

EQUIPMENT AND SUPPLIES MANAGEMENT  
RECORDS MANAGEMENT

CIA  
(LOCAL)

The ~~District President~~ Senior Vice President shall oversee the performance of records management functions prescribed by state and federal law:

- Records Administrator, as prescribed by Local Government Code 176.001 and 176.007 [See BBFA and CFE]
- Officer for Public Information, as prescribed by Government Code 552.201–.205 [See GCB]
- Public Information Coordinator, as prescribed by Government Code 552.012 [See BBD]

**Local Government  
Records Act**

The term “local government record” shall pertain to all items identified as such by the Local Government Records Act.

“Local Government  
Record”

Records  
Management  
Officer

The ~~District President~~ Dean of Admissions and District Registrar shall serve as and perform the duties of the College District’s records management officer, as prescribed by Local Government Code 203.023, and shall administer the College District’s records management program pertaining to local government records in compliance with the Local Government Records Act.

*Notification*

The records management officer shall file his or her name with the Texas State Library and Archives Commission (TSLAC) within 30 days of assuming the position.

Records Control  
Schedules

The records management officer shall prepare and file records control schedules with the TSLAC that comply with the minimum legal retention requirements for local government records and shall prepare and file timely amendments to maintain compliance.

**Website Postings**

The College District’s records management program shall address the length of time records will be posted on the College District’s website when the law does not specify a posting period.

**Records Destruction  
Practices**

All local government records shall be considered College District property and any unauthorized destruction or removal shall be prohibited. The College District shall follow its records control schedules, records management program, and all applicable laws regarding records destruction. However, the College District shall preserve records, including electronically stored information, and suspend routine record destruction practices where appropriate and in accordance with procedures developed by the records management officer. Such procedures shall describe the circumstances under which local government records scheduled for destruction must be retained. Notification shall be given to appropriate staff

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when routine record destruction practices must be suspended and when they may be resumed.

**Training**

The records management officer shall receive appropriate training regarding the Local Government Records Act and shall ensure that custodians of records, as defined by law, and other applicable College District staff are trained on the College District's records management program, including this policy and corresponding procedures.

INSURANCE AND ANNUITIES MANAGEMENT  
HEALTH AND LIFE INSURANCE

CKD  
(LOCAL)

**NEW POLICY**

**College District  
Contribution**

The College District will contribute the following amounts to the health insurance premiums for employees eligible to participate in the Texas Employees Uniform Group Insurance Program:

1. For an eligible full-time employee who works at least 30 hours per week, 100 percent to the premiums for the employee and 50 percent to the premiums for that employee's eligible dependents.
2. For an eligible part-time employee who works less than 30 hours per week, 50 percent to the premiums for the employee and 25 percent to the premiums for that employee's eligible dependents.

The Board may allocate funds as part of the annual budget development and adoption process for contributions to employee premiums for any additional health and life insurance programs available to employees.

**Continuation  
Coverage**

The College District will continue its contribution toward the cost of the employee's group health insurance coverage while the employee is on paid leave or, if applicable, while the employee is on family and medical leave. [See DEC]

The College District will not otherwise expend public funds for group health insurance coverage of an employee who is not on paid leave status. However, an employee who is not on paid leave status or Family and Medical Leave Act (FMLA) leave will be allowed to continue group health insurance coverage, at his or her own expense, for the period specified in the College District's group health insurance plan.

INSURANCE AND ANNUITIES MANAGEMENT  
UNEMPLOYMENT INSURANCE

CKF  
(LOCAL)

**NEW POLICY**

**Letters of  
Reasonable  
Assurance**

The College District will issue letters of reasonable assurance, as appropriate, to employees in positions requiring less than 12 months of service whose services are anticipated to be needed at the beginning of the following academic year.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
OUTSIDE~~NONSCHOOL~~ EMPLOYMENT

DBF  
(LOCAL)

~~Nonschool~~  
~~Employment~~

An employee ~~shall~~will disclose in writing to his or her immediate supervisor any outside employment that in any way creates a conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the College District.

Outside~~Nonschool~~ employment that would be considered as detracting from the efficiency of the employee includes, but is not limited to, situations that:

1. Result in an employee's absence from work;
2. Adversely affect an employee's physical or mental well-being;
3. Interfere with an employee's duties during regular work hours;
4. Cause an employee to be unprepared for duties with the College District; and
5. Involve the use of College District materials or resources.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
OTHER PROTECTED CHARACTERISTICS

DIAB  
(LOCAL)

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**Note:** This policy addresses complaints of discrimination, harassment, and retaliation based on race, color, national origin, religion, age, or disability targeting employees. For legally referenced material relating to this subject matter, see DAA(LEGAL). For discrimination, harassment, and retaliation of students based on race, color, national origin, religion, age, or disability, see FFDB.

