

BOARD MEMBERS  
ELECTIONS

BBB  
(LOCAL)

**Election Dates**

The general election of Board members ~~shall will~~ be on ~~the first Saturday in May or as otherwise designated by any changes to the~~ the May uniform election date in an odd-numbered year.

**Membership**

The Board ~~shall will~~ consist of nine members.

**Method of Election**

Election of Board members will be at large.

**Terms and Election Schedule**

Board members ~~shall will~~ be elected ~~at large for six-year terms,~~ with elections conducted biennially, as follows:-

Places 1, 2, and 3

The election for places 1, 2, and 3 will be held in 2023, 2029, 2035, and in six-year intervals thereafter.

Places 4, 5, and 6

The election for places 4, 5, and 6 will be held in 2025, 2031, 2037, and in six-year intervals thereafter.

Places 7, 8, and 9

The election for places 7, 8, and 9 will be held in 2027, 2033, 2039, and in six-year intervals thereafter.

**Naming of College  
District Facilities**

Nominations may be received by the College District President or any member of the Board. The authority to name buildings, rooms, special areas, and other College District facilities is reserved solely for the Board and ~~shall~~will conform to one or more of the following criteria:

1. The name may indicate the function of the building/facility.
2. The name may honor a person who has made an exceptional contribution to the College District.
3. The name may honor a substantial benefactor of the College District, as recommended by the Board or the Collin County Community College District Foundation, Inc. Board of Directors.
4. The name may honor any member or members of the community whom the Board recognizes as having provided exceptional, nonfinancial support for the advancement of the College District.
5. The name may honor any member or former member of the Board of Trustees who has served a minimum of 12 years (two full terms) on the Board of Trustees and who was named to the Foundation's President's Circle.

**Use of Auxiliary Revenue**

The College District ~~shall~~will have the authority to utilize undedicated auxiliary funds to provide scholarships for students when it is determined that the scholarships have a public purpose and will serve the public's interests.

Public Purpose and Interests Defined

The College District's service area has a demonstrated public need for trained and learned individuals in the health sciences and public services areas to provide nursing, emergency medical services, respiratory care, dental hygiene, fire sciences, police services, and other similar programs. In addition, the College District's business science and technology program areas also serve the public's interests by providing trained and learned individuals to meet the hiring needs of local employers.

Process

The College District ~~shall~~will have the authority to budget for and subsequently provide scholarships consistent with the public's interests with funds derived each year from auxiliary enterprises of the College District.

The Collin College Foundation ~~shall~~will be the administrator and ~~shall~~will identify the scholarship recipients from eligible candidates that meet the definition above. The ~~f~~Foundation ~~shall~~will prepare and submit a report to the ~~College District~~ President listing all awards by donor and recipients, and the report ~~shall~~will be shared with the Board.

[See FEA(LEGAL)]

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**Note:** Scholarship funds ~~shall~~will not be allocated to a student who withdraws or is no longer enrolled at the College District.

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EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

DBD  
(LOCAL)

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**Note:** For conflicts of interest and gifts and gratuities related to federal grants and awards, see CAA and CAAB.

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**Disclosure General Standard**

An employee will disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the College District.

**Specific Disclosures**  
Substantial Interest

The District President will file an affidavit with the Board Chair disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the District President or any of his or her relatives in the first degree may have.

Any other employee who is in a position to affect a financial decision involving any business entity or real property in which the employee has a substantial interest as defined by Local Government Code 171.002 will file an affidavit with the District President; however, the employee will not be required to file an affidavit for the substantial interest of a relative.

Interest in Property

The District President will be required to file an affidavit disclosing interest in property in accordance with Government Code 553.002.

[See BBFA]

**Gifts**

An employee will not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. [See CAA and CAAB]

**Endorsements**

An employee will not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the employee during nonschool hours, unless the product, material, or service is recommended, endorsed, or required for a course the employee teaches and is reasonably related to the subject matter of the course and the course syllabus.

No employee will require students to purchase a specific brand of supplies if other brands are equal and suitable for the intended instructional purpose.

**Sales**

An employee will not use his or her position with the College District to attempt to sell products or services, unless the product or service is recommended, endorsed, or required for a course the employee teaches and is reasonably related to the subject matter of the course and the course syllabus.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
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**Solicitation of  
Resources**

The College District recognizes that appropriate gifts and grants of cash, equipment, real property, and other goods and effects are vital to the College District's growth and development and that seeking support from external sources is fully consistent with the College District's mission and purpose.

Through a letter of understanding between the College District and the Collin County Community College District Foundation, Inc., dated November 21, 1989, the Foundation has been charged with the rights and responsibilities of assisting the College District with the solicitation of external resources. The vice president of advancement or designee will serve as the official liaison with the Foundation to ensure coordination of all College District fundraising activities and objectives. On an annual basis each March, the vice president of advancement or designee will provide a report to the Board showing an account of all fundraising activities, major gifts, and other donations received during the prior fiscal year identifying major donors and corporate partners.

The Foundation has been designated as the official repository for gifts from the private sector that are donated to advance the College District's mission and purpose. Assets administered by the Foundation will be used exclusively for the benefit of the College District to include support for programs, employees, and students pursuing stated goals of the College District.

Grants and Other  
Sources of Funding

The College District's foundation office staff is responsible for soliciting and administering external funds for the College District. The foundation office staff also identifies, cultivates, and solicits grants and/or gifts from public and private agencies, individuals, corporations, and foundations. While each College District employee may, and should, play an important role in the process of expanding external support, such activities must be approved by the College District's Executive Leadership Team and be in compliance with College District procedures and guidelines. Foundation office staff will work with employees to create scholarship and excellence funds or to acquire other appropriate gifts.

Fundraising

Fundraising will mean any solicitation of any donation of anything of value from an external source by any officer, employee, agent, or volunteer acting on behalf of and for the benefit of the College District or any of its units or authorized affiliated organizations.

This policy will not apply to an employee(s) participating in duly authorized student activities, programs, or other approved College District activities. Duly authorized student activities are those activities approved in advance by the director of student activities. Approved College District activities are those activities approved in

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writing in advance by the appropriate vice president, provost, or the District President.

**Incompatible  
Positions**

The Texas Constitution prohibits the simultaneous holding of more than one civil office of emolument [see DBD(LEGAL)]. Consistent with Texas law, College District employees may run for elected office to serve on the Board or other elected positions. Since Board members as public officials must avoid a position where private pecuniary interests or self-employment may conflict with the full exercise of public duties, if a College District employee is elected or appointed to the Board, the employee must relinquish the incompatible position that pays the employee a salary. Similarly, a Board member may not accept employment with the College District until the first anniversary of the date the Board member's membership on the Board ends [see DC(LEGAL)].