

Collin College  
043500

AD VALOREM TAXES

EXEMPTIONS AND PAYMENTS SELECTION AND DUTIES OF CHIEF TAX OFFICIALS

CAIA  
(LOCAL)

No Discounts or Split Payments

Discount or split payment options will not be provided for the payment of property taxes in the College District. The College District shall have its taxes assessed by the Collin County Tax Appraisal District and collected by the Collin County Tax Assessor-Collector.

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1 of 1

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## NEW POLICY

The College District will have its taxes assessed by the Collin County Tax Appraisal District and collected by the Collin County Tax Assessor-Collector.

EMPLOYEE STANDARDS OF CONDUCT  
SEARCHES AND ALCOHOL/DRUG TESTING

DHB  
(LOCAL)

**Reasonable  
Suspicion Searches**

The College District reserves the right to conduct searches when the College District has reasonable cause to believe that a search will uncover evidence of work-related misconduct. The College District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on College District premises or worksites or used in College District business. Searches that reveal a violation of the College District's standards of conduct may result in disciplinary action. [See DH]

**Reasonable  
Suspicion Alcohol  
and Drug Testing**

The College District may remove an employee from duty and require testing if there is reasonable suspicion that the employee is under the influence of alcohol or drugs used in violation of College District policy. The determination of reasonable suspicion may be based on specific observations of the appearance, behavior, speech, or body odors of the employee whose motor ability, emotional equilibrium, or mental acuity seems to be impaired while on duty or other relevant information. Any employee who is asked to submit to drug or alcohol screening will be given the opportunity to provide relevant information about prescription or nonprescription medications that may affect the screening.

A College District employee who refuses to comply with a directive to submit to testing based upon reasonable suspicion will be subject to disciplinary action, up to and including termination.

A College District employee confirmed to have violated the College District's policy pertaining to alcohol or drugs may be subject to disciplinary action. [See DM series and DH]

**Department of  
Transportation  
Testing Program**

~~In compliance with the federal Department of Transportation's (DOT) Omnibus Transportation Employee Testing Act of 1991, the College District requires that all College District employees who drive a College District vehicle designed to transport the driver and 15 or more passengers and are required to have a commercial driver's license be tested for drug/alcohol use as follows:~~

- ~~1. Preemployment Testing. Prior to the first time a covered employee performs a safety-sensitive function for the College District, such as driving the College District bus, the employee shall be tested for alcohol and controlled substances.~~
- ~~2. Random Testing. The College District's drug/alcohol testing contractor is required to conduct random tests for alcohol and controlled substances. The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method in which each covered employee has an equal chance of being tested each time selections are made.~~

EMPLOYEE STANDARDS OF CONDUCT  
SEARCHES AND ALCOHOL/DRUG TESTING

DHB  
(LOCAL)

~~3. Post-accident Testing. It is the responsibility of any employee, as soon as practicable, but in no case later than six hours following an accident involving a commercial vehicle, to be tested for alcohol and/or controlled substances, if:~~

~~a. He or she was performing a safety-sensitive function with respect to the vehicle and the accident involved the loss of human life; or~~

~~b. He or she received a citation under state or local law for a moving traffic violation arising from the accident.~~

~~All testing shall be performed by a laboratory certified by and accepted under DOT guidelines and regulations. Covered College District employees are provided with the name, telephone number, and address of the College District's approved drug/alcohol testing contractor.~~

~~4. Reasonable Suspicion Testing. The College District requires a covered employee to submit to an alcohol/controlled substance test when reasonable suspicion exists that the employee has violated the prohibitions of DOT rules concerning the use of alcohol or a controlled substance.~~

~~In the event that a violation of this policy or related College District procedures is confirmed, the employee shall not be permitted to perform any safety-sensitive duty until he or she is cleared and in compliance with program guidelines. Violation of this policy or related College District procedures shall also result in disciplinary action as outlined in College District policy, which may include termination of employment.~~

~~Reasonable  
Suspicion Searches~~

~~In addition to employees covered by the DOT testing program, a College District employee whose job position has been designated as "safety sensitive" may be subject to mandatory pre-employment, reasonable suspicion, and random drug/alcohol testing.~~

~~Drug / Alcohol  
Testing as Part of  
Medical Examination~~

~~Employee drug/alcohol testing may also be required as part of a medical examination pursuant to Board policies CKE(LEGAL) and DBB(LOCAL).~~

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**Note:** The following provisions apply to employees who are covered by the federal Department of Transportation (DOT) rules.

