and exercise its best judgment to best serve the interests of the College District and will always exercise its honest discretion in seeking to accomplish the objective sought. The College District will strictly comply with all laws governing the purchase of goods and services. Bids determined to be unsatisfactory may be rejected by administrative or Board action as appropriate.

**Purchasing Authority**

The Board delegates to the District President or designee the authority to ~~determine the method of purchasing, in accordance with CF(LEGAL), and to~~ make budgeted purchases for goods and services. Purchases that require an amendment to the budget will be taken to the Board for consideration in advance of the purchase, except as authorized under emergency provisions. All purchases valued at \$100,000 or more in the aggregate will be taken to the Board for approval. As a part of the annual fiscal audit, the audit firm will have a plan for reviewing purchases above \$50,000. In addition, a quarterly information report identifying purchases between \$50,000 and \$100,000 will be provided to the Board.

The Board grants the District President the authority to approve amendments to contracts and purchase requests up to ten percent of the approved amount, not to exceed \$50,000, and to accelerate the timing of spending within the contract when needed to conduct College District business and accomplish strategic priorities in a timely manner. Such amendments and rationale will be reported to the Board.

The Board delegates to the District President or designee the authority to contract without prior Board approval for the replacement, construction, or repair of College District equipment or facilities if emergency replacement, construction, or repair is necessary for the health and safety of College District students and staff in the event of a catastrophe, emergency, or natural disaster.

This policy applies to the purchase of tangible property and/or services.

**Purchasing Procedures**

The District President or designee will develop purchasing procedures to implement the requirements of state and federal law. [See CAAB and CH(Legal)].

**Purchasing Methods**

The Board delegates to the District President or designee the authority to determine the method of purchasing in accordance with state and federal law.

**Competitive Bidding**

If competitive bidding is chosen as the purchasing method, the District President or designee will prepare bid specifications for items/services to be purchased. Bids may be submitted electronically or in sealed envelopes prior to the close date and time as indicated in the invitation to bid. Bidders may view the bid tabulation electronically immediately after the invitation to bid is unsealed or may attend a public bid opening in the College District's purchasing office. Any bid may be withdrawn prior to the scheduled date and time for closing. Bids received after the specified time will not be considered. No material changes may be made to a bid once it is submitted.

The College District may reject any or all bids and waive technicalities or informalities in the solicitation process as deemed to be in the best interest of the College District.

**Proposals**

If competitive sealed proposals are chosen as the purchasing method, the District President or designee will prepare the request for proposals and/or specifications for items/services to be purchased. Proposals may be submitted electronically or in sealed envelopes prior to the close date and time as indicated in the request for proposal. Proposals received after the specified time will not be considered. The name of all proposers submitting proposals will be available online at the time that the request for proposal is unsealed, or proposers may attend a public proposal opening to hear the name of those companies submitting proposals. Proposals may be withdrawn prior to the scheduled time for closing. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The College District may reject any or all proposals and waive technicalities or informalities in the solicitation process as deemed to be in the best interest of the College District.

**Electronic Bids or Proposals**

Bids or proposals that the College District accepts through electronic transmission will be administered in accordance with Board-adopted rules. Such rules will safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

**Responsibility for Debts**

The College District will be responsible for debts incurred in the name of the College District so long as those debts are for purchases made in accordance with adopted budget, state law, Board

PURCHASING AND ACQUISITION

CF  
(LOCAL)

policy, and current College District administrative procedures. The College District will not be responsible for debts incurred by persons or organizations who are employees or duly authorized agents of the College District. Persons making unauthorized purchases will assume full responsibility for all such debts.

**Purchase Commitments**

All purchase commitments will be made by the District President or designee through purchase order, contract, procurement card, or check request, subject to budget availability and in accordance with administrative procedures.

**Personal Purchases**

College District employees will not be permitted to purchase supplies or equipment, or services for personal use through the College District's business office.

**Equal Opportunity**

The College District encourages participation in the proposal process by small, minority, and woman-owned businesses. The College District will not discriminate on the basis of race, color, religion, gender, national origin, age, disability, veteran status, or any other basis protected by law.

**Delinquent Franchise Taxes**

Each corporation contracting with the College District will certify that its franchise taxes are current. If the corporation is exempt from payment of franchise taxes or is an out-of-state corporation not subject to Texas franchise tax, it will certify a statement to that effect. Making a false statement as to corporate franchise tax status will be considered a material breach of the contract and will be grounds for cancellation of the contract.

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

**Information Security Officer**

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

**Information Security Program**

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

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

**Website and Mobile Application Security**

The District President or designee will adopt procedures addressing ~~the~~also address accessibility, privacy, and security of the College District's website and mobile applications and submit the procedures to DIR for review.

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

**Reports**

Information Security Plan

The College District will submit a biennial information security plan to DIR in accordance with law.

Effectiveness of Policies and Procedures

The ISO will report annually to the District President on the effectiveness of the College District's information security policies, procedures, and practices in accordance with law and administrative procedures.

Security Incidents

By the College  
District

Generally

Security Breach  
Notification

The College District will assess the significance of a security incident and report urgent incidents to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.

Upon discovering or receiving notification of a breach of system security, the College District will disclose the breach to affected persons or entities in accordance with the time frames established by law.

The College District will give notice by using one or more of the following methods:

1. Written notice.
2. Electronic mail, if the College District has electronic mail addresses for the affected persons.
3. Conspicuous posting on the College District's website.
4. Publication through broadcast media.

The College District may also work with the United States Computer Emergency Readiness Teams (US-CERT), Information Sharing and Analysis Center (ISAC) or other trusted third party broker to help research and resolve the issue.

By Vendors and  
Third Parties

The College District will include in any vendor or third-party contract the requirement that the vendor or third party report information security incidents to the College District in accordance with law and administrative procedures.

Monthly  
Reports

The College District must provide summary reports of security incidents monthly to DIR in accordance with the deadlines, form, and manner specified by law and DIR.

## NEW POLICY

**Adverse**  
**Employment Action**  
**Prohibited**

The College District prohibits any adverse employment action, including termination or discrimination, against any employee who in good faith reports child abuse or neglect or participates in a related investigation.

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

1. Hand delivery;
2. U.S. mail to 3452 Spur 399, Suite 411, McKinney, TX 75069;  
or
3. Email at [publicinfo@collin.edu](mailto:publicinfo@collin.edu).

**Suspension of  
Public Information  
During Catastrophe**

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

**Charging for  
Personnel Time**

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

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

**Collin County Community College District Board of Trustees**

2020-09-X

September 22, 2020

Resource: Kim Davison  
Chief of Staff

**AGENDA ITEM:** Report Out of the Organization, Education, and Policy Committee and First Reading of Local Board Policies

**DISCUSSION:** As a part of the College's comprehensive review of all policies and with input from the Texas Association of School Boards' Legal and Policy Service, the local policies outlined below are being presented for your review as a first reading.

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**SUGGESTED MOTION:**

This being a first reading of local board policies, no action is required.

DRAFT