

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

2016-3-4

March 22, 2016

Resource: Kim Davison

Senior Vice President of Organizational Effectiveness

**TITLE:** Report Out of the Organization, Education, and Policy Committee and Approval of Revised Local Board Policies  
**DGBA:** Personnel – Management Relations – Employee Grievances  
**DMAA:** Term Contracts - Dismissal  
**DMAB:** Term Contracts - Nonrenewal  
**GB:** Public Complaints and Hearings

**DISCUSSION:** Proposed changes to Local Board Policies include refreshing the language throughout these policies, and more substantive changes that include the following:

Key changes in **DGBA:**

- This policy has been totally re-written with a streamlined process to hear and address employee concerns.
- The process begins with an expectation of informal resolution, where possible. This is followed, if needed, with a hearing by a Resolution Review Panel and then, if needed, by the Leadership Team Member.
- Clarifies that faculty contracts that are not being renewed may appeal through the Executive Vice President.

Key changes in **DMAA:**

- Include probationary faculty within the scope of the policy for dismissal with cause
- Add the language to specify “recommendation for dismissal” as the proposed action
- Eliminate a redundant sentence and replaces the word “leave” with “suspension” to better define the type of leave
- Add required ADA language, “with or without accommodation”
- Expand the definition of a violation to include providing false information or false documentation
- Eliminate the paragraph about delay of dismissal due to separate grievances under DGBA

Key changes in **DMAB:**

- Add language “or designee” to be consistent with DCA(Local)

Key changes in **GB**:

- Eliminate wording and processes that relate to a paper complaint form since it is now all on-line
- Same
- Delete definition of representative (provision later in the policy)
- Provide flexibility on timelines for addressing community complaints
- Add that the complainant may designate a representative
- Add that the college can assign a neutral third party to hear a complaint, if deemed necessary
- Simplify maintenance of the records solely by the VP Advancement
- Delete reference to the form, which is now on-line
- Add the link to the on-line form
- Delete paragraph about what the level 1 record contains since all documents created are maintained with the file
- Add required language about the right to present concerns to the board

**DISTRICT PRESIDENT'S  
RECOMMENDATION:**

The District President recommends approval of revised Local Board Policies DGBA, DMAA, DMAB, and GB.

**SUGGESTED MOTION:**

“Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the revisions to Local Board Policies DGBA, DMAA, DMAB, and GB.”