



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 (Hardin, Orr, Saad) at 4:30 p.m. on Tuesday, March 24, 2026, in Conference Room 400C at the Collin Higher Education Center, 3452 Spur 399, McKinney, Texas 75069.

Locations

Celina Campus

Collin Higher Education Center
McKinney, Texas

Courtyard Center
Plano, Texas

Farmersville Campus

Frisco Campus

McKinney Campus

Plano Campus

Public Safety Training Center
McKinney, Texas

Technical Campus
Allen, Texas

Wylie Campus

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PUBLIC COMMENT

REVIEW AND DISCUSSION ITEMS

1. First Reading of Local Board Policies

- BCA (Local) Board Internal Organization – Board Officers and Officials (ADD)
- DEAB (Local) Compensation Plan: Wage and Hour Laws
- DEB (Local) Compensation and Benefits: Fringe Benefits
- DEC (Local) Compensation and Benefits: Leaves and Absences
- FLB (Local) Student Rights and Responsibilities: Student Conduct
- FLBC (Local) Student Conduct: Prohibited Organizations and Hazing
- GCB (Local) Public Information Program: Requests for Information

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

- BCB (Local) Board Internal Organization – Board Committees
- BCE (Local) Board Internal Organization – Advisory Committees (ADD)
- CS (Local) Information Security
- CKD (Local) Insurance and Annuities Management – Health and Life Insurance
- DIAA (Local) Freedom from Discrimination, Harassment, and Retaliation – Sex and Sexual Violence
- DIAB (Local) Freedom from Discrimination, Harassment, and Retaliation – Other Protected Characteristics
- DJA (Local) Assignment Work Load, and Schedules – Telework
- DMAA (Local) Term Contracts – Termination Mid-Contract
- ECC (Local) Instructional Arrangements – Course Load and Schedules

Jay Saad
Chair, Board of Trustees

Collin County Community College District Board of Trustees

1. Organization, Education, and Policy Committee

March 24, 2026

Resource: Monica Velazquez
General Counsel

DISCUSSION ITEM:

First Reading of Local Board Policies

- **BCA (Local)** Board Internal Organization – Board Officers and Officials (ADD)
- **DEAB (Local)** Compensation Plan: Wage and Hour Laws
- **DEB (Local)** Compensation and Benefits: Fringe Benefits
- **DEC (Local)** Compensation and Benefits: Leaves and Absences
- **FLB (Local)** Student Rights and Responsibilities: Student Conduct
- **FLBC (Local)** Student Conduct: Prohibited Organizations and Hazing
- **GCB (Local)** Public Information Program: Requests for Information

DISCUSSION:

As a part of the College's comprehensive review of all policies and with updates and recommendations from the Texas Association of School Boards' Legal and Policy Service, the local policy outlined below is being presented for review as a first reading.

- **BCA (Local)** Board Internal Organization – Board Officers and Officials – Proposed new policy to address board officer elections and duties
- **DEAB (Local)** Compensation Plan: Wage and Hour Laws – Proposed minor updates to clarify compensation and compensation for exempt and nonexempt employees and overtime processes
- **DEB (Local)** Compensation and Benefits: Fringe Benefits – Proposed updates to clarify language that may no longer be required under existing law
- **DEC (Local)** Compensation and Benefits: Leaves and Absences – Proposed updates to clarify employee leaves and absences, including updating certain categories of leave

- **FLB (Local)** Student Rights and Responsibilities: Student Conduct – Proposed updates to moving hazing section to a new policy
- **FLBC (Local)** Student Conduct: Prohibited Organizations and Hazing – Proposed new policy to address hazing, including hazing by organizations
- **GCB (Local)** Public Information Program: Requests for Information – Proposed updates for Public Information Act requirements

NEW POLICY

Board Officers

The Board shall elect a Chair, a Vice Chair, a Secretary, and a Treasurer who shall be members of the Board. Officers shall be elected by a majority vote of the members of the Board.

Board officers shall serve until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

Vacancy

A vacancy among officers of the Board shall be filled by majority vote of the Board.

Duties

Board Chair

In addition to the duties required by law, Board policy, and Board action, the Board Chair shall:

1. Preside at all Board meetings unless unable to attend.
2. Have the right make motions, request discussion of motions, propose Board resolutions, and vote on all matters coming before the Board.

References in law and Board policy to the Board President are referring to the Board Chair.

Board Vice Chair

The Board Vice Chair shall:

1. Act in the capacity and perform the duties of the Board Chair in the event of the absence or incapacity of the Chair.
2. Become Board Chair only upon being elected to the position.

Board Secretary

The Board Secretary shall:

1. Ensure that accurate minutes are kept of the proceedings of Board meeting.
2. Ensure that notices of Board meetings are posted and sent as required by law.
3. In the absence of the Board Chair and Vice Chair, call the Board meeting to order and act as presiding officer.
4. Sign or countersign documents as directed by action of the Board.

Board Treasurer

The Board Treasurer shall:

1. Sign or countersign financial documents as directed by a Board resolution or by action of the Board.

2. Review all Board resolutions authorizing indebtedness of the College District in the amount of \$25 million or greater.
3. In the absence of the Board Chair, Vice Chair, or Secretary call the Board meeting to order and act as presiding officer.

**Designated
Workweek**

The designated College workweek will be from 12:01 a.m. Sunday through 12:00 midnight on Saturday.

Exempt / Nonexempt

The District President or designee will determine the classification of positions or employees as “exempt” or “nonexempt” for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).

Exempt employees are compensated on a salary basis for their employment period and are not entitled to overtime compensation. Exempt employees may be required to work outside of normal business hours.

Compensatory Time

Nonexempt employees are compensated on an hourly basis for all hours worked each week and are compensated for overtime in accordance with federal and state regulations and the College’s compensation plan.

Nonexempt employees are not permitted to work beyond their scheduled work hours unless authorized in writing, in advance, by their appropriate supervisor.

Nonexempt employees may be subject to disciplinary action for working overtime or beyond the approved schedule without advanced written approval from their supervisor. In the case of an emergency or where campus safety is involved, a verbal directive to work additional hours from their supervisor is appropriate authorization. However, the verbal approval should be will be documented with a follow-up e-mail from the supervisor to the employee.

A nonexempt employee is compensated through compensatory time off or direct overtime pay for the additional hours worked beyond 40 in a workweek at a rate of time and one-half the employee’s normal pay rate. Employees may not earn and take compensatory time within the same workweek. Adjusted schedules are documented by the employee and approved in writing in advance by their appropriate supervisor.

Insurance Benefits

The rules and regulations of the Employees Retirement System Benefits (ERS) of Texas, the Group Benefits Program, and the Affordable Care Act (ACA) will be followed in providing basic group life, accident, health, and dental insurance coverage for all active full-time employees.

ACA Summary

The ACA is federal legislation passed in 2010. The employer-mandate provisions of the ACA became effective in 2015. The ACA rules are complex and multi-faceted, and impact both employers and individual employees.

Employee Impact

The ACA requires individuals have medical insurance or most Americans to have medical insurance by January 1, 2014, and attempts to ensure that Americans have access to medical insurance they can afford, whether they get it from an employer, directly from an insurance company, or from an insurance company offering coverage through a government-sponsored exchange. (i.e., a state exchange or, in states that don't have their own exchanges, like Texas, the Healthcare.gov website). Information regarding the ACA will be provided to College District employees using a model notification form recommended by the Department of Labor.

Employer Impact

~~In general, the ACA requires that any employer that has 50 or more full-time equivalent employees offer to at least 95 percent of its full-time employees and their dependents up to age 26 medical insurance coverage meeting certain minimum standards. Employers that do not offer such coverage must pay a monetary penalty each year to the federal government, known as the "shared responsibility payment." The ACA's definition of a full-time employee is an employee whose actual average monthly hours of service are 130 or more.~~

Measurement Periods

Standard Measurement Period

Under the ACA, ~~T~~he Standard Measurement Period is the "look back" period during which the College District must measure the hours of service of its ongoing employees in order to determine who qualifies as full-time under the ACA. Ongoing employees are those who joined the College District before the beginning of the Standard Measurement Period, so that they are employed for all 12 months of the Standard Measurement Period.

The College District has selected the period of July 1 of each year through June 30 of the following year as the 12-month period for its Standard Measurement Period.

Standard Administrative Period

The Standard Administrative Period is the period after the end of the Standard Measurement Period during which the College District must evaluate each ongoing employee's work record to determine whether he or she averaged 130 hours or more of service per month during the Standard Measurement Period. During the

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Standard Administrative Period, the College District will make an offer of health insurance coverage to those ongoing employees determined to be full-time based on their hours worked during the immediately preceding Standard Measurement Period.

The College District has selected July 1 through August 31 of each year as the two-month Standard Administrative Period, which coincides with the College District's existing open enrollment period.

Standard Stability Period

The Standard Stability Period is the period during which ongoing employees who were determined to be full-time based on their hours worked during the Standard Measurement Period must continue to be treated as full-time and therefore eligible for coverage during the Standard Stability Period, regardless of their actual hours worked. [See Rehired Employees, below, for employees treated as having been terminated and rehired] The College District's Standard Stability Period coincides with the plan year of its medical plan and is the 12-month period from September 1 of each year through August 31 of the next year.

New Employees

The ACA does not permit an employer to wait until a new employee has completed a Standard Measurement Period to determine whether the employee is full-time. Thus, procedures are required to determine the full-time status of new employees under the ACA. These rules are similar to, but separate from, the rules for determining the full-time status of ongoing employees.

Full-Time

A new employee who, at commencement of employment, is reasonably expected to be full-time (i.e., averaging 30 or more hours per week), and who is not a seasonal employee, must be considered full-time for purposes of the ACA, beginning on his or her employment commencement date. (Note that for purposes of determining whether a new employee is full-time based on work expectation, the standard is 30 or more hours per week, not 130 per month.)

Once a new full-time employee has been employed for an entire Standard Measurement Period, the employee becomes an ongoing employee, and his or her status as full-time for purposes of the ACA is governed by the provisions of this policy regarding ongoing employees.