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**Statement of  
Nondiscrimination**

The College District prohibits discrimination, including harassment, against any employee on the basis of race, color, national origin, religion, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

**Discrimination**

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, national origin, religion, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

**Harassment**

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's performance, environment, or employment opportunities.

**Examples**

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

**Retaliation**

The College District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

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DIAB  
(LOCAL)

	<p>An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding harassment or discrimination is subject to appropriate discipline.</p>
<b>Examples</b>	<p>Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.</p>
<b>Prohibited Conduct</b>	<p>In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.</p>
<b>Reporting Procedures</b>	<p>An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her immediate supervisor.</p> <p>Alternatively, the employee may report the alleged acts to one of the College District officials below.</p> <p>For the purposes of this policy, College District officials are the ADA/Section 504 coordinator and the District President.</p>
<b>Definition of College District Officials</b>  ADA / Section 504 Coordinator	<p>The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:</p> <p>Name: Floyd Nickerson</p> <p>Position: Vice President of Human Resources</p> <p>Address: 3452 Spur 399, McKinney, TX 75069</p> <p>Telephone: (972) 599-3159</p>
<b>Other Anti-discrimination Laws</b>	<p>The District President or designee <del>shall</del><u>will</u> serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.</p>
<b>Alternative Reporting Procedures</b>	<p>An employee <del>shall</del><u>will</u> not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinator, may be directed to the District President or designee.</p> <p>A report against the District President may be made directly to the Board. If a report is made directly to the Board, the Board <del>shall</del><u>will</u> appoint an appropriate person to conduct an investigation.</p>

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
OTHER PROTECTED CHARACTERISTICS

DIAB  
(LOCAL)

**Timely Reporting**

Reports of prohibited conduct ~~shall~~will be made immediately after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the College District's ability to investigate and address the prohibited conduct.

**Notice of Report**

Any College District supervisor who receives a report of prohibited conduct ~~shall~~will immediately notify the appropriate College District official listed above and take any other steps required by this policy.

**Investigation of the Report**

The College District may request, but ~~shall~~will not insist upon, a written report. If a report is made orally, the College District official ~~shall~~will reduce the report to written form.

Upon receipt or notice of a report, the College District official ~~shall~~will determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official ~~shall~~will immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District official ~~shall~~will refer the complaint for consideration under ~~the DIAA, as~~ appropriate policy.

If appropriate, the College District ~~shall~~will promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. When appropriate, the supervisor ~~shall~~will be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

**Concluding the Investigation**

Absent extenuating circumstances, the investigation should be completed within ten College District business days from the date of the report; however, the investigator ~~shall~~will take additional time if necessary to complete a thorough investigation.

The investigator ~~shall~~will prepare a written report of the investigation. The report ~~shall~~will be filed with the College District official overseeing the investigation.



FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
OTHER PROTECTED CHARACTERISTICS

DIAB  
(LOCAL)

**College District  
Action**

If the results of an investigation indicate that prohibited conduct occurred, the College District ~~shall~~will promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The College District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

**Confidentiality**

To the greatest extent possible, the College District ~~shall~~will respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

**Appeal**

A ~~party/complainant~~ who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance policy D-GBA(LOCAL), beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members]

The ~~party/complainant~~ may have a right to file a complaint with appropriate state or federal agencies.

**Records Retention**

Retention of records ~~shall~~will be in accordance with the College District's records retention procedures. [See CIA]

**Access to Policy,  
Procedures, and  
Related Materials**

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, ~~shall~~will be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials ~~shall~~will also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures ~~shall~~will be readily available at the College District's administrative offices and ~~shall~~will be distributed to an employee who makes a report.

SPECIAL PROGRAMS  
HIGH SCHOOL EQUIVALENCY TESTING CENTERS

EFCD  
(LOCAL)

An official high school equivalency testing center ~~shall will~~ be located at one or more College District facilities designated by the Board.

**Procedures**

The District President or designee will develop written procedures concerning the operation of the center and administration of the test. The procedures will:

1. Address the selection, requisition, and ~~permanent~~ storage of ~~restricted~~ test materials;
2. Address the provision of a suitable place for administering the test;
3. Address test security;
4. Include a written emergency plan; and
5. Address other operational matters as appropriate.

