



NOTICE is hereby given that the Collin County Community College District Board of Trustees will hold a meeting of the Organization, Education, and Policy Committee (Menon, Orr, and Arias) at 4:30 p.m. on Tuesday, December 7, 2021, in the President's Conference Room 407 at the Collin Higher Education Center, 3452 Spur 399, McKinney, Texas 75069.

Locations

Celina Campus

Collin Higher Education Center
McKinney, Texas

Courtyard Center
Plano, Texas

Farmersville Campus

Frisco Campus

McKinney Campus

Plano Campus

Public Safety Training Center
McKinney, Texas

Rockwall Center

Technical Campus
Allen, Texas

Wylie Campus

PUBLIC COMMENT

REVIEW AND DISCUSSION ITEMS

1. First Reading of Local Board Policies

FK (Local) Student Activities
FMA (Local) Discipline and Penalties – Discipline Procedure

2. Second Reading and Consideration of Approval of Local Board Policy

CDE (Local) Accounting – Financial Ethics - ADD

*Andrew P. Hardin
Chair, Board of Trustees*

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Collin County Community College District Board of Trustees

1. Organization, Education, and Policy Committee

December 7, 2021

Resource: Monica Velazquez
General Counsel

DISCUSSION ITEM: First Reading of Local Board Policies

- **FK (Local)** Student Activities
- **FMA (Local)** Discipline and Penalties – Discipline Procedure

DISCUSSION: As a part of the College’s comprehensive review of all policies and with input from the Texas Association of School Boards’ Legal and Policy Service, the local policies outlined below are being presented for your review as a first reading.

- **FK (Local) Student Activities** – Proposed edits provide clarification of responsibilities for student activities procedures.
- **FMA (Local) Discipline and Penalties – Discipline Procedure** – Revisions to this policy address parameters and the timeliness of reporting incidents of scholastic dishonesty under existing Board policy.

STUDENT ACTIVITIES

FK
(LOCAL)

Student Activities

The ~~executive vice president or designee senior vice president of academic, workforce, and enrollment services~~ will develop procedures regarding the sponsorship or sanction of student activities and related requirements consistent with the mission and objectives of the College District.

Athletics

The District President will ultimately be responsible for, and will exercise appropriate control over, the College District's intercollegiate athletics program.

**Reports of Alleged
Misconduct**

College District faculty and staff will submit an alleged violation or violations of College District policies and procedures, including the rules for student conduct [see FLB], committed by a student to the dean of students within a reasonable time following an alleged incident.

For the purpose of this policy, “a reasonable time” means within ~~ten~~ fifteen College District business days of ~~the an~~ an alleged incident. In the case of scholastic dishonesty, “a reasonable time” means within fifteen College District business days of the date the instructor discovers the alleged scholastic dishonesty. If scholastic dishonesty is alleged, the instructor has the option to also report allegations of scholastic dishonesty discovered in previous assignments completed by the student for the same course within the same semester. or, in the case of scholastic dishonesty, within ten College District business days of the date the instructor reviews the assignment in question. The allegation(s) must be submitted in writing, through traditional or electronic means, and must describe the violation(s) and any surrounding facts.

The dean of students or designee will investigate the matter, as appropriate.

Exception

Reports of sex discrimination or sexual harassment will be submitted in accordance with DIAA or FFDA, as appropriate.

Dismissal of
Allegation

If an allegation is deemed to be unfounded, the dean of students or designee will dismiss the allegation and will provide the student written notice that the allegation of misconduct was made against the student and that the allegation was dismissed.

**Notification
Conference**

If the dean of students or designee determines the allegation warrants further consideration, the dean of students or designee will summon the student for a notification conference to be held within a reasonable time, not to exceed ten College District business days, following receipt of the allegation of misconduct.

At the notification conference, the dean of students or designee will inform the student of the allegation(s) and provide the student an opportunity to respond and submit applicable documentation or evidence for consideration by the dean of students or designee.

