



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, October 27, 2020, in the President's Conference Room 407 at the Collin Higher Education Center, 3452 Spur 399, McKinney, Texas 75069.

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

**PUBLIC COMMENT
REVIEW AND DISCUSSION ITEMS**

1. First Reading of Local Board Policies: 2

- CAIA (Local) Ad Valorem Taxes - Exemptions and Payments
- CAIC (Local) Ad Valorem Taxes - Selection and Duties of Chief Tax Officials (ADD)
- DHB (Local) Employee Standards of Conduct - Searches and Alcohol/Drug Testing
- FI (Local) Solicitations
- FKC (Local) Student Activities - Registered Student Organizations
- FLBE (Local) Student Conduct - Alcohol and Drug Use
- FM (Local) Discipline and Penalties

2. Second Reading and Consideration of Approval of Local Board Policies: 22

- 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

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Collin County Community College District Board of Trustees

1. Organization, Education, and Policy Committee

October 27, 2020

Resource: Kim Davison
Chief of Staff

DISCUSSION ITEM: First Reading of Local Board Policies

- **CAIA(Local)** – Ad Valorem Taxes – Exemptions and Payments
- **CAIC(Local)** – Ad Valorem Taxes – Selection and Duties of Chief Tax Officials (ADD)
- **DHB(Local)** – Employee Standards of Conduct – Searches and Alcohol/Drug Testing
- **FI(Local)** – Solicitations
- **FKC(Local)** – Student Activities – Registered Student Organizations
- **FLBE(Local)** – Student Conduct – Alcohol and Drug Use
- **FM(Local)** – Discipline and Penalties

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.

- **CAIA(Local) Ad Valorem Taxes – Exemptions and Payments** – As part of a policy reorganization, the policy has been renamed. All previous content from this policy has been moved to CAIC.
- **CAIC(Local) Ad Valorem Taxes – Selection and Duties of Chief Tax Officials (ADD)** – All previous content from CAIA has been moved to this policy as part of a policy reorganization.
- **DHB(Local) Employee Standards of Conduct – Searches and Alcohol/Drug Testing** – Provisions addressing reasonable suspicion alcohol and drug testing are recommended for inclusion in the college district's policy manual. The new provisions also address consequences for an employee's refusal to comply with testing and for violation of the college district's drug and alcohol policy. Other revisions are to clarify provisions applying to employees who are

covered by federal Department of Transportation (DOT) rules.

- **FI(Local) Solicitations** – Revisions to this policy are recommended for consistency with policy style. An additional revision was made at Permitted Solicitation to update a cross reference.
- **FKC(Local) Student Activities – Registered Student Organizations** – Recommended revisions to this local policy address the SB 18 requirement to not deny the registration of a student organization based on its viewpoints.
- **FLBE(Local) Student Conduct – Alcohol and Drug Use** – At Exceptions, HB 1325 authorizes the use, possession, and transport of hemp on college district property. HB 1518 prohibits a college district from adopting or enforcing an order, regulation, rule, ordinance, or policy governing the possession, distribution, and sale of Dextromethorphan, a cough suppressant. Additionally, the exceptions for medications prescribed for a student or the student's child have been expanded.
- **FM(Local) Discipline and Penalties** – Recommended revisions to this local policy relate to the addition of the Educational Project Experience as one of penalties if a student commits an infraction or engages in misconduct.

AD VALOREM TAXES

EXEMPTIONS AND PAYMENTS SELECTION AND DUTIES OF CHIEF TAX OFFICIALS

CAIA
(LOCAL)

No Discounts or Split Payments

Discount or split payment options will not be provided for the payment of property taxes in the College District. The College District shall have its taxes assessed by the Collin County Tax Appraisal District and collected by the Collin County Tax Assessor-Collector.

NEW POLICY

The College District will have its taxes assessed by the Collin County Tax Appraisal District and collected by the Collin County Tax Assessor-Collector.

EMPLOYEE STANDARDS OF CONDUCT
SEARCHES AND ALCOHOL/DRUG TESTING

DHB
(LOCAL)

**Reasonable
Suspicion Searches**

The College District reserves the right to conduct searches when the College District has reasonable cause to believe that a search will uncover evidence of work-related misconduct. The College District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on College District premises or worksites or used in College District business. Searches that reveal a violation of the College District's standards of conduct may result in disciplinary action. [See DH]

**Reasonable
Suspicion Alcohol
and Drug Testing**

The College District may remove an employee from duty and require testing if there is reasonable suspicion that the employee is under the influence of alcohol or drugs used in violation of College District policy. The determination of reasonable suspicion may be based on specific observations of the appearance, behavior, speech, or body odors of the employee whose motor ability, emotional equilibrium, or mental acuity seems to be impaired while on duty or other relevant information. Any employee who is asked to submit to drug or alcohol screening will be given the opportunity to provide relevant information about prescription or nonprescription medications that may affect the screening.

