

Board Committees

For purposes of this policy, a Board committee is a committee composed only of current Board members.

Formation of a Board committee shall be by appointment of the Board Chair or by Board action. When establishing a Board committee, the Board Chair action shall, at a minimum, specify the:

- Number of Board members on the committee;
- Process to appoint Board members to the committee;
- Term of committee membership; and
- Responsibilities of the committee.

A Board committee shall be fact-finding, deliberative, and advisory, and shall make recommendations in the areas of their responsibility. Board committees shall report their findings and recommendations to the Board and shall not assume administrative duties or responsibilities.

Texas Open Meetings Act

All Board committees shall meet in compliance with the Texas Open Meetings Act, as applicable. [See BCB(LEGAL)]

Transacting Business

Unless specified by the Board, a Board committee shall not have final decision-making authority. Board committee recommendations must be reported to the Board at a regular or special-called Board meeting. The Board shall not accept a Board committee's recommendation without due consideration of the matter.

Dissolution

A Board committee shall be dissolved upon Board action.

Finance and Audit Committee

The finance and audit committee receives and reviews staff recommendations prior to making a recommendation to the Board of Trustees on matters involving budget development and amendment; ad valorem property tax analyses, truth in taxation calculations and locally authorized exemptions; changes in investment policy and authorized brokers/dealers; the annual comprehensive annual financial report; debt analyses; revenue and expense analyses, procurement recommendations and other fiscal strategies and impacts.

The finance and audit committee receives periodic updates on operational analyses and reviews the annual operational review plan.

Campus Facilities and Construction

The campus facilities and construction committee receives and reviews staff recommendations prior to making a recommendation to the Board of Trustees on matters involving master planning; major building modifications; significant construction change orders that involve changes in scope or budget increases; recommendations on construction delivery methods; Requests for Qualifications

BOARD INTERNAL ORGANIZATION
BOARD COMMITTEES

BCB
(LOCAL)

(RFQ) to solicit architectural or construction services; contracts to engage architectural or construction firms; contracts to acquire land or to authorize capital improvement projects; acceptance of completed projects; and other facility-related matters.

**Organization,
Education, and
Policy**

The organization, education, and policy committee reviews recommendations from the District President related to organization, education, and College policies and makes recommendations to the Board for action.

Ad-Hoc Committees

The Board or Board Chair may create ad hoc committees to handle special assignments. The Board or Board Chair dissolves ad hoc committees that have completed their specified assignments.

**Representation on
Other Boards**

Members of the Board may also be appointed to represent the College on external boards, including but not limited to, economic development boards, Tax Increment Financing (TIF) boards, tax abatement boards, and the Collin County Community College District Foundation, Inc. Board.

~~All committees of the Board shall meet in compliance with the Texas Open Meetings Act, as applicable.~~

NEW POLICY

Advisory Committee for Core Curriculum Review

Under state law, the Board of Trustees may appoint an advisory committee to conduct a review of the College District's general education or core curriculum. For purposes of such curriculum review, the advisory committee may be composed of appointed: full-time faculty employed at the College District, administrators, staff, industry representatives, and community leaders or members.

The advisory committee may also include Board members in numbers less than a quorum of the Board.

Formation of this advisory committee shall only be by Board action. When establishing this advisory committee, the Board action shall, at a minimum, specify the:

- Number of members on the advisory committee;
- Process to appoint members to the advisory committee;
- Term of advisory committee membership; and
- Define the responsibilities of the advisory committee in reviewing the core curriculum.

The advisory committee shall be fact-finding, deliberative, and advisory and shall not assume any administrative duties or responsibilities. Advisory committees shall report their findings and recommendations to the Board.

Transacting Business

The advisory committee may transact business only within the specific authority granted by the Board. To be binding, all such advisory committee recommendations must be reported to the Board at a regular or a special-called Board meeting for approval and entry into the minutes as a public record.

Dissolution

The advisory committee shall be dissolved upon completion of the assigned review period or upon Board action.