“Not Responsible”
Administrative
Decision

After conferring with the student, if the dean of students or designee determines the student did not commit a violation, the student will be found not responsible and will not be issued a disciplinary penalty under FM. The student will be provided written notice of the “Not Responsible” administrative decision. A “Not Responsible” administrative decision from the dean of students or designee will be final and binding.

DISCIPLINE AND PENALTIES
DISCIPLINE PROCEDURE

FMA
(LOCAL)

Informal Resolution	If the dean of students or designee determines that addressing the allegation(s) informally is more appropriate, the dean of students or designee will recommend an informal resolution of the allegation(s). The dean of students or designee may recommend behavioral directives to support compliance with the College District's <i>Student Code of Conduct</i> . If the student agrees to comply with all recommended behavioral directives, the dean of students or designee will issue an Informal Resolution Agreement and the student will not be issued a disciplinary penalty under FM. As part of the Informal Resolution Agreement, the student will be required to sign an Acknowledgement Statement indicating the student will comply with the <i>Student Code of Conduct</i> for the designated time or for the remainder of their attendance at the College District. Once the Acknowledgment Statement is signed, the Informal Resolution Agreement will be final, binding, and the student will not be allowed to appeal the informal resolution.
Formal Administrative Decision and Misconduct Warranting a Disciplinary Penalty	If the dean of students or designee determines the student committed misconduct that warrants a penalty or penalties under FM, the dean of students or designee will provide the student a written administrative decision with notice of the penalty or penalties and the student's options, including the right to appeal to the Disciplinary Appeals Committee (DAC).
<i>Student Chooses to Appeal the Administrative Decision</i>	If the student chooses to appeal the administrative decision of the dean of students or designee, they must submit the Disciplinary Appeal Request Form contained in the administrative decision documents on or before the tenth College District business day following the administrative decision. Once the deadline for filing an appeal has passed, the administrative decision of the dean of students or designee will be final, binding, and the student will not be allowed to appeal that decision. The student will be expected to comply with all disciplinary penalties and obligations set forth in the administrative decision.
<i>Student Chooses to Accept the Administrative Decision</i>	A student who chooses to accept the administrative decision rendered by the dean of students or designee will sign an Acceptance of the Administrative Decision Statement indicating they understand: <ol style="list-style-type: none">1. The <i>Student Code of Conduct</i> violation(s),2. The disciplinary penalty or penalties imposed, and3. That by signing the Acceptance of the Administrative Decision Statement they voluntarily waive the right to appeal. <p>The Acceptance of the Administrative Decision Statement must be signed no later than ten College District business days following</p>

the administrative decision. Once the Acceptance of the Administrative Decision Statement is signed, the administrative decision of the dean of students or designee will be final, binding, and the student will not be allowed to appeal that decision. The student will be expected to comply with all disciplinary penalties and obligations set forth in the administrative decision.

Student Chooses to Take No Action

If the student does not sign the Acceptance of the Administrative Decision Statement or submit the Disciplinary Appeal Request Form by the stated deadline, the administrative decision of the dean of students or designee will be final, binding, and the student will not be allowed to appeal that decision. The student will be expected to comply with all disciplinary penalties and obligations set forth in the administrative decision.

Scholastic Dishonesty Violations

If the student was found responsible for a scholastic dishonesty violation, as defined in the College District's *Student Code of Conduct*, the student may also receive a scholastic penalty in the course where the scholastic dishonesty took place. The faculty member will determine the appropriate scholastic penalty, which may range from a grade of zero on the assignment to failing the course. [See FLB and FM.]

Interim Disciplinary Action

The dean of students or designee may take immediate interim disciplinary action including, but not limited to, temporary immediate suspension pending a hearing, against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the educational environment.