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**Federally Required  
DOT Testing  
Program**

In accordance with DOT rules, the College District will establish an alcohol and controlled substances testing program to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by the drivers of commercial motor vehicles.

EMPLOYEE STANDARDS OF CONDUCT  
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DHB  
(LOCAL)

The primary purpose of the testing program is to prevent impaired employees from performing safety-sensitive functions.

The District President will designate a College District official who will be responsible for ensuring that information is disseminated to employees covered under this testing program regarding prohibited driver conduct, alcohol and controlled substances tests, and the consequences that follow positive test results.

Drug-related  
Violations

The following constitute drug-related violations under the DOT rules:

Refusing to submit to a required test for alcohol or controlled substances.

1. Providing an adulterated, diluted, or substituted specimen on an alcohol or controlled substances test.
2. Testing positive for alcohol, at a concentration of 0.04 or above, in a post-accident test.
3. Testing positive for controlled substances in a post-accident test.
4. Testing positive for alcohol, at a concentration of 0.04 or above, in a random test.
5. Testing positive for controlled substances in a random test.
6. Testing positive for alcohol, at a concentration of 0.04 or above, in a reasonable suspicion test.
7. Testing positive for controlled substances in a reasonable suspicion test.

An employee who operates a commercial motor vehicle, including a bus, and commits a drug-related DOT violation as defined above may be reinstated as a driver if he or she successfully completes a return-to-duty test. The employee may also be subject to follow-up tests.

Alcohol Results  
Between 0.02 and  
0.04

In accordance with DOT rules, a driver tested under this policy and found to have an alcohol concentration of 0.02 or greater, but less than 0.04, will be suspended from driving duties for at least 24 hours.

[In the event of a subsequent positive test result for alcohol of 0.02 or greater but less than 0.04, see the disciplinary consequences at College District-Imposed Consequences, below.]

EMPLOYEE STANDARDS OF CONDUCT  
SEARCHES AND ALCOHOL/DRUG TESTING

DHB  
(LOCAL)

Reasonable  
Suspicion DOT  
Testing

Only supervisors specifically trained in accordance with federal regulations may, based upon reasonable suspicion, remove a driver from a safety-sensitive position and require testing for alcohol and/or controlled substances. The determination of reasonable suspicion will be based on specific observations of the appearance, behavior, speech, or body odors of the driver whose motor ability, emotional equilibrium, or mental acuity seems to be impaired. Such observations must take place just preceding, during, or just after the period of the workday that the driver is on duty.

The observations may include indication of the chronic and withdrawal effects of controlled substances. Within 24 hours of the observed behavior, the supervisor will provide a signed, written record documenting the observations leading to a controlled substance reasonable suspicion test.

College District-  
Imposed  
Consequences

In addition to the consequences established by federal law, a College District employee confirmed to have violated the College District's policy pertaining to alcohol or controlled substances, including a second or subsequent positive test result for alcohol of 0.02 or greater but less than 0.04, will be subject to College District-imposed discipline, as determined by his or her supervisor(s) and the District President. Such discipline may include any appropriate action from suspension without pay during the period of removal from safety-sensitive functions, up to and including termination of employment will.

In cases where a driver is also employed in a non-driving capacity by the College District, disciplinary action imposed for violation of alcohol and controlled substances policies will apply to the employee's functions and duties that involve driving. Additionally, upon recommendation of the employee's supervisor, disciplinary measures up to and including termination of employment with the College District may be considered.

**“Student  
Solicitation”**

~~“Student As used in this policy, “student solicitation” shall will~~ mean the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by a student or registered student organization.

**Permitted Limitations  
on Solicitation**

Student solicitation ~~shall will~~ be permitted in or on premises owned or controlled by the College District only if the solicitation does not violate a sole-source vendor contract clause and the solicitation is:

1. The sale or offer for sale of any newspaper, magazine, or other publication in an area designated in advance by the vice president for student development or designee for the conduct of such activity;
2. The sale or offer for sale of any merchandise, food, or non-alcoholic beverages~~drink item~~ in an area designated in advance by the vice president of for student and enrollment services development or designee ~~or a designated representative~~ for the conduct of such activity;
3. The collection of membership fees or dues by registered student organizations at the organizations’ meetings ~~of such organizations~~ scheduled in accordance with the College District policy and procedures~~District’s regulations~~ on use of facilities; [See FLAGF]
4. The collection of admission fees for the exhibition of movies, performances, or other programs that are sponsored by a student or registered student organization and ~~are~~ scheduled in accordance with College District policy and procedures on the use of facilities; [See FLA] regulations; or
5. The sale of raffle tickets by a registered student organization that can present to the vice president for student development or designee written evidence from the Internal Revenue Service that the organization has been granted an exemption from taxation under 26 U.S.C. 501(c)(3); ~~Internal Revenue Code.~~
6. The collection of donations by a registered student organization;
7. The sale of personal items by students; or
8. The sale of items by a registered student organization to its members.

Any solicitations by a registered student organization must be on behalf of or for the benefit of a registered student organization or

an organization granted an exemption from taxation under 26 U.S.C. 501(c)(3).

Student solicitation must comply with law and College District policies and procedures. No solicitation ~~shall~~will be conducted on the grounds, sidewalks, or streets of any property either owned or controlled by the College District, except as approved by the vice president ~~for of~~ student development and enrollment services or designee.

Time Limit No student or registered student No organization ~~shall~~will solicit under this policy for more than the time limit established by administrative regulations for a total of 14 days, whether continuous or intermittent, during each fiscal year.

Exception If approved by the vice president for student and enrollment services or designee, solicitations intended to raise funds to respond to a declared disaster or emergency are not subject to the established time limit.

Fundraising and Use of College District Name Only authorized students or registered student organizations ~~shall~~will be allowed to sponsor and engage in solicitation and/or fundraising~~fund-raising~~ activities under the name of the College District. All such activities ~~shall~~will be compatible with the mission and objectives of the College District and ~~shall~~will be approved by the vice president ~~for of~~ student development and enrollment services or designee in accordance with procedures developed for that purpose. [See GF(LOCAL)]

**Conduct During Solicitation** Solicitation made pursuant to the terms of this policy must be conducted according to the following:

1. The solicitation ~~shall~~will not disrupt or disturb ~~or interfere with~~ the regular academic or institutional programs being conducted in buildings or on property owned or controlled by the College District.
2. The solicitation ~~shall~~will not interfere with the free or unimpeded flow of pedestrian and vehicular traffic on sidewalks and streets and at places of ingress and egress to and from buildings owned or controlled by the College District.
3. The solicitation ~~shall~~will not harass, threaten~~embarrass~~, or intimidate the person or persons being solicited.

**Sanctions** If, after a reasonable investigation, the campus ~~vice president/~~provost, vice president ~~for of~~ student and enrollment services~~development~~, or designee determines that a solicitation is being conducted in a manner that violates this policy, the campus ~~vice presi-~~



~~dent~~/provost, vice president ~~offer~~ student and enrollment ser-  
vices development, or designee may prohibit the offending student  
or registered organization from soliciting on the campus for such  
period or periods of time determined to be appropriate.

A student determined to be in violation of this policy ~~shall~~will be  
subject to disciplinary measures as described in policies FM and  
FMA. In the case of a registered student organization, the vice  
president ~~for of~~ student and enrollment services development or  
designee may revoke the registered status of the organization in  
accordance with policy FKC.

STUDENT ACTIVITIES  
REGISTERED STUDENT ORGANIZATIONS

FKC  
(LOCAL)

**Student  
Organizations**

The College District ~~shall~~will provide means for students to organize and join associations to promote their common interests.

An organization whose membership is limited to College District students, staff, and faculty may become an approved student organization by complying with the registration procedures that are available from the College District's student ~~life~~engagement office.