**Testing  
Information Schedule**

The District President or designee will ~~annually~~ publish information about the available testing opportunities on the College District's website and schedule in appropriate College District publications.

**~~Chief Examiner~~**

~~The District President or designee will designate a qualified chief examiner and will seek authorization for the designation of that individual, as well as any subsequent changes to the chief examiner, from the Texas Education Agency (TEA). The chief examiner will attend training annually as required by law.~~

**~~Fees~~**

~~In accordance with law, the Board will approve a fee for the administration of the tests, and the College District will submit the amount and any subsequent changes to TEA for approval.~~

**Annual Report**

The District President or designee will report to the Board annually concerning the center, including the number of tests administered and the ~~funds~~fees received for administering the test.

## NEW POLICY

The College District will offer a comprehensive program of financial aid to eligible College District students. Information regarding available financial aid programs, program requirements, student eligibility, application procedures, and other relevant information will be published in the College District catalog or other College District publications as appropriate.

### **Debt Management and Loan Repayment**

The College District will provide information and guidance to help student borrowers understand how to manage their debt and repay their loans.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
OTHER PROTECTED CHARACTERISTICS

FFDB  
(LOCAL)

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**Note:** This policy addresses complaints of discrimination, harassment, and retaliation based on race, color, national origin, religion, age, or disability targeting students. For legally referenced material relating to this subject matter, see FA(LEGAL). For discrimination, harassment, and retaliation targeting employees based on race, color, national origin, religion, age, or disability, see DIAB.

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**Statement of  
Nondiscrimination**

The College District prohibits discrimination, including harassment, against any student on the basis of race, color, national origin, disability, religion, age, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

**Discrimination**

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, national origin, disability, religion, age, or on any other basis prohibited by law, that adversely affects the student.

**Prohibited  
Harassment**

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

**Retaliation**

The College District prohibits retaliation by a student or College District employee against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation.

Examples

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

**False Claims**

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation

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FFDB  
(LOCAL)

	regarding discrimination or harassment <del>shall</del> <u>will</u> be subject to appropriate disciplinary action.
<b>Prohibited Conduct</b>	In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.
<b>Reporting Procedures</b>	Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee.
Student Report	
Employee Report	Any College District employee who suspects and any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct <del>shall</del> <u>will</u> immediately notify the appropriate College District official listed in this policy and <del>shall</del> <u>will</u> take any other steps required by this policy.
<i>Exceptions</i>	<p>A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person <del>shall</del><u>will</u> not be required to disclose a report of prohibited conduct without the student's consent.</p> <p>A person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source <del>shall</del><u>will</u> not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student's identity without the student's consent, unless the person is disclosing information as required for inclusion in the College District's annual security report under the Clery Act. [See GCC]</p>
Responsible Employee	<p>For purposes of this policy, a “responsible employee” is an employee:</p> <ol style="list-style-type: none"><li>1. Who has the authority to remedy prohibited conduct.</li><li>2. Who has been given the duty of reporting incidents of prohibited conduct.</li><li>3. Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.</li></ol> <p>The College District designates the following persons as responsible employees: any instructor, any administrator, or any College District official defined below.</p>

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
OTHER PROTECTED CHARACTERISTICS

FFDB  
(LOCAL)

**Definition of College  
District Officials**

For the purposes of this policy, College District officials are the ADA/Section 504 coordinator, Title IX coordinators and Deputy coordinators, designated leadership team members, and the ~~College President~~District President.

ADA / Section 504  
Coordinator

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The College District designates the following persons to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

ADA / Section 504  
Coordinator for  
Students

Name: Linda Qualia  
Position: Associate Dean of Counseling and ACCESS  
Address: 2800 East Spring Creek Parkway, Plano, TX 75074  
Telephone: (972) 881-5903

ADA / Section 504  
Coordinator for  
Employees

Name: Floyd Nickerson  
Position: Vice President of Human Resources  
Address: 3452 Spur 399, McKinney, TX 75069  
Telephone: (972) 599-3159

Other Anti-  
discrimination Laws

The ~~College~~District President or designee ~~shall~~will serve as coordinator for purposes of College District compliance with all other anti-discrimination laws.

**Alternative  
Reporting  
Procedures**

A student ~~shall~~will not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinators, may be directed to the ~~College-District~~ President.

A report against the District College President may be made directly to the Board. If a report is made directly to the Board, the Board ~~shall~~will appoint an appropriate person to conduct an investigation.

**Timely Reporting**

Reports of prohibited conduct ~~shall~~will be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.