INSURANCE AND ANNUITIES MANAGEMENT
HEALTH AND LIFE INSURANCE

CKD
(LOCAL)

**College District
Contribution**

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

1. For an eligible full-time employee who works at least 30 hours per week, 100 percent to the premiums for the employee and 50 percent to the premiums for that employee's eligible dependents.
2. For an eligible part-time employee who works 20 or more but less than 30 hours per week, 50 percent to the premiums for the employee and 25 percent to the premiums for that employee's eligible dependents.

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

Ineligibility of
Employees
Performing Services
Outside Texas

If at least 75 percent of an employee's services are performed outside Texas, then the employee may not participate in the Texas Employees Uniform Group Insurance Program unless the employee was employed by the College District on August 31, 1999, and is otherwise eligible. The College District will provide competitive marketplace health insurance options for an ineligible employee in accordance with College District regulations.

Outside Texas

An employee's services are performed outside Texas if the services are performed while the employee is located outside the state of Texas and do not include services to any College District student who is located in-state.

**Continuation
Coverage**

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

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

~~Associate-Adjunct~~
Faculty Coverage

A part-time ~~associate-adjunct~~ faculty member who has worked for the College District in the immediate preceding year and is scheduled to teach 12 or more credit hours in the academic year of coverage is eligible to participate in the Texas Employees Uniform

INSURANCE AND ANNUITIES MANAGEMENT
HEALTH AND LIFE INSURANCE

CKD
(LOCAL)

| Group Insurance Program through the Employees Retirement System of Texas. - The employee will be responsible for 100 percent of the premiums.

The District President is responsible for the security of the College District's information resources. The District President or designee will develop procedures for ensuring the College District's compliance with applicable law.

Information Security Officer

The District President or designee will designate an information security officer (ISO) who is authorized to administer the information security requirements under law. The District President or designee must notify the Department of Information Resources (DIR) of the individual designated to serve as the ISO.

Information Security Program

The District President or designee will annually review and approve an information security program designed in accordance with law by the ISO to address the security of the information and information resources owned, leased, or under the custodianship of the College District against unauthorized or accidental modification, destruction, or disclosure. The program will include procedures for risk assessment and for information security awareness education for employees when hired and an ongoing program for all users.

The information security program must be submitted biennially for review by an individual designated by the District President and who is independent of the program to determine if the program complies with the mandatory security controls defined by DIR and any controls developed by the College District in accordance with law.

College District Website and Mobile Application Security

The District President or designee will adopt procedures addressing the privacy and security of the College District's website and mobile applications and submit the procedures to DIR for review.

The procedures must require the developer of a website or application for the College District that processes confidential information to submit information regarding the preservation of the confidentiality of the information. The College District must subject the website or application to a vulnerability and penetration test before deployment.

Covered Social Media Applications

The District President or designee will adopt procedures prohibiting the installation or use of a covered social media application, as defined by law, on a device owned or leased by the College District and requiring the removal of any covered applications from the device.

Exception

The procedures will permit the installation and use of a covered application for purposes of law enforcement and the development and implementation of information security measures. The procedures must address risk mitigation measures during the permitted

use of the covered application and the documentation of those measures.

Reports

Effectiveness of Policies, Procedures, and Practices	The ISO will report annually to the District President on the effectiveness of the College District's information security policies, procedures, and practices in accordance with law and administrative procedures.
Biennial Information Security Plan	The College District will submit a biennial information security plan to DIR in accordance with law.
Information Security Assessment	In accordance with law, at least every two years, the College District will submit the results of its information security assessment to DIR and, if requested, the office of the governor, lieutenant governor, and speaker of the house of representatives.
Security Incidents <i>By the College District</i>	The College District will assess the significance of a security incident and report it to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.
Generally Security Breach <u>and</u> <u>Cybersecurity</u> <u>Incident</u> Notification	Upon discovering or receiving notification of a breach of system security or a <u>securitycybersecurity</u> incident, as defined by law, the College District will disclose the breach or incident to affected persons or entities in accordance with the time frames established by law. The College District will give notice by using one or more of the following methods: <ol style="list-style-type: none">1. Written notice.2. Electronic mail, if the College District has electronic mail addresses for the affected persons.3. Conspicuous posting on the College District's website.4. Publication through broadcast media.
<i>By Vendors and Third Parties</i>	The College District will include in any vendor or third-party contract the requirement that the vendor or third party report information security incidents to the College District in accordance with law and administrative procedures.

Note: This policy addresses complaints of sex and gender discrimination, sexual or gender-based harassment, sexual violence, dating violence, domestic violence, stalking, and retaliation made by employees. For legally referenced material relating to this subject matter, see DAA(LEGAL). For sex discrimination, sexual harassment, sexual violence, dating violence, domestic violence, and retaliation targeting students, see FFDA. For other employee complaints not covered by Title VII or Title IX laws, see DIAB.

Definitions

Solely for purposes of this policy, the term “employee” includes former employees, applicants for employment, and unpaid interns.

Statement of Nondiscrimination

The College District prohibits discrimination, including harassment, against any employee on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Discrimination

Discrimination against an employee is defined as conduct directed at an employee on the basis of sex or gender that adversely affects the employee’s employment.

Sexual Harassment

For purposes of this policy, sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee’s employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee;
2. It is based on unwelcome conduct that a reasonable person would determine is so severe, persistent, pervasive, and objectively offensive that it has the purpose or effect of unreasonably interfering with the employee’s work performance or creates an intimidating, threatening, hostile, or offensive work environment; or
3. Any instance of sexual assault, as defined in the Jeanne Clery Disclosure of Campus Security Policy Campus Crime Statistics Act (Clery Act), and dating violence, domestic violence, or stalking, as defined in the Violence Against Women Act (VAWA).

Note: Quid pro quo harassment, Clery Act, and VAWA offenses are not evaluated for severity, pervasiveness, offensiveness, or denial of equal educational access because such misconduct is considered sufficiently serious to deprive a student of equal access.

Sexual Violence Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability. For purposes of this policy, consent is defined as an informed, voluntary, affirmative, and mutual agreement between the participants to engage in a specific sexual act. Consent is further defined by the consent guidelines in FFDA(LOCAL).

Examples Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; offensive or derogatory language of a sexual nature directed at another person; and other sexually motivated conduct, communication, or contact. Examples may also include forms of dating violence, domestic violence, or stalking. Specific examples may be found in the College District's *Title IX Complaint Resolution Process Handbook for Students and Employees*.

Dating Violence, Domestic Violence, and Stalking For purposes of this policy, the terms "dating violence," "domestic violence," and "stalking" are incorporated into this policy as defined in FFDA(LOCAL).

Prohibited Conduct In this policy, the term "prohibited conduct" includes dating violence, domestic violence, sexual violence, stalking, sex discrimination, sexual or gender-based harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Reporting Procedures An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her immediate supervisor.

Alternatively, the employee may report the alleged acts to one of the College District officials below or electronically through the College District's online complaint form located on its website.

An employee who experiences prohibited conduct has the right to report the incident to the College District and to receive a prompt and equitable resolution of the report.

For the purposes of this policy, “College District officials” are the Title IX coordinators listed below and the District President.

**College District’s
Mandatory Response
Obligations**

The College District will respond promptly to sexual harassment, as defined in this policy, in a manner that is not deliberately indifferent, which means a response that is not clearly unreasonable in light of known circumstances, or as otherwise required by applicable Title IX regulations. The College District’s response obligations are listed in FFDA(LOCAL).

**Definition of College
District Officials**

Reports of discrimination based on sex, including sexual harassment as defined in this policy, may be directed to the Title IX coordinators. The College District designates the following persons to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Title IX Coordinator

Title IX Coordinator: Dr. ~~Allison Venuto~~Jennifer DuPlessis, Chief Human Resources Officer/Title IX Coordinator for Employees

Address: 3452 Spur 399, McKinney, TX 75069

Telephone: (972) 985-3702

Email: [Title IX Coordinator email](#)¹

Webpage: [Title IX/Sexual Misconduct webpage](#)²

Deputy Title IX
Coordinator for
Human Resources

Name: Tonya Jacobson

Position: Manager HR/Employee Relations

Address: 3452 Spur 399, McKinney, TX 75069

Telephone: (972) 758-3856

Email [Deputy Title IX Coordinator for Human Resources](#)³

**Alternative
Reporting
Procedures**

An employee will not be required to report prohibited conduct to the person alleged to have committed the prohibited conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinators, may be directed to the District President or designee.

