

Collin County Community College District Board of Trustees

2. Organization, Education, and Policy Committee

January 22, 2019

Resource: Kim Davison

Sr. Vice President of Organizational Effectiveness

AGENDA ITEM:

First Reading of Local Board Policies

- **CIA(Local)** Equipment and Supplies Management – Records Management
- **CKD(Local)** Insurance and Annuities Management – Health and Life Insurance
- **CKF(Local)** Insurance and Annuities Management – Unemployment Insurance
- **DBF(Local)** Employment Requirements and Restrictions – Outside Employment
- **DIAB(Local)** Freedom from Discrimination, Harassment, and Retaliation – Other Protected Characteristics
- **EFCD(Local)** Special Programs – High School Equivalency Testing Centers
- **FEA(Local)** Financing Education – Financial Aid and Scholarships
- **FFDB(Local)** Freedom from Discrimination, Harassment, and Retaliation – Other Protected Characteristics
- **GE(Local)** Advertising and Fundraising

DISCUSSION:

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

- **CIA(Local)** Equipment and Supplies Management – Records Management – The District President is currently listed as being responsible for performing records management functions. The Dean of Admissions and District Registrar should be listed as the responsible administrator.
- **CKD(Local)** Insurance and Annuities Management – Health and Life Insurance – This policy that outlines the college district's contribution to employee health and life insurance programs and continuation of coverage while an employee is on paid leave is

recommended for inclusion in the college district's policy manual.

- **CKF(Local)** Insurance and Annuities Management – Unemployment Insurance – This policy outlines the practice of sending letters of reasonable assurance for employees who work on less than a 12-month basis to avoid short-term unemployment claims.
- **DBF(Local)** Employment Requirements and Restrictions – Outside Employment – The subtitle of this policy has been changed to Outside Employment.
- **DIAB(Local)** Freedom from Discrimination, Harassment, and Retaliation – Other Protected Characteristics - Recommended revisions to this policy are to clarify procedures for referring allegations of prohibited conduct to other policies and appeal processes when applicable.
- **EFCD(Local)** Special Programs – High School Equivalency Testing Centers – Revisions to this policy are recommended to clarify provisions addressing the administration of high school equivalency tests.
- **FEA(Local)** Financing Education – Financial Aid and Scholarships – This provides a local policy addressing financial aid and scholarships.
- **FFDB(Local)** Freedom from Discrimination, Harassment, and Retaliation – Other Protected Characteristics - Recommended revisions to this policy are to clarify procedures for referring allegations of prohibited conduct to other policies and appeal processes when applicable.
- **GE(Local)** Advertising and Fundraising - New provisions are recommended to clarify that a college district's acknowledgment of sponsorships and donations may be through whatever means the college district deems appropriate, and the college district retains full editorial control, even if donors may suggest text for the acknowledgment.