Disciplinary Appeals Committee (DAC)

The Disciplinary Appeals Committee (DAC) will be convened at the request of a student appealing the formal administrative decision and/or disciplinary penalty or penalties imposed by the dean of students or designee. The student's request must be submitted in writing within ten College District business days of the date of the dean of students or designee's written administrative decision. Upon receipt of the student's request for appeal and under reasons designated by the DAC, the DAC may recommend that the matter return to an informal resolution by the dean of students or designee prior to the scheduling of the DAC appeal hearing.

Composition

The DAC will be composed of at least three College District employees and a minimum of one current College District student, when appropriate. To hold an appeal hearing, a quorum of three DAC members must be met. The members of the DAC and the committee chairperson will be designated according to procedures developed by the designated leadership team member. All members chosen to serve on the DAC appeal hearing panel will be eligible to vote on the issue of whether or not the student violated

College District policies and procedures, including the rules for student conduct, and whether the student should receive an appropriate disciplinary penalty or penalties.

DAC Appeal
Hearing Notice

The dean of students or designee will notify the student by letter of the date, time, and place for the DAC appeal hearing. Unless the student and the dean of students or designee otherwise agree or unless there are unforeseeable circumstances beyond the College District's control, the DAC appeal hearing will take place within a reasonable time period, not to exceed ten College District business days after the date of the student's request for the appeal hearing. The dean of students may extend the College District's ten-day timelines within this policy by sending written notice to the parties of the extension.

*Contents of
Notice*

The notice will:

1. Direct the student to appear on the date and at the time and place specified.
2. Advise the student of their rights to:
 - a. Have a private appeal hearing.
 - b. Be assisted by an adviser or legal counsel at the appeal hearing.
 - c. Call witnesses, request copies of evidence in the College District's possession, and offer evidence and agreement on their own behalf.
 - d. Make an audio recording of the proceedings, after first notifying the dean of students or designee in advance of the hearing, or, at the student's own expense, to have a stenographer present at the appeal hearing to make a stenographic transcript of the appeal hearing.
 - e. Ask questions of each witness who testifies against the student.
3. Contain the names of witnesses who will testify against the student and a description of documentary and other evidence that will be offered against the student.
4. Contain a description of the allegation(s) of misconduct in sufficient detail to enable the student to prepare their defense against the charges.
5. State the proposed disciplinary penalty or range of disciplinary penalties that may be imposed.

DISCIPLINE AND PENALTIES
DISCIPLINE PROCEDURE

FMA
(LOCAL)

Failure to Appear
for DAC Appeal
Hearing

The DAC may impose an appropriate disciplinary penalty or penalties upon a student who fails without good cause to appear for the appeal hearing. For purposes of assessing an appropriate disciplinary penalty or penalties, the DAC may proceed with the appeal hearing in the student's absence.

All DAC appeal hearings will be recorded by the College District.

DAC Appeal
Hearing Procedures

The appeal hearing will proceed as follows:

1. The chairperson or associate chairperson will read the description of the alleged misconduct.
2. The chairperson or associate chairperson will inform the student of their rights.
3. The dean of students or designee will present the College District's case.
4. The student or representative will present the student's defense.
5. The dean of students or designee will present rebuttal evidence.
6. The DAC members may ask questions of witnesses testifying on behalf of the student or the College District.
7. The dean of students or designee will summarize and argue the College District's case.
8. The student or representative will summarize and argue their case.
9. The dean of students or designee will have an opportunity for rebuttal argument.
10. The DAC members will deliberate in closed session. The DAC members will vote on the issue of whether or not the student violated College District policies and procedures, including the rules for student conduct, and whether the student should receive an appropriate disciplinary penalty or penalties.
11. If the DAC finds the student committed misconduct, the DAC members will determine whether the disciplinary penalty assessed, or proposed in the case of recommendation for expulsion, by the dean of students or designee is appropriate and, if necessary, will assess a different or additional penalty.
12. The DAC chairperson or associate chairperson will communicate the decision and any findings of facts in support of the DAC's decision to the dean of students or designee in writing

within ten College District business days of the appeal hearing. The dean of students or designee will notify the student in writing within ten College District business days of the appeal hearing of the DAC's decision and the disciplinary penalty or penalties imposed, if any. The notice will include procedures for accepting the DAC's decision or appealing to the designated leadership team member.

Evidence

Evidence will be handled in accordance with the following:

1. Legal rules of evidence do not apply unless otherwise required by applicable Title IX regulations; the DAC chairperson or associate chairperson may admit evidence or exclude evidence considered to be irrelevant, immaterial, and unduly repetitious.
2. At the appeal hearing, the College District will be required to prove by a preponderance of the evidence that the charges are true.
3. A student may not be compelled to testify.
4. The DAC will determine if a violation has occurred and assess an appropriate disciplinary penalty or penalties based solely on the evidence presented at the appeal hearing.

**After the Appeal
Hearing**

The dean of students or designee will notify the student in writing, within ten College District business days of the appeal hearing, of the DAC's decision and the disciplinary penalty or penalties imposed, if any. The notice will include procedures for accepting the DAC's decision or appealing to the designated leadership team member.

**Appeal to the
Designated
Leadership Team
Member**

A student may, within ten College District business days of receiving notice of the Disciplinary Appeal Committee's (DAC's) decision, petition in writing the designated leadership team member to review the decision. To initiate the appeal to the designated leadership team member, the student must submit the Disciplinary Appeal Request Form contained in the DAC's decision documents on or before the tenth College District business day following the DAC's decision. The student's petition will state with particularity why the decision is believed to be incorrect.

After receiving notice of the appeal, the DAC chairperson or associate chairperson will forward all evidence considered during the appeal hearing, the audio recording of the appeal hearing, and the digest of the appeal hearing, if applicable, to the designated leadership team member.

The designated leadership team member will hold a conference within ten College District business days after the appeal notice is filed, unless there are unforeseeable circumstances beyond the College District's control. At the conference, the student may provide information concerning any documents or information relied on by the DAC. The designated leadership team member may set reasonable scope and time limits for the conference. The conference will be audio recorded.

The designated leadership team member will provide the student a written response, stating the basis of the decision, within ten College District business days following the conference. In reaching a decision, the designated leadership team member may consider the evidence included in the student's petition, provided during the conference, and forwarded by the DAC chairperson or associate chairperson.

The designated leadership team member may act to affirm, modify, remand, or reverse the decision of the DAC. The designated leadership team member's decision is final and non-appealable, except when expulsion is recommended by the dean of students or designee and/or the DAC and affirmed by the designated leadership team member.

After the Appeal

The designated leadership team member or designee will notify the student in writing within ten College District business days of the appeal of the decision and the disciplinary penalty or penalties imposed, if any. The notice will include procedures for accepting the designated leadership team member's decision or appealing to the District President or designee solely in those cases where expulsion is recommended and affirmed.

**District President
Review of
Recommendation for
Expulsion**

Solely in the case where expulsion is recommended and affirmed, a student may appeal to the District President or designee. An appeal to the District President or designee will be held on the request of a student appealing the designated leadership team member's decision and affirmation of expulsion. The appeal request must be submitted in writing within ten College District business days of the designated leadership team member's decision. To initiate the appeal to the District President or designee, the student must submit the Disciplinary Appeal Request Form contained in the designated leadership team member's decision documents on or before the tenth College District business day following the designated leadership team member's decision.

The District President or designee may request a meeting with the student prior to issuing a final administrative decision.

The District President or designee will review all recommendations for expulsion, whether or not the student chooses to proceed through the disciplinary appeals process. The designated leadership team member will forward the recommendation for expulsion and evidence to the District President or designee for review and final consideration. The District President or designee may act to affirm, modify, or reverse the recommendation for expulsion.

The student will be notified in writing of the District President or designee's decision within ten College District business days. The District President or designee's decision is final and non-appealable. Unless otherwise specified in writing, expulsion will have College District-wide effect, and an expelled student may not enroll for admission to any campus without the District President or designee's approval unless the student's petition to revoke the expulsion is approved [see Petition to Revoke Expulsion].

**Petition to Revoke
Expulsion**

Once five calendar years from the date of the District President or designee's final decision have expired, the student may petition to revoke the expulsion. To initiate the expulsion revocation process, the student must complete the Expulsion Revocation Form and return it to the dean of students or designee.

If the petition to revoke the expulsion is approved by the District President or designee, the student will be required to meet with the dean of students or designee prior to returning to the College District. Once the meeting with the dean of students or designee is concluded, the student will be allowed to return to all College District campuses and will be considered to be in good disciplinary standing.

If the petition to revoke expulsion is not approved by the District President or designee, the student's expulsion will remain in effect and the student will not be allowed to return to the College District.

**Administrative
Decisions Related to
a Crime of Violence
or Non-Forcible Sex
Offense**

Upon written request, the College District will disclose to the alleged victim of a crime of violence or non-forcible sex offense, as those terms are defined under the *Clergy Act*, the report on the results of any disciplinary proceeding and/or appeal(s) conducted by the College District against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the College District will treat the alleged victim's next of kin as the alleged victim.

Collin County Community College District Board of Trustees

2021-12-X

December 7, 2021

Resource: Monica Velazquez
General Counsel

AGENDA ITEM: Report Out of the Organization, Education, and Policy Committee, First Reading of Local Board Policies

DISCUSSION: As a part of the College's comprehensive review of all policies and with input from the Texas Association of School Boards' Legal and Policy Service, the local policies outlined below is being presented for your review as a first reading.

- **FK (Local) Student Activities** – Proposed edits provide clarification of responsibilities for student activities procedures.
- **FMA (Local) Discipline and Penalties – Discipline Procedure** – Revisions to this policy address parameters and the timeliness of reporting incidents of scholastic dishonesty under existing Board policy.

SUGGESTED MOTION: This being a first reading of local board policies, no action is required.

Collin County Community College District Board of Trustees

2. Organization, Education, and Policy Committee

December 7, 2021

Resource: Monica Velazquez
General Counsel

DISCUSSION ITEM: Second Reading and Consideration of Approval of Local Board Policy

- **CDE (Local) Accounting – Financial Ethics - ADD**

DISCUSSION: As a part of the College’s comprehensive review of all policies and with input from the Texas Association of School Boards’ Legal and Policy Service, the local policy outlined below is being presented for your review as a second reading.

- **CDE (Local) Accounting – Financial Ethics – ADD –**
As a part of the effort to implement the college’s Ethics Hotline, consideration of a policy regarding reports of fraud, waste, abuse, and financial impropriety, with definitions of these terms is recommended.

NEW POLICY

Acts of fraud, waste, abuse or financial impropriety may compromise the College District's mission. All Board members, employees, students, vendors, contractors, agents, consultants, volunteers, and any other parties who are involved with the College District or who conduct business with the College District will act with integrity in duties involving the College District's fiscal resources.

Please Note: See also the following policies regarding conflicts of interest, ethics, and financial oversight:

- Code of Ethics:
 - for Board members—BBF
 - for employees—DH
 - Financial conflicts of interest:
 - for public officials—BBFA
 - for all employees—DBD
 - for vendors—CFE
 - Compliance with state and federal grant and award requirements: CAA, CAAA, CAAB
 - Financial conflicts and gifts and gratuities regarding federal funds: CAA, CAAB
 - Systems for monitoring the College District's investment program: CAK
 - Budget planning and evaluation: CC
 - Compliance with accounting regulations: CDC
 - Criminal history record information for employees: DC
-

Fraud, Waste, Abuse and Financial Impropriety

The College District prohibits fraud, waste, abuse and financial impropriety, as defined below, in the actions of its Board members, employees, students, vendors, contractors, consultants, volunteers, and others seeking or maintaining an employment, business, or other relationship with the College District.

NEW POLICY

Definitions

The following general terms apply for this policy.

- a. Fraud is any false or dishonest act that constitutes fraud under applicable laws, including any intentional deception or willful misrepresentation made by a person with the knowledge that the deception could result in some unauthorized benefit to that person or another person.
- b. Waste is the loss or misuse of government-funded resources that results from deficient practices, system controls, or decisions.
- c. Abuse is the intentional, wrongful, or improper use of government-funded resources or misuse of office, position, or authority that causes the loss or misuse of government-funded resources.
- d. Financial impropriety is a type of financial fraud.

While it is impossible to define every action that could constitute fraud, waste, abuse, or financial impropriety, those acts may include, but are not limited to:

1. Forgery, falsification, or unauthorized alteration of any document or account belonging to the College District.
2. Forgery, falsification, or unauthorized alteration of a check, bank draft, promissory note, securities, or any other financial document of the College District.
3. Forgery, falsification, or unauthorized alteration of any College District student records, employee records, financial records, or insurance records.
4. Misappropriation of funds, securities, supplies, or other College District property or assets, including employee time.
5. Unlawful or fraudulent handling of money or reporting of College District financial transactions.
6. Acceptance or solicitation of any prohibited gift, favor, or service that may tend to influence the employee in the discharge of the employee's official duties.

NEW POLICY

7. Unauthorized destruction, removal, or use of College District records or property.
8. Unauthorized access to or disclosure of confidential, or proprietary information, or intellectual property of the College District.
9. Unauthorized access to or disclosure of investment activities engaged in or contemplated by the College District.
10. Failing to provide financial records required by federal, state, or local entities.
11. Failure to disclose conflicts of interest as required by law or Board policy.
12. Theft or any other willful, dishonest act regarding financial information of the College District.
13. Failure to comply with lawful requirements imposed by law, the awarding government agency, or a pass-through entity for state and federal awards.

Reporting

Anyone who suspects or detects an act prohibited by this policy must report it immediately to a person with authority to investigate that act, including a supervisor, the District President or designee, the Director of Internal Audit, local law enforcement, or as allowed by this policy.

The individual filing the report should not knowingly make false or misleading accusations. The individual or those receiving the report should not alert the suspected individual(s) that an investigation under this policy is underway.

Ethics Hotline

A report of suspected acts of fraud, waste, abuse, or financial impropriety may be filed through a secure and confidential ethics hotline available at: (Information to be entered, when the hotline service provider is selected) or at the toll-free number: (Information to be entered, when the hotline service provider is selected).

State Auditor's Office

A report of suspected acts of fraud, waste, abuse, or financial impropriety may also be made to the Texas State Auditor's Office by

NEW POLICY

any of the methods described on that agency's website at:
<https://sao.fraud.texas.gov/>.

If the College District has reasonable cause to believe that money received from the state or by a contractor of the College District may have been lost, misappropriated, or misused, or that other fraudulent or unlawful conduct in violation of this policy has occurred in relation to the operation of the College District, such matters will be reported to the Texas State Auditor's Office by the Director of Internal Audit as required by Texas Government Code, Section 321.022.

Controls and Oversight

The District President or designee will maintain a system of internal controls to deter and monitor for fraud, waste, abuse or financial impropriety in the College District.

Each employee who supervises or is responsible for preparing College District records, financial reports, or financial transactions will set an example of honest and ethical behavior and will actively monitor their department or area of responsibility for fraud, waste, abuse, and/or financial impropriety.

Confidentiality

Reports of suspected fraud or financial impropriety will be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation will be advised to keep information about the investigation confidential

Non-Retaliation

The College District prohibits and does not tolerate retaliation against any individual who in good faith files a complaint of suspected fraud, waste, abuse, or financial impropriety or cooperates with an investigation of such alleged acts. Engaging in unlawful retaliation may result in disciplinary action, including dismissal.

However, an individual who intentionally files a false complaint, offers false statements, or submits false evidence is not protected by this provision against retaliation, and may be subject to appropriate disciplinary action. Complaints involving alleged violations of this non-retaliation provision can be filed by employees under policy DGBA, by students under FLD, by community members under GB, or using the Ethics Hotline.

NEW POLICY

Investigations

The District President is responsible for ensuring that allegations of fraud, waste, abuse, or financial impropriety are investigated. The District President may assign the complaint to an appropriate designee to investigate. The Director of Internal Audit must provide timely written notification to the District President or designee when a complaint is received from the Ethics Hotline or the State Auditor's Office.

The District President or designee, in coordination with legal counsel and other internal or external departments or agencies as appropriate, will promptly initiate a thorough investigation of reports of potential fraud, waste, abuse, or financial impropriety. Once an investigation is complete, a report that outlines the results of the investigation will be provided to the District President or designee.

If the report involves the Board or District President, an external third party will be retained by the Board to investigate reports of potential fraud, waste, abuse, or financial impropriety. The external third party will conduct a thorough investigation and provide a report that outlines the results of the investigation to the Board Chair or designee.

Response

If an investigation substantiates a report of fraud, waste, abuse, or financial impropriety, the District President or designee will inform the Board of the report, the investigation, and any responsive action taken or recommended by the administration. If recommended or when circumstances warrant, the District President decides, with input from the Board and consultation from legal counsel as needed, (1) whether to report the acts to regulatory or law enforcement authorities, and/or (2) any other appropriate remedial action. In cases involving monetary loss to the College District, the College District may seek to recover lost or misappropriated funds.

If an employee is found to have committed fraud, waste, abuse, or financial impropriety, the District President or designee will take or recommend appropriate disciplinary action, which may include dismissal from employment.

If a contractor or vendor is found to have committed fraud, waste, abuse, or financial impropriety, the College District will take appropriate action, which may include cancellation of the College District's relationship with the contractor or vendor.

Federal Awards Disclosure

The College District will disclose, in a timely manner in writing to the federal awarding agency or pass-through entity, all violations of

NEW POLICY

federal criminal law involving fraud, waste, abuse, or financial impropriety violations potentially affecting a federal grant award. [See CAAB]

Reports and Analysis of Fraud

After any investigation substantiates a report of fraud, waste, abuse, or financial impropriety, the District President or designee will analyze conditions or factors that may have contributed to the fraudulent or improper activity. The District President or designee will determine if current administrative procedures are appropriate. If deemed necessary, improved procedures will be developed and implemented to prevent future misconduct. These new or remedial measures will be presented to the Board.

An information item will be included in the Board report at the end of each fiscal year with a summary of the number of reports received and investigated.

Collin County Community College District Board of Trustees

2021-12-X

December 7, 2021

Resource: Monica Velazquez
General Counsel

- AGENDA ITEM:** Report Out of the Organization, Education, and Policy Committee, Second Reading and Consideration of Approval of Local Board Policy
- **CDE (Local) Accounting – Financial Ethics - ADD**
- DISCUSSION:** The Organization, Education, and Policy Committee reviewed all policies presented in this item. The Organization, Education, and Policy Committee Chair will report out a recommendation at the December 7, 2021 regular meeting of the Board of Trustees.
- PROPOSED CHANGES:** As a part of the College’s comprehensive review of all policies and with input from the Texas Association of School Boards’ Legal and Policy Service, the local policy outlined below is being presented for your approval.
- **CDE (Local) Accounting – Financial Ethics – ADD –**
As a part of the effort to implement the college’s Ethics Hotline, consideration of a policy regarding reports of fraud, waste, abuse, and financial impropriety, with definitions of these terms is recommended.
- DISTRICT PRESIDENT’S RECOMMENDATION:** The District President recommends approval of the local board policy as outlined above.
- SUGGESTED MOTION:** This item may come as a motion and second out of committee. A suggested motion would be, “Mr. Chairman, I make the motion that the Board of Trustees of Collin County Community College District approves the local board policy.”