Non-Full-Time

A new employee who is hired as a part-time, seasonal, or variable-hour (i.e., who may reasonably be expected to sometimes work 30 or more hours per week and sometimes less) employee is not initially considered full-time, but his or her hours of service must be tracked during an Initial Measurement Period, as follows:

- New employees who are part-time, seasonal, or variable hour (hereinafter, “new non-full-time employees”) are tested for ACA full-time status based on an Initial Measurement Period that begins on the first day of the first month following their hire date and ends a year later. Immediately following the end of a new non-full-time employees’ Initial Measurement Period, there is a one-calendar-month Initial Administrative Period during which the new non-full-time employees’ status as full-time or part-time is determined and during which any new non-full-time employees who are determined to have averaged 130 or more hours per month are offered coverage.
- A new non-full-time employee who averages 130 hours or more of service per month during his or her Initial Measurement Period and who is therefore determined to be full-time under the ACA will continue to be full-time for purposes of the ACA during his or her 12-month Initial Stability Period, which is the 12-month period immediately following his or her Initial Administrative Period, regardless of his or her actual hours of service during the Initial Stability Period. [See Rehired Employees, below, for employees treated as having been terminated and rehired]

Note that unless a new non-full-time employee is hired in June (other than June 1st) or on July 1st, his or her Initial Measurement Period will partially overlap his or her first Standard Measurement Period. A new non-full-time employee who does not average 130 hours or more of service per month during his or her Initial Measurement Period, but who does average 130 hours or more of service per month during the Standard Measurement Period that starts during his or her Initial Measurement Period, will be considered full-time under the ACA during the Standard Stability Period following such Standard Measurement Period, even though the first months of such Standard Measurement Period would otherwise include the last months of the employee’s Initial Stability Period. In such a case, the employee’s Initial Stability Period is effectively cut short.

Change of Status to Full-Time

If a new employee who is a non-full-time employee experiences a change in employment status before the end of his or her Initial Measurement Period, such that if the employee had begun employment in that new status, he or she would reasonably have been expected to be full-time under the 30-hour week standard [see New Employees – Full-Time, above], the employee will be considered full-time, and thus eligible for the College District’s medical insurance plan, beginning on the first day of the calendar month after the change in employment status to full-time.

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Rehired Employees	An employee who is terminated and rehired will be treated as a new employee upon rehire only if he or she was not credited with an hour of service with the College District for a period of at least 13 consecutive weeks immediately preceding the date of rehire. For purposes of applying this rule, whether an employee has an hour of service is determined after application of the rules for special unpaid leave. [See Rules for Special Unpaid Leave, below]
Definition of Hours or Service	Under the ACA, “hours of service” is a term that generally includes actual hours worked, determined from payroll records, and hours for which the employee is paid, but does not work, such as paid vacation, holiday, illness, or disability.
Rules for Special Unpaid Leave	Under a special ACA rule, adjunct faculty members must be treated as having 2.25 hours for each contact hour, plus their hours performing other required duties, such as attendance at meetings.
Tax-Sheltered Annuity	Tax-sheltered annuities are available to all benefits-eligible employees.
Supplemental Retirement Account	<p>Full-time, benefits-eligible employees may elect to participate in a College District-sponsored supplemental tax-sheltered retirement plan that includes a dollar-for-dollar match of an employee’s contributions to an individual tax-sheltered retirement account (up to a maximum percentage match of the employee’s full-time salary that is approved as a line item in the budget by the Board each year).</p> <p>Employer contributions are subject to budget availability.</p> <p>Contributions to a State of Texas sponsored retirement plan (e.g., the Teacher Retirement System or the Optional Retirement Plan) do not qualify for the employer match. [See the plan document for the “Collin Invests” Enhanced Retirement Savings Plan for requirements and terms]</p>
Educational Benefits	The Board will provide educational benefits for full-time College District employees through a tuition reimbursement program described in the College District’s procedures and guidelines for faculty and staff.
Tuition Waiver Policy	A full-time employee who resides outside Collin County will, upon submission of a written request and appropriate documentation to the College District’s financial aid office, receive a waiver of the difference between the out-of-county or out-of-state and in-county resident tuition.
Relocation	Full-time employees who must relocate to accept a position with the College District may be eligible for a relocation allowance. In no

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case will the relocation allowance exceed actual documented expenses. Employees who received a relocation allowance reimbursement and who voluntarily terminate prior to completion of one year of employment will reimburse the College District for all relocation monies received, in accordance with the relocation agreement signed by the employee. The amount will be deducted from the final payroll check.

College Wellness Programs

Full-time faculty and staff may participate in any of the College District's wellness programs and receive matched time for their exercise efforts to a maximum of 30 minutes of paid time per day to a maximum of one and one-half hours per week. Employees will request approval from their supervisor prior to participation in a wellness program.

Note: For College District contribution to employee insurance during leave, see CKD(LOCAL). For additional provisions addressing the Family and Medical Leave Act (FMLA), see DECA(LEGAL).

Leave Administration

The District President or designee will develop procedures associated with employee leaves and absences and ensure the procedures are used to implement the provisions of this policy.

Comprehensive Leave Program

The Board provides a comprehensive program of leave benefits for full-time employees of the College District.

Accrual of Leave

Leave hours accrue on the last day of each month. An employee who is in a paid status (at work or on paid leave) on the last day of the month earns leave hours for that month.

Reporting Absences

Employee absences are reported through a time and attendance reporting system. Supervisors ensure appropriate documentation and use of leave and take action, as needed, if an employee does not accurately report his or her absences. [See DMAA(LOCAL)]

Family and Medical Leave

For purposes of the Family and Medical Leave Act (FMLA), the following eligible conditions apply:

1. For the birth of a son or daughter, and to care for the newborn child;
2. For placement with the employee of a son or daughter for adoption or foster care [For the rules regarding leave for "adoption" and "foster care," see 29 C.F.R. 825.121];
3. To care for the employee's spouse, son, daughter, or parent with a serious health condition;
4. Because of a serious health condition that makes the employee unable to perform the functions of the employee's job;
5. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty status); and
6. To care for a covered service member with a serious injury or illness incurred in the line of duty if the employee is the spouse, son, daughter, parent, or next of kin of the covered service member.

Immediate Family

For purposes of this policy, "immediate family" is defined as a dependent son or daughter, including a biological, adopted, or foster child; a stepchild; a legal ward, or a child for whom the employee

stands *in loco parentis* who is under the age of 18, or someone 18 years or older who is incapable of self-care because of a mental or physical disability; and a spouse.

Family Emergency

The term “family emergency” will be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

Leave Day

A “leave day” for purposes of earning, use, or recording of leave will mean the number of hours per day equivalent to the employee’s usual assignment.

Academic Year

An “academic year” as used in this policy will mean the term of the employee’s assignment during the College District’s Academic Calendar adopted by the Board each year. For purposes of an employee’s entitlement to FMLA leave, the 12-month period will be measured forward from the date an individual employee’s first FMLA leave begins, regardless of the academic year.

**Catastrophic Illness
or Injury**

For purposes of this policy, A catastrophic illness or injury is a severe condition or combination of conditions affecting the ~~mental or physical~~ health of the employee or a member of the employee’s immediate family. A catastrophic illness or injury is one that is expected to incapacitate the employee for an extended period of time (usually longer than five days) and that requires inpatient care in a hospital, hospice, or residential medical facility, or a regimen of continuing treatment of the employee by a health-care provider that requires absences from work for treatment. ~~Catastrophic leave is only available for those employees who have exhausted all leave time earned by those employees.~~ Such conditions typically require prolonged inpatient hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth will be considered catastrophic if they meet the requirements of this paragraph. The College District may require a second or third medical opinion, at its cost, to confirm that the illness or injury qualifies for catastrophic leave under this policy.

Earning Leave

An employee will not earn any form of paid leave when the employee is in unpaid status. An employee using full or proportionate paid leave will be considered to be in paid status.

Deductions

Leave Without Pay

The College District will not approve paid leave for more leave days than have been carried over from prior years plus leave currently available. Any unapproved absences or absences beyond available paid leave will result in deductions from the employee’s pay. An employee’s final paycheck will be reduced for paid leave the employee used, but had not earned, as of the date of separation.

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Leave Proration Paid leave will be prorated based on the actual time employed within an academic year.

Medical Certification An employee will submit medical certification of the need for leave if:

1. The employee is absent more than three consecutive work-days because of personal illness or illness in the immediate family; or
2. The College District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or District President; or
3. The employee requests FMLA leave for the employee's serious health condition; for a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

In each case, medical certification will be made by a healthcare provider as defined by the FMLA. [See DECA(LEGAL)]

Order of Use For leave approved under this policy, the College District adopts the following order of use.

1. Earned compensatory time will be used before any available paid leave. [See DEA]
2. Use of leave under the sick leave bank will be permitted only after all available local or other leave has been exhausted.
3. When an employee is approved for FMLA leave, the College District will require the employee to contemporaneously use available paid leave, including, but not limited to, paid sick time, paid vacation time, or compensatory time.

Sick Leave Each full-time employee will earn eight hours of paid sick leave per month in accordance with administrative procedures and guidelines issued by the HR/Benefits department.

Sick leave will accumulate to a maximum of 720 hours.

Sick leave will only be used after any applicable compensatory time has been exhausted for the following:

1. Illness of the employee.
2. Illness of a member of the employee's immediate family [see Immediate Family, above].

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3. Up to a total of three days (24 hours) of accrued sick leave each fiscal year can be used for extended family members for medical appointments, or dental appointments, or to provide help_ care for_ illness an extended family member who is ill. For purposes of this policy, Eextended family members include parents, grandparents, adult children, grandchildren, siblings and in-laws, and step and foster relationships of the preceding.
4. Family emergency.
5. Birth or placement of a child when taken within the first year after the child's birth, adoption, or foster placement.
6. Contribution to the sick leave bank.

**Sick Leave for
Adjunct Faculty**

The College District will offer paid sick leave to adjunct faculty members under this policy to provide pay continuity as a result of illness-related absences of the adjunct faculty member.

