Collin County Community College District Board of Trustees

Resource: Kim Davison
Sr. Vice President of Organizational Effectiveness

AGENDA ITEM:

Report Out of the Organization, Education and Policy Committee and Approval of Local Board Policies
- BD: Board Meetings;
- BE: Policy and Bylaw Development;
- BFD: Chief Executive Officer – Retirement or Resignation;
- BFE: Chief Executive Officer – Evaluation;
- BH: Administrative Rules and Regulations;
- CIA: Equipment and Supplies Management – Records Management;
- CR: Technology Resources;
- DBA: Employment Requirements and Restrictions – Credential and Records;
- DBD: Employment Requirements and Restrictions – Conflict of Interest;
- DGD: Employee Rights and Privileges – Employee Use of College District Facilities;
- DM: Termination of Employment;
- EBA: Alternate Methods of Instruction – Distance Education;
- ECC: Instructional Arrangements – Course Load and Schedules;
- EFCD: Special Programs – High School Equivalency Testing Centers;
- EGD: Academic Achievement – Graduation;
- FB: Admissions;
- FL: Student Rights and Responsibilities; and
- FM: Discipline and Penalties
- GAB: Public Information Requests, Requests for Information
- GCB: Public Information Requests, Requests for Information

DISCUSSION:

The Organization, Education, and Policy Committee met in both September and October and recommends approval of the changes as presented to the Local Board Policies listed above.

PROPOSED CHANGES: 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.

- **BD (Local) Board Meetings** – Changes are proposed to simplify the policy and to make it more flexible to accommodate variations from the Board's normal meeting practices.
- **BE (Local) Policy and Bylaw Development –** Changes include a reminder to consider the legal policy along with the local policy; clarifies that board member and trustee are used interchangeably; and clarifies that newly enacted laws are applicable when effective.
- **BFD (Local) Chief Executive Officer – Retirement or Resignation and BFE (Local) Chief Executive Officer – Evaluation** *(NEW POLICY)* – Separated policy language into two separate policies.
- **BH (Local) Administrative Rules and Regulations** *(NEW POLICY)* – Clarifies that the CEO is responsible for developing and enforcing administrative regulations and ensuring they are consistent with Board Policy
- **CIA (Local) Equipment and Supplies Management – Records Management –** Clarifies that the college has filed its records retention schedule with the Texas State Library and updates them regarding any amendments to our records retention schedules
- **CR (Local) Technology Resources –** Adds policy language about use of drones on campus in accordance with the law and college regulations
- **DBA (Local) Employment Requirements and Restrictions – Credential and Records** – Adds a requirement that the college may not use an employee's social security number as an employee identifier other than for tax purposes.
- **DBD (Local) Employment Requirements and Restrictions – Conflict of Interest** – Eliminates a provision that exempted employees other than the District President from completing a conflicts disclosure statement
- **DGD (Local) Employee Rights and Privileges – Employee Use of College District Facilities** *(NEW POLICY)* – Adds a policy addressing employee use of college facilities

- **DM (Local) Termination of Employment** – Removes a requirement for exit interviews
- **EBA (Local) Alternate Methods of Instruction – Distance Learning** *(NEW POLICY)* – Establishes a policy related to distance education
- **ECC (Local) Instructional Arrangements – Course Load and Schedules** – Clarifies Collin College policy with respect to the Texas Administrative Code
- **EFCD (Local) Special Programs – High School Equivalency Testing Centers** *(NEW POLICY)* – Establishes a policy related to High School Equivalency Testing
- **EGD (Local) Academic Achievement – Graduation** *(DELETE)* Deletes policy and recommends language be housed in the college's catalog or handbook
- **FB (Local) Admissions** *(NEW POLICY)* – Adds a policy regarding Open Admissions
- **FL (Local) Student Rights and Responsibilities** *(NEW POLICY)* – Adds a policy addressing the student handbook
- **FM (Local) Discipline and Penalties** – Adds language that references student discipline procedures be included in the student handbook
- **GAB (Local) Public Information Program – Requests for Information** *(DELETE – MOVED TO GCB)*
- **GCB (Local) Public Information Program – Requests for Information** *(NEW POLICY – MOVED FROM GAB)* - Information is the same as GAB (Local), except that it corrected the number of hours from 35 to 36.

DISTRICT PRESIDENT'S RECOMMENDATION:	The District President recommends approval of the 20 Local Board Policies outlined above.
SUGGESTED MOTION:	"Mr. Chairman, I make the motion that the Board of Trustees approves Local Board Policies as presented." (If a recommendation comes out of committee, it will come as a motion and second.)