



**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 (Hardin, Adcock, Orr) at 4:30 p.m. on Tuesday, June 23, 2026, in Conference Room 400C 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

Technical Campus  
Allen, Texas

Wylie Campus

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[www.collin.edu](http://www.collin.edu)

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**PUBLIC COMMENT**

**REVIEW AND DISCUSSION ITEMS**

**1. First Reading of Local Board Policies**

- CAK (Local) Appropriations and Revenue Sources –Investments
- DHB (Local) Employee Standards of Conduct – Child Abuse and Neglect Reporting
- EFAA (Local) Add Instructional Programs and Courses – Academic Courses
- EFB (Local) Curriculum Design – Degrees and Certificates
- FFDB (Local) Freedom from Discrimination, Harassment, and Retaliation – Other Protected Characteristics
- FLBE (Local) Student Conduct – Alcohol and Drug Use

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

- CS (Local) Information Security
- DCA (Local) Employment Practices – Term Contracts
- DEA (Local) Compensation and Benefits – Compensation Plan
- DLA (Local) Employee Performance – Evaluation
- FB (Local) Admissions
- FDA (Local) Tuition and Fees – Residency (ADD)

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

1. Organization, Education, and Policy Committee

June 23, 2026

Resource: Monica Velazquez  
General Counsel

**DISCUSSION ITEM:** First Reading of Local Board Policies

- **CAK (Local)** Appropriations and Revenue Sources – Investments
- **DHB (Local)** Employee Standards of Conduct – Child Abuse and Neglect Reporting
- **EFAA (Local)** Add Instructional Programs and Courses – Academic Courses
- **EFB (Local)** Curriculum Design – Degrees and Certificates
- **FFDB (Local)** Freedom from Discrimination, Harassment, and Retaliation – Other Protected Characteristics
- **FLBE (Local)** Student Conduct – Alcohol and Drug Use

**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.

- **CAK (Local)** Appropriations and Revenue Sources – Investments - Recommended revisions based on the annual review of the investment policy with updates required by changes in law or other investment requirements.
- **DHB (Local)** Employee Standards of Conduct – Child Abuse and Neglect Reporting - Revisions reflecting an update in law for a reporting deadline for professionals from 48 hours to 24 hours and clarifying obligations related to trafficking, adult disclosures, and reporting procedures.
- **EFAA (Local)** Add Instructional Programs and Courses – Academic Courses - New policy that establishes Board-approved oversight of the core/general education curriculum, including a required five-year comprehensive review, annual reporting of changes, and other statutory requirements.

- **EFB (Local)** Curriculum Design – Degrees and Certificates - Revisions related to adding Board approval for degrees/certificates and establishing a five-year review process for low-enrollment certificate programs - requiring workforce data and approval for any consolidation or elimination decisions.
- **FFDB (Local)** Freedom from Discrimination, Harassment, and Retaliation – Other Protected Characteristics - Proposed minor revision updating the name of the ADA/Section 504 Coordinator for Employees.
- **FLBE (Local)** Student Conduct – Alcohol and Drug Use - Proposed minor updates to clarify exceptions for prescription drugs which would not be considered a violation of state law.

APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

CAK  
(LOCAL)

<b>Purpose Statement</b>	The College District is required under the Public Funds Investment Act (PFIA) Chapter 2256, Texas Government Code, to adopt a written investment policy. The College District is required to comply with the investment policy as approved by the Board in accordance with the standard of care as set forth in Chapter 2256.006, Texas Government Code.
<b>Statement of Intent</b>	The College District will invest public funds in a manner that provides the maximum security while meeting the daily cash flow demands of the College District, providing maximum potential interest earnings, and conforming to all state and local statutes governing the investment of public funds.
<b>Scope</b>	This investment policy applies to all financial assets of the College District. All funds are accounted for in the College District's Annual Financial and Compliance Report.
<b>Prudence</b>	<p>Investments will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.</p> <p>The standard of prudence to be used by investment officers will be the "prudent person" standard and will be applied in the context of managing the overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence will be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.</p> <p>Prudent measures will be used to liquidate any investment that is downgraded to less than the required minimum rating.</p>
<b>Objectives</b>	<p>The primary objectives, in priority order, of the College District's investment activities will be:</p> <ol style="list-style-type: none"><li>1. Safety: Safety of principal is the foremost objective of the College District's investment program. Investments of the College District will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.</li><li>2. Liquidity: The College District's investment portfolio will remain sufficiently liquid to enable the College District to meet all operating requirements that might be reasonably anticipated.</li></ol>

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3. Return on Investments: The College District's investment portfolio will be designed with the objective of attaining a reasonable market yield throughout budgetary and economic cycles commensurate with the College District's investment risk constraints and the cash flow characteristics of the portfolio.

**Designated Officers**

The College District's chief financial officer and designee(s) as authorized by the District President are expressly authorized by the Board to cause the investment of all available College District funds consistent with this policy and are therefore designated as the investment officers. Because of the various duties and responsibilities related to managing the investment portfolio, the College District's designated investment officers may delegate specific support duties and responsibilities to the revenues and receivables accountant. No person may engage in an investment transaction except as provided under the terms of this policy.

The College District may contract with a Securities and Exchange Commission (SEC)-registered investment adviser for non-discretionary management of the portfolio.

**Ethics and Conflicts of Interest**

Officers and employees involved in the investment process will refrain from personal business activity that could conflict with proper execution of the College District's investment program or that could impair their ability to make impartial investment decisions. Investment officers who have a personal business relationship with a business organization seeking to sell investments to the College District will file a statement disclosing the relationship to the College District's Board. Any material financial interests in financial institutions that conduct business with the College District, as well as any personal financial/investment positions that could be related to or have an impact upon the performance of the College District's portfolio, will be disclosed.

Additionally, any investment officer who is related within the second degree by affinity or consanguinity, as determined under Chapter 573, to an individual seeking to sell an investment to the College District will file a statement disclosing that relationship to the Texas Ethics Commission. A personal business relationship for this disclosure is defined as:

1. Owning ten percent or more of the voting stock or shares of the business organization or owning \$5,000 or more of the fair market value of the business organization;
2. Receiving funds from the business organization exceeding ten percent of gross income for the previous year; or

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3. Acquiring from the business organization during the previous year investments with a book value of \$2,500 or more for a personal account.

**Sellers of  
Investments**

The firm, representatives of brokers/dealers, and representatives with distributors of investment pools will be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC), and be in good standing with the Financial Industry Regulatory Authority (FINRA). Distributors of investment pools will also be registered in good standing with the Municipal Securities Rulemaking Board (MSRB). ~~A copy of the policy will be sent to every authorized broker/dealer.~~

**Authorized Financial  
Dealers and  
Institutions**

The College District will maintain a list of qualified brokers/dealers authorized to engage in investment transactions. The Board will annually review, revise, and adopt this list of qualified brokers.

~~All approved brokers must have completed a College District broker/dealer questionnaire and will be sent a copy of the investment policy for their records.~~

~~Approved brokers will have a current financial statement on file and, if applicable, will have executed a Master Repurchase Agreement.~~

The District's current investment adviser maintains the brokerage compliance files for the District, and will provide the list of brokers/dealers to the District annually for review and adoption.

Local government pools and SEC registered investment advisers utilized by the College District will be sent a copy of the policy and must certify that they have reviewed that policy.

**Authorized  
Investments**

The College District will pursue a conservative, proactive approach to investment activity, including bond proceeds and pledged revenue to the extent allowed by law, and although other investments may be authorized by law, the College District may invest only in investments authorized by the Board as listed below:

1. Treasury bills, treasury notes, and treasury bonds of the United States and other direct obligations of the agencies and instrumentalities of the United States.
2. Federal Deposit Insurance Corporation (FDIC) insured or collateralized time or demand deposits issued by a state or national bank domiciled in this state that are:
  - a. Insured by the FDIC or its successor; or
  - b. Secured by obligations described by the Public Funds Collateral Act, Chapter 2257.

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3. Fully collateralized repurchase agreements, as expressly defined in Section 2256.011, Texas Government Code.
4. Local government investment pools approved by the College District's Board, by resolution, with a continuous rating of no lower than AAA or an equivalent rating by at least one nationally recognized rating service, and striving to maintain a \$1 net asset value.
5. AAA-rated money market mutual funds meeting the following criteria:
  - a. The fund must be registered with and regulated by the SEC;
  - b. The fund must have a dollar-weighted average stated maturity of not more than 60 days;
  - c. An established objective of the fund must be to maintain a stable net asset value of \$1 for each share;
  - d. The fund must comply with SEC Rule 2a-7; and
  - e. The fund must meet all requirements of the Texas Public Funds Investment Act, as amended.
6. Domestic commercial paper rated A1/P1 or equivalent with a maximum maturity of ~~270~~365 days.
7. Obligations of states, agencies, counties, cities, and other political subdivisions of any U.S. state rated A or equivalent by a nationally recognized investment rating agency.
8. FDIC-insured brokered certificates of deposit securities issued by any bank in the U.S. delivery-versus-payment (DVP) to the College District's safekeeping agent.
9. Share certificates of credit unions domiciled in the state insured by the National Credit Union Insurance Fund.
10. Interest bearing accounts in any bank in Texas, FDIC insured or collateralized in accordance with this policy.

**Prohibited  
Investments**

The College District is strictly prohibited from investing in any of the following collateralized mortgage obligations (CMO):

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.

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2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
3. Collateralized mortgage obligations that have a stated final maturity date of greater than ten years.
4. Collateralized mortgage obligations that have interest rates determined by an index that adjusts opposite to the changes in a market index.

**Collateralization**

Collateralization will be required on all bank time or demand deposits and repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102 percent of market value of principal and accrued interest. The custodian will be independent and outside the holding company of the pledging institution or repurchase agreement counter-party.

Acceptable collateral for depository time and demand deposits includes only:

- Obligations of the U.S. government, its agencies, and instrumentalities;
- Obligations of or guaranteed by state and local governmental entities if rated "A" or better; and
- FHLB letters of credit.

Acceptable collateral for repurchase agreements includes only:

- Obligations of the U.S. government, its agencies, and instrumentalities; and
- Obligations of or guaranteed by state and local governmental entities if rated "A" or better.

All these securities are authorized by the Public Funds Collateral Act, Chapter 2257, Texas Government Code.

Additional collateral may be pledged or purchased as required, released as it is not needed, and substituted, if necessary, with the written consent of the investment officer.

**Safekeeping**

All security transactions, including collateral for repurchase agreements, entered into by the College District will be conducted on a DVP basis. Securities owned by the College District will be held by a College District contracted third-party safekeeping institution. Safekeeping receipts and clearance documents will be required for

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all securities purchased or sold by the College District and held in safekeeping by an authorized third party.

**Diversification**

Diversification by investment maturity based on cash flow needs will reduce the impact of adverse market fluctuations.

**Maximum Maturities**

To the extent possible, the College District will attempt to match its investments with anticipated cash flow requirements except the College District will not invest in securities maturing more than 60 months from the date of purchase.

The maximum dollar weighted average maturity of the total portfolio will not exceed 36 months.

**Internal Controls**

Duties related to investment activities will be delegated so that segregation of duties will be maintained with respect to purchasing, recording, authorizing, and reconciling investment accounts. The College District's designated investment officers will be responsible for all investment decisions. Written signature authorization of two of the aforementioned investment officers will be required to execute all investment purchases or sales.

As part of the annual financial audit, the external auditors will perform a compliance audit of management controls on investments and adherence to investment policies and procedures.

**Delivery Versus Payment**

All security transactions (with the exception of pool or money funds) by the College District will be settled "delivery versus payment." That is, the College District authorizes the safekeeping institution to release its funds only after a purchased security has been received by the institution.

**Competitive Bidding Required**

All investments will be purchased or sold on a competitive basis with bids or offers from a minimum of three College District authorized brokers/dealers for the best yield and maturity. New issue agencies must be compared to comparable securities as a competitive bid.

**Monitoring Credit Ratings**

The investment officer or investment adviser will monitor, on no less than a weekly basis, the credit rating on all authorized investments in the portfolio based upon independent information from a nationally recognized rating agency. If any security falls below the minimum rating required by policy, the investment officer or adviser will notify the CFO of the loss of rating, conditions affecting the rating, and possible loss of principal with liquidation options available, within five days after the loss of the required rating.

**Loss of Credit Rating**

The College District will monitor the credit ratings on securities that require minimum ratings. This may be accomplished through staff

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research or with the assistance of brokers/dealers, banks, safe-keeping agents, advisers, or other independent sources. In the event that the credit rating of any security falls below the minimum required rating, the College District will take all prudent measures that are consistent with its policy to liquidate the investment.

The College District is not required to liquidate investments that were authorized investments at the time of purchase. [See 2256.017]

Monitoring FDIC  
Coverage

The investment officer or investment adviser will monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered CDs owned by the College District based upon information from the FDIC. If any bank has been acquired, or merged with another bank in which brokered CDs are owned, the investment officer or adviser will immediately liquidate any brokered CD and/or interest-bearing investments that place the College District above the FDIC insurance level.

**Reporting**

Not less than quarterly, a written report of investment transactions for all funds will be prepared and signed by the investment officers and will be submitted to the Board. Reports will be prepared in accordance with requirements as specified in Section 2256.023, Texas Government Code. The quarterly written reports will be reviewed annually during the compliance audit of an independent auditor with the results reported to the Board.

**Market Price**

The investment portfolio will be marked to market monthly. Pricing information will be obtained from sources deemed independent and comparable by the associate vice president of accounting and financial reporting or the associate vice president/controller. If the price of a security is not available, the price may be estimated by analyzing similar securities' market values (matrix pricing).

**Training**

The College District's chief financial officer, the deputy chief financial officer, and, the associate vice president controller of accounting and financial reporting, and the associate vice president/controller, being designated by the Board as the investment officers for the College District, will receive ten-five hours of instruction in accordance with the PFIA of the State of Texas within the first 126 months of assuming the position. Every succeeding two years the officers will receive at least ten-five additional hours of training relating to investment responsibility from an independent source approved by the Board.

**Investment Policy  
Review and  
Adoption**

The College District's investment policy will be adopted by written resolution of the Board stating that the Board has reviewed the investment policy and strategy and will include any changes made to either. The investment policies and strategies will be reviewed by

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the Board not less than annually. All revisions will be formally approved by the Board.

**Investment Strategy**

The College District maintains portfolios that use four specific investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolio(s). ~~The weighted average maturity of the overall portfolio will not exceed one year.~~

Strategies for the investment of College District funds will address:

1. Investment suitability as it relates to the financial requirements and credit concerns of the College District;
2. Preservation and safety of principal to ensure that capital losses are avoided whether they be from defaults or erosion of market value;
3. Liquidity to the extent needed to pay the College District's obligations as they become due;
4. Investment marketability provided the need arises for the College District to liquidate the investment prior to its maturity date, although securities of all types are purchased with the intention of holding until maturity;
5. Investment diversification by maturity and market sector; and
6. Yield to attain the best yield on investments, while considering risk constraints and cash flow needs; the basis or benchmark used to determine whether market yields are being achieved will be the one-year Treasury Bill chosen for its comparability to the portfolio's maximum weighted average maturity.

Operating Fund

The primary objective of the investment strategy for the operating fund will be to ensure that anticipated cash flows are matched with adequate investment liquidity. Maturities will be staggered to meet operating expenditures, based on known and projected cash flows and market conditions. The number of months stated in this policy is the maximum maturity for the securities in the portfolio.

Building Fund

The primary objective of the investment strategy for the building fund will be to ensure that maturities are matched with anticipated cash flows. Maturities will be staggered so that they coincide with estimated draw down dates based on construction schedules and estimated project completion dates.

Debt Service Fund

The primary objective of the investment strategy for the debt service fund will be to ensure that investment liquidity is adequate to

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cover each succeeding debt service obligation on the required payment date. No investments may be made that exceed the next unfunded debt service payment date.

Debt Service  
Reserve Funds

Debt service reserves have no anticipated expenditures. The funds are deposited to provide annual debt service payment protection to bond holders. Market conditions and arbitrage regulation compliance determine the advantage of security diversification and liquidity. Generally, if investment rates exceed the applicable arbitrage yield for a specific bond issue, the College District is best served by locking in investment maturities and reducing liquidity. If the arbitrage yield cannot be exceeded, the concurrent market conditions will determine the attractiveness of locking in maturities or investing shorter and anticipating future increased yields. Managing the portfolios maturities to not exceed the call provisions of the bond issue will reduce the investment's market risk if the College District's bonds are called and the reserve fund liquidated. No investment maturity will exceed the maximum amount stated earlier in this policy. All portfolio investments will be in compliance with bond covenants and insurance requirements of all bond issues.

## 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~~24 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.

### Oral Reports

As required by law, an oral report made to the Texas Department of Family and Protective Services (DFPS) is recorded.

### Making a Report

Reports may be made to any of the following:

1. A ~~state or local~~ law enforcement agency, as defined by law;
2. The Child Protective Services (CPS) division of DFPS at (800) 252-5400 or the [Texas Abuse Hotline Website](#)<sup>1</sup>;
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 Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility.

EMPLOYEE STANDARDS OF CONDUCT  
CHILD ABUSE AND NEGLECT REPORTING

DHB  
(LOCAL)

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.

In accordance with law, an individual must provide the individual's name and telephone number. If the individual making the report is a professional, as defined by law, the individual must also provide the individual's business address and profession, such as title.

Confidentiality

The identity of a person making a report of suspected child abuse or neglect will be kept confidential and will be disclosed only in accordance with law and the rules of the investigating agency.

Immunity

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.

Failure to Report

By failing to report suspicion of child abuse or neglect, an employee:

1. May be placing a child at risk of continued abuse or neglect;
2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report; and
3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment.

It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.

**Responsibilities  
Regarding  
Investigations**

In accordance with law, College District officials will be prohibited from:

1. Denying an investigator's request to interview a child on campus in connection with an investigation of child abuse or neglect;
2. Requiring a parent or College District employee be present during the interview; or
3. Coercing someone into suppressing or failing to report child abuse or neglect.

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

EMPLOYEE STANDARDS OF CONDUCT  
CHILD ABUSE AND NEGLECT REPORTING

DHB  
(LOCAL)

**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>1</sup> Texas Abuse Hotline Website: <https://www.txabusehotline.org>

## NEW POLICY

### Core Curriculum

The College District is responsible for the development of its core curriculum, subject to the approval of the District President and the Board.

### General Education Curriculum Review

“General education curriculum” means a core curriculum and any other curriculum or competency all undergraduate students of the College District are required to complete before receiving an undergraduate degree.

### Comprehensive Review

The Board will comprehensively review the College District’s general education curriculum every five years but may review it more frequently at the Board’s discretion by a vote of the Board.

The Board shall consider the potential costs the curriculum may impose on students and ensure courses in the curriculum:

1. Are foundational and fundamental to a sound postsecondary education;
2. Are necessary to prepare students for civic and professional life;
3. Equip students for participation in the workforce and in the betterment of society;
4. Ensure a breadth of knowledge in compliance with applicable accreditation standards; and
5. Meet any other relevant criteria, as determined by the Board.

### Review of Curriculum Changes

The District President or designee shall annually submit an update regarding any changes to the College District’s general education curriculum to the Board 45 days before submitting changes to the Coordinating Board, or July 15, whichever is earlier.

The Board may overturn any decision regarding changes to the general education curriculum of the College District.

**Low-Enrollment  
Certificate Program  
Review**

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

The District President or designee will maintain procedures for reviewing certificate programs with low enrollment that may require consolidation or elimination.

The criteria for review must require that certificate programs have specific industry data to substantiate workforce demand to avoid consideration for consolidation or elimination.

The District President or designee will conduct a review once every five years.

The Board will approve or deny any decision made by the District President to consolidate or eliminate a certificate program, as a result of the periodic review.

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

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**Statement of  
Nondiscrimination**

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

**Discrimination**

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

Discrimination based on race, color, or national origin includes discrimination, including harassment, based on an individual's actual or perceived: (i) shared ancestry or ethnic characteristics; or (ii) citizenship or residency in a country with a dominant religion or distinct religious identity. This prohibition encompasses, but is not limited to, antisemitism and discrimination based on religion, including but not limited to discrimination against students of any faith, or of other religions when based on shared ancestry, ethnic characteristics, or citizenship or residency in a country with a dominant religion or distinct religious identity.

"Antisemitism" has the meaning found in Section 448.001 of the Texas Government Code, which "means a certain perception of Jews that may be expressed as hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property or toward Jewish community institutions and religious facilities." This definition is provided in policy in accordance with Executive Order GA-44 (2024).

**Prohibited  
Harassment**

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or

practices, accent, skin color, religious attire, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, ethnic, racial, or ancestral slurs, or rumors; physical aggression or assault; display of graffiti, symbols, or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

**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**

Student Report

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee.

Employee Report

Any College District employee who suspects and any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct will immediately notify the appropriate College District official listed in this policy and will take any other steps required by this policy.

*Exceptions*

A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person will not be required to disclose a report of prohibited conduct without the student’s consent.

A person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source will not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student’s identity without the student’s consent, unless the person is disclosing information as required for inclusion in the College District’s annual security report under the Clery Act. [See GCC]

Responsible Employee

For purposes of this policy, a “responsible employee” is an employee:

1. Who has the authority to remedy prohibited conduct.
2. Who has been given the duty of reporting incidents of prohibited conduct.
3. Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
OTHER PROTECTED CHARACTERISTICS

FFDB  
(LOCAL)

The College District designates the following persons as responsible employees: any instructor, any administrator, or any College District official defined below.

**Definition of College District Officials**

For the purposes of this policy, College District officials are the ADA/Section 504 coordinator, Title IX coordinators and Deputy coordinators, designated leadership team members, and the District President.

ADA / Section 504  
Coordinator

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The College District designates the following persons to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

ADA / Section 504  
Coordinator for  
Students

Name: Terrence Brennan  
Position: District Dean of Students  
Address: 3452 Spur 399, McKinney, TX 75069  
Telephone: (972) 881-5734

ADA / Section 504  
Coordinator for  
Employees

Name: Dr. ~~Allison Venuto~~ ~~Jennifer DuPlessis~~  
Position: Chief Human Resources Officer  
Address: 3452 Spur 399, McKinney, TX 75069  
Telephone: (972) ~~985881-37025826~~

Other Anti-  
discrimination Laws

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

**Complaints Involving Academic Adjustments or Accommodations for Students**

Complaints over the denial of or a decision pertaining to academic adjustments or accommodations for students must be submitted by a student to the College District's ACCESS office within fifteen (15) College District business days of the date of the denial or decision by the ACCESS office.

The executive vice president or designee will adopt procedures for the informal and formal resolution of such complaints. The procedures will be posted on the College District's website.

The procedures will include an ACCESS Appeals Board and a method for which faculty may challenge an academic adjustment or accommodation decision if they believe the adjustment or accommodation could result in a fundamental alteration. For purposes of this policy, a fundamental alteration is a change to a program, service, or activity that significantly changes the essential

nature of the program, service, or activity (i.e. course design or degree requirements).

Faculty will consult directly with the associate dean of counseling and ACCESS or through applicable procedures for complaints involving a fundamental alteration.

The procedures will also include multiple levels of appeals up to the vice president of student and enrollment services or designee. The decision of the vice president of student and enrollment services or designee is final and non-appealable for all complaints involving the denial of or a decision pertaining to academic adjustments or accommodations for students.

**Alternative Reporting Procedures**

A student will not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinators, may be directed to the District President.

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.

**Timely Reporting**

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

**Investigation of the Report**

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

Initial Assessment

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, except as provided below at Criminal Investigation.

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.

Interim Action

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District will promptly take interim action calculated to address prohibited conduct prior to the completion of the College District's investigation.

College District Investigation	<p>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. The investigator will have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures.</p> <p>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.</p>
Criminal Investigation	<p>If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District will confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District will proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District will promptly resume its investigation.</p>
<b>Concluding the Investigation</b>	<p>Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation 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.</p> <p>The investigator will prepare a written report of the investigation. The report will be filed with the College District official overseeing the investigation.</p>
<i>Notification of the Outcome</i>	<p>The College District will provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed.</p>
<b>College District Action</b> Prohibited Conduct	<p>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, in accordance with College District policy and procedures [see FM and FMA].</p>
<i>Corrective Action</i>	<p>Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the College District community, counseling for the victim and the student who engaged in prohibited conduct, follow-up in-</p>

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
OTHER PROTECTED CHARACTERISTICS

FFDB  
(LOCAL)

quiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the College District's policy against discrimination and harassment.

**Improper Conduct**

If the investigation reveals improper conduct 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.

**Retaliation**

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

A person who is alleged to have experienced retaliation may pursue a claim under this policy or policy DIAB, as appropriate.

**Examples**

Examples of retaliation may include threats, intimidation, coercion, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

**Failure to Report and False Claims**

An employee who fails to make a required report or a student or employee who intentionally makes a false claim or offers a false statement regarding prohibited conduct shall be subject to appropriate disciplinary action in accordance with 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] A party will be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights.

**Records Retention**

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

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
OTHER PROTECTED CHARACTERISTICS

FFDB  
(LOCAL)

**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 a student who makes a report.

**Alcohol**

The use of intoxicating beverages will be prohibited in classroom buildings; laboratories; auditoriums; library buildings; faculty and administrative offices; intercollegiate and intramural athletic facilities; and all other public campus areas. The District President is authorized by the Board to permit the serving and consumption of alcohol at special fundraising functions for the College District, at specially designated events in College District facilities, and as a part of specifically defined and approved academic curricular programs/classes (e.g., culinary arts). With the prior consent of the Board, the provisions herein may be waived with respect to any specific affair that is sponsored by the institution and/or the College District Foundation. State law will be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

**Controlled Substances**

When on College District property or while attending College District-sponsored activities on- or off-campus, a student will not, or attempt to, possess, have under his or her control, store, manufacture, deliver, distribute, sell, purchase, use, or be under the influence of:

1. Alcohol;
2. Any controlled substance as defined by the Texas Controlled Substances Act;
3. Abusable volatile chemicals in violation of the manufacturer's directions;
4. A dangerous drug, as defined by state or federal law;
5. Steroids;
6. Substances referred to as designer drugs; or
7. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drugs.

In addition, a student will not inappropriately or illegally use over-the-counter medications, prescription medications, inhalants, herbal/natural euphoricants, and/or look-alike products or anything represented to be one of these substances.

**Paraphernalia**

A student will not possess any pipe, instrument of contrivance, hypodermic syringe, needle, or any instrument adapted for the use of smoking, injecting, or ingesting any narcotic or hallucinatory drug.

**Definition of Possession**

Possession means actual care, custody, control, or management and includes the act of taking control or occupancy of property without regard to the ownership of the property. Possession is a voluntary act if the possessor knowingly obtains or receives the

item possessed or is aware of his or her control over the item for a sufficient time to permit the student to terminate his or her control. In addition, items in a car under the care, custody, control, or management of the student will be in the student's possession.

**Exceptions**

It will not be considered a violