

BOARD MEETINGS

BD  
(LOCAL)

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|---|---|
| <u>DEFINITION</u>   | <u>The Board shall consist of nine members. In the event of the death or resignation of one or more members, the Board shall remain defined as a nine-member board for the purposes of determining a majority. [See BBB]</u>  |
| <u>MEETING PLACE AND TIME</u>   | <u>The notice for a Board meeting shall reflect the date, time, and location of the meeting.</u><br><br><del>Unless otherwise provided in the notice for a meeting, Board meetings shall be held at the Board room at the Courtyard Center for Professional and Economic Development in Plano, Texas.</del>   |
| <del>MEETING TIME</del><br><u>REGULAR MEETINGS</u>                    | Regular meetings of the Board shall <u>typically</u> be held on the fourth Tuesday of each month at 7:00 p.m. When determined necessary and for the convenience of Board members, the Board Chairperson may change the date, <del>or time,</del> <u>or location</u> of a regular meeting <u>with proper.</u> <del>The notice for that meeting shall reflect the changed date or time.</del>   |
| SPECIAL OR EMERGENCY MEETINGS   | The Board Chairperson shall call a special meeting at the Board Chairperson's discretion or on request by two members of the Board.<br><br>The Board Chairperson shall call an emergency meeting when it is determined by the Board Chairperson or four members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.   |
| AGENDA PREPARATION DEADLINE   | The deadline for submitting items for inclusion on the agenda is <del>noon of the the</del> fifth <u>business</u> day before regular meetings and <del>noon of the the</del> fifth <u>business</u> day before special meetings, <u>except in an emergency in accordance with the Texas Open Meetings Act.</u>   |
| <u>SUBMISSION OF TOPICS</u>   | <del>The</del> <u>In consultation with the Chairperson of the Board, the Dis-</u> <del>trict College</del> <u>President shall compile</u> <del>prepare the agenda for review by the Board Chairperson</del> <u>all topics timely submitted by Board members, topics requested by the Board, and topics suggested by the District College President.</u>   |
| <u>A BOARD MEMBER MAY REQUEST A SUBJECT BE INCLUDED ON THE AGENDA</u> | <del>The Board Chairperson</del> <u>meetings. Any Board member may request that a subject be included on the agenda for a meeting, and the District College President shall confer regarding the proposed topics, and the Board Chairperson shall determine the topics for in-</u> <del>clude on the agenda of any meeting all Board member requested topics that have been timely submitted.</del><br><br><del>Before the official</del> <u>meeting agenda. The Board agenda is finalized for any meeting, the College President shall consult the Chairperson of the Board to ensure that the agenda and the topic included meet with the Chairperson's approval. In reviewing the preliminary agenda, the</u> Chairperson shall ensure that any topic the Board or |

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|                   | <p><del>two individual</del> Board members have requested <del>to</del> be addressed are either on <del>the meeting that</del> agenda or scheduled for deliberation at an appropriate time in the near future. The Board Chairperson shall not <u>refuse to assign a topic requested by two Board members to an agenda and, once assigned, shall not</u> have the authority to remove <u>the topic</u> from the agenda <del>a subject requested by a Board member</del> without that Board member's specific authorization.</p>  |
| CONSENT AGENDA    | <p>When the agenda is prepared, the Board Chairperson shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.</p> |
| NOTICE TO MEMBERS | <p>Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.</p>   |
| CLOSED MEETING    | <p>Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BDA]</p>  |
| ORDER OF BUSINESS | <p>The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members present.</p>   |
| RULES OF ORDER    | <p>The Board shall observe the parliamentary procedures as found in <i>Robert's Rules of Order, Newly Revised</i>, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.</p>   |
| VOTING            | <p>Voting shall be by voice vote or show of hands, as directed by the Board Chairperson. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.</p>  |
| MINUTES           | <p>Board action shall be carefully recorded by the Board Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board.</p>   |

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The official minutes of the Board shall be retained on file in the office of the DistrictCollege President and shall be available for examination during regular office hours.

DISCUSSIONS AND  
LIMITATION

Discussions shall be addressed to the Board Chairperson and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board Chairperson shall halt discussion that does not apply to the business before the Board.

The Board Chairperson shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board Chairperson shall not interfere with debate so long as members wish to address themselves to an item under consideration.

Within the context of current law, the College District shall be guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents.

ORGANIZATION

Legally referenced policies contain provisions from federal and state statutes and regulations, case law, and other legal authority that together form the framework for local decision making and implementation. These policies are binding on the College District until the cited provisions are repealed, revised, or superseded by legislative, regulatory, or judicial action.

At each policy code, the legally referenced policy and the Board-adopted local policy must be read together to further a full understanding of a topic.

TERMS

The terms "Trustee" and "Board member" are used interchangeably in the local policy manual. Both terms are intended to reflect all the duties and obligations of the office.

[See AB for College District name terminology]

HARMONY WITH LAW

Newly enacted law is applicable when effective. No policy or regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable law.

SEVERABILITY

If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity shall not affect other provisions or applications of policy that can be given effect without the invalid provision or application. To this end, the provisions of this policy manual are declared to be severable.

POLICY  
DEVELOPMENT

Policies and policy amendments may be initiated by the College President, Board members, College District personnel, students, or community citizens, but generally shall be recommended for the Board's consideration by the District College President.

ADOPTION AND  
AMENDMENT

Local policies may be adopted or amended by a majority of the Board at any regular or special meeting, provided that Board members have had advance written notice of the proposed change and that it has been placed on the agenda for such meeting.

~~The Board shall have the sole right to adopt policies. Proposed local policies or amendments introduced and recommended to the Board at one meeting shall not be adopted until a subsequent meeting. Emergency adoption, however, may occur in one meeting if special circumstances demand an immediate response.~~

Local policies shall become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

POLICY AND BYLAW DEVELOPMENT

BE  
(LOCAL)

OFFICIAL POLICY  
MANUAL

The Board shall designate one copy of the local policy manual as the official policy manual of the College District. The official copy shall be kept in the ~~central administration~~ College District President's office, and the District President or designee shall be responsible for its accuracy and integrity and shall maintain a historical record of the College District's policy manual.

TASB LOCALIZED  
UPDATES

After Board review of legally referenced policies and adoption of local policies, the new material shall be incorporated into the official policy manual and into ~~other localized policy manuals~~ the online policy site maintained by the College District. If discrepancies occur between different copies of the ~~policies manual distributed throughout the College District~~, the version contained in the official policy manual shall be regarded as authoritative.

PERFUNCTORY  
CHANGES

The College District President may approve perfunctory or insignificant changes to any portion of a (LOCAL) policy, so long as such change does not alter the purpose, intent, or application of the policy. Perfunctory changes shall be limited to changes made to correct spelling or grammatical errors, and to update titles, names, or other contact information for individuals or departments assigned to carry out the responsibilities of a particular policy.

CHIEF EXECUTIVE OFFICER COLLEGE PRESIDENT  
RETIREMENT OR RESIGNATION EVALUATION

BFD  
(LOCAL)

RESIGNATION CRITERIA

~~The College President may resign at any time mutually agreeable with the Board. The Board shall prepare an official written evaluation of the College President annually. The evaluation shall be based on the College President's job description, the College District's goals and objectives, and other criteria identified by the Board.~~

~~The Board shall discuss its conclusions with the College President in executive session.~~

OBJECTIVES

~~The Board shall strive to accomplish the following objectives in conducting the College President's evaluation:~~

- ~~1. Clarify to the College President his or her role as seen by the Board.~~
- ~~2. Clarify to Board members the College President's role, according to the Board's written criteria as expressed in the College President's job description and the College District's goals and objectives.~~
- ~~3. Foster an early understanding among new Board members of the evaluation process and the College President's current performance objectives and priorities.~~
- ~~4. Develop and sustain a harmonious working relationship between the Board and the College President.~~

**NEW POLICY – Content moved from BFD(Local)**

WRITTEN EVALUATION

The Board shall prepare a written evaluation of the District President at annual or more frequent intervals. The written evaluation instrument shall be based on the job description of the District President and performance goals and shall be adopted by the Board.

The Board shall furnish the District President with a copy of the completed evaluation and shall discuss the evaluation with the District President in a closed meeting in accordance with the Texas Open Meetings Act.

OBJECTIVES

The Board shall strive to accomplish the following objectives in completing the evaluation of the District President:

1. Clarify the District President's role, as seen by the Board.
2. Develop and sustain a harmonious working relationship between the Board and the District President.
3. Ensure excellence in the College District's administrative leadership by establishing appropriate performance objectives and priorities for the District President.

INFORMAL  
EVALUATION

The Board may at any time conduct and communicate oral evaluations to augment its written evaluations.

ADMINISTRATIVE RULES AND REGULATIONS

BH  
(LOCAL)

**NEW POLICY**

DEVELOPMENT

The District President and administrative staff shall be responsible for developing and enforcing procedures for the operation of the College District. These procedures shall constitute the administrative regulations of the College District and shall consist of guidelines, handbooks, manuals, forms, and any other documents defining standard operating procedures.

The District President or designee shall ensure that administrative regulations are kept up to date and are consistent with Board policy. The District President or designee shall resolve any discrepancies among conflicting administrative regulations. In case of conflict between administrative regulations and policy, policy shall prevail.

NO BOARD ACTION

Administrative regulations are available for Board review but do not require Board adoption.

AVAILABILITY

All administrative regulations shall be made accessible to staff, students, and the public as required by law or Board policy.



EQUIPMENT AND SUPPLIES MANAGEMENT  
RECORDS MANAGEMENT

CIA  
(LOCAL)

The ~~College President~~District President or designee shall oversee the performance of records management functions prescribed by state and federal law:

- ~~• Records Management Officer, as prescribed by Local Government Code 203.023~~
- 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 GCBGAB]
- 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 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~~document~~ destruction. However, the College District shall preserve records~~documents~~, including electronically stored information, and suspend routine record destruction practices where appropriate and in accordance with~~as applicable ac-~~

~~ording to~~ procedures developed by the records management officer. Such procedures shall describe the circumstances under which local government records scheduled for destruction must be retained. .:

- ~~1. In the event of pending or reasonably anticipated litigation;~~
- ~~2. In the event of an investigation by a federal agency or department or any bankruptcy case; or~~
- ~~3. In the event of a public information request.~~

Notification shall be given to appropriate staff ~~when of any applicable obligations to suspend~~ routine record destruction practices must be suspended and when they may be resumed.

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

TRAINING

.WEBSITE POSTINGS

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.

TECHNOLOGY RESOURCES

CR  
(LOCAL)

DEFINITION

Technological and information resources are defined to include electronic data and records; software; networking tools; remote access devices; electronically recorded voice, video, and multimedia communications; and other electronic devices used primarily for the transmission, storage, or utilization of electronically communicated information.

USE OF COLLEGE  
DISTRICT  
TECHNOLOGICAL AND  
INFORMATION  
RESOURCES

College District technological and information resources are provided to allow faculty, staff, and students to pursue the central educational mission of the College District and are to be used to the extent that they promote that mission either directly in teaching and research or indirectly in supporting the offices that maintain College District operations. Incidental personal use that does not otherwise violate this policy or have an adverse effect on College District resources shall be permitted. Technological and information resources shall be accessed and used in an ethical manner consistent with the institution's Core Values, which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity. All users of technological and information resources are to adhere to legal and professional standards, to support the mission, and to act in the best interests of the College District.

All users of technological and information resources are responsible for the protection of College District assets to which they are assigned and for not compromising the accuracy, integrity, and confidentiality of the information to which they have access. Resources are not to be abused or employed in such a way as to interfere with, or cause harm or damage to, another person, institution, or company within or outside the College District. While the College District encourages the exploration of educational and scholarly interests through the use of its technological resources, respect for the rights and privacy of others shall be observed. Those who are authorized to access confidential files shall respect the privacy rights of others and use data only for legitimate academic or administrative purposes.

All users of College District technology resources shall comply with the following policies, procedures, and security controls.

ACCESS

Many of the technological and information resources of the College District may be accessed by all employees and students of the College District and by the public as well. However, access to some resources is restricted. The appropriate administrators shall determine and authorize the appropriate degree of access.

Users shall implement best practices in taking precautions to prevent the unauthorized use of their access codes. In choosing access codes, users shall avoid the use of common words, proper

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names, readily associated nicknames or initials, and any other letter or number sequences that might easily be guessed. Users shall be held accountable for their own actions performed under their access codes and shall be subject to appropriate disciplinary action if violations occur from the actions of other individuals as a result of user negligence in protecting the codes. Users are responsible for changing access codes on a regular basis. If an access code becomes compromised, users shall change it immediately upon becoming aware that said code has been compromised.

Users shall not attempt to access, search, or copy technological and information resources without the proper authorization. No one shall use another individual's account without permission, and active sessions shall not be left unattended. Providing or using false or misleading information in order to gain access to technological and information resources shall be prohibited. Users shall not test or attempt to compromise internal controls, even for purposes of systems improvement. Such actions require the advance, written approval of the authorized administrator or must be included among the security evaluation responsibilities of one's position. Violations shall be reported to the chief information systems officer in the office of information technology.

PROTECTING  
CONFIDENTIALITY

Unless disclosure is a normal requirement of a user's position and has been so authorized, no user shall disclose:

1. Confidential information that is protected by the Family Educational Rights and Privacy Act (FERPA);
2. Personnel records; or
3. Other materials commonly recognized or considered as sensitive or confidential.

All users with access to confidential data shall safeguard the accuracy, integrity, and confidentiality of that data by taking precautions and performing office procedures necessary to ensure that no unauthorized disclosure of confidential data occurs. Such precautions and procedures include, but are not limited to, securing storage of data backups, protecting sensitive data with access codes, and only storing sensitive materials on the College District's network, including College District-approved or College District-contracted external sites such as publisher websites for a course being offered by the College District.

Information regarding the confidentiality of student educational records may be found in the student handbook or by contacting the registrar.

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PRIVACY

For purposes of this policy, privacy is defined as the right of an individual or an organization to create, maintain, send, and receive electronic data, software, and communications files that are safe from examination and disclosure by unauthorized parties. The College District recognizes that individuals have a substantial interest in and reasonable expectation of privacy. Accordingly, the College District respects the privacy rights of all users of the College District's technology resources.

The College District shall not monitor users' private electronic data, software, and communications files as a routine matter. Users should note that some electronic files are copied to backups and stored for indefinite periods in centralized locations. In such instances, user deletion of an electronic file, such as an e-mail message, may not delete a previously archived copy of that file.

It is a violation of College District policy for any member of the College District community to access College District databases to engage in electronic "snooping," or to use College District technological resources for the purpose of satisfying idle curiosity about the affairs of others, with no substantial business purpose for obtaining access to such files.

The College District reserves the right to access and to disclose the contents of an individual's electronic data, software, and communications files; however, the College District will do so after obtaining the proper approvals only when a legitimate need exists and the urgency of the need is sufficiently strong to offset the College District's commitment to honor the individual's privacy. Such grounds include, but are not limited to:

1. Maintaining system integrity, for example, tracking viruses;
2. Protecting system security;
3. Investigating indications of impropriety;
4. Protecting the College District's property rights; and
5. Meeting legal obligations, for example, subpoenas and open records requests.

COPYRIGHT ISSUES

Copyright is a form of protection the law provides to the authors of "original works of authorship" for their intellectual works that are "fixed in any tangible medium of expression," both published and unpublished (Title 17, United States Code). It is illegal to violate any of the rights provided by the law to the owner of a copyright. The College District respects the ownership of intellectual material governed by copyright laws. All users of the College District tech-

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nology resources shall not knowingly fail to comply with the copyright laws and the provisions of the licensing agreements that apply to software; printed and electronic materials, including documentation, graphics, photographs, multimedia, including musical works, video productions, sound recordings, and dramatic works; and all other technological resources licensed or purchased by the College District or accessible over network resources provided by the College District. The user shall be responsible for reviewing individual author, publisher, patent holder, and manufacturer agreements for software, programs, and applications loaded by the user onto College District hardware, equipment, and web resources.

In compliance with the requirements of the Digital Millennium Copyright Act of 1998 (DMCA), any user of the College District's technology resources who violates the digital copyright laws for the first time shall be reminded of the laws, and the software or licensing violations shall be removed. A second violation shall result in removing the software or licensing violations, retraining of the user in copyright procedures, and taking appropriate disciplinary action. A third violation shall require the College District to remove the user's network and Internet access and take further disciplinary action, which may include termination from College District employment or student status. In addition, any violation of digital copyright laws by a student or by a College District employee that results in demonstrable harm to the College District's network or disruption of classroom activities shall be addressed as a formal disciplinary matter.

All technological resources developed by the College District employees, students, and contractors for use by the College District or as part of their normal employment activities are considered "works for hire." As such, the College District is considered the "author" and owner of these resources. Information regarding intellectual property rights may be found in the faculty and staff handbook.

[See CT]

DMCA DESIGNATED  
AGENT

Title II of the DMCA enables Internet service providers (ISPs), such as the College District, to limit liability for monetary damages related to copyright infringing activities of their users. Provisions within the legislation further protect educational institutions and limit liability for monetary damages caused by copyright infringing activities of their users. In order to comply with Title II of the DMCA, the College District designates the following individual as the DMCA designated agent to receive notices and claims from copyright owners about infringements:

Name: David Hoyt

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Position: Chief Information Systems Officer  
Address: 3452 Spur 339, McKinney, TX 75069  
Telephone: (972) 599-3133  
E-mail: dhoyt@collin.edu

Additionally, the College District shall maintain a prominent link on the information technology page of the College District website that provides access to this policy and a link to report DMCA notices or claims to the DMCA-designated agent.

VIRUSES

It is the responsibility of the user, to the best of his or her knowledge and ability, to ensure that any imported or exported executable code or data are free of any destructive code, such as a virus. To this end, best practices regarding safety precautions shall be taken by the user. The office of information technology shall be consulted for questions related to such precautions or information and protective software.

BACKUPS

It is the responsibility of the appropriate administrator or network administrator to ensure that appropriate procedures and resources are in place to backup data on a regular basis. Backups are to be stored in a location that is physically secure to protect the confidentiality of the data. It is the responsibility of the individual user to perform any actions necessary to comply with these procedures.

PHYSICAL SECURITY

Each user shall be responsible for the physical security of the technological and information resources to which he or she has been assigned (e.g., desktop computer, laptop computer, pager, cell phone, bar code, scanner, and the like). Administrators shall help to ensure physical security by instituting procedures for the use of locked doors and/or for the use of security devices made available by the College District for the protection of equipment. To avoid loss by fire or theft, backups of important data shall not be stored in the same location as the originals. Certain electronic information shall only be stored on the College District's network, including College District-approved and College District-contracted external sites such as publisher websites for a course offered by the College District. This electronic information includes:

1. Confidential information that is protected by FERPA;
2. Personnel records; and
3. Other materials commonly recognized or considered as sensitive or confidential.

Adequate power regulators and surge suppressors shall be used.

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COLLEGE DISTRICT  
PROPERTY

Technology and information resources that are the property of the College District shall not be copied, altered, manipulated, transferred, retained, or removed from campus without written authorization from the appropriate administrator. The location of each physical resource shall be entered in the College District's capital equipment inventory system and updated as necessary.

PERSONAL USE OF  
COLLEGE DISTRICT  
TECHNOLOGICAL  
RESOURCES

Authorization for the personal use of College District technological resources by employees shall be determined on an individual basis by, and at the discretion of, the appropriate administrator. The use of the College District's technological resources, including the network, for a revenue-generating activity that benefits an individual employee shall be strictly prohibited. Personal telephones and data connections in student housing are considered to be part of the private residence. Student use of these and other College District technological resources that intrudes on general College District use or that uses significant resources is prohibited.

MISUSE OF  
TECHNOLOGICAL AND  
INFORMATION  
RESOURCES

The use of College District technological and information resources and the resources themselves shall not be abused in any way. Users shall not attempt to alter the restrictions associated with their accounts or to attempt to breach internal or external security systems. Moreover, users shall not impersonate other individuals or misrepresent themselves in any way when using College District technological resources.

Users of network resources are prohibited from engaging in any activity that is proscribed by federal and/or state law. In addition, the network shall not be used for criminal purposes such as posting another individual's credit card numbers or personal access codes. External networks, for example, NEXUS, the Internet, and bulletin boards shall also be used in an ethical, responsible, and courteous manner, and all users shall adhere to the policies of these services.

College District technological and information resources shall not be used in a manner that is invasive or that diminishes their efficiency. One example of such use involves the broadcast function. Although current technology enables users to broadcast messages to all members of the College District community simultaneously, the use of this technology is restricted to official College District activities. Any nonwork-related broadcasts of general interest to the College District community, such as birth and wedding announcements, shall be posted to the College District's general information e-mail folder. Notices involving monetary transactions or those that are inappropriate or illegal shall not be posted using College District technological or information resources as defined in this policy.



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INAPPROPRIATE  
MATERIAL

Users are to comply with the College District's Core Values and exercise caution and good judgment in accessing material using College District network resources. Material that includes language and actions that would constitute a hate crime (such as language that is racist or anti-Semitic, and the like), fighting language, or visual material that creates a hostile working environment shall be accessed only for legitimate academic and administrative purposes. This material shall not be accessed in an environment and in a manner that will negatively affect third parties (including printing such information on public printers or forwarding it to others without their consent).

Communications from users of College District technology resources shall reflect civility and the College District's Core Values, which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity. Therefore, the use of College District technological resources for creating or sending nuisance, harassing, or pornographic materials or messages is prohibited. For the purpose of applying the College District's disciplinary policy, the determination of what is pornographic or what constitutes a hate crime, fighting words, or visual material that creates a hostile working environment is within the sole discretion of the College District.

REPORTING  
VIOLATIONS

Violations of this policy, including any violations of the DMCA, shall be reported to the appropriate supervisor, director, dean, DMCA-designated agent, or other responsible person. DMCA notices or claims of infringements shall be immediately sent to the DMCA-designated agent listed in this policy.

Depending on the nature of the violation, the appropriate administrator may include the responsible vice president, chief information systems officer, human resources officer, or internal auditor.

Alleged violations shall be investigated and, if substantiated, addressed in accordance with appropriate College District disciplinary processes for students and employees.

The College District shall consider the intent, effect, and seriousness of the incident in levying sanctions for violations of this policy. Any person who engages in any kind of computer or systems misuse as described in this policy may be subject to disciplinary action, including the loss of computer privileges, suspension, and/or termination from the College District, and appropriate criminal prosecution, if warranted, under the applicable state and/or federal laws. Whenever the College District deems it appropriate, restitution may be sought for any financial losses sustained by the College District or by others as a direct result of the misuse.

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HEOA / DIGITAL  
COPYRIGHT  
COMPLIANCE

The Higher Education Opportunity Act of 2008 (HEOA) addresses, in part, unauthorized file-sharing, including, but not limited to, music, streaming, video, images, and other electronic data, using College District networks. To deter unauthorized file sharing on the its networks, the College District shall:

1. Disclose annually to all users information that explains unauthorized distribution, including file-sharing, of copyrighted materials may subject the individual to civil and criminal liabilities; an explanation of federal copyright law, including a summary of penalties for related violations; and the College District's policies and procedures regarding unauthorized file-sharing, including disciplinary actions that may be taken against students who engage in unauthorized distribution or illegal downloading using the College District's information technology systems.
2. Follow a plan to effectively combat unauthorized distribution using a variety of technology-based deterrents.
3. Offer and provide access to alternatives to illegal file-sharing and downloading.

COPYRIGHT  
COMPLIANCE ANNUAL  
DISCLOSURE

The College District shall require each user of its technology resources to annually read the copyright disclosure [see CR(EX-HIBIT)] and submit an online affirmation that he or she has reviewed the disclosure and is aware of and familiar with the College District's policies and procedures regarding illegal distribution of copyrighted materials.

Additionally, during orientation activities, the College District shall provide all students a copy of the copyright disclosure [see CR(EX-HIBIT)] and information regarding the legalities associated with peer-to-peer file sharing.

PLAN TO COMBAT  
UNAUTHORIZED  
DISTRIBUTION

The College District shall use a variety of capabilities and products from commercial vendors in order to:

1. Perform bandwidth shaping;
2. Conduct traffic monitoring to identify the largest bandwidth users; and
3. Reduce or block illegal file-sharing.

The College District shall investigate and respond to all submitted complaints of violations of the DMCA according to the reporting procedures noted above.

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ALTERNATIVES TO  
ILLEGAL FILE-  
SHARING AND  
DOWNLOADING

The College District encourages all users of its technology resources to utilize free or commercial services that provide the user with a legal way to copy and use various types of digital content and ensures the use of electronic media is in compliance with federal copyright law.

EDUCAUSE, an information technology consortium in higher education, maintains a website of links to legal sources of online content at the following web address: <http://www.educause.edu/legal-content>.

DRONES

The flying of drones from sites on College District property or as part of the College District's administrative, academic, or research program is permitted only in accordance with law and College District regulations.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CREDENTIALS AND RECORDS

DBA  
(LOCAL)

SOCIAL SECURITY  
NUMBER

The College District shall not use an employee's social security number as an employee identifier, except for tax purposes [see DC]. In accordance with law, the College District shall keep an employee's social security number confidential.

CUSTODIAN OF  
PERSONNEL  
RECORDS

The College District designates the vice president for organizational effectiveness and human resources as the custodian of personnel records to serve as the agent of the College President and maintain all records relating to all present and past employees of the College District.

EMPLOYEE  
CREDENTIALS

Degrees, credit hours, and certificates shall be evaluated and recognized by using the following criteria:

1. The degree and/or credit hours are from a college/university accredited (or in pre-accreditation status) by a nationally recognized accrediting agency and also recognized by the ~~Texas Higher Education~~ Coordinating Board. Accredited institutions and nationally recognized accrediting agencies shall be determined by using the following:
  - a. Accredited Institutions of Higher Education.
  - b. Education Directory, Colleges, and Universities.
  - c. Federation of Regional Accrediting Commissions of Higher Education.
  - d. Council on Postsecondary Accreditation.
  - e. U.S. Department of Education.
  - f. Texas Higher Education Coordinating Board.
  - g. Other agencies or publications that will establish national recognition or accreditation.
2. If the degree/certificate is from a college, university, school, institution, or association outside the United States, it must be verified through a nationally recognized independent foreign transcript evaluation service or by a university in the United States qualified to conduct such evaluations.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

DBD  
(LOCAL)

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**Note:** For conflicts of interest and gifts and gratuities related to federal grants and awards, see CAA and CAAB.

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DISCLOSURE  
GENERAL STANDARD

An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the College District.

SPECIFIC  
DISCLOSURES  
SUBSTANTIAL  
INTEREST

The ~~College President~~District President shall file an affidavit with the Board Chair disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the ~~College President~~District President or any of his or her relatives in the first degree may have.

Any other employee who is in a position to affect a financial decision involving any business entity or real property in which the employee has a substantial interest as defined by Local Government Code 171.002 shall file an affidavit with the ~~College President~~District President; however, the employee shall not be required to file an affidavit for the substantial interest of a relative.

INTEREST IN  
PROPERTY

The ~~College President~~District President shall be required to file an affidavit disclosing interest in property in accordance with Government Code 553.002.

~~CONFLICTS  
DISCLOSURE  
STATEMENT~~

~~No employee other than the College President shall be required to file the conflicts disclosure statement, as promulgated by the Texas Ethics Commission and as specified by Local Government Code 176.003-.004.~~

[See BBFA]

GIFTS

An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. [See CAA and CAAB]

ENDORSEMENTS

An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the employee during nonschool hours, unless the product, material, or service is recommended, endorsed, or required for a course the employee teaches and is reasonably related to the subject matter of the course and the course syllabus.

No employee shall require students to purchase a specific brand of supplies if other brands are equal and suitable for the intended instructional purpose.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

DBD  
(LOCAL)

SALES

An employee shall not use his or her position with the College District to attempt to sell products or services, unless the product or service is recommended, endorsed, or required for a course the employee teaches and is reasonably related to the subject matter of the course and the course syllabus.

SOLICITATION OF  
RESOURCES

The College District recognizes that appropriate gifts and grants of cash, equipment, real property, and other goods and effects are vital to the College District's growth and development and that seeking support from external sources is fully consistent with the College District's mission and purpose.

Through a letter of understanding between the College District and the Collin County Community College District Foundation, Inc., dated November 21, 1989, the Foundation has been charged with the rights and responsibilities of assisting the College District with the solicitation of external resources. The executive director of foundation or designee shall serve as the official liaison with the Foundation to ensure coordination of all College District ~~fundrais-~~ingfund-raising activities and objectives.

The Foundation has been designated as the official repository for gifts from the private sector that are donated to advance the College District's mission and purpose. Assets administered by the Foundation shall be used exclusively for the benefit of the College District to include support for programs, employees, and students pursuing stated goals of the College District.

GRANTS AND  
OTHER SOURCES  
OF FUNDING

The College District's foundation office staff is responsible for soliciting and administering external funds for the College District. The foundation office staff also identifies, cultivates, and solicits grants and/or gifts from public and private agencies, individuals, corporations, and foundations. While each College District employee may, and should, play an important role in the process of expanding external support, such activities must be approved by the College District's Leadership Team and be in compliance with College District procedures and guidelines. Foundation office staff shall work with employees to create scholarship and excellence funds or to acquire other appropriate gifts.

~~FUND-RAISING~~  
FUNDRAISING

~~Fund-raising~~Fundraising shall mean any solicitation of any donation of anything of value from an external source by any officer, employee, agent, or volunteer acting on behalf of and for the benefit of the College District or any of its units or authorized affiliated organizations.

This policy shall not apply to an employee(s) participating in duly authorized student activities, programs, or other approved College

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

DBD  
(LOCAL)

District activities. Duly authorized student activities are those activities approved in advance by the director of student activities. Approved College District activities are those activities approved in writing in advance by the appropriate vice president, provost, or the ~~College President~~District President.

### NEW POLICY

The grounds and facilities of the College District shall be made available to employees or employee organizations, when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting employees or employee organization shall pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the District President or designee.

An “employee organization” is an organization composed only of College District faculty and staff or an employee professional organization.

#### REQUESTS

To request permission to meet on College District premises, interested employees or employee organizations shall file a written request with the **Director of Auxiliary Services Facilities Scheduling Coordinator** in accordance with administrative procedures.

The employees or the employee organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

#### APPROVAL

The **Director of Auxiliary Services Facilities Scheduling Coordinator** shall approve or reject the request in accordance with provisions and deadlines set out in this policy, **GF(Local)**, and administrative procedures, without regard to the religious, political, philosophical, or other content of the speech likely to be associated with the employees' or employee organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes nonpermissible solicitation;
4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
5. The applicant owes a monetary debt to the College District and the debt is considered delinquent;



EMPLOYEE RIGHTS AND PRIVILEGES  
EMPLOYEE USE OF COLLEGE DISTRICT FACILITIES

DGD  
(LOCAL)

**NEW POLICY**

6. The proposed activity would disrupt or disturb the regular academic program;
7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The ~~Director of Auxiliary Services~~ Facilities Scheduling Coordinator shall provide the applicant a written statement of the grounds for rejection if a request is denied.

ANNOUNCEMENTS  
AND PUBLICITY

In accordance with administrative procedures, all employees and employee organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.

IDENTIFICATION

Employees and employee organizations using College District facilities must provide identification when requested to do so by a College District representative.

VIOLATIONS

Failure to comply with the policy and procedures regarding employee use of College District facilities shall result in appropriate administrative action, including but not limited to, suspension of an employee's or employee organization's use of College District facilities, and/or other disciplinary action in accordance with the College District's policies and procedures and the employee handbook.

APPEALS

Decisions made by the administration under this policy may be appealed in accordance with DGBA(LOCAL).

TERMINATION OF EMPLOYMENT

DM  
(LOCAL)

AT-WILL EMPLOYEES      At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the College District. At-will employees who are dismissed may request review of that decision through DGBA(LOCAL) and shall receive pay through the end of the last day worked.

~~EXIT SURVEY~~

~~An exit survey shall be distributed to each employee who leaves employment with the College District, when practicable.~~

RESIGNATION

The College President or designee shall be authorized to accept the resignation of an at-will employee at any time. Once submitted and accepted, the resignation of an at-will employee may not be withdrawn without the consent of the College President or designee. [See DMD]

**NEW POLICY**

The College District shall offer distance education courses and programs in accordance with applicable:

- Applicable Law;
- Coordinating Board regulations and guidelines, including the Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered Electronically;
- Policies and guidelines of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC);  
and
- College District policies and procedures.

The District President or designees shall develop procedures to implement this policy.

INSTRUCTIONAL ARRANGEMENTS  
COURSE LOAD AND SCHEDULES

ECC  
(LOCAL)

LIMITATION ON  
NUMBER OF  
DROPPED COURSES

A College District student shall not be permitted to drop more than six courses taken while enrolled at. ~~This limit on the College District or number of dropped courses shall include any course a student has dropped at~~ another public institution of higher education. For the limit to apply:

1. The student must be permitted to drop the course without receiving a grade or being penalized academically;
2. The student's transcript must indicate or will indicate the student was enrolled in the course; and
3. The student must not have dropped the course to withdraw from the College District.

EXCEPTIONS FOR  
GOOD CAUSE

A student shall be permitted to exceed the limit on the number of dropped courses for any of the following reasons:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
2. The care of a sick, injured, or needy person if providing that care affects the student's ability to satisfactorily complete a course;
3. The death of a member of the student's family as defined by law;
4. The death of a person who has a sufficiently close relationship to the student as defined by law;
5. The student's active military duty service;
6. The active military service of a member of the student's family;
7. A change in the student's work schedule that is beyond the student's control and affects the student's ability to satisfactorily complete the course; or
8. Any other significant issue affecting the ability of the student to satisfactorily complete the course, as determined upon review by the College District registrar.

[For definitions of "student's family" and "a person who has a sufficiently close relationship to the student," see DEFINITIONS FOR GOOD CAUSE EXEMPTION in ECC(LEGAL).]

PROCEDURES

The ~~College President~~District President shall develop procedures to implement this policy.

**NEW POLICY**

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

PROCEDURES

The District President or designee shall develop written procedures concerning the operation of the center. The procedures shall:

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. Include a written emergency plan; and
4. Address other operational matters as appropriate.