A College District employee who refuses to comply with a directive to submit to testing based upon reasonable suspicion will be subject to disciplinary action, up to and including termination.

A College District employee confirmed to have violated the College District's policy pertaining to alcohol or drugs may be subject to disciplinary action. [See DM series and DH]

**Department of
Transportation
Testing Program**

~~In compliance with the federal Department of Transportation's (DOT) Omnibus Transportation Employee Testing Act of 1991, the College District requires that all College District employees who drive a College District vehicle designed to transport the driver and 15 or more passengers and are required to have a commercial driver's license be tested for drug/alcohol use as follows:~~

- ~~1. Preemployment Testing. Prior to the first time a covered employee performs a safety-sensitive function for the College District, such as driving the College District bus, the employee shall be tested for alcohol and controlled substances.~~
- ~~2. Random Testing. The College District's drug/alcohol testing contractor is required to conduct random tests for alcohol and controlled substances. The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method in which each covered employee has an equal chance of being tested each time selections are made.~~

EMPLOYEE STANDARDS OF CONDUCT
SEARCHES AND ALCOHOL/DRUG TESTING

DHB
(LOCAL)

~~3. Post-accident Testing. It is the responsibility of any employee, as soon as practicable, but in no case later than six hours following an accident involving a commercial vehicle, to be tested for alcohol and/or controlled substances, if:~~

~~a. He or she was performing a safety-sensitive function with respect to the vehicle and the accident involved the loss of human life; or~~

~~b. He or she received a citation under state or local law for a moving traffic violation arising from the accident.~~

~~All testing shall be performed by a laboratory certified by and accepted under DOT guidelines and regulations. Covered College District employees are provided with the name, telephone number, and address of the College District's approved drug/alcohol testing contractor.~~

~~4. Reasonable Suspicion Testing. The College District requires a covered employee to submit to an alcohol/controlled substance test when reasonable suspicion exists that the employee has violated the prohibitions of DOT rules concerning the use of alcohol or a controlled substance.~~

~~In the event that a violation of this policy or related College District procedures is confirmed, the employee shall not be permitted to perform any safety-sensitive duty until he or she is cleared and in compliance with program guidelines. Violation of this policy or related College District procedures shall also result in disciplinary action as outlined in College District policy, which may include termination of employment.~~

~~Reasonable
Suspicion Searches~~

~~In addition to employees covered by the DOT testing program, a College District employee whose job position has been designated as "safety sensitive" may be subject to mandatory pre-employment, reasonable suspicion, and random drug/alcohol testing.~~

~~Drug / Alcohol
Testing as Part of
Medical Examination~~

~~Employee drug/alcohol testing may also be required as part of a medical examination pursuant to Board policies CKE(LEGAL) and DBB(LOCAL).~~

Note: The following provisions apply to employees who are covered by the federal Department of Transportation (DOT) rules.

**Federally Required
DOT Testing
Program**

In accordance with DOT rules, the College District will establish an alcohol and controlled substances testing program to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by the drivers of commercial motor vehicles.

The primary purpose of the testing program is to prevent impaired employees from performing safety-sensitive functions.

The District President will designate a College District official who will be responsible for ensuring that information is disseminated to employees covered under this testing program regarding prohibited driver conduct, alcohol and controlled substances tests, and the consequences that follow positive test results.

Drug-related
Violations

The following constitute drug-related violations under the DOT rules:

Refusing to submit to a required test for alcohol or controlled substances.

1. Providing an adulterated, diluted, or substituted specimen on an alcohol or controlled substances test.
2. Testing positive for alcohol, at a concentration of 0.04 or above, in a post-accident test.
3. Testing positive for controlled substances in a post-accident test.
4. Testing positive for alcohol, at a concentration of 0.04 or above, in a random test.
5. Testing positive for controlled substances in a random test.
6. Testing positive for alcohol, at a concentration of 0.04 or above, in a reasonable suspicion test.
7. Testing positive for controlled substances in a reasonable suspicion test.

An employee who operates a commercial motor vehicle, including a bus, and commits a drug-related DOT violation as defined above may be reinstated as a driver if he or she successfully completes a return-to-duty test. The employee may also be subject to follow-up tests.

Alcohol Results
Between 0.02 and
0.04

In accordance with DOT rules, a driver tested under this policy and found to have an alcohol concentration of 0.02 or greater, but less than 0.04, will be suspended from driving duties for at least 24 hours.

[In the event of a subsequent positive test result for alcohol of 0.02 or greater but less than 0.04, see the disciplinary consequences at College District-Imposed Consequences, below.]

EMPLOYEE STANDARDS OF CONDUCT
SEARCHES AND ALCOHOL/DRUG TESTING

DHB
(LOCAL)

Reasonable
Suspicion DOT
Testing

Only supervisors specifically trained in accordance with federal regulations may, based upon reasonable suspicion, remove a driver from a safety-sensitive position and require testing for alcohol and/or controlled substances. The determination of reasonable suspicion will be based on specific observations of the appearance, behavior, speech, or body odors of the driver whose motor ability, emotional equilibrium, or mental acuity seems to be impaired. Such observations must take place just preceding, during, or just after the period of the workday that the driver is on duty.

The observations may include indication of the chronic and withdrawal effects of controlled substances. Within 24 hours of the observed behavior, the supervisor will provide a signed, written record documenting the observations leading to a controlled substance reasonable suspicion test.

College District-
Imposed
Consequences

In addition to the consequences established by federal law, a College District employee confirmed to have violated the College District's policy pertaining to alcohol or controlled substances, including a second or subsequent positive test result for alcohol of 0.02 or greater but less than 0.04, will be subject to College District-imposed discipline, as determined by his or her supervisor(s) and the District President. Such discipline may include any appropriate action from suspension without pay during the period of removal from safety-sensitive functions, up to and including termination of employment will.

In cases where a driver is also employed in a non-driving capacity by the College District, disciplinary action imposed for violation of alcohol and controlled substances policies will apply to the employee's functions and duties that involve driving. Additionally, upon recommendation of the employee's supervisor, disciplinary measures up to and including termination of employment with the College District may be considered.

**“Student
Solicitation”**

~~“Student As used in this policy, “student solicitation” shall will~~ mean the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by a student or registered student organization.

**Permitted Limitations
on Solicitation**

Student solicitation ~~shall will~~ be permitted in or on premises owned or controlled by the College District only if the solicitation does not violate a sole-source vendor contract clause and the solicitation is:

1. The sale or offer for sale of any newspaper, magazine, or other publication in an area designated in advance by the vice president for student development or designee for the conduct of such activity;
2. The sale or offer for sale of any merchandise, food, or non-alcoholic beverages~~drink item~~ in an area designated in advance by the vice president of for student and enrollment services development or designee ~~or a designated representative~~ for the conduct of such activity;
3. The collection of membership fees or dues by registered student organizations at the organizations’ meetings ~~of such organizations~~ scheduled in accordance with the College District policy and procedures~~District’s regulations~~ on use of facilities; [See FLAGF]
4. The collection of admission fees for the exhibition of movies, performances, or other programs that are sponsored by a student or registered student organization and ~~are~~ scheduled in accordance with College District policy and procedures on the use of facilities; [See FLA] regulations; or
5. The sale of raffle tickets by a registered student organization that can present to the vice president for student development or designee written evidence from the Internal Revenue Service that the organization has been granted an exemption from taxation under 26 U.S.C. 501(c)(3); ~~Internal Revenue Code.~~
6. The collection of donations by a registered student organization;
7. The sale of personal items by students; or
8. The sale of items by a registered student organization to its members.

Any solicitations by a registered student organization must be on behalf of or for the benefit of a registered student organization or

an organization granted an exemption from taxation under 26 U.S.C. 501(c)(3).

Student solicitation must comply with law and College District policies and procedures. No solicitation ~~shall~~will be conducted on the grounds, sidewalks, or streets of any property either owned or controlled by the College District, except as approved by the vice president ~~for of~~ student development and enrollment services or designee.

Time Limit No student or registered student No organization ~~shall~~will solicit under this policy for more than the time limit established by administrative regulations for a total of 14 days, whether continuous or intermittent, during each fiscal year.

Exception If approved by the vice president for student and enrollment services or designee, solicitations intended to raise funds to respond to a declared disaster or emergency are not subject to the established time limit.

Fundraising and Use of College District Name Only authorized students or registered student organizations ~~shall~~will be allowed to sponsor and engage in solicitation and/or fundraising~~fund-raising~~ activities under the name of the College District. All such activities ~~shall~~will be compatible with the mission and objectives of the College District and ~~shall~~will be approved by the vice president ~~for of~~ student development and enrollment services or designee in accordance with procedures developed for that purpose. [See GF(LOCAL)]

Conduct During Solicitation Solicitation made pursuant to the terms of this policy must be conducted according to the following:

1. The solicitation ~~shall~~will not disrupt or disturb ~~or interfere with~~ the regular academic or institutional programs being conducted in buildings or on property owned or controlled by the College District.
2. The solicitation ~~shall~~will not interfere with the free or unimpeded flow of pedestrian and vehicular traffic on sidewalks and streets and at places of ingress and egress to and from buildings owned or controlled by the College District.
3. The solicitation ~~shall~~will not harass, threaten~~embarrass~~, or intimidate the person or persons being solicited.

Sanctions If, after a reasonable investigation, the campus ~~vice president~~/provost, vice president ~~for of~~ student and enrollment services~~development~~, or designee determines that a solicitation is being conducted in a manner that violates this policy, the campus ~~vice presi-~~

~~dent~~/provost, vice president ~~offer~~ student and enrollment ser-
vices~~development~~, or designee may prohibit the offending student
or registered organization from soliciting on the campus for such
period or periods of time determined to be appropriate.

A student determined to be in violation of this policy ~~shall~~will be
subject to disciplinary measures as described in policies FM and
FMA. In the case of a registered student organization, the vice
president ~~for of~~ student and enrollment services~~development~~ or
designee may revoke the registered status of the organization in
accordance with policy FKC.

**Student
Organizations**

The College District ~~shall~~will provide means for students to organize and join associations to promote their common interests.

An organization whose membership is limited to College District students, staff, and faculty may become an approved student organization by complying with the registration procedures that are available from the College District's student ~~life~~engagement office.

Approved student organizations ~~shall~~will abide by College District rules, regulations, procedures, Board policies, the Student Code of Conduct, and applicable local, state, and federal laws, including but not limited to, those regarding discrimination and harassment.

Although student organizations may be approved by the College District, this ~~shall~~will not imply that the College District endorses student organization opinions and activities. Student organizations do not speak for the College District.

**Student Organization
Requirements**

To achieve approved student organization status, each new and returning group ~~shall~~will meet the minimum guidelines, as established by the vice president of student ~~development and enrollment~~services or designee and outlined in the Student Organization Procedures Manual (SOPM) including, but not limited to fiscal procedures and monthly reports.

Rights and Duties

Approved student organizations may require members to maintain a higher cumulative grade point average (GPA), maintain enrollment in a specified number of credit hours, complete specific courses, or enroll in a specific program of study, as defined in their governing documents.

**Denial, Sanction, or
Termination**

Approved student organization status may be canceled, denied, sanctioned, or terminated because of one or more of the following:

1. Failure to complete organizational registration requirements by stated deadlines.
2. Failure to comply with College District policies, procedures, or guidelines.
3. Sanctions imposed by the College District's administration.
4. Receipt of a written request for termination by the local, state, or national chartering organization.

The ~~assistant~~assistant director of student ~~engagement life~~engagement life ~~shall~~will notify the approved student organization's primary student contact and the primary ~~advisor~~advisor in writing of such action. Any appeal by the student organization ~~shall~~will be submitted in writing to the dean of students' office. [See FLD(LOCAL) for appeal process]

Regardless of the above criteria, the College District will not deny approval based on a political, religious, philosophical, ideological, or academic viewpoint expressed by the organization or any expressive activities of the organization.

**Student Activity Fee
Advisory Committee**

The student activity fee advisory committee (SAFAC) ~~shall~~will be charged with hearing funding requests and making funding allocations to approved student organizations and College District departments for programs, activities, and events that directly involve and benefit students. The committee ~~shall~~will be composed of five members appointed by the student government association and four members appointed by the ~~College District~~ President.

Alcohol

The use of intoxicating beverages ~~shall~~will be prohibited in classroom buildings; laboratories; auditoriums; library buildings; faculty and administrative offices; intercollegiate and intramural athletic facilities; and all other public campus areas. The ~~College~~ District President is authorized by the Board to permit the serving and consumption of alcohol at special fundraising functions for the College District, at specially designated events in College District facilities, and as a part of specifically defined and approved academic curricular programs/classes (e.g., culinary arts). With the prior consent of the Board, the provisions herein may be waived with respect to any specific affair that is sponsored by the institution and/or the College District Foundation. State law ~~shall~~will be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

Controlled Substances

When on College District property or while attending College District-sponsored activities on- or off-campus, a student ~~shall~~will not, or attempt to, possess, have under his or her control, manufacture, deliver, distribute, sell, purchase, use, or be under the influence of:

1. Alcohol~~;~~:-
2. Any controlled substance as defined by the Texas Controlled Substances Act~~;~~:-
3. Abusable volatile chemicals in violation of the manufacturer's directions~~;~~:-
4. A dangerous drug, as defined by state or federal law~~;~~:-
5. Steroids~~;~~:-
6. Substances referred to as designer drugs~~;~~ or ~~;~~:-
7. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drugs.

In addition, a student ~~shall~~will not inappropriately or illegally use over-the-counter medications, prescription medications, inhalants, herb-al/natural euphoriant, and/or look-alike products or anything represented to be one of these substances.

Paraphernalia

A student ~~shall~~will not possess any pipe, instrument of contrivance, hypodermic syringe, needle, or any instrument adapted for the use of smoking, injecting, or ingesting any narcotic or hallucinatory drug.

Definition of Possession

Possession means actual care, custody, control, or management and includes the act of taking control or occupancy of property without regard to the ownership of the property. Possession is a voluntary act if the possessor knowingly obtains or receives the

item possessed or is aware of his or her control over the item for a sufficient time to permit the student to terminate his or her control. In addition, items in a car under the care, custody, control, or management of the student will be in the student's possession.

Exceptions

A It will not be considered a violation of this policy if the student:

1. Uses or possesses a controlled substance or ~~who uses a~~ drug authorized by a licensed physician through a prescription specifically for that student's use;
2. Possesses a controlled substance or drug that a licensed physician has prescribed for the student's child or other individual for whom the student is a legal guardian;
3. Cultivates, possesses, transports, or sells hemp as authorized by law; or
4. Possesses, sells, or distributes Dextromethorphan ~~shall not be considered to have violated this rule.~~

Violation

Students who violate this policy ~~shall~~will be subject to appropriate disciplinary action as defined in the College District's Student Code of Conduct (Code).

Notice

Disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution. Each student taking one or more classes for any type of academic credit, except for continuing education units, ~~shall~~will be given a copy of the College District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol; a description of the applicable legal sanctions under local, state, or federal law; and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol. [See FLBE(EXHIBIT)]

Tobacco

The College District is a smoke- and tobacco-free institution. The use of any tobacco product or other electronic smoking device (including, but not limited to, electronic cigarettes or personal vaporizers) ~~shall~~will be strictly prohibited anywhere on College District property or in College District facilities. A student who violates this policy may be issued a citation by the College District Police Department and may face legal fines. Violators of this policy are also subject to disciplinary action as defined in the Code.

[For more information and smoking cessation assistance, see the College District's Student Handbook or contact the College District's counseling services.]

Drug_-Testing

Student participation in certain academic and extracurricular programs may require drug_-testing. ~~A~~The student may be tested upon beginning participation in the identified programs and/or a random basis. The requirements are defined and available for review prior to a student enrolling in the College District or participating in the affected programs and activities.

Note: For procedures related to student discipline, see FMA.

Penalties for Student Misconduct

A student ~~shall~~will be subject to discipline for violations of College District policies and procedures, including the rules outlining expectations for student conduct [see FLB]. If a student commits an infraction or engages in misconduct, the College District may impose one or more of the following penalties:

1. Reprimand - A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.
2. Restitution - Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
3. Scholastic penalties - The assignment of a failing grade on an assignment or examination or in a course by an instructor based on scholastic dishonesty; including, but not limited to cheating, collusion, and plagiarism; committed by a student. The instructor ~~shall~~will submit a written report of the incident and of the planned action to the instructor's associate dean and/or dean.
4. Educational Project Experience (EPE) – An assignment or experience allowing the student to learn specific behaviors or lessons related to their conduct and the specifics of their disciplinary case. EPEs offered by the College District include, but are not limited to, awareness seminars, essay or written assignments, and online learning modules.
- 4.5. Conditional Probation - The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from the College District. Conditional probation may include restrictions on a student's rights and privileges or specified community service. The probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion.
- 5.6. Suspension - Forced withdrawal from the College District for either a definite period of time or until stated conditions have been met. Normally, suspension ~~shall~~will extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse). However, suspension may exceed the one semester minimum.

~~6-7.~~ Expulsion - Permanent forced withdrawal from the College District. A student receiving ~~disciplinary~~ expulsion shall will have the action noted in the student's permanent record.

Suspended or
Expelled Students

No former student who has been suspended or expelled from the College District for disciplinary reasons shall will be permitted on the campus or other facilities of the College District, initiated into an honorary or service organization, or permitted to receive credit for academic work done in residence or by correspondence or extension during the period of suspension or expulsion without the prior written approval of the appropriate administrator (~~i.e., dean of students~~) or the Board.

Disciplinary Record

The College District shall will maintain for every student alleged or determined to have committed misconduct at the College District, a disciplinary record that shall will reflect the charge, the disposition of the charge, the sanction assessed, if any, and any other pertinent information. The disciplinary record shall will be separate from the student's academic record and shall will be treated as confidential; the contents shall will not be revealed except on request of the student or in accordance with applicable state or federal laws.

The disciplinary record shall will be maintained permanently in the event that a student is expelled or subject to an extended suspension. In all other cases, the disciplinary record shall will be maintained in accordance with the College District's record retention schedule.

Publication

Information regarding student discipline described in College District policies and accompanying procedures shall will be published in the student handbook.

Collin County Community College District Board of Trustees

2020-10-X

October 27, 2020

Resource: Kim Davison
Chief of Staff

AGENDA ITEM: Report Out of the Organization, Education, and Policy Committee, 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.

- **CAIA(Local) Ad Valorem Taxes – Exemptions and Payments** – As part of a policy reorganization, the policy has been renamed. All previous content from this policy has been moved to CAIC.
- **CAIC(Local) Ad Valorem Taxes – Selection and Duties of Chief Tax Officials (ADD)** – All previous content from CAIA has been moved to this policy as part of a policy reorganization.
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- **FI(Local) Solicitations** – Revisions to this policy are recommended for consistency with policy style. An additional revision was made at Permitted Solicitation to update a cross reference.
- **FKC(Local) Student Activities – Registered Student Organizations** – Recommended revisions to this local policy address the SB 18 requirement to not deny the registration of a student organization based on its viewpoints.

- **FLBE(Local) Student Conduct – Alcohol and Drug Use** – At Exceptions, HB 1325 authorizes the use, possession, and transport of hemp on college district property. HB 1518 prohibits a college district from adopting or enforcing an order, regulation, rule, ordinance, or policy governing the possession, distribution, and sale of Dextromethorphan, a cough suppressant. Additionally, the exceptions for medications prescribed for a student or the student’s child have been expanded.
- **FM(Local) Discipline and Penalties** – Recommended revisions to this local policy relate to the addition of the Educational Project Experience as one of penalties if a student commits an infraction or engages in misconduct.

SUGGESTED MOTION:

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

Collin County Community College District Board of Trustees

2. Organization, Education, and Policy Committee

October 27, 2020

Resource: Kim Davison
Chief of Staff

DISCUSSION ITEM: Second Reading and Consideration of Approval 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 second 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)

Definition

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 ~~Board~~ for the purposes of determining a majority. [See BBB]

Meeting Place and Time

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 ~~as posted, at 7:00 p.m.~~ 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.

Agenda

Preparation
Deadline

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.

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 those purchases as authorized by the Board's grant of emergency authority to the District President. 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.

PURCHASING AND ACQUISITION

CF
(LOCAL)

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 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.

**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

2020-10-X

October 27, 2020

Resource: Kim Davison
Chief of Staff

AGENDA ITEM:

Report Out of the Organization, Education, and Policy Committee, Second Reading and Consideration of Approval 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:

The Organization, Education, and Policy Committee reviewed all policies presented in this item. The Committee Chair will report out a recommendation at the October 27, 2020 regular meeting of the Board of Trustees.

PROPOSED CHANGES:

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 approval.

- **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.

DISTRICT PRESIDENT’S RECOMMENDATION:

The District President recommends approval of the five (5) Local Board Policies as outlined above.

SUGGESTED MOTION:

This item may come as a motion and second out of committee. A suggested motion would be, “Mr. Chairman, I make the motion that the Board of Trustees of Collin County Community College District approves the Local Board Policies.”

