



**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 (Collins, Gomel, Orr) at 8:30 a.m. on Friday, April 26, 2024, 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. Second Reading and Consideration of Approval of Local Board Policy  
DEE (Local) Compensation and Benefits – Expense Reimbursement

*Andrew P. Hardin*  
*Chair, Board of Trustees*

**iCollin**

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

2. Organization, Education, and Policy Committee

April 26, 2024

Resource: Monica Velazquez  
General Counsel

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

- **DEE (Local)** Compensation and Benefits – Expense Reimbursement

**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 policy outlined below is being presented for your approval.

- **DEE (Local)** Compensation and Benefits – Expense Reimbursement – Recommended revisions address changes in international travel policies which must be tied to approved master plan/strategic plan goals, eliminate the 3-year limit on the frequency of international travel, and clarify that all requests for international travel are approved by the District President or designee.

COMPENSATION AND BENEFITS  
EXPENSE REIMBURSEMENT

DEE  
(LOCAL)

Employees are encouraged to keep abreast of the latest trends in education, to grow professionally, and to work cooperatively with other professionals both inside and outside the College. To this end, employees may make professional trips from time to time. Reimbursement for such trips will be made within established guidelines and budget constraints.

Employees whose duties require travel within the College will also be entitled to reimbursement consistent with the College's procedures and guidelines for faculty and staff.

**Professional  
Trips**

Employees will be allowed to attend professional meetings that pertain to their respective areas of responsibility, subject to the following criteria:

1. The money to be expended falls within the budget amounts previously approved by the Board. Funds will be provided in the budget for the purpose of underwriting the cost of travel and per diem expenses on a departmental basis.
2. The trip is approved by the immediate supervisor, appropriate vice president, provost, or -for international travel, by the District President or designee.

**Reimbursement**

Employees will be reimbursed for reasonable travel expenses in accordance with the College's business procedures.

**In-District Travel**

For purposes of the in-College travel policy, the following definitions will apply:

1. Employees will be defined as full-time employees of the College.
2. Multiple assignments will be defined as assignments that in any one day require the employee to start the workday at one location and travel to a subsequent location(s) to meet the College's needs. The concept of multiple assignments refers to a full-time assignment only and specifically excludes the part-time overload or extra service assignment that may be worked by full-time employees.
3. Committee and special assignments will be defined as being integral to the operation of the College. These assignments are established by the vice president, provost, or District President; examples are curriculum advisory board, all College council meetings, and search committees.

Employees who serve on College committees or serve on special College assignments will be reimbursed at the standard approved

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EXPENSE REIMBURSEMENT

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rate per mile in accordance with the College's business procedures.

Travel for employees for specially funded programs will be governed by the terms of that program contract but will not exceed the approved travel rate for the College.

**International Travel**

Purpose

International travel will be authorized **by the District President or designee** for the primary purpose of increasing the academic and/or civic experience offered to College students and enhancing the value of the faculty and staff's contribution to the College's strategic goals.

Definition

International travel must ~~have-serve a~~ College benefit or an approved master plan/strategic goals of the College.

International travel is defined as any approved College-related trip during or outside of usual working hours taking place anywhere outside of North America. College employees may be approved to travel with the College for a variety of reasons provided they are effectively tied to the master plan/strategic goals of the College. International travel will be an authorized expenditure under the College's annual operating budget. [See CC(LEGAL)]

Behavior

All employees will adhere to the Employee Standards of Conduct. [See DH(LOCAL)]

Conflicts of Interest

All College employees will adhere to the conflicts of interest provisions found in Board policies. [See DBD]

Eligibility

For the purposes of international travel, only full-time employees will be eligible. An otherwise eligible employee, whose position is funded by an external grant or contract, will be ineligible for international travel unless such travel is required and funded by the grant or contract.

International travel will not be considered as an individual professional development right or deferred compensation.

**Frequency**

**With the exception of travel for performance, competition, or in support of student activities, international travel will be restricted to once every three years for an individual.**

Funding

Any employee who voluntarily terminates full-time employment with the College prior to 12 months following the completion of the international travel will have a prorated portion of the travel expenses (including registration fees, hotels, meals, and transportation costs) deducted from his or her final payroll check to the extent permitted by law. If insufficient funds exist to repay the amount due through

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payroll deduction, the prorated amount due to the College must be repaid through a personal check or equivalent.

**Risk Assessments** Country risk assessment reports are required for all countries to be visited regardless of security ratings. A State Department risk assessment must be provided with the application and resubmitted within 30 days of departure.

Employees or any other individuals authorized to travel, including students, will not be allowed to travel to countries for which a travel advisory has been issued by the State Department of the United States of America. Information regarding current State Department advisories can be found on its [website](#)<sup>1</sup>.

**Release** In consideration of the College authorizing international travel for a College employee and other consideration, the College employee will execute a written release prior to beginning the travel, releasing the College and its trustees, officers, employees, and agents from any liability, claims, causes of action, and damages, known or unknown, in connection with or related to the international travel authorized by the College. The form of the release will be approved by the College.

**Limitations** Requests for international travel will be within budget and will reflect a direct benefit to the College's students.

**Application** Applications will be submitted a minimum of three months prior to the planned travel dates; exceptions to the application period will require approval from the appropriate leadership team member.

All proposals will be submitted to the appropriate dean, director, or immediate supervisor, using the International Travel form. Applications recommended for approval will be submitted by the appropriate dean, director, or immediate supervisor to be evaluated by a review committee consisting of one academic dean on each campus and at least two other administrators within the College. Applications recommended for approval by the review committee will be submitted to the appropriate leadership team member.

**Approval** Subject to the limitations specified in this policy, and upon the recommendation of the review committee and the appropriate leadership team member, the District President or designee may authorize international travel. The decision of the District President or designee is final.

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<sup>1</sup> State Department Travel Advisories: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

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

2024-04-X

April 26, 2024

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

- **DEE (Local)** Compensation and Benefits – Expense Reimbursement

**DISCUSSION:** The Organization, Education, and Policy Committee reviewed the policy presented in this item. The Organization, Education, and Policy Committee Chair will report out a recommendation at the April 26, 2024 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 policy outlined below is being presented for your approval.

- **DEE (Local)** Compensation and Benefits – Expense Reimbursement – Recommended revisions address changes in international travel policies which must be tied to approved master plan/strategic plan goals, eliminate the 3-year limit on the frequency of international travel, and clarify that all requests for international travel are approved by the District President or designee.

**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.”