



**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, August 23, 2022, 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**

- CIA (Local) Equipment and Supplies Management – Records Management
- DHA (Local) Employee Standards of Conduct – Searches and Alcohol/Drug Testing (RENAMED)
- DHB (Local) Child Abuse and Neglect Reporting (RENAMED and REVISED)

**2. Second Reading and Consideration of Approval of Local Board Policies**

- CJ (Local) Transportation Management
- ECC (Local) Instructional Arrangements – Course Load and Schedules
- EFA (Local) Curriculum Design – Instructional Programs and Courses
- EFB (Local) Curriculum Design – Degrees and Certificates

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**Collin County Community College District Board of Trustees**

1. Organization, Education, and Policy Committee

August 23, 2022

Resource: Kim Davison  
Chief of Staff

**DISCUSSION ITEM:**

First Reading of Local Board Policies

- **CIA (Local)** Equipment and Supplies Management – Records Management
- **DHA (Local)** Employee Standards of Conduct – Searches and Alcohol/Drug Testing (RENAMED)
- **DHB (Local)** Child Abuse and Neglect Reporting (RENAMED and REVISED)

**DISCUSSION:**

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

- **CIA (Local)** Equipment and Supplies Management – Records Management – Adds section for the development of retention procedures for electronic documents.
- **DHA (Local)** Employee Standards of Conduct – Searches and Alcohol/Drug Testing (RENAMED) – Renamed policy without any revisions.
- **DHB (Local)** Child Abuse and Neglect Reporting (RENAMED and REVISED) – Renamed policy with updates required by law for child abuse and neglect reporting obligations.

The Chief Student Success Officer will oversee the performance of records management functions prescribed by state and federal law:

- Records ~~administrator~~**Administrator**, as prescribed by Local Government Code 176.001 and 176.~~0065.007~~ [See BBFA, CIA, and CFE]
- Officer for ~~public information~~**Public Information**, as prescribed by Government Code 552.201–.205. [See GCB]
- Public ~~information coordinator~~**Information Coordinator**, as prescribed by Government Code 552.012. [See BBD]

**Local Government  
Records Act**

Local Government  
Record

Records  
Management  
Officer

The term “local government record” will pertain to all items identified as such by the Local Government Records Act.

The District Registrar or Manager of Records Systems will serve as and perform the duties of the College District’s records management officer, as prescribed by Local Government Code 203.023, and will 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 will file ~~the officer’s~~**his or her** name with the Texas State Library and Archives Commission (TSLAC) within 30 days of assuming the position.

Electronic Records

The records management officer will develop procedures for the management of electronic records that comply with the College District’s records control schedules and meet the minimum components required by law.

The procedures will:

1. Specify the objectives of the electronic records management program;
2. Identify the responsibilities of employees who create, receive, or maintain electronic records;
3. Ensure the maintenance of electronic records until the expiration of the applicable retention period and final disposition; and
4. Ensure that electronic records that must be protected from unauthorized use or disclosure are appropriately protected as required by law, regulation, or other applicable requirements.

EQUIPMENT AND SUPPLIES MANAGEMENT  
RECORDS MANAGEMENT

CIA  
(LOCAL)

**Records Control  
Schedules**

The records management officer will prepare and file records control schedules with the TSLAC that comply with the minimum legal retention requirements for local government records and will prepare and file timely amendments to maintain compliance.

**Website Postings**

The College District's records management program will 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 will be considered College District property, and any unauthorized destruction or removal will be prohibited. The College District will follow its records control schedules, records management program, and all applicable laws regarding records destruction. However, the College District will preserve records, including electronically stored information, and suspend routine record destruction practices where appropriate and in accordance with procedures developed by the records management officer. Such procedures will describe the circumstances under which local government records scheduled for destruction must be retained. Notification will be given to appropriate staff when routine record destruction practices must be suspended and when they may be resumed.

**Training**

The records management officer will receive appropriate training regarding the Local Government Records Act and will 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.

## **RENAMED POLICY**

**CONTENT HEREIN FOR NEW DHA(LOCAL) IS RELOCATED FROM EX-  
ISTING DHB(LOCAL) WITHOUT REVISIONS**

### **Reasonable Suspicion Searches**

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

### **Reasonable Suspicion Alcohol and Drug Testing**

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

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

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

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

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### **Federally Required DOT Testing Program**

In accordance with DOT rules, the College District will establish an alcohol and controlled substances testing program to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by the drivers of commercial motor vehicles. The primary purpose of the testing program is to prevent impaired employees from performing safety-sensitive functions.