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

Timely Reporting

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

**Consolidate Reports
and Other
Requirements**

When the allegations underlying two or more complaints arise out of the same facts or circumstances, the College District may also consolidate the complaints.

The College District will also provide other measures required by Title IX and applicable law, including, but not limited to, assistance by advisors, supportive measures, and notices to parties. Such requirements are described in detail in the College District's *Title IX Complaint Resolution Process Handbook for Students and Employees*.

Notice of Report

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

**Investigation of the
Report**

The College District may request, but will not require, a written report or formal complaint as defined in FFDA(LOCAL). If a report is made orally, the College District official receiving the report will reduce the report to written form.

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

If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District official will refer the complaint for consideration under the appropriate policy. The College District official will also consider requests not to investigate made by a complainant and an informal resolution process as detailed in the College District's *Title IX Complaint Resolution Process Handbook for Students and Employees*.

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

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

The investigation of prohibited conduct under this policy will be conducted in accordance with the investigation procedures and guidelines contained in FFDA(LOCAL). The College District may

dismiss complaints, as mandated or on a discretionary basis, under the procedures and guidelines listed in FFDA(LOCAL). Investigation and resolution procedures and guidelines are detailed in the College District's *Title IX Complaint Resolution Process Handbook for Students and Employees*.

Concluding the Investigation and Hearing

Absent extenuating circumstances, the investigation and live hearing should be completed within 60 College District business days from the date of the report; however, the investigator will take additional time if necessary to complete a thorough investigation.

The investigator will prepare a written report of the investigation. The written report will be prepared in accordance with the reporting procedures and guidelines contained in FFDA(LOCAL).

Hearings

Consistent with applicable Title IX regulations, the College District will provide for a live hearing of complaints arising under this policy. The live hearing will be conducted in accordance with the procedures and guidelines contained in FFDA(LOCAL) and detailed in the College District's *Title IX Complaint Resolution Process Handbook for Students and Employees*.

College District Action

If the results of an investigation and live hearing indicate that prohibited conduct occurred using a preponderance of the evidence standard (i.e., more likely than not to have occurred), the College District will promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

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

Examples of disciplinary or corrective action:

Disciplinary or Corrective Action

1. Implementing the disciplinary measures described in DH and DM Board policies for employees, including but not limited to, coaching and counseling, written disciplinary action, unpaid administrative leave, and/or recommendation for termination;
2. Providing a training program for those involved in the complaint;
3. Permitting the victim or student engaged in the prohibited conduct to drop a course in which they both are enrolled without penalty;
4. Taking other actions allowed by Board policy.

Exception

The College District will minimize attempts to require a complainant to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution

method, the College District will be involved in an appropriate manner.

Improper Conduct

If the Title IX decision-maker designated by the executive vice president or designee determines that improper conduct occurred that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

Confidentiality

To the greatest extent possible, the College District will respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law. Applicable federal Title IX regulations protect the privacy of a party's medical, psychological, and similar treatment records by stating that the College District cannot access or use such records unless the College District obtains the party's voluntary, written consent to do so.

Retaliation

The College District prohibits retaliation against an employee who makes a complaint alleging to have experienced prohibited conduct, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation, proceeding, or hearing under this policy. This prohibition does not apply to discipline of a person who perpetrated or assists in the perpetration of the prohibited conduct.

False Claims

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding harassment or discrimination is subject to appropriate discipline. Charging an individual with a violation(s) for making a false claim, materially false statement, or refusing to cooperate during the course of an investigation regarding discrimination or harassment does not constitute retaliation. However, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a false claim or a materially false statement.

