Collin County Community College District Board of Trustees

2017-9-2   September 26, 2017
                                                                 Kim Davison
                        Sr. Vice President of Organizational Effectiveness

AGENDA ITEM: Reports Out of the Organization, Education, and Policy
                        Committee and First Reading 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 Learning
                        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
                        FM: Discipline and Penalties
                        GAB: Public Information Requests, Requests for Information
                        GCB: Public Information Requests, Requests for Information

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.

                        • **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 learning
- **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 the first reading of the local Board Policies as presented.

SUGGESTED MOTION: This being a first reading, no action is required.