The District President will designate a College District official who will be responsible for ensuring that information is disseminated to employees covered under this testing program regarding prohibited

## **RENAMED POLICY**

**CONTENT HEREIN FOR NEW DHA(LOCAL) IS RELOCATED FROM EX-  
ISTING DHB(LOCAL) WITHOUT REVISIONS**

driver conduct, alcohol and controlled substances tests, and the consequences that follow positive test results.

### Drug-related Violations

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

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

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

### Alcohol Results Between 0.02 and 0.04

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

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

### Reasonable Suspicion DOT Testing

Only supervisors specifically trained in accordance with federal regulations may, based upon reasonable suspicion, remove a

## **RENAMED POLICY**

**CONTENT HEREIN FOR NEW DHA(LOCAL) IS RELOCATED FROM EX-  
ISTING DHB(LOCAL) WITHOUT REVISIONS**

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

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

### College District- Imposed Consequences

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

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

## RENAMED AND REVISED POLICY

CONTENT HEREIN FOR NEW DHB(LOCAL) IS RELOCATED FROM EX-  
ISTING DHC(LOCAL) WITH REVISIONS REFLECTED

### Reporting

Any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a responsibility under state law to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking of a child. For purposes of this policy, the term "child" is defined in state law as a person younger than 17 years of age.

A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of the crime of indecency with a child has an additional legal obligation to submit a written or oral report within 48 hours after the professional first has reasonable cause to believe the abuse or neglect has occurred or may be occurring. A "professional" is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

A person is also required to make a report if the person has reasonable cause to believe that an adult was a victim of abuse or neglect as a child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or of an elderly or disabled person.

### Making a Report

Reports may be made to any of the following:

1. A state or local law enforcement agency;
2. The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) at (800) 252-5400 or the [Texas Abuse Hotline Website](#);
3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas

## **RENAMED AND REVISED POLICY**

CONTENT HEREIN FOR NEW DHB(LOCAL) IS RELOCATED FROM EXISTING DHC(LOCAL) WITH REVISIONS REFLECTED

	<p>Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility.</p> <p>An individual does not fulfill the person's responsibilities under the law by only reporting suspicion of abuse or neglect to the District President or another College District staff member. The College District will not require an employee to first report the employee's suspicion to a College District or campus administrator.</p>
Confidentiality	<p>In accordance with state law, the identity of a person making a report of suspected child abuse or neglect will be kept confidential and disclosed only in accordance with the rules of the investigating agency.</p>
Immunity	<p>A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.</p>
Failure to Report	<p>By failing to report suspicion of child abuse or neglect, an employee:</p> <ol style="list-style-type: none"><li>1. May be placing a child at risk of continued abuse or neglect;</li><li>2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report; and</li><li>3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment.</li></ol> <p>It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.</p>
<b>Responsibilities Regarding Investigations</b>	<p>In accordance with law, College District officials will be prohibited from:</p> <ol style="list-style-type: none"><li>1. Denying an investigator's request to interview a child on campus in connection with an investigation of child abuse or neglect;</li><li>2. Requiring a parent or College District employee be present during the interview; or</li><li>3. Coercing someone into suppressing or failing to report child abuse or neglect.</li></ol>

EMPLOYEE STANDARDS OF CONDUCT  
CHILD ABUSE SEARCHES AND NEGLECT REPORTING/ALCOHOL/DRUG  
TESTING

DHB  
(LOCAL)

**RENAMED AND REVISED POLICY**

CONTENT HEREIN FOR NEW DHB(LOCAL) IS RELOCATED FROM EX-  
ISTING DHC(LOCAL) WITH REVISIONS REFLECTED

College District personnel will cooperate fully and without parental consent with an investigation of reported child abuse or neglect.

**Adverse  
Employment Action  
Prohibited**

The College District prohibits any adverse employment action, including termination or discrimination, against any employee who in good faith reports child abuse or neglect or participates in a related investigation.

**Training**

The College District will provide training to employees as required by law. Training will address reporting requirements and techniques to prevent and recognize sexual abuse, trafficking, and all other maltreatment of children.