Appeal

A party who is dissatisfied with the outcome of the investigation may appeal on the grounds listed in FFDA(LOCAL) through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees and GB(LOCAL) for community members]. Appeals under this policy will be submitted to the appeals officer or administrator designated by the College District. The applicable appeal deadlines and guidelines of DGBA(LOCAL) or GB(LOCAL) will be followed for appeals made under this policy.

Informal Resolution

After a formal complaint is filed, the College District may permit the voluntary use of an information resolution process at any time prior to a final determination. The parties must provide their voluntary consent in writing to participate in such a process. The informal resolution process will be handled in accordance with the procedures and guidelines contained in FFDA(LOCAL).

Informal resolution is prohibited in any case where a College District employee is accused of sexual harassment against a student.

The College District will not require the parties to waive their rights to a formal process and agree to information resolution as a condition of enrollment or employment.

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

Records Retention

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

Records of formal complaint resolutions and informal resolutions will be retained by the College District for a period of seven years. The College District will retain all materials used to train institutional participants in the various phases of the resolution process, including the Title IX coordinators and decision-makers. All materials utilized to train Title IX coordinators, investigators, hearing panel participants, and decision-makers will be made available in accordance with applicable federal Title IX regulation requirements.

In instances where the College District receives a report of sexual harassment, but a formal complaint is not filed, the institution will maintain a record of all actions taken, including supportive measures, for a period of seven years. In these instances, the College District will include a written rationale explaining why a formal complaint was not filed.

Access to Policy, Procedures, and Related Materials

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

District's administrative offices and will be distributed to an employee who makes a report.

Mandatory Reporting under State Law for Incidents of Dating Violence, Sexual Violence, Sexual Harassment, and Stalking

In accordance with the Education Code Section 51.252, an employee who, in the course and scope of employment, witnesses or receives information regarding the occurrence of an incident that the employee reasonably believes constitutes sexual harassment as defined in this policy, and is alleged to have been committed by or against a person who was a student enrolled at or an employee of the College District at the time of the incident, will promptly report the incident to the College District's Title IX coordinator or deputy Title IX coordinator. The report must include all information concerning the incident known to the reporting person that is relevant to the investigation and, if applicable, redress of the incident, including whether an alleged victim has expressed a desire for confidentiality in reporting the incident.

An employee who is designated by the College District as a person with whom students may speak confidentially concerning sexual harassment as defined in this policy or who receives information regarding such an incident under circumstances that render the employee's communications confidential or privileged under other law will, in making a report under this section, state only the type of incident reported and may not include any information that would violate a student's expectation of privacy. This requirement does not affect the employee's duty to report an incident under any other law.

Exceptions

An employee is not required to make a report concerning:

1. An incident in which the employee was a victim of dating violence, sexual assault, sexual harassment, or stalking; or
2. An incident in which the employee received information due to a disclosure made at a dating violence, sexual assault, sexual harassment, or stalking public awareness event sponsored by the College District or by a student organization affiliated with the College District.

Peace Officer

A College District peace officer who received information regarding the incident from an employee who chooses to complete a pseudonym form as described by law will only be required to disclose the type of incident reported and may not disclose the employee's name, phone number, address, or other information that may directly or indirectly reveal the employee's identity.

Anonymous Reports

In accordance with Education Code Section 51.9365, College District students and employees can report prohibited conduct anonymously as provided on the Dean of Students page on the College

District's website. However, the submission of an anonymous report may impair the College District's ability to investigate and address the prohibited conduct.

¹ Title IX Coordinator email: <mailto:jduplessis@collin.edu>

² Title IX/Sexual Misconduct webpage: <https://www.collin.edu/titleix>

³ Deputy Title IX Coordinator for Human Resources email: <mailto:tjacobson@collin.edu>

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

**Statement of
Nondiscrimination**

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

Discrimination

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

Harassment

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

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

Examples

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

Retaliation

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

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

DIAB
(LOCAL)

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding harassment or discrimination is subject to appropriate discipline.

