

**BBG(Local):Board Members - Compensation and Expenses**

Proposes an annual travel budget for college-related travel for individual trustees.

	<b>Before</b>	<b>After</b>	<b>Operational Impact</b>	<b>Cost Impact</b>
<b>A</b>	Board members shall be reimbursed for reasonable expenses incurred in carrying out Board business at the Board's request and for reasonable expenses incurred while attending meetings and conventions as official representatives of the Board.	Board members will be reimbursed up to \$2,500 per year for reasonable expenses incurred in carrying out Board business at the Board's request and for reasonable expenses incurred while attending meetings and conventions as official representatives of the Board.	Provides guidance for trustees related to annual college-related travel.	n/a
<b>B</b>	Reimbursement shall be made by one of the following methods, as determined by the Board: 1. Reimbursement for use of personal car at the mileage rate currently approved by the Board, or the actual cost of commercial transportation, plus parking and taxi fares and expenses for lodging, meals, and other incidental expenses. Board members shall file a statement, and to the extent feasible, attach receipts documenting actual expenses for which reimbursement is requested. 2. A set amount approved in advance for reasonable expenditures to be incurred on a particular trip. This amount shall include travel, lodging, meals, and any other reasonably predictable expenditures. Board members shall file a statement, with receipts, accounting for amounts actually expended. Any excess shall be refunded to the College District.	Trustees may request reimbursement for the use of a personal car at the mileage rate currently approved by the Board, or the actual cost of commercial transportation, plus parking and taxi fares and expenses for registration fees, lodging, meals, and other incidental expenses. Board members will file a statement, and attach receipts or other documentation of actual expenses for which reimbursement is requested.	Simplifies the process for reimbursement.	n/a

**CT(Local): Intellectual Property**

Incorporates modifications based on recommendations from TASB and the Texas Higher Education Coordinating Board related to royalties and adds a definition of educational materials.

	<b>Before</b>	<b>After</b>	<b>Operational Impact</b>	<b>Cost Impact</b>
<b>A</b>	Ownership to all copyrights, trademarks, patents, and other intellectual property rights shall remain with the College District at all times.	Unless herein stated otherwise, ownership to all copyrights, trademarks, patents, and other intellectual property rights will remain with or be assigned in writing from the person or entity to the College District at all times.	Clarifies the process for establishing ownership of intellectual property.	n/a
<b>B</b>		NEW LANGUAGE Definitions: "Educational Materials" are defined as teaching or course materials that are not works for hire, such as class notes, curriculum guides, and laboratory notebooks."	Incorporates a definition of educational materials.	n/a

<b>C</b>	As an agent of the College District, an employee, including a student employee, shall not have rights to a work he or she creates on College District time or using College District technology resources or College District intellectual property with the exception of Scholarly Works produced with incidental use of college resources. The College District shall own any work or work product created by a College District employee in the course and scope of his or her employment including the right to obtain copyrights and patents.	As an agent of the College District, an employee, including a student employee, will not have rights to a work or invention he or she creates, authors, or invents on College District time or using College District technology resources or College District intellectual property with the exception of Scholarly Works produced with incidental use of college resources or Educational Materials. The agent will assign his or her rights in writing to the works or invention to the College District. The College District will own any work or work product or invention created or invented by a College District employee in the course and scope of his or her employment or if substantially produced using College District equipment, including the right to obtain copyrights and patents. The College District will have a royalty-free, perpetual, non-exclusive, transfer-rable right from the employee to use, copy, display, or distribute the Scholarly Works or educational materials for education purposes.	Incorporates language relating to inventions and royalties.	n/a
<b>D</b>	A College District employee shall own any work or work product outside the College District employee's course and scope of his or her employment, produced on his or her own time, away from his or her job, with personal equipment and materials, and with incidental use of college resources, including the right to obtain patents or copyrights.	A College District employee will own any work, work product, or invention created or invented outside the College District employee's course and scope of his or her employment, produced on his or her own time, away from his or her job, with personal equipment and materials, and with incidental use of college resources, including the right to obtain patents or copyrights.	Adds clarification of the use of college resources.	n/a
<b>E</b>	College personnel endeavoring to produce intellectual property of commercial value shall disclose planned projects by completing the Request for Determination of Intellectual Property Rights Form available through Human Resources.	College personnel endeavoring to produce intellectual property of commercial value will disclose planned projects by completing the Request for Determination of Intellectual Property Rights Form available through Human Resources. College personnel will not disclose the planned project to third parties until a response from the College District to the Request is issued.	Adds language regarding disclosure of planned projects to third parties.	n/a