Adjunct faculty are eligible to receive the equivalent of one week, as defined below, of paid sick leave per course each semester they are employed.

For purposes of this policy, the phrase "equivalent of one week" is defined as 1/16th of the total course contact hours, (for example, e.g., three of 48 contact hours or four of 60 contact hours), etc., irrespective of the period of time over which the course is scheduled. Paid sick leave for adjunct faculty members is granted on a per-semester basis and does not accrue over semesters.

Sick Leave Bank

The College District will establish a voluntary sick leave bank to which all full-time employees, excluding employees in grant-funded positions, may contribute up to 24 hours of earned but unused sick leave per year. All full-time employees, excluding employees in grant-funded positions, may apply for leave from the sick leave bank if the employee enrolls in the sick leave bank and contributes a required amount of sick leave hours.

An eligible full-time employee may request leave from the bank if the employee experiences a catastrophic illness or injury as defined in this policy and has exhausted all paid leave and any applicable compensatory time.

If the employee is unable to request leave from the sick leave bank, a member of the employee's family or the employee's supervisor may submit the request.

Eligibility

Only full-time benefits-eligible employees, who enroll in the sick leave bank and contribute a required amount of sick leave hours,

	<p>are eligible to may apply for use of the sick leave bank <u>while on an approved medical leave</u>.</p> <p>Eligible employees may only draw from the sick leave bank for a single diagnosis code for a period not to exceed the maximum allowable hours consistent with plan operating procedures.</p> <p>The District President or designee will develop <u>the guidelines and</u> procedures for the operation of the sick leave bank that address the following:</p> <ol style="list-style-type: none">1. Procedures to request leave from the sick leave bank;2. The maximum number of days per academic year <u>an eligible full-time member</u> employee may receive from the sick leave bank;3. The administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and4. Other procedures deemed necessary for the operation of the sick leave bank.
<p>Appeal</p> <p>Leave for Certain Law Enforcement and EMS Personnel</p> <p>Mental Health Leave</p>	<p>An employee may appeal a decision regarding the sick leave bank in accordance with DGBA(LOCAL).</p> <p>A College District peace officer or a full-time telecommunicator, as defined by law, who experiences a traumatic event in the scope of employment will be granted a maximum of three days of mental health leave per traumatic event. Such leave will be provided in accordance with administrative regulations procedures and guide-<u>lines</u> and will not be deducted from the employee's pay or leave balance.</p> <p>The District President will develop regulations regarding mental health leave that address the following:</p> <ol style="list-style-type: none">1. Circumstances or reasons under which an eligible employee may use mental health leave;2. Procedures for requesting mental health leave and maintaining the anonymity of the requester;3. The administrator authorized to approve requests for mental health leave; and4. Other procedures deemed necessary for administering this provision.
<p>Quarantine Leave</p>	<p>A College District peace officer or an emergency medical technician on staff will be granted quarantine leave when ordered by the</p>

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local health authority or the person's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave will be provided in accordance with administrative ~~regulations-procedures and guidelines~~ and will not be deducted from the employee's pay or leave balance.

The District President will develop regulations regarding quarantine leave that address the following:

1. Continuation of all employment benefits and compensation for the duration of the leave;
2. Reimbursement for reasonable costs related to the quarantine; and
3. Other procedures deemed necessary for administering this provision.

Line of Duty Illness
or Injury Leave

Following a leave of absence with full pay as required by law, the College District will extend the leave of absence for a police officer's or emergency medical services personnel's line of duty illness or injury in accordance with medical certification and ~~state regulations~~, ~~administrative regulations~~.

The extended leave of absence will not exceed 60 workdays.

The extended leave of absence will be taken with no loss of pay.

In accordance with law, following an extended leave of absence, the police officer or emergency medical services personnel may use accumulated leave.

**Family and Medical
Leave**

For purposes of an employee's entitlement to FMLA leave, the 12-month period will be measured forward from the date an individual employee's first FMLA leave begins.

Twelve-Month
Period

Combined Leave for
Spouses

When both spouses are employed by the College District, the College District provides a combined total of 12 weeks (in any combination) of FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition. The College District will limit military caregiver leave to a combined total of 26 weeks.

Intermittent or
Reduced Schedule
Leave

The College District will permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.

Certification of
Leave

When an employee requests leave, the employee will provide certification, in accordance with FMLA regulations, of the need for leave.

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Fitness-For-Duty Certification	In accordance with administrative procedures <u>and guidelines</u> , when an employee takes FMLA leave due to the employee's own serious health condition, the employee will provide, before resuming work, a fitness-for-duty certification. If the College District will require certification of the employee's ability to perform essential job functions, the College District will provide a list of essential job functions to the employee.
Failure to Return	If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the College District may require reimbursement of premiums paid by the College District during the leave.
Outside Employment While on Leave	The College District prohibits employees from engaging in any employment with another employer, supplemental employment, or providing non-employment services for compensation ("moonlighting") during any type of leave approved under this or any other Board policy, other than vacation leave. This prohibition does not apply to employees who have received written approval to engage in outside employment or employees engaged in military service while on approved military leave.
Parental Leave	Each employee (<u>including each parent if both are employed with the District</u>) who has been employed in a benefits-eligible position for at least 12 months is eligible to use 10 days of paid parental leave at the time of the birth or adoption of a child. Parental leave must be coordinated with the employee's concurrent leave under the FMLA and is available for use from the time of birth or placement of the child only. Parental leave must be used while the employee is on the related FMLA leave and does not accrue or remain available for use at a later date. Adjunct faculty, part-time employees, and employees on leave without pay status are not eligible for paid parental leave as outlined in this policy but may be eligible for unpaid FMLA leave.
Personal Leave	Each full -time employee will earn 24 hours of paid leave each fiscal year to conduct personal business in accordance with administrative procedures <u>and guidelines</u> . Personal leave will be noncumulative.
Request for Personal Leave	The employee will submit a request for use of personal leave in advance in accordance with administrative leave of absence procedures and guidelines. In deciding whether to approve or deny personal leave, the supervisor or designee will not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee will, however, consider the effect of the employee's absence on the educational program or College District operations.

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Vacation Leave

Each full-time, 12-month staff and administrative employee will earn paid vacation in accordance with the schedule published in administrative procedures and guidelines.

Upon successful completion of the new employee 90-day (calendar day) probationary period, each eligible employee will receive vacation credit retroactive to the original service date, in accordance with the published vacation plan. Employees who terminate employment prior to completion of the new employee probationary period will have no accrued vacation credit.

Use of vacation leave will not exceed 15 consecutive College District workdays.

Carryover of earned but unused vacation hours will be permitted within the guidelines established by the District President or designee.

Payment of
Vacation Leave in
Lieu of Time Off

If sufficient funds are available in the Board-approved budget or from other appropriate funding sources, the District President may authorize a payment of up to 160 hours of an employee's earned but unused vacation leave hours. This payment would be in lieu of time off when an employee is not permitted or able to take requested vacation leave due to workload, special projects, or critical needs of the college, as designated by the District President or designee.

If sufficient funds are not available, the request must be submitted to the Board for consideration to allocate the needed funds from appropriate reserve accounts.

An annual report of any authorized payments to employees under this sub-section of the policy will be presented to the Board as an information item following the fiscal year end.

Payment of
Vacation Leave at
Termination

Employees beyond the initial 90-day probationary period, who terminate eligible employment with the College District, will be paid for the current fiscal year's earned but unused vacation hours and up to a maximum of 80 hours of earned but unused carryover vacation hours from prior fiscal years.

Request for
Vacation Leave

The employee will submit a request for use of vacation leave in advance in accordance with leave of absence procedures and guidelines. In deciding whether to approve or deny vacation leave, the supervisor or designee will consider the effect of the employee's absence on the educational program or College District operations.

Sabbatical Leave

Sabbatical leaves are available to provide College District employees with a significant opportunity for professional growth. Sabbatical leaves are granted based on a review and recommendation by

the sabbatical committee in response to the published priorities for the year, with subsequent review and recommendation by the campus provost and senior vice president of campus operations, with approval consideration by the District President and the Board. Sabbatical leaves are not granted on the basis of seniority and are not an entitlement.

Sabbatical leave may be granted, upon application, for study, research, writing, field observations, or other suitable purposes such as completing a degree, improving skills, and maintaining currency in the employee's discipline or field or otherwise as specified in administrative procedures and guidelines.

Eligible employees [see definition at DEC(LEGAL)-~~Development Leaves of Absence~~] may apply for a sabbatical upon completion of five years of continuous full-time service. Six years of continuous full-time service must be completed before a sabbatical can commence.

The leave will be for one academic year at one-half of the faculty member's regular salary or for one-half academic year at full regular salary. Failure to return for all or part of the one-year period will make the person liable for the return of all, or part, of the sabbatical stipend in proportion to the percent of time not completed.

An otherwise eligible employee who has received a sabbatical leave within the past five years, whose position is funded by an external grant or contract, or who is in his or her last year of full-time employment with the College District is ineligible for sabbatical leave.

The chief human resources officer and the chair of the sabbatical leave committee are available to answer questions concerning the sabbatical leave policy and administrative procedures and guidelines.

Bereavement Leave

A full-time benefits-eligible employee may receive will be granted up to 40 hours of paid bereavement leave upon the death of an employee's spouse, child, or parent, or other person who occupies a position of similar importance in the employee's family in accordance with procedures.

A full-time benefits-eligible employee may also receive will be granted up to 24 hours of paid bereavement leave upon the death of other family members of the employee to include siblings, grandparents, grandchildren, parents-in-law, and siblings-in-law, or other person who occupies a position of similar importance in the employee's family in accordance with administrative procedures and

	<p><u>guidelines, regulations</u>, including an employee's step and foster relationships of the above.</p> <p>Bereavement leave will be noncumulative.</p>
Critical Illness Leave	<p>"Critical illness" is defined as a life-threatening condition.</p>
Benefit	<p>A full-time employee will be granted up to 24 hours of paid critical illness leave for absences associated with the critical illness of an immediate family member or other family members of the employee to include siblings, grandparents, grandchildren, parents-in-law, and siblings-in-law, or other person who occupies a position of similar importance in the employee's family, in accordance with procedures.</p> <p>Critical illness leave will be noncumulative.</p>
Workers' Compensation	<hr/> <p>Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the College District's contribution to health insurance.</p> <hr/>
No Paid Leave Offset	<p>An absence due to a work-related injury or illness will be designated as FMLA leave, <u>if eligible for FMLA leave</u>.</p> <p>The College District will not permit the option for paid leave offset in conjunction with workers' compensation income benefits.</p>
Extraordinary Circumstances	<p>Up to 40 hours of leave without pay may be granted to an <u>full-time</u> employee for extraordinary circumstances that cannot be addressed within the paid leave benefits provided by the College District, in accordance with administrative procedures and guidelines, <u>for faculty and staff</u>.</p> <p><u>Up to 20 hours of leave without pay may be granted to a part-time employee for extraordinary circumstances that cannot be addressed within the paid leave benefits provided by the College District, in accordance with administrative procedures and guidelines.</u></p> <p>An employee who has been employed more than 12 months may request leave without pay of up to 720 hours after he or she has exhausted all eligible leave, including paid, unpaid, and FMLA leave for his or her own serious health condition or that of an immediate family member, to include the spouse or dependent child(ren) of the employee. Upon return from the leave of absence, the employee will be eligible for the same or similar position, upon release from his or her physician, if applicable, consistent with the College District's procedures and guidelines for faculty and staff.</p>

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Employees not Eligible for FMLA Leave

A full-time employee who has not yet worked the required 12 months and 1250 hours to qualify for FMLA leave may take a maximum of 160 hours of leave without pay for his or her own serious health condition or for the serious health condition of the employee's spouse and dependent children of the employee.

Expiration of Available Leave and Attendance Policy

When an employee is close to using all earned paid and unpaid approved leave, the College District will ~~send a letter notify to~~ the employee via email or letter to the addresses at the home address on file explaining that his or her leave is almost exhausted and the notification requirements for returning to work.

If the employee's absence is due to his or her own medical condition, the employee must present a written medical clearance form, signed by a health-care professional who verifies the employee is able to perform the essential functions of his or her position, and a description of any requested job-related accommodations, as required provided by on or before the deadline issued by ~~to~~ the College District.

[See DMAA]

If an employee is not medically released to return to work, with or without reasonable accommodations~~restrictions~~, when all available paid and unpaid leave has been exhausted, the employee's employment with the College District will end, absent a request by the employee for a reasonable accommodation. Communications with the employee will be consistent with administrative procedures and guidelines.

Voting in Public Elections

An employee is expected to vote before or after his or her scheduled working hours unless voting at a polling location on a College District campus. In the rare instance that this is not possible, the employee may request prior approval from his or her supervisor for time off, not to exceed two hours, to vote.

Court Appearances

Absences due to compliance with a valid subpoena for College District-related business or for jury duty will be fully compensated by the College District and will not be deducted from the employee's pay or leave balance.

Absences due to compliance with a valid subpoena for personal business will be deducted from the employee's personal leave or vacation leave or result in loss of pay at the employee's daily rate for each day of work missed.

Other Absences and Leave Without Pay

Any other absences or granted leaves of absence will result in an appropriate deduction from pay or deduction from eligible leave balances, consistent with the College District's administrative procedures and guidelines, for faculty and staff.

Student Code of Conduct

College District students are both citizens and members of the academic community. As citizens and students, they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. As members of the academic community, they are subject to the obligations that are theirs by virtue of this membership.

The College District expects its students to conduct themselves in a manner that reflects credit upon the institution they represent. There are two basic standards of behavior required of all students:

1. They will adhere to College District policies and municipal, county, state, and federal laws; and
2. They will not interfere with or disrupt the orderly educational processes of the College District.

Students are entitled to only those immunities or privileges by law as enjoyed by other citizens. In the event any provision of this policy conflicts with the laws of the State of Texas or the United States of America, the state or federal law will prevail.

Scholastic Dishonesty

Every member of the College District community is expected to maintain the highest standards of academic integrity. All work submitted for credit is expected to be the student's own work. The College District may initiate disciplinary proceedings against a student or program applicant accused of scholastic dishonesty. While specific examples are listed below, this is not an exhaustive list, and scholastic dishonesty may encompass other conduct, including any misconduct through electronic or computerized means. Scholastic dishonesty includes, but is not limited to, one (1) or more of the following acts:

1. Cheating;
2. Collusion; and/or
3. Plagiarism.

Definitions of the scholastic dishonesty terms listed above are located in the current Student Code of Conduct.

In cases where an incident report has been filed for an alleged violation of scholastic dishonesty, the faculty member may either:

1. Delay posting a grade for the academic work in question until the case is finally adjudicated under policy FMA; or
2. May enter a temporary placeholder grade of zero, along with an explanatory note, on the assignment(s) under review until the case is finally adjudicated under policy FMA.

A final grade for the course will not be entered prior to a final resolution of the case.

A student found responsible for a scholastic dishonesty offense(s) will receive an appropriate disciplinary penalty or penalties under policy FMA. The student may also receive an academic penalty in the course where the scholastic dishonesty took place. The faculty member will determine the appropriate academic penalty based on their syllabus policies and in compliance with law, which may include, but is not limited to, a grade of zero (0) on the assignment or failing the course.

**Student Code of
Conduct Violations**

The College District may initiate disciplinary proceedings for a student or program applicant who commits an offense as provided below. This list is not exhaustive but provides examples of the types of violations that may result in discipline:

1. Committing an act of scholastic dishonesty including, but not limited to, cheating, collusion, and/or plagiarism.
2. Conducting himself or herself in a manner that interferes with or disrupts the educational environment, orderly process of the College District, or lawful rights of others.
3. Committing any offense that violates the College District's Core Values.
4. Damaging, stealing, defacing, or destroying College District property, property belonging to a third party on a College District-sponsored trip, or property belonging to a College District student, faculty or staff member, or a campus visitor.
5. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.
6. Knowingly giving false information in response to reasonable requests from College District officials.
7. Assaulting, threatening, abusing (physically, verbally, and/or sexually), or endangering in any manner the health or safety of a person at the College District, on College District property, or at a College District-sponsored event.
8. Violating the College District Student Code of Conduct; Board policies; laws; or administrative rules, regulations, and procedures (e.g., parking, guidelines for student events, registration of meetings and activities, use of College District facilities or the time, place, and manner of public expression).

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

9. Failing to comply with directions of College District officials and/or police acting in the performance of their duties.
10. Failing to notify College District officials of a change in residency status or current address.
11. Being convicted of an indictable offense under either municipal, state, or federal law that occurred on College District property or at an off-campus, College District-sponsored event.
12. Attempting to, or possessing, manufacturing, delivering, distributing, selling, purchasing, using, or being under the influence of, alcoholic beverages, illegal controlled substances (as defined in the Texas Controlled Substance Act), steroids, substances referred to as “designer drugs,” and inappropriately or illegally using over-the-counter medications, prescription medications, inhalants, herbal/“natural” euphoriant, and/or look-alike products (i.e., what is represented to be any of the above-listed substances) at the College District, on College District property, or while attending College District-sponsored activities on- or off-campus. [See FLBE]
13. Retaliating against another student, campus visitor, or staff or faculty member.
14. Discriminating against, harassing, committing sexual assault, committing dating violence, committing domestic violence, engaging in bullying, and/or stalking another student, campus visitor, or staff or faculty member, including, but not limited to, sexual, racial, and disability discrimination or harassment.
15. Creating an intimidating, hostile, or offensive educational environment.
16. Using, possessing, or displaying any location-restricted knives, clubs, knuckle devices, firearm silencers, or other prohibited weapons or devices, in violation of the law or College District policies and procedures, on College District property or at a College District-sponsored or -related activity, unless written authorization is granted in advance by the District President or designee. [See CHF]
17. Engaging in gang-related activity and/or organized criminal activity at any College District facility or grounds. Such actions will subject a student to disciplinary penalties, while a student involved in illegal acts may be arrested and face criminal prosecution.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

18. Failing to secure, misusing, or sharing College-Wide Identification (CWID) numbers, College District email accounts, restricted course registration numbers (CRNs), or other restricted access codes or passwords.
19. Repeatedly violating College District policies, procedures, or guidelines and/or repeating less serious breaches of conduct.
20. Misusing College District technology and/or using computing systems to harass others (including, but not limited to, sending, distributing, posting, or displaying offensive or threatening material, and forging mail messages, and/or any violation of digital copyright laws resulting in demonstrable harm to the College District's network or disruption of classroom activities. These violations may result in the suspension of College District technology resource privileges and will be addressed as a formal disciplinary matter.
21. Gambling illegally in any form, at the College District, on College District property, or at any College District-sponsored activity.
22. Engaging in the disruptive use of electronic, digital media, or telecommunication, and/or wearable devices (e.g., phones, smart watches, Fitbits, Bluetooth devices, tablets, etc.) during classes, labs, or other College District learning environments. In addition, all electronic, digital media, telecommunication, and/or wearable devices must be completely turned off (not in silent or vibrate mode) while taking examinations and prior to entering the College District's Testing Centers.
23. Failing to demonstrate respect for the privacy rights of employees, other students, and visitors, not complying with all regulations and laws regarding the protection of confidential information, and not complying with all College District regulations regarding the use of cameras and recording devices.
24. Engaging in hazing at the College District, on College District property, or at any College District-sponsored activity.
25. Smoking or using any tobacco product or other electronic smoking device (including personal vaporizers) on College District property.
26. Forging, altering, or misusing College District documents or records.
27. Unlawfully interfering with the exercise of expressive activities in common outdoor areas by others as permitted by Board policies.

Collin College Honor Code

The College District's student government association, in collaboration with staff employees, will draft an honor code that addresses academic dishonesty by students at the college.

The honor code will reflect student values and ethical conduct that adheres to the College District's core values of integrity and academic excellence. The honor code will be submitted to the Academic, Governance, and Strategic Planning Council (AGS) for review and for a vote to recommend to the District President for final approval.

When approved, the honor code will be included in the student handbook and official college publications. The Honor Code will be published in the Student Handbook and included in course syllabi. Once approved, violations of the honor code may be formally reported to the dean of students under policy FMA. Subsequent allegation(s) of scholastic dishonesty that also violate the honor code, will also be referred to the College District's Honor Council for adjudication under policy FMA.

Hazing

~~Section 51.936 of the Texas Higher Education Code and Texas Education Code Chapter 37, Subchapter F, prohibits hazing at the College District, on College District property, or while attending College District sponsored activities on or off campus. [See FLBC(LEGAL)] The College District Dean of Student Office will publish or distribute a list of organizations that have been disciplined for hazing or convicted for hazing on or off campus during the previous three years.~~

NEW POLICY

Hazing Prohibited

State law prohibits hazing at the College District, on College District property, or while attending College District-sponsored activities on- or off-campus. Hazing by students or student organizations, as defined by law, is prohibited even if the person being hazed consents to the hazing.

Reporting Procedures

Student Report

Any student who believes that he or she has experienced hazing or believes that another student or group of students has experienced hazing should immediately report the alleged acts to the District President or designee, or to the District dean of students.

Employee Report

Any College District employee who suspects or receives notice that a student or group of students has or may have experienced hazing shall immediately notify the District dean of students in accordance with FMA.

Exceptions

A report of hazing that includes allegations that may constitute discrimination or harassment on the basis of sex shall be submitted in accordance with FFDA.

A report of hazing that includes allegations that may constitute discrimination or harassment on the basis of race, color, national origin, disability, religion, age, or any other basis prohibited by law shall be submitted in accordance with FFDB.

Investigation of the Report

Allegations of hazing shall be investigated under FMA.

Exception

Hazing allegations that may constitute discrimination or harassment on the basis of a characteristic prohibited by law shall be investigated under FFDA or FFDB, as appropriate.

Access to Policy, Procedures, and Related Materials

Information regarding this hazing policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed to College District employees and students after hire or admission and then annually in a manner calculated to provide easy access and wide distribution, such as through electronic distribution, publication on the College District's website, and inclusion in the student handbook and code of conduct.

Once a year and to the extent applicable, the College District Dean of Student Office will publish or distribute a list of organizations that have been disciplined for hazing or convicted for hazing on- or off-campus during the previous three years.

PUBLIC INFORMATION PROGRAM
REQUESTS FOR INFORMATION

GCB
(LOCAL)

Requests for public information will be made to the College District, to the attention of the Public Information Act officer, 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.

Nonbusiness Days

The District President or designee may designate a day on which the College District's administrative offices are closed or operating with minimal staffing as a nonbusiness day for purposes of compliance with the Texas Public Information Act (PIA). The District President or designee may designate at most 10 nonbusiness days each calendar year.

Suspension of Public Information During a Catastrophe

In the event a catastrophe, as defined by law, significantly impacts the College District such that the catastrophe directly causes the inability of the College District to comply with the requirements of the PIA, the Board will temporarily suspend the applicability of the PIA to the College District for the time permitted by law and provide the required notices to the attorney general and the public. The Board will 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 also 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 any one-month period.

A requestor will be required to compensate the College District for the costs incurred in satisfying subsequent requests once the time limits listed above are reached even if the estimated total will not exceed \$40.00. The College District will provide the requestor with a statement detailing the time spent complying with the request(s) and the cumulative amount of time the requestor has accrued towards the established limits.

If the College District provides the requestor with a written statement, and the time limits prescribed have been met, the College District is not required to respond unless the requestor submits payment.

If the requestor fails to submit payment before the tenth day after receipt of the written statement, the original request is considered withdrawn.

Collin County Community College District Board of Trustees

2026-03-X

March 24, 2026

Resource: Monica Velazquez
General Counsel

AGENDA ITEM:

Report Out of the Organization, Education, and Policy Committee, First Reading of Local Board Policies

- **BCA (Local)** Board Internal Organization – Board Officers and Officials (ADD)
- **DEAB (Local)** Compensation Plan: Wage and Hour Laws
- **DEB (Local)** Compensation and Benefits: Fringe Benefits
- **DEC (Local)** Compensation and Benefits: Leaves and Absences
- **FLB (Local)** Student Rights and Responsibilities: Student Conduct
- **FLBC (Local)** Student Conduct: Prohibited Organizations and Hazing
- **GCB (Local)** Public Information Program: Requests for Information

DISCUSSION:

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

- **BCA (Local)** Board Internal Organization – Board Officers and Officials - Proposed new policy to address board officer elections and duties
- **DEAB (Local)** Compensation Plan: Wage and Hour Laws - Proposed updates to clarify compensation and compensation for exempt and nonexempt employees
- **DEB (Local)** Compensation and Benefits: Fringe Benefits - Proposed updates to clarify language that may no longer be required under existing law
- **DEC (Local)** Compensation and Benefits: Leaves and Absences - Proposed updates to clarify employee leaves and absences, including updating certain categories of leave

- **FLB (Local)** Student Rights and Responsibilities: Student Conduct - Proposed updates to moving hazing section to a new policy
- **FLBC (Local)** Student Conduct: Prohibited Organizations and Hazing - Proposed new policy to address hazing, including hazing by organizations
- **GCB (Local)** Public Information Program: Requests for Information - Proposed updates for Public Information Act requirements

SUGGESTED MOTION:

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

DRAFT

Collin County Community College District Board of Trustees

2. Organization, Education, and Policy Committee

March 24, 2026

Resource: Monica Velazquez
General Counsel

DISCUSSION ITEM:

Second Reading and Consideration of Approval of Local Board Policies

- **BCB (Local)** Board Internal Organization – Board Committees
- **BCE (Local)** Board Internal Organization – Advisory Committees (ADD)
- **CKD (Local)** Insurance and Annuities Management – Health and Life Insurance
- **CS (Local)** Information Security
- **DIAA (Local)** Freedom from Discrimination, Harassment, and Retaliation – Sex and Sexual Violence
- **DIAB (Local)** Freedom from Discrimination, Harassment, and Retaliation – Other Protected Characteristics
- **DJA (Local)** Assignment Work Load, and Schedules – Telework
- **DMAA (Local)** Term Contracts – Termination Mid-Contract
- **ECC (Local)** Instructional Arrangements – Course Load and Schedules

DISCUSSION:

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

- **BCB (Local)** Board Internal Organization – Board Committees -- Proposed updates for how Board committees are formed, operated, and dissolved
- **BCE (Local)** Board Internal Organization – Advisory Committees -- Proposed new policy addressing how advisory committees are created, structured, and dissolved, emphasizing their fact-finding and advisory role to the Board without administrative authority

- **CKD (Local)** Insurance and Annuities Management – Health and Life Insurance – Proposed updates to clarify the College District’s contribution levels to employee health insurance based on employment status
- **CS (Local)** Information Security – Proposed change to Cybersecurity
- **DIAA (Local)** Freedom from Discrimination, Harassment, and Retaliation – Sex and Sexual Violence – Proposed updates designating the Title IX Coordinator for employees
- **DIAB (Local)** Freedom from Discrimination, Harassment, and Retaliation – Other Protected Characteristics – Proposed updates designating the ADA Coordinator for employees
- **DJA (Local)** Assignment Work Load, and Schedules – Telework – Proposed new policy based on a new law that limits remote work for public employees
- **DMAA (Local)** Term Contracts – Termination Mid-Contract – Proposed updates addressing reasons for employee discipline and termination for all employees, including faculty
- **ECC (Local)** Instructional Arrangements – Course Load and Schedules – Proposed updates that clarify what counts as a dropped course, expand and refine the good-cause exceptions, and outline specific circumstances under which certain drops do not count toward the six-course limit

Board Committees

For purposes of this policy, a Board committee is a committee composed only of current Board members.

Formation of a Board committee shall be by appointment of the Board Chair or by Board action. When establishing a Board committee, the Board Chair action shall, at a minimum, specify the:

- Number of Board members on the committee;
- Process to appoint Board members to the committee;
- Term of committee membership; and
- Responsibilities of the committee.

A Board committee shall be fact-finding, deliberative, and advisory, and shall make recommendations in the areas of their responsibility. Board committees shall report their findings and recommendations to the Board and shall not assume administrative duties or responsibilities.

Texas Open Meetings Act

All Board committees shall meet in compliance with the Texas Open Meetings Act, as applicable. [See BCB(LEGAL)]

Transacting Business

Unless specified by the Board, a Board committee shall not have final decision-making authority. Board committee recommendations must be reported to the Board at a regular or special-called Board meeting. The Board shall not accept a Board committee's recommendation without due consideration of the matter.

Dissolution

A Board committee shall be dissolved upon Board action.

Finance and Audit Committee

The finance and audit committee receives and reviews staff recommendations prior to making a recommendation to the Board of Trustees on matters involving budget development and amendment; ad valorem property tax analyses, truth in taxation calculations and locally authorized exemptions; changes in investment policy and authorized brokers/dealers; the annual comprehensive annual financial report; debt analyses; revenue and expense analyses, procurement recommendations and other fiscal strategies and impacts.

The finance and audit committee receives periodic updates on operational analyses and reviews the annual operational review plan.

Campus Facilities and Construction

The campus facilities and construction committee receives and reviews staff recommendations prior to making a recommendation to the Board of Trustees on matters involving master planning; major building modifications; significant construction change orders that involve changes in scope or budget increases; recommendations on construction delivery methods; Requests for Qualifications

BOARD INTERNAL ORGANIZATION
BOARD COMMITTEES

BCB
(LOCAL)

(RFQ) to solicit architectural or construction services; contracts to engage architectural or construction firms; contracts to acquire land or to authorize capital improvement projects; acceptance of completed projects; and other facility-related matters.

**Organization,
Education, and
Policy**

The organization, education, and policy committee reviews recommendations from the District President related to organization, education, and College policies and makes recommendations to the Board for action.

Ad-Hoc Committees

The Board or Board Chair may create ad hoc committees to handle special assignments. The Board or Board Chair dissolves ad hoc committees that have completed their specified assignments.

**Representation on
Other Boards**

Members of the Board may also be appointed to represent the College on external boards, including but not limited to, economic development boards, Tax Increment Financing (TIF) boards, tax abatement boards, and the Collin County Community College District Foundation, Inc. Board.

~~All committees of the Board shall meet in compliance with the Texas Open Meetings Act, as applicable.~~

NEW POLICY

Advisory Committee for Core Curriculum Review

Under state law, the Board of Trustees may appoint an advisory committee to conduct a review of the College District's general education or core curriculum. For purposes of such curriculum review, the advisory committee may be composed of appointed: full-time faculty employed at the College District, administrators, staff, industry representatives, and community leaders or members.

The advisory committee may also include Board members in numbers less than a quorum of the Board.

Formation of this advisory committee shall only be by Board action. When establishing this advisory committee, the Board action shall, at a minimum, specify the:

- Number of members on the advisory committee;
- Process to appoint members to the advisory committee;
- Term of advisory committee membership; and
- Define the responsibilities of the advisory committee in reviewing the core curriculum.

The advisory committee shall be fact-finding, deliberative, and advisory and shall not assume any administrative duties or responsibilities. Advisory committees shall report their findings and recommendations to the Board.

Transacting Business

The advisory committee may transact business only within the specific authority granted by the Board. To be binding, all such advisory committee recommendations must be reported to the Board at a regular or a special-called Board meeting for approval and entry into the minutes as a public record.

Dissolution

The advisory committee shall be dissolved upon completion of the assigned review period or upon Board action.

INSURANCE AND ANNUITIES MANAGEMENT
HEALTH AND LIFE INSURANCE

CKD
(LOCAL)

**College District
Contribution**

The College District will contribute the following amounts to the health insurance premiums for employees eligible to participate in the Texas Employees Uniform Group Insurance Program:

1. For an eligible full-time employee who works at least 30 hours per week, 100 percent to the premiums for the employee and 50 percent to the premiums for that employee's eligible dependents.
2. For an eligible part-time employee who works 20 or more but less than 30 hours per week, 50 percent to the premiums for the employee and 25 percent to the premiums for that employee's eligible dependents.

The Board may allocate funds as part of the annual budget development and adoption process for contributions to employee premiums for any additional health and life insurance programs available to employees.

Ineligibility of
Employees
Performing Services
Outside Texas

If at least 75 percent of an employee's services are performed outside Texas, then the employee may not participate in the Texas Employees Uniform Group Insurance Program unless the employee was employed by the College District on August 31, 1999, and is otherwise eligible. The College District will provide competitive marketplace health insurance options for an ineligible employee in accordance with College District regulations.

Outside Texas

An employee's services are performed outside Texas if the services are performed while the employee is located outside the state of Texas and do not include services to any College District student who is located in-state.

**Continuation
Coverage**

The College District will continue its contribution toward the cost of the employee's group health insurance coverage while the employee is on paid leave or, if applicable, while the employee is on family and medical leave. [See DEC]

The College District will not otherwise expend public funds for group health insurance coverage of an employee who is not on paid leave status. However, an employee who is not on paid leave status or Family and Medical Leave Act (FMLA) leave will be allowed to continue group health insurance coverage, at his or her own expense, for the period specified in the College District's group health insurance plan.

~~Associate-Adjunct~~
Faculty Coverage

A part-time ~~associate-adjunct~~ faculty member who has worked for the College District in the immediate preceding year and is scheduled to teach 12 or more credit hours in the academic year of coverage is eligible to participate in the Texas Employees Uniform

INSURANCE AND ANNUITIES MANAGEMENT
HEALTH AND LIFE INSURANCE

CKD
(LOCAL)

| Group Insurance Program through the Employees Retirement System of Texas. —The employee will be responsible for 100 percent of the premiums.

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 information resources owned, leased, or under the custodianship of the College District against unauthorized or accidental modification, destruction, or disclosure. The 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.

College District Website and Mobile Application Security

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

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

Covered Social Media Applications

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

Exception

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

use of the covered application and the documentation of those measures.

Reports

Effectiveness of Policies, Procedures, and Practices	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.
Biennial Information Security Plan	The College District will submit a biennial information security plan to DIR in accordance with law.
Information Security Assessment	In accordance with law, at least every two years, the College District will submit the results of its information security assessment to DIR and, if requested, the office of the governor, lieutenant governor, and speaker of the house of representatives.
Security Incidents <i>By the College District</i>	The College District will assess the significance of a security incident and report it to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.
Generally Security Breach <u>and</u> <u>Cybersecurity</u> <u>Incident</u> Notification	Upon discovering or receiving notification of a breach of system security or a <u>securitycybersecurity</u> incident, as defined by law, the College District will disclose the breach or incident 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: <ol style="list-style-type: none">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.
<i>By Vendors and Third Parties</i>	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.

Note: This policy addresses complaints of sex and gender discrimination, sexual or gender-based harassment, sexual violence, dating violence, domestic violence, stalking, and retaliation made by employees. For legally referenced material relating to this subject matter, see DAA(LEGAL). For sex discrimination, sexual harassment, sexual violence, dating violence, domestic violence, and retaliation targeting students, see FFDA. For other employee complaints not covered by Title VII or Title IX laws, see DIAB.

Definitions

Solely for purposes of this policy, the term “employee” includes former employees, applicants for employment, and unpaid interns.

Statement of Nondiscrimination

The College District prohibits discrimination, including harassment, against any employee on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Discrimination

Discrimination against an employee is defined as conduct directed at an employee on the basis of sex or gender that adversely affects the employee’s employment.

Sexual Harassment

For purposes of this policy, sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee’s employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee;
2. It is based on unwelcome conduct that a reasonable person would determine is so severe, persistent, pervasive, and objectively offensive that it has the purpose or effect of unreasonably interfering with the employee’s work performance or creates an intimidating, threatening, hostile, or offensive work environment; or
3. Any instance of sexual assault, as defined in the Jeanne Clery Disclosure of Campus Security Policy Campus Crime Statistics Act (Clery Act), and dating violence, domestic violence, or stalking, as defined in the Violence Against Women Act (VAWA).

Note: Quid pro quo harassment, Clery Act, and VAWA offenses are not evaluated for severity, pervasiveness, offensiveness, or denial of equal educational access because such misconduct is considered sufficiently serious to deprive a student of equal access.

Sexual Violence Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability. For purposes of this policy, consent is defined as an informed, voluntary, affirmative, and mutual agreement between the participants to engage in a specific sexual act. Consent is further defined by the consent guidelines in FFDA(LOCAL).

Examples Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; offensive or derogatory language of a sexual nature directed at another person; and other sexually motivated conduct, communication, or contact. Examples may also include forms of dating violence, domestic violence, or stalking. Specific examples may be found in the College District's *Title IX Complaint Resolution Process Handbook for Students and Employees*.

Dating Violence, Domestic Violence, and Stalking For purposes of this policy, the terms "dating violence," "domestic violence," and "stalking" are incorporated into this policy as defined in FFDA(LOCAL).

Prohibited Conduct In this policy, the term "prohibited conduct" includes dating violence, domestic violence, sexual violence, stalking, sex discrimination, sexual or gender-based harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Reporting Procedures An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her immediate supervisor.

Alternatively, the employee may report the alleged acts to one of the College District officials below or electronically through the College District's online complaint form located on its website.

An employee who experiences prohibited conduct has the right to report the incident to the College District and to receive a prompt and equitable resolution of the report.

For the purposes of this policy, “College District officials” are the Title IX coordinators listed below and the District President.

**College District’s
Mandatory Response
Obligations**

The College District will respond promptly to sexual harassment, as defined in this policy, in a manner that is not deliberately indifferent, which means a response that is not clearly unreasonable in light of known circumstances, or as otherwise required by applicable Title IX regulations. The College District’s response obligations are listed in FFDA(LOCAL).

**Definition of College
District Officials**

Reports of discrimination based on sex, including sexual harassment as defined in this policy, may be directed to the Title IX coordinators. The College District designates the following persons to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Title IX Coordinator

Title IX Coordinator: Dr. ~~Allison Venuto~~~~Jennifer DuPlessis~~, Chief Human Resources Officer/Title IX Coordinator for Employees

Address: 3452 Spur 399, McKinney, TX 75069

Telephone: ~~(972) 985-3702~~(972) 881-5826

Email: [Title IX Coordinator email](#)¹

Webpage: [Title IX/Sexual Misconduct webpage](#)²

Deputy Title IX
Coordinator for
Human Resources

Name: Tonya Jacobson

Position: Manager HR/Employee Relations

Address: 3452 Spur 399, McKinney, TX 75069

Telephone: (972) 758-3856

Email [Deputy Title IX Coordinator for Human Resources](#)³

**Alternative
Reporting
Procedures**

An employee will not be required to report prohibited conduct to the person alleged to have committed the prohibited conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinators, may be directed to the District President or designee.

A report under this policy against the District President may be made directly to the Board. If a report is made directly to the Board, the Board will appoint an appropriate person to conduct an investigation.

Timely Reporting

Employee reports of prohibited conduct will be made immediately after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the College District’s ability to investigate and address the prohibited conduct.

**Consolidate Reports
and Other
Requirements**

When the allegations underlying two or more complaints arise out of the same facts or circumstances, the College District may also consolidate the complaints.

The College District will also provide other measures required by Title IX and applicable law, including, but not limited to, assistance by advisors, supportive measures, and notices to parties. Such requirements are described in detail in the College District's *Title IX Complaint Resolution Process Handbook for Students and Employees*.

Notice of Report

Any College District supervisor who receives a report of prohibited conduct will immediately notify the appropriate College District official listed above and take any other steps required by this policy.

**Investigation of the
Report**

The College District may request, but will not require, a written report or formal complaint as defined in FFDA(LOCAL). If a report is made orally, the College District official receiving the report will reduce the report to written form.

Upon receipt or notice of a report, the College District official will determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official will immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District official will refer the complaint for consideration under the appropriate policy. The College District official will also consider requests not to investigate made by a complainant and an informal resolution process as detailed in the College District's *Title IX Complaint Resolution Process Handbook for Students and Employees*.

If appropriate, the College District will promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. When appropriate, the supervisor will be involved in or informed of the investigation.

The investigation of prohibited conduct under this policy will be conducted in accordance with the investigation procedures and guidelines contained in FFDA(LOCAL). The College District may

dismiss complaints, as mandated or on a discretionary basis, under the procedures and guidelines listed in FFDA(LOCAL). Investigation and resolution procedures and guidelines are detailed in the College District's *Title IX Complaint Resolution Process Handbook for Students and Employees*.

Concluding the Investigation and Hearing

Absent extenuating circumstances, the investigation and live hearing should be completed within 60 College District business days from the date of the report; however, the investigator will take additional time if necessary to complete a thorough investigation.

The investigator will prepare a written report of the investigation. The written report will be prepared in accordance with the reporting procedures and guidelines contained in FFDA(LOCAL).

Hearings

Consistent with applicable Title IX regulations, the College District will provide for a live hearing of complaints arising under this policy. The live hearing will be conducted in accordance with the procedures and guidelines contained in FFDA(LOCAL) and detailed in the College District's *Title IX Complaint Resolution Process Handbook for Students and Employees*.

College District Action

If the results of an investigation and live hearing indicate that prohibited conduct occurred using a preponderance of the evidence standard (i.e., more likely than not to have occurred), the College District will promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The College District may take action based on the results of an investigation and live hearing, even if the conduct did not rise to the level of prohibited or unlawful conduct.

Examples of disciplinary or corrective action:

Disciplinary or Corrective Action

1. Implementing the disciplinary measures described in DH and DM Board policies for employees, including but not limited to, coaching and counseling, written disciplinary action, unpaid administrative leave, and/or recommendation for termination;
2. Providing a training program for those involved in the complaint;
3. Permitting the victim or student engaged in the prohibited conduct to drop a course in which they both are enrolled without penalty;
4. Taking other actions allowed by Board policy.

Exception

The College District will minimize attempts to require a complainant to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution

method, the College District will be involved in an appropriate manner.

Improper Conduct

If the Title IX decision-maker designated by the executive vice president or designee determines that improper conduct occurred that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

Confidentiality

To the greatest extent possible, the College District will respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law. Applicable federal Title IX regulations protect the privacy of a party's medical, psychological, and similar treatment records by stating that the College District cannot access or use such records unless the College District obtains the party's voluntary, written consent to do so.

Retaliation

The College District prohibits retaliation against an employee who makes a complaint alleging to have experienced prohibited conduct, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation, proceeding, or hearing under this policy. This prohibition does not apply to discipline of a person who perpetrated or assists in the perpetration of the prohibited conduct.

False Claims

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding harassment or discrimination is subject to appropriate discipline. Charging an individual with a violation(s) for making a false claim, materially false statement, or refusing to cooperate during the course of an investigation regarding discrimination or harassment does not constitute retaliation. However, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a false claim or a materially false statement.

Appeal

A party who is dissatisfied with the outcome of the investigation may appeal on the grounds listed in FFDA(LOCAL) through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees and GB(LOCAL) for community members]. Appeals under this policy will be submitted to the appeals officer or administrator designated by the College District. The applicable appeal deadlines and guidelines of DGBA(LOCAL) or GB(LOCAL) will be followed for appeals made under this policy.

Informal Resolution

After a formal complaint is filed, the College District may permit the voluntary use of an information resolution process at any time prior to a final determination. The parties must provide their voluntary consent in writing to participate in such a process. The informal resolution process will be handled in accordance with the procedures and guidelines contained in FFDA(LOCAL).

Informal resolution is prohibited in any case where a College District employee is accused of sexual harassment against a student.

The College District will not require the parties to waive their rights to a formal process and agree to information resolution as a condition of enrollment or employment.

The party may have a right to file a complaint with appropriate state or federal agencies.

Records Retention

Retention of records will be in accordance with the College District's records retention procedures. [See CIA]

Records of formal complaint resolutions and informal resolutions will be retained by the College District for a period of seven years. The College District will retain all materials used to train institutional participants in the various phases of the resolution process, including the Title IX coordinators and decision-makers. All materials utilized to train Title IX coordinators, investigators, hearing panel participants, and decision-makers will be made available in accordance with applicable federal Title IX regulation requirements.

In instances where the College District receives a report of sexual harassment, but a formal complaint is not filed, the institution will maintain a record of all actions taken, including supportive measures, for a period of seven years. In these instances, the College District will include a written rationale explaining why a formal complaint was not filed.

Access to Policy, Procedures, and Related Materials

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, will be distributed to applicants for employment and annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, related materials, and required training will also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures will be readily available at the College

District's administrative offices and will be distributed to an employee who makes a report.

Mandatory Reporting under State Law for Incidents of Dating Violence, Sexual Violence, Sexual Harassment, and Stalking

In accordance with the Education Code Section 51.252, an employee who, in the course and scope of employment, witnesses or receives information regarding the occurrence of an incident that the employee reasonably believes constitutes sexual harassment as defined in this policy, and is alleged to have been committed by or against a person who was a student enrolled at or an employee of the College District at the time of the incident, will promptly report the incident to the College District's Title IX coordinator or deputy Title IX coordinator. The report must include all information concerning the incident known to the reporting person that is relevant to the investigation and, if applicable, redress of the incident, including whether an alleged victim has expressed a desire for confidentiality in reporting the incident.

An employee who is designated by the College District as a person with whom students may speak confidentially concerning sexual harassment as defined in this policy or who receives information regarding such an incident under circumstances that render the employee's communications confidential or privileged under other law will, in making a report under this section, state only the type of incident reported and may not include any information that would violate a student's expectation of privacy. This requirement does not affect the employee's duty to report an incident under any other law.

Exceptions

An employee is not required to make a report concerning:

1. An incident in which the employee was a victim of dating violence, sexual assault, sexual harassment, or stalking; or
2. An incident in which the employee received information due to a disclosure made at a dating violence, sexual assault, sexual harassment, or stalking public awareness event sponsored by the College District or by a student organization affiliated with the College District.

Peace Officer

A College District peace officer who received information regarding the incident from an employee who chooses to complete a pseudonym form as described by law will only be required to disclose the type of incident reported and may not disclose the employee's name, phone number, address, or other information that may directly or indirectly reveal the employee's identity.

Anonymous Reports

In accordance with Education Code Section 51.9365, College District students and employees can report prohibited conduct anonymously as provided on the Dean of Students page on the College

District's website. However, the submission of an anonymous report may impair the College District's ability to investigate and address the prohibited conduct.

¹ Title IX Coordinator email: <mailto:avenutojduplessis@collin.edu>

² Title IX/Sexual Misconduct webpage: <https://www.collin.edu/titleix>

³ Deputy Title IX Coordinator for Human Resources email: <mailto:tjacobson@collin.edu>

Note: This policy addresses complaints of discrimination, harassment, and retaliation based on race, color, national origin, religion, age, or disability targeting employees. For legally referenced material relating to this subject matter, see DAA(LEGAL). For discrimination, harassment, and retaliation of students based on race, color, national origin, religion, age, or disability, see FFDB.

Statement of Nondiscrimination

The College District prohibits discrimination, including harassment, against any employee on the basis of race, color, national origin, religion, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

Discrimination

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, national origin, religion, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

Harassment

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's performance, environment, or employment opportunities.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

Retaliation

The College District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

DIAB
(LOCAL)

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding harassment or discrimination is subject to appropriate discipline.

Examples

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

Prohibited Conduct

In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Reporting Procedures

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her immediate supervisor.

Alternatively, the employee may report the alleged acts to one of the College District officials below.

For the purposes of this policy, College District officials are the ADA/Section 504 coordinator and the District President.

Definition of College District Officials

ADA / Section 504
Coordinator

The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Dr. ~~Allison Venuto~~ ~~Jennifer DuPlessis~~

Position: Chief Human Resources Officer

Address: 3452 Spur 399, McKinney, TX 75069

Telephone: ~~(972) 985-3702~~ **(972) 881-5826**

Other Anti-discrimination Laws

The District President or designee will serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.

Alternative Reporting Procedures

An employee will not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinator, may be directed to the District President or designee.

A report against the District President may be made directly to the Board. If a report is made directly to the Board, the Board will appoint an appropriate person to conduct an investigation.

Timely Reporting

Reports of prohibited conduct will be made immediately after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the College District's ability to investigate and address the prohibited conduct.

Notice of Report

Any College District supervisor who receives a report of prohibited conduct will immediately notify the appropriate College District official listed above and take any other steps required by this policy.

Investigation of the Report

The College District may request, but will not insist upon, a written report. If a report is made orally, the College District official will reduce the report to written form.

Upon receipt or notice of a report, the College District official will determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official will immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District official will refer the complaint for consideration under the appropriate policy.

If appropriate, the College District will promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. When appropriate, the supervisor will be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten College District business days from the date of the report; however, the investigator will take additional time if necessary to complete a thorough investigation.

The investigator will prepare a written report of the investigation. The report will be filed with the College District official overseeing the investigation.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

DIAB
(LOCAL)

**College District
Action**

If the results of an investigation indicate that prohibited conduct occurred, the College District will promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The College District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

Confidentiality

To the greatest extent possible, the College District will respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal

A party who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members]

The party may have a right to file a complaint with appropriate state or federal agencies.

Records Retention

Retention of records will be in accordance with the College District's records retention procedures. [See CIA]

**Access to Policy,
Procedures, and
Related Materials**

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, will be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials will also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures will be readily available at the College District's administrative offices and will be distributed to an employee who makes a report.

NEW POLICY

State law restricts the use of telework arrangements for employees at the College District.

Full-time faculty may telework on a temporary or permanent basis only when:

1. Assigned to the iCollin Virtual Campus to teach iCollin courses;
2. Assigned to teach approved dual credit, distance education, or other fully online courses;
3. Assigned to a temporary research project requiring off-campus work.

This policy does not prohibit a full-time faculty member providing instruction for a dual credit course or program: (1) at the campus of a school district; or (2) by telework if required for the dual credit course or program.

All other employees of the College District are expected to perform regularly scheduled duties on campus, at an officially designated instructional site, or other designated work location.

Eligible employees may be permitted to telework under the exceptions created by law. To meet legal requirements, telework guidelines and procedures will be by developed by the District President or designee.

**Grounds for
Dismissal**

Any full-time faculty member may be dismissed for good cause before the completion of the term fixed in his or her contract.

Notice

Before any faculty member is dismissed for good cause, the faculty member will be given reasonable notice in writing of the proposed action and the grounds for the action set out in sufficient detail to fairly enable him or her to show any error that may exist.

Hearing

If, upon written notification, the faculty member desires to be heard and to contest the proposed recommendation for dismissal, he or she must file a formal complaint pursuant to DGBA(LOCAL).

**Grounds for
Disciplinary Action /
Dismissal**

All College District employees may be ~~dismissed~~terminated, or subject to formal disciplinary action during the term of the contract or period of work for any of the following reasons, including but not limited to:

1. Unsatisfactory job performance.
2. Insubordination, which includes, but is not limited to, failure to carry out lawful directives and requirements of the employee's supervisor, failure to follow policies and procedures of the College, or repeated neglect of duties.
3. Physical or mental condition that results in the employee's inability to perform the assigned essential job functions, with or without a reasonable accommodation.
4. Any conduct involving moral turpitude, which includes, but is not limited to, the conviction or commission of a felony for fraud, theft, bribery, burglary, assault, homicide, kidnapping, official oppression, abuse of office, misuse of confidential information, indecency with a minor, public lewdness, possession of child pornography, and any other felony crimes.
5. The conviction or commission of a misdemeanor related to the employee's job or while on duty.
6. Unlawful use, possession, or distribution of controlled substances or dangerous drugs while on duty or on campus.
7. Misuse of alcohol or being under the **unlawful** influence of controlled substances or dangerous drugs, while on campus, while on duty, or while engaged in business on behalf of the College.
4. ~~Abusive use of alcohol, and/or illegal drugs while performing the assignment.~~

- ~~5-8.~~ Absence for three working days without notifying the immediate supervisor in writing or via email, and without approved justification.
- ~~6-9.~~ Falsifying information or any documents, including, but not limited to, in connection with a request for a leave of absence or providing a false reason for a leave of absence.
- ~~7-10.~~ Falsification of pertinent information regarding the employee's application for employment, credentials, transcript, or any other employment form or document, regardless of when the falsification is discovered.
11. Unauthorized alteration or destruction of educational records or any other official College records.
- ~~8-12.~~ Excessive absences or tardiness (excluding absences protected by law), failure to follow any procedures pertaining to reporting or counting absences, unacceptable pattern of repeated absences, or failure to provide requested documentation to substantiate an absence.
- ~~9-13.~~ Theft, physical violence, and disruption of working conditions.
- ~~10-14.~~ Violation of the College's code of ethics, core values, and standards of conduct.
- ~~11-15.~~ Failure to report arrest(s) or conviction(s) occurring during the employee's term of employment or failure to report those arrests or convictions in violation of Board policy requiring prompt reporting.
- ~~12-16.~~ Inappropriate or unauthorized use of College equipment, property, and resources.
17. Violation of College policy, local law, state law, or federal law.
- ~~13-18.~~ Making false or misleading statements or failing to disclose information to a supervisor that a reasonable employee would have disclosed under similar circumstances.
19. Violating state or federal law, including Section 51.252 of the Texas Education Code (relating to the failure to make a mandatory report of sexual harassment, sexual assault, dating violence, or stalking) and Section 51.3525 of the Texas Education Code (relating to prohibited diversity, equity, and inclusion activities).
20. A reduction in force pursuant to policy DMC(Local).
- ~~14-21.~~ Good cause, as recommended by the District President and approved by the Board.

Disciplinary Action

Disciplinary action against an employee will be initiated and will follow the College's ~~An employee's supervisor will use the College's~~ formal disciplinary procedures ~~to initiate and process disciplinary actions.~~

Limitation
on Number of
Dropped Courses

A College District student will not be permitted to drop more than six courses taken while enrolled as an undergraduate at the College District or another public institution of higher education. ~~For~~ “dropped course” is a course in which a student enrolled for credit, but did not complete, under the limit to apply following conditions:

1. The student ~~must be~~ was permitted to drop the course without receiving a grade or being penalized academically;
2. The student’s transcript ~~must indicate~~ indicates or will indicate the student was enrolled in the course after the census date; and
3. The student ~~must~~ did not ~~have dropped~~ drop or is not dropping the course to withdraw from the ~~College District~~ institution.

Exceptions
Good Cause

A student will be permitted to exceed the limit on the number of dropped courses if good cause exists for ~~any of the~~ student to drop the course. The following reasons constitute good cause:

1. A severe illness or other debilitating condition that affects the student’s ability to satisfactorily complete a course;
2. ~~The~~ Responsibility for the care of a sick, injured, or needy person ~~if providing that care, the provision of which~~ affects the student’s ability to satisfactorily complete a course;
3. The death of a member of the student’s family as defined by law;
4. The death of a person who has such a sufficiently close relationship to the student, as defined by law, that the person’s death is considered to be a showing of good cause, as determined on a case-by-case basis;
5. The student’s active-~~duty~~ military duty service;
6. The active-~~duty~~ military service of a member of the student’s family;
7. A change in the student’s work schedule that is beyond the student’s control and affects the student’s ability to satisfactorily complete the course;
8. A disaster declared by the governor that prevents or limits in-person course attendance for a period determined by the College District, in accordance with Texas Education Code Section 51.907, to significantly affect the student’s ability to participate in coursework; or

9. Any other significant issue affecting the ability of the student to satisfactorily complete the course, as determined upon review by the College District registrar.

[For definitions of “student’s family” and “a person who has a sufficiently close relationship to the student,” see Definitions for Good Cause Exemption in ECC(LEGAL).]

*Reenrolled
Students*

A qualifying reenrolled student may drop a seventh course in accordance with restrictions reflected in current law.

*Course Dropped
During a
Bachelor’s
Program*

A course dropped by a student, while pursuing a bachelor’s degree that the student previously earned, will not be counted toward the limit on the number of dropped courses.

*Dual Credit or
Dual Enrollment
Course*

A dual credit or dual enrollment course dropped by a student, before the student graduated from high school, may not be counted toward the limit on the number of dropped courses.

*COVID-19
Pandemic*

A course dropped by a student during the 2020 spring or summer semester or the 2020-21 academic year because of a bar or limit on in-person course attendance due to the COVID-19 pandemic may not be counted toward the limit on the number of dropped courses.

Procedures

The District President or designee will develop procedures, including for appeals, to implement this policy.

Appeals
Exception

If the decision relates to a request for an exemption based on a severe illness or debilitating condition that the student contends constitutes a disability in need of accommodation, the student may appeal the decision through the designated procedures and such appeal may include representatives from the College District’s ACCESS Office.

Collin County Community College District Board of Trustees

2026-03-X

March 24, 2026

Resource: Monica Velazquez
General Counsel

AGENDA ITEM:

Report Out of the Organization, Education, and Policy Committee, Second Reading and Consideration of Approval of Local Board Policies

- **BCB (Local)** Board Internal Organization – Board Committees
- **BCE (Local)** Board Internal Organization – Advisory Committees (ADD)
- **CKD (Local)** Insurance and Annuities Management – Health and Life Insurance
- **CS (Local)** Information Security
- **DIAA (Local)** Freedom from Discrimination, Harassment, and Retaliation – Sex and Sexual Violence
- **DIAB (Local)** Freedom from Discrimination, Harassment, and Retaliation – Other Protected Characteristics
- **DJA (Local)** Assignment Work Load, and Schedules – Telework
- **DMAA (Local)** Term Contracts – Termination Mid-Contract
- **ECC (Local)** Instructional Arrangements – Course Load and Schedules

DISCUSSION:

The Organization, Education, and Policy Committee reviewed the policies presented in this item. The Organization, Education, and Policy Committee Chair will report out a recommendation at the March 24, 2026 regular meeting of the Board of Trustees.

PROPOSED CHANGES:

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

- **BCB (Local)** Board Internal Organization – Board Committees - Proposed updates for how Board committees are formed, operated, and dissolved

- **BCE (Local)** Board Internal Organization – Advisory Committees - Proposed new policy addressing how advisory committees are created, structured, and dissolved, emphasizing their fact-finding and advisory role to the Board without administrative authority
- **CKD (Local)** Insurance and Annuities Management – Health and Life Insurance - Proposed updates to clarify the College District’s contribution levels to employee health insurance based on employment status
- **CS (Local)** Information Security – Proposed change to Cybersecurity
- **DIAA (Local)** Freedom from Discrimination, Harassment, and Retaliation – Sex and Sexual Violence - Proposed updates designating the Title IX Coordinator for employees
- **DIAB (Local)** Freedom from Discrimination, Harassment, and Retaliation – Other Protected Characteristics - Proposed updates designating the ADA Coordinator for employees
- **DJA (Local)** Assignment Work Load, and Schedules – Telework - Proposed new policy based on a new law that limits remote work for public employees
- **DMAA (Local)** Term Contracts – Termination Mid-Contract - Proposed updates addressing reasons for employee discipline and termination for all employees, including faculty
- **ECC (Local)** Instructional Arrangements – Course Load and Schedules - Proposed updates that clarify what counts as a dropped course, expand and refine the good-cause exceptions, and outline specific circumstances under which certain drops do not count toward the six-course limit

DISTRICT PRESIDENT’S RECOMMENDATION:

The District President recommends approval of the 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.”