Examples

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

Prohibited Conduct

In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Reporting Procedures

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her immediate supervisor.

Alternatively, the employee may report the alleged acts to one of the College District officials below.

For the purposes of this policy, College District officials are the ADA/Section 504 coordinator and the District President.

Definition of College District Officials

ADA / Section 504
Coordinator

The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Dr. [Allison Venuto](#) [Jennifer DuPlessis](#)
Position: Chief Human Resources Officer
Address: 3452 Spur 399, McKinney, TX 75069
Telephone: (972) 985-3702

Other Anti-discrimination Laws

The District President or designee will serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.

Alternative Reporting Procedures

An employee will not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinator, may be directed to the District President or designee.

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

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

DIAB
(LOCAL)

Timely Reporting

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

Notice of Report

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

Investigation of the Report

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

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

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

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

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

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

Concluding the Investigation

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

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

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

DIAB
(LOCAL)

**College District
Action**

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

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

Confidentiality

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

Appeal

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

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

Records Retention

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

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

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

NEW POLICY

State law restricts the use of telework arrangements for employees at the College District.

Full-time faculty may telework on a temporary or permanent basis only when:

1. Assigned to teach iCollin courses;
2. Assigned to teach approved dual credit, distance education, or other fully online courses;
3. Assigned to a temporary research project requiring off-campus work.

This policy does not prohibit a full-time faculty member providing instruction for a dual credit course or program: (1) at the campus of a school district; or (2) by telework if required for the dual credit course or program.

All other employees of the College District are expected to perform regularly scheduled duties on campus, at an officially designated instructional site, or other designated work location.

Eligible employees may be permitted to telework under the exceptions created by law. To meet legal requirements, telework guidelines and procedures will be by developed by the District President or designee.

**Grounds for
Dismissal**

Any full-time faculty member may be dismissed for good cause before the completion of the term fixed in his or her contract.

Notice

Before any faculty member is dismissed for good cause, the faculty member will be given reasonable notice in writing of the proposed action and the grounds for the action set out in sufficient detail to fairly enable him or her to show any error that may exist.

Hearing

If, upon written notification, the faculty member desires to be heard and to contest the proposed recommendation for dismissal, he or she must file a formal complaint pursuant to DGBA(LOCAL).

**Grounds for
Disciplinary Action /
Dismissal**

All College District employees may be ~~dismissed~~terminated, or subject to formal disciplinary action during the term of the contract or period of work for any of the following reasons, including but not limited to:

1. Unsatisfactory job performance.
2. Insubordination, which includes, but is not limited to, failure to carry out lawful directives and requirements of the employee's supervisor, failure to follow policies and procedures of the College, or repeated neglect of duties.
3. Physical or mental condition that results in the employee's inability to perform the assigned essential job functions, with or without a reasonable accommodation.
4. Any ~~C~~conduct involving moral turpitude, which includes, but is not limited to, the conviction or commission of a felony for fraud, theft, bribery, burglary, assault, homicide, kidnapping, official oppression, abuse of office, misuse of confidential information, indecency with a minor, public lewdness, possession of child pornography, and any other felony crimes.
5. The conviction or commission of a misdemeanor related to the employee's job or while on duty.
6. Unlawful use, possession, or distribution of controlled substances or dangerous drugs while on duty or on campus.
7. Misuse of alcohol or being under the influence of controlled substances, or dangerous drugs while on campus, while on duty, or while engaged in business on behalf of the College.
4. ~~Abusive use of alcohol, and/or illegal drugs while performing the assignment.~~
- 5-8. Absence for three working days without notifying the immediate supervisor in writing or via email, and without approved justification.

~~6-9.~~ Falsifying information or **any** documents, including, but not limited to, in connection with a request for a leave of absence or providing a false reason for a leave of absence.

~~7-10.~~ Falsification of pertinent information regarding the employee's application for employment, **credentials, transcript, or any other employment form or document,** regardless of when the falsification is discovered.