TESTING SCHEDULE

The District President or designee shall annually publish a testing schedule in appropriate College District publications.

CHIEF EXAMINER

The District President or designee shall designate a qualified chief examiner and shall 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 shall attend training annually as required by law.

FEES

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

ANNUAL REPORT

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

## DELETE

### ~~GRADUATION REQUIREMENTS~~

~~Graduation requirements for a degree or program are located in the current College District catalog.~~

### ~~GUARANTEE FOR JOB COMPETENCY~~

~~Graduates of the Associate of Applied Science (AAS) degree program or recipients of a Certificate of Proficiency who are judged by their employer to be lacking in technical job skills identified as exit competencies for their specific degree program shall be provided up to nine tuition-free credit hours of additional skill training by the College District. Special conditions that apply to the guarantee are as follows:~~

- ~~1. The graduate must have earned the AAS degree or Certificate of Proficiency beginning May 1993, or thereafter, in a technical, vocational, or occupational program identified in the College District's general catalog.~~
- ~~2. The graduate must have completed the AAS degree at the College District with 45 hours in residence and must have completed the degree within a five-year time span. All course work for the certificate shall have also been completed at the College District within a five-year time span.~~
- ~~3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the appropriate division dean.~~
- ~~4. Employment must commence within six months of graduation or certification.~~
- ~~5. The employer must certify, in writing, that the employee is lacking entry-level skills identified by the College District as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.~~
- ~~6. The employer, graduate, division dean job placement counselor, and appropriate faculty member shall develop a written educational plan for retraining.~~
- ~~7. Retraining shall be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.~~
- ~~8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.~~
- ~~9. The graduate and/or employer is responsible for the cost of books, fees, and other course-related expenses.~~

**DELETE**

~~10.—The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.~~

~~11.—The program may be initiated by employer or graduate by a written request to the vice president of instruction within 90 days of the graduate's initial employment.~~

~~A student's sole remedy against the College District and its employees for skill deficiencies shall be limited to nine semester credit hours of tuition-free education under the conditions described above. Activation of this guarantee may be initiated by the graduate by contacting the appropriate vice president within 90 days of the graduate's initial employment.~~

**NEW POLICY**

OPEN ADMISSIONS

The College District has an open admissions policy that ensures that all persons who can benefit from postsecondary education have an opportunity to enroll. The College District shall not discriminate on the basis of race, color, sex, national origin, religion, disability, age, or military status in admissions in accordance with federal and state laws.

ADMISSIONS TO PROGRAMS OF STUDY

Admission to the College District does not guarantee admittance to a particular course or program of study. A student may be required to satisfy certain requirements before enrolling in particular courses of study.

PROCEDURES

The District President or designee shall develop procedures for student admissions, including any additional course admission requirements. The procedures shall be published in the College District catalog and other relevant College District publications.



STUDENT RIGHTS AND RESPONSIBILITIES

FL  
(LOCAL)

**NEW POLICY**

STUDENT HANDBOOK

The District President or designee shall develop student handbooks with information on rights, responsibilities, services, resources, extracurricular activities, and other information required by policy or that students need to be successful during the academic year. The District President or designee shall ensure that no student handbook information is in conflict with policy. In case of conflict between a Board policy and provisions of student handbooks, policy shall prevail.

ACCEPT BOARD ACTION

Student handbooks are available for Board review but do not require Board adoption.

DISTRIBUTION

Student handbooks shall be made available on the College District's website at the beginning of the academic year in a printer-friendly .pdf format. Amendments to the handbook shall be communicated promptly to students.

DISCIPLINE AND PENALTIES

FM  
(LOCAL)

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

PENALTIES FOR  
STUDENT  
MISCONDUCT

A student shall 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 cheating, collusion, and plagiarism; committed by a student. The instructor shall submit a written report of the incident and of the planned action to the instructor's dean.
4. 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. Suspension - Forced withdrawal from the College District for either a definite period of time or until stated conditions have been met. Normally, suspension shall 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. Expulsion - Permanent forced withdrawal from the College District. A student receiving disciplinary expulsion shall 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 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

DISCIPLINE AND PENALTIES

FM  
(LOCAL)

written approval of the appropriate administrator (i.e., dean of students) or the Board.

DISCIPLINARY  
RECORD

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

The disciplinary record shall 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 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 be published in the student handbook.

**DELETE—CONTENT MOVED TO GCB(LOCAL)**

~~CHARGING FOR  
PERSONNEL TIME~~

~~After personnel of the College District collectively have spent 35 hours of time producing public information for a requestor during the College District's fiscal year, the College District shall charge the requestor for any additional personnel time spent producing information for the requestor, in accordance with law.~~

**NEW POLICY—CONTENT MOVED FROM GAB(LOCAL)**

**CHARGING FOR  
PERSONNEL TIME**

In addition to other labor charges permitted by law, after College District personnel have collectively spent 36 hours of time producing public information for a requestor during the College District's fiscal year, the College District shall charge the requestor for any additional personnel time spent producing information for the requestor, in accordance with law.