Approved student organizations ~~shall~~will abide by College District rules, regulations, procedures, Board policies, the Student Code of Conduct, and applicable local, state, and federal laws, including but not limited to, those regarding discrimination and harassment.

Although student organizations may be approved by the College District, this ~~shall~~will not imply that the College District endorses student organization opinions and activities. Student organizations do not speak for the College District.

**Student Organization  
Requirements**

To achieve approved student organization status, each new and returning group ~~shall~~will meet the minimum guidelines, as established by the vice president of student ~~development and enrollment~~services or designee and outlined in the Student Organization Procedures Manual (SOPM) including, but not limited to fiscal procedures and monthly reports.

**Rights and Duties**

Approved student organizations may require members to maintain a higher cumulative grade point average (GPA), maintain enrollment in a specified number of credit hours, complete specific courses, or enroll in a specific program of study, as defined in their governing documents.

**Denial, Sanction, or  
Termination**

Approved student organization status may be canceled, denied, sanctioned, or terminated because of one or more of the following:

1. Failure to complete organizational registration requirements by stated deadlines.
2. Failure to comply with College District policies, procedures, or guidelines.
3. Sanctions imposed by the College District's administration.
4. Receipt of a written request for termination by the local, state, or national chartering organization.

The ~~assistant~~assistant director of student ~~engagement life~~engagement life ~~shall~~will notify the approved student organization's primary student contact and the primary ~~advisor~~advisor in writing of such action. Any appeal by the student organization ~~shall~~will be submitted in writing to the dean of students' office. [See FLD(LOCAL) for appeal process]

Regardless of the above criteria, the College District will not deny approval based on a political, religious, philosophical, ideological, or academic viewpoint expressed by the organization or any expressive activities of the organization.

**Student Activity Fee  
Advisory Committee**

The student activity fee advisory committee (SAFAC) ~~shall~~will be charged with hearing funding requests and making funding allocations to approved student organizations and College District departments for programs, activities, and events that directly involve and benefit students. The committee ~~shall~~will be composed of five members appointed by the student government association and four members appointed by the ~~College District~~ President.

### Alcohol

The use of intoxicating beverages ~~shall~~will be prohibited in classroom buildings; laboratories; auditoriums; library buildings; faculty and administrative offices; intercollegiate and intramural athletic facilities; and all other public campus areas. The ~~College~~ District President is authorized by the Board to permit the serving and consumption of alcohol at special fundraising functions for the College District, at specially designated events in College District facilities, and as a part of specifically defined and approved academic curricular programs/classes (e.g., culinary arts). With the prior consent of the Board, the provisions herein may be waived with respect to any specific affair that is sponsored by the institution and/or the College District Foundation. State law ~~shall~~will be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

### Controlled Substances

When on College District property or while attending College District-sponsored activities on- or off-campus, a student ~~shall~~will not, or attempt to, possess, have under his or her control, manufacture, deliver, distribute, sell, purchase, use, or be under the influence of:

1. Alcohol~~;~~:-
2. Any controlled substance as defined by the Texas Controlled Substances Act~~;~~:-
3. Abusable volatile chemicals in violation of the manufacturer's directions~~;~~:-
4. A dangerous drug, as defined by state or federal law~~;~~:-
5. Steroids~~;~~:-
6. Substances referred to as designer drugs~~;~~ or ~~;~~:-
7. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drugs.

In addition, a student ~~shall~~will not inappropriately or illegally use over-the-counter medications, prescription medications, inhalants, herb-al/natural euphorants, and/or look-alike products or anything represented to be one of these substances.

### Paraphernalia

A student ~~shall~~will not possess any pipe, instrument of contrivance, hypodermic syringe, needle, or any instrument adapted for the use of smoking, injecting, or ingesting any narcotic or hallucinatory drug.

### Definition of Possession

Possession means actual care, custody, control, or management and includes the act of taking control or occupancy of property without regard to the ownership of the property. Possession is a voluntary act if the possessor knowingly obtains or receives the

item possessed or is aware of his or her control over the item for a sufficient time to permit the student to terminate his or her control. In addition, items in a car under the care, custody, control, or management of the student will be in the student's possession.

Exceptions

A It will not be considered a violation of this policy if the student:

1. Uses or possesses a controlled substance or ~~who uses a~~ drug authorized by a licensed physician through a prescription specifically for that student's use;
2. Possesses a controlled substance or drug that a licensed physician has prescribed for the student's child or other individual for whom the student is a legal guardian;
3. Cultivates, possesses, transports, or sells hemp as authorized by law; or
4. Possesses, sells, or distributes Dextromethorphan ~~shall not be considered to have violated this rule.~~

**Violation**

Students who violate this policy ~~shall~~will be subject to appropriate disciplinary action as defined in the College District's Student Code of Conduct (Code).

**Notice**

Disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution. Each student taking one or more classes for any type of academic credit, except for continuing education units, ~~shall~~will be given a copy of the College District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol; a description of the applicable legal sanctions under local, state, or federal law; and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol. [See FLBE(EXHIBIT)]

**Tobacco**

The College District is a smoke- and tobacco-free institution. The use of any tobacco product or other electronic smoking device (including, but not limited to, electronic cigarettes or personal vaporizers) ~~shall~~will be strictly prohibited anywhere on College District property or in College District facilities. A student who violates this policy may be issued a citation by the College District Police Department and may face legal fines. Violators of this policy are also subject to disciplinary action as defined in the Code.

[For more information and smoking cessation assistance, see the College District's Student Handbook or contact the College District's counseling services.]

**Drug-Testing**

Student participation in certain academic and extracurricular programs may require drug-testing. ~~A~~The student may be tested upon beginning participation in the identified programs and/or a random basis. The requirements are defined and available for review prior to a student enrolling in the College District or participating in the affected programs and activities.

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**Note:** For procedures related to student discipline, see FMA.

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**Penalties for Student Misconduct**

A student ~~shall~~will be subject to discipline for violations of College District policies and procedures, including the rules outlining expectations for student conduct [see FLB]. If a student commits an infraction or engages in misconduct, the College District may impose one or more of the following penalties:

1. Reprimand - A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.
2. Restitution - Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
3. Scholastic penalties - The assignment of a failing grade on an assignment or examination or in a course by an instructor based on scholastic dishonesty; including, but not limited to cheating, collusion, and plagiarism; committed by a student. The instructor ~~shall~~will submit a written report of the incident and of the planned action to the instructor's associate dean and/or dean.
4. Educational Project Experience (EPE) – An assignment or experience allowing the student to learn specific behaviors or lessons related to their conduct and the specifics of their disciplinary case. EPEs offered by the College District include, but are not limited to, awareness seminars, essay or written assignments, and online learning modules.
- 4.5. Conditional Probation - The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from the College District. Conditional probation may include restrictions on a student's rights and privileges or specified community service. The probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion.
- 5.6. Suspension - Forced withdrawal from the College District for either a definite period of time or until stated conditions have been met. Normally, suspension ~~shall~~will extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse). However, suspension may exceed the one semester minimum.

~~6-7.~~ Expulsion - Permanent forced withdrawal from the College District. A student receiving ~~disciplinary~~ expulsion shall will have the action noted in the student's permanent record.

Suspended or  
Expelled Students

No former student who has been suspended or expelled from the College District for disciplinary reasons shall will be permitted on the campus or other facilities of the College District, initiated into an honorary or service organization, or permitted to receive credit for academic work done in residence or by correspondence or extension during the period of suspension or expulsion without the prior written approval of the appropriate administrator (~~i.e., dean of students~~) or the Board.

**Disciplinary Record**

The College District shall will maintain for every student alleged or determined to have committed misconduct at the College District, a disciplinary record that shall will reflect the charge, the disposition of the charge, the sanction assessed, if any, and any other pertinent information. The disciplinary record shall will be separate from the student's academic record and shall will be treated as confidential; the contents shall will not be revealed except on request of the student or in accordance with applicable state or federal laws.

The disciplinary record shall will be maintained permanently in the event that a student is expelled or subject to an extended suspension. In all other cases, the disciplinary record shall will be maintained in accordance with the College District's record retention schedule.

**Publication**

Information regarding student discipline described in College District policies and accompanying procedures shall will be published in the student handbook.