<b>F</b>	Upon the termination of any person's association with the College District, all permission to possess, receive, or modify the College District's intellectual property shall also immediately terminate. All such persons shall return to the College District all intellectual property, including but not limited to any copies, no matter how kept or stored, and whether directly or indirectly possessed by such person.	Upon the termination of any person's association with the College District, all permission to possess, receive, or modify the College District's intellectual property will also immediately terminate. All such persons will return to the College District all intellectual property, including but not limited to any copies, no matter how kept or stored, and whether directly or indirectly possessed by such person. All electronic copies will be permanently deleted or electronically destroyed.	Adds a requirement for any electronic copies of intellectual property to be deleted when an individual's association with the college ends.	n/a
<b>G</b>	The College District may grant permission to students, student organizations, parent organizations, and other College District-affiliated college-support organizations to use, without charge, College District and campus trademarks to promote a group of students, an activity or event, a campus, or the College District, if the use is in furtherance of College District-related business or activity. The District President or designee, in his or her sole discretion, shall determine what constitutes use in furtherance of College District-related business or activity and is authorized to revoke permission if the use is improper or does not conform to administrative procedures/guidelines or international, federal, and state laws.	The College District may grant permission to students, student organizations, parent organizations, and other College District-affiliated college-support organizations to use, without charge, College District and campus trademarks to promote a group of students, an activity or event, a campus, or the College District, if the use is in furtherance of College District-related business or activity and such use does not damage or tarnish the College District's trademarks. The District President or designee, in his or her sole discretion, will determine what constitutes use in furtherance of College District-related business or activity and is authorized to revoke permission if the use is improper or does not conform to administrative procedures/guidelines or international, federal, and state laws.	Adds language to protect the college's trademarks.	n/a

**DH(Local): Employee Standards of Conduct**

Establishes new requirements regarding consensual relationships at Collin.

	Before	After	Operational Impact	Cost Impact
<b>A</b>		<p><b>NEW LANGUAGE</b>                      Consensual Relationships                      Employees with direct teaching, supervisory, advisory, or evaluative responsibility over other employees, students, or student employees are expected to recognize and respect the ethical and professional boundaries that must exist in such situations. Employees must also avoid putting themselves in a compromising position, such as being alone with a student in a non-public place. While relationships between consenting adults are a personal matter, they can create potential conflicts in the workplace and in the educational setting. Such relationships also have the potential for exploitation of an employee, student, or student employee and can possibly create professional or academic disadvantages for third parties.</p>	<p>This new policy language documents the college's expectations in the workplace and in educational settings where consensual relationships may develop.</p>	<p>n/a</p>

<b>B</b>		<p><b>NEW LANGUAGE</b></p> <p>Definitions</p> <p>Consensual Relationship – a mutually acceptable, romantic, or sexual relationship.</p> <p>Consensual Relationship in the Workplace – a mutually acceptable, romantic, or sexual relationship between a college employee (including a student employee) with teaching, supervising, advising, evaluating, or grading authority and an employee, student, or student employee who is taught, supervised, advised, evaluated, or graded by that college employee.</p> <p>Conflict of Interest – Even when there is no actual conflict of interest, a potential conflict of interest or an appearance of impropriety may arise when individuals with the authority and the responsibility to evaluate the work or performance of an employee, student, or student employee initiate, acquiesce to, or</p>	<p>This new policy language documents the college's expectations in the workplace and in educational settings where consensual relationships may develop.</p>	<p>n/a</p>
		<p>engage in an intimate romantic or sexual relationship with that employee, student, or student employee.</p> <p>This policy applies to all faculty, staff, and students of Collin College. As used in this document, the terms “faculty, staff, and students” include individuals serving as interns or as volunteers such as volunteer coaches.</p>		

C		<p><b>NEW LANGUAGE</b>  <b>Reporting Responsibility</b>          If a consensual relationship exists or begins to develop, the individual in the position of authority must immediately notify his or her immediate supervisor of the relationship and cooperate with that supervisor in making the arrangements necessary to resolve the conflict of interest. Failure of the individual in the position of authority to report the consensual relationship immediately may result in disciplinary action up to and including termination.</p> <p>If a relationship at work that was initially consensual ends and the as a result has a negative impact on either employee's work, it is the employees' responsibility to inform their supervisor(s) and to take appropriate steps to mitigate any issues at work.</p>	<p>This new policy language documents the college's expectations in the workplace and in educational settings where consensual relationships may develop.</p>	n/a
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<b>D</b>		<p><b>NEW LANGUAGE</b>  <b>Immediate Supervisor Responsibility</b>  A supervisor who is notified, or becomes aware, of a consensual relationship will confirm that the consensual relationship exists by meeting with the parties involved and advising that this type of relationship must conform to the guidelines of this policy. The supervisor will work with all parties to alter the conditions that create an actual or potential conflict of interest or the appearance of impropriety caused by the relationship. In most instances, providing alternative arrangements for either party will alter the conditions. In providing alternative arrangements, the supervisor must ensure no harm comes to the person in the relationship who holds less power or authority. These alternative arrangements must be documented, kept in the employee's personnel file and reported to the vice president in the reporting line of the employee in the position of authority in the relationship.</p>	<p>Adds supervisory responsibilities when notified of a consensual relationships.</p>	<p>n/a</p>
<b>E</b>		<p><b>NEW LANGUAGE</b>  <b>Procedures for Failure to Cooperate</b>  Employees in positions of authority in these consensual relationships must fully cooperate in efforts to eliminate any conflict of interest or appearance of impropriety and are subject to disciplinary action up to and including termination for failure to do so. The college will presume that the relationship was not consensual if the subordinate party complains of sexual harassment related to an undisclosed relationship. Allegations of sexual misconduct will be investigated according to college policy and procedures.</p>	<p>Adds requirements for disciplinary action when an employee fails to cooperate in taking steps to eliminate the conflict of interest. Also adds expectations regard allegations of sexual misconduct.</p>	<p>n/a</p>



<b>F</b>		NEW LANGUAGE Procedures for Grievances of Disciplinary Actions An individual who is disciplined may grieve or appeal through DGBA.	Describes the appeal process related to disciplinary actions.	n/a
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**DJ(Local): Assignment, Work Load, and Schedules**

Clarifies the impact of familial and other relationships that can create a conflict of interest.

	<b>Before</b>	<b>After</b>	<b>Operational Impact</b>	<b>Cost Impact</b>
<b>A</b>	<p>Employment of Members of Immediate Family or Household (Nepotism)</p> <p>An employee shall not initiate nor participate in, directly or indirectly, decisions involving a direct benefit (e.g., initial employment or appointment, retention, promotion, salary, course or work assignments, research funds, leave of absences, and the like) to members of his or her immediate family or household.</p> <p>For the purpose of this policy:</p> <ol style="list-style-type: none"> <li>1. Immediate family shall include husband and wife; son and daughter (including stepchildren); grandchildren; son- and daughter-in-law; parents (including stepparents); grandparents; father-and mother-in-law; brother and sister (including stepbrother and stepsister); and brother- and sister-in-law.</li> <li>2. Household includes individuals regularly sharing the employee's residence.</li> </ol>	<p>Nepotism</p> <p>An employee will not initiate nor participate in, directly or indirectly, decisions involving a direct benefit (e.g., initial employment or appointment, retention, promotion, salary, course or work assignments, research funds, leave of absences, and the like) to members of his or her immediate family or household or to a partner in a dating relationship. For the purpose of this policy, the following definitions will apply:</p> <ol style="list-style-type: none"> <li>1. Immediate family includes husband and wife; son and daughter (including stepchildren); grandchildren; son- and daughter-in-law; parents (including stepparents); grandparents; father-and mother-in-law; brother and sister (including stepbrother and stepsister); and brother- and sister-in-law.</li> <li>2. Household includes individuals regularly sharing the employee's residence.</li> <li>3. A dating relationship means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. A casual acquaintanceship or ordinary fraternization in a business or social context may not constitute a dating relationship.</li> </ol>	<p>Expands the definition of nepotism to include dating relationships.</p>	<p>n/a</p>

<b>B</b>	<p>A person shall not be employed on a full-time or part-time basis in a position in which:</p> <ul style="list-style-type: none"> <li>• He or she will be subject to the close supervisory authority by an immediate family or household member; or</li> <li>• An immediate family or household member in the ordinary course of business makes decisions or plays a significant role in making decisions concerning the employee's direct benefits or may compromise the confidentiality of records or other materials.</li> </ul>	<p>A person will not be employed on a full-time or part-time basis in a department or position in which:</p> <ul style="list-style-type: none"> <li>• An immediate family or household member or partner in a dating relationship is also employed;</li> <li>• He or she will be subject to the close supervisory authority by an immediate family or household member or partner in a dating relationship; or</li> <li>• An immediate family or household member or partner in a dating relationship, in the ordinary course of business, makes or informs decisions concerning the employee's direct benefits or may compromise the confidentiality of employment records or other materials.</li> </ul>		n/a
<b>C</b>	<p>Questions on the interpretation of this policy shall be referred to the human resources office.</p>	<p>An employee is responsible for reporting to his or her supervisor any personal relationships that limit objective and equitable supervision or hiring practices.</p>		n/a