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<sup>i</sup> Texas Abuse Hotline Website: <https://www.txabusehotline.org>

**Collin County Community College District Board of Trustees**

2022-08-2-X

August 23, 2022

Resource: Kim Davison  
Chief of Staff

**AGENDA ITEM:**

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

- **CIA (Local)** Equipment and Supplies Management – Records Management
- **DHA (Local)** Employee Standards of Conduct – Searches and Alcohol/Drug Testing (RENAMED)
- **DHB (Local)** Child Abuse and Neglect Reporting (RENAMED and REVISED)

**DISCUSSION:**

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**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

August 23, 2022

Resource: Kim Davison  
Chief of Staff

**DISCUSSION ITEM:** Second Reading and Consideration of Approval of Local Board Policies

- **CJ (Local)** Transportation Management
- **ECC (Local)** Instructional Arrangements – Course Load and Schedules
- **EFA (Local)** Curriculum Design – Instructional Programs and Courses
- **EFB (Local)** Curriculum Design – Degrees and Certificates

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

- **CJ (Local) Transportation Management –** Recommends a section title change to reference both employee and student travel
- **ECC (Local) Instructional Arrangements – Course Load and Schedules –** Recommends clarifying language regarding a disaster declaration’s impact on students dropping classes
- **EFA (Local) Curriculum Design – Instructional Programs and Courses –** Adds language to clarify that peer review is conducted by faculty
- **EFB (Local) Curriculum Design – Degrees and Certificates –** Adds language to clarify that degrees and certificates offered by the college are developed by faculty

**Employee and  
Student Travel  
Arrangements**

**Travel Arrangements**

College District employees ~~shall~~will not transport student(s) in a personal vehicle or in a College District vehicle for College District-sponsored functions without advanced written approval from the appropriate administrator. Travel arrangements for student groups ~~shall~~will be made in accordance with administrative regulations.

**Driver Requirements**

Only College District employees or contracted transportation company drivers of the College District ~~shall~~will be authorized as drivers for College District vehicles.

A driver who is transporting students in College District-owned or -leased vehicles must:

1. Be an employee of the College District or be a contracted transportation company driver of the College District.
2. Hold a valid driver's license appropriate for the vehicle to be driven. A driver of a commercial motor vehicle must have a commercial driver's license.
3. Have an acceptable driving record.

**Safety Standards**

An individual on College District business, whether in a personal vehicle or in a College District-owned or -leased vehicle, ~~shall~~will:

1. Adhere to all rules and regulations concerning the proper operation of the vehicle.
2. Abide by all federal, state, and local motor vehicle regulations, laws, and ordinances.
3. Ensure that the number of passengers does not exceed the designed capacity of the vehicle and that all passengers are secured by safety belts, if provided.
4. Not operate a vehicle when the ability of the driver is impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue, or injury.
5. Not text on a mobile device while operating a vehicle.

**Driver Fatigue**

If a driver experiences any signs of fatigue, he or she must take a break or be replaced by another qualified driver. Driving breaks are required at reasonable intervals.

**Limitation on  
Number of Dropped  
Courses**

A College District student will not be permitted to drop more than six courses taken while enrolled at the College District or 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 will 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;
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 that~~ significantly ~~affect~~affects 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).]

INSTRUCTIONAL ARRANGEMENTS  
COURSE LOAD AND SCHEDULES

ECC  
(LOCAL)

Exception for  
Reenrolled  
Students

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

Exception for  
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 will develop procedures to implement this policy.

**Curriculum  
Development  
Process**

The process for curriculum development used by the College District is prescribed by several different but connected procedures. At all times the guidelines prescribed by the Texas Higher Education Coordinating Board (THECB) ~~shall~~will be followed.

The College District ~~shall~~will have a faculty peer review process to review courses and program additions, deletions, or revisions. ~~The Board shall~~will approve all. All new programs and program deletions are subject to Board approval.

~~The Board will approve the d~~ Degrees and certificates to be awarded by the College District are subject to Board approval. The degrees and certificates offered by the College District as developed by faculty, and the associated recommended course sequences approved by the College District administration will be described in the College District catalog and on the College District website.

**Collin County Community College District Board of Trustees**

2022-08-2-X

August 23, 2022

Resource: Kim Davison  
Chief of Staff

**AGENDA ITEM:**

Report Out of the Organization, Education, and Policy Committee, Second Reading and Consideration of Approval of Local Board Policies

- **CJ (Local)** Transportation Management
- **ECC (Local)** Instructional Arrangements – Course Load and Schedules
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- **EFB (Local)** Curriculum Design – Degrees and Certificates

**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 August 23, 2022 regular meeting of the Board of Trustees.

**PROPOSED CHANGES:**

As a part of the College's comprehensive review of all policies and with updates and recommendations from the Texas Association of School Boards' Legal and Policy Service, the local policies outlined below are being presented for your approval.

- **CJ (Local) Transportation Management –** Recommends a section title change to reference both employee and student travel
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- **EFB (Local) Curriculum Design – Degrees and Certificates –** Adds language to clarify that degrees and certificates offered by the college are developed by faculty

**DISTRICT PRESIDENT'S  
RECOMMENDATION:**

The District President recommends approval of the Local Board Policies 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 Policies."

DRAFT