**Investigation of the  
Report**

The College District may request, but ~~shall~~will not require, a written report. If a report is made orally, the College District official ~~shall~~will reduce the report to written form.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
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FFDB  
(LOCAL)

Initial Assessment	<p>Upon receipt or notice of a report, the College District official <del>shall</del><u>will</u> determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official <del>shall</del><u>will</u> immediately authorize or undertake an investigation, except as provided below at Criminal Investigation.</p> <p>If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy <u>but may constitute a violation of other College District rules or regulations</u>, the College District official <del>shall</del><u>will</u> refer the complaint for consideration under <del>the FFDA, FLD, or FMA as</del> appropriate <u>policy</u>.</p>
Interim Action	<p>If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District <del>shall</del><u>will</u> promptly take interim action calculated to address prohibited conduct prior to the completion of the College District's investigation.</p>
College District Investigation	<p>The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator <del>shall</del><u>will</u> have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures.</p> <p>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p>
Criminal Investigation	<p>If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District <del>shall</del><u>will</u> confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District <del>shall</del><u>will</u> proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District <del>shall</del><u>will</u> promptly resume its investigation.</p>
<b>Concluding the Investigation</b>	<p>Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within 60 College District business days from the date of the report; however, the investigator <del>shall</del><u>will</u> take additional time if necessary to complete a thorough investigation.</p>



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	The investigator <del>shall</del> <u>will</u> prepare a written report of the investigation. The report <del>shall</del> <u>will</u> be filed with the College District official overseeing the investigation.
<i>Notification of the Outcome</i>	The College District <del>shall</del> <u>will</u> provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed.
<b>College District Action</b>	
Prohibited Conduct	If the results of an investigation indicate that prohibited conduct occurred, the College District <del>shall</del> <u>will</u> promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with College District policy and procedures [see FM and FMA].
<i>Corrective Action</i>	Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the College District community, counseling for the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the College District's policy against discrimination and harassment.
Improper Conduct	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.
<b>Confidentiality</b>	To the greatest extent possible, the College District <del>shall</del> <u>will</u> respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.
<b>Appeal</b>	A <del>partystudent</del> who is dissatisfied with the outcome of the investigation may appeal <u>through the applicable grievance policy</u> , beginning at the appropriate level. <u>[See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members]</u> . A <del>partystudent</del> <del>shall</del> <u>will</u> be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights.
<b>Records Retention</b>	Retention of records <del>shall</del> <u>will</u> be in accordance with the College District's records retention procedures. [See CIA]



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**Access to Policy,  
Procedures, and  
Related Materials**

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, ~~shall~~will be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials ~~shall~~will also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures ~~shall~~will be readily available at the College District's administrative offices and ~~shall~~will be distributed to a student who makes a report.

ADVERTISING AND FUNDRAISING

GE  
(LOCAL)

**Promotional  
Activities**

College District facilities ~~shall~~will not be used to advertise, promote, sell tickets, or collect funds for any non-College District~~nonschool-~~ related purpose without prior approval of the District President or designee.

[For information relating to community use of College District facilities, see GD.]

**Advertising**

For purposes of this policy, “advertising” ~~shall~~will mean a communication designed to attract attention or patronage by the public or college community and communicated through means under the control of the College District in exchange for consideration to the College District. “Advertising” does not include public recognition of donors or sponsors who have made contributions, financial or otherwise, to the College District or College District support organizations.

Advertising ~~shall~~will be accepted solely for the purpose of generating revenue for the College District and not for the purpose of establishing a forum for communication. The College District ~~shall~~will retain final editorial authority to accept or reject submitted advertisements in a manner consistent with the First Amendment. The College District ~~shall~~will retain the authority to determine the size and location of any advertising. The College District ~~shall~~will also reserve the right to reject advertising that is inconsistent with federal or state law, Board policy, College District or campus regulations, or curriculum, as well as any content the College District determines has a reasonable likelihood of exposing the College District to controversy, litigation, or disruption.

Acceptance of advertising ~~shall~~will not constitute College District approval or endorsement of any product, service, organization, or issue referenced in the advertising, nor ~~shall~~will acceptance of advertising from a vendor determine whether the College District will purchase goods or services from the vendor through the College District’s formal procurement process.

[For information relating to College District-sponsored publications, see FKA.]

**Sponsorships and  
Donations**

If the College District or any campus accepts financial or in-kind donations to support College District-sponsored activities, the College District reserves the right to acknowledge donors through whatever means the College District deems appropriate. The College District retains full editorial control over its acknowledgment or display of donations, even if donors are permitted to suggest text for the acknowledgment.