~~11.~~ **Unauthorized alteration or destruction of educational records or any other official College records.**

~~8-12.~~ Excessive absences or tardiness **(excluding absences protected by law), failure to follow any procedures pertaining to reporting or counting absences, unacceptable pattern of repeated absences, or failure to provide requested documentation to substantiate an absence.**

~~9-13.~~ Theft, physical violence, and disruption of working conditions.

~~10-14.~~ Violation of the College's code of ethics, core values, and standards of conduct.

~~11-15.~~ Failure to report arrest(s) or conviction(s) occurring during the employee's term of employment **or failure to report those arrests or convictions in violation of Board policy requiring prompt reporting.**

~~12-16.~~ Inappropriate or unauthorized use of College equipment, property, and resources.

~~13-17.~~ Violation of College policy, local law, state law, or federal law.

~~18.~~ **Making false or misleading statements or failing to disclose information to a supervisor that a reasonable employee would have disclosed under similar circumstances.**

~~19.~~ **Violating state or federal law, including Section 51.252 of the Texas Education Code (relating to the failure to make a mandatory report of sexual harassment, sexual assault, dating violence, or stalking) and Section 51.3525 of the Texas Education Code (relating to prohibited diversity, equity, and inclusion activities).**

~~20.~~ **A reduction in force pursuant to policy DMC(Local).**

~~14-21.~~ Good cause, as recommended by the District President and approved by the Board.

Disciplinary Action

Disciplinary action against an employee will be initiated and will follow the College's An employee's supervisor will use the College's

formal disciplinary procedures ~~to initiate and process disciplinary actions.~~

~~Limitation~~**Limitations**
**on Number of
Dropped Courses**

A College District student will not be permitted to drop more than six courses taken while enrolled as an undergraduate at the College District or another public institution of higher education. ~~For~~A “dropped course” is a course in which a student enrolled for credit, but did not complete, under the limit to apply following conditions:

1. The student ~~must be~~was permitted to drop the course without receiving a grade or being penalized academically;
2. The student’s transcript ~~must indicate~~indicates or will indicate the student was enrolled in the course after the census date; and
3. The student ~~must~~did not ~~have dropped~~drop or is not dropping the course to withdraw from the ~~College District~~institution.

Exceptions
Good Cause

A student will be permitted to exceed the limit on the number of dropped courses if good cause exists for ~~any of the~~ student to drop the course. The following reasons constitute good cause:

1. A severe illness or other debilitating condition that affects the student’s ability to satisfactorily complete a course;
2. ~~The~~Responsibility for the care of a sick, injured, or needy person ~~if providing that care, the provision of which~~ 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 such a sufficiently close relationship to the student, as defined by law, that the person’s death is considered to be a showing of good cause, as determined on a case-by-case basis;
5. The student’s active-~~duty~~ military duty service;
6. The active-~~duty~~ 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;
8. A disaster declared by the governor that prevents or limits in-person course attendance for a period determined by the College District, in accordance with Texas Education Code Section 51.907, to significantly affect the student’s ability to participate in coursework; or

9. 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).]

*Reenrolled
Students*

A qualifying reenrolled student may drop a seventh course in accordance with restrictions reflected in current law.

*Course Dropped
During a
Bachelor’s
Program*

A course dropped by a student, while pursuing a bachelor’s degree that the student previously earned, will not be counted toward the limit on the number of dropped courses.

*Dual Credit or
Dual Enrollment
Course*

A dual credit or dual enrollment course dropped by a student, before the student graduated from high school, may not be counted toward the limit on the number of dropped courses.

*COVID-19
Pandemic*

A course dropped by a student during the 2020 spring or summer semester or the 2020-21 academic year because of a bar or limit on in-person course attendance due to the COVID-19 pandemic may not be counted toward the limit on the number of dropped courses.

Procedures

The District President or designee will develop procedures, including for appeals, to implement this policy.

Appeals
Exception

If the decision relates to a request for an exemption based on a severe illness or debilitating condition that the student contends constitutes a disability in need of accommodation, the student may appeal the decision through the designated procedures and such appeal may include representatives from the College District’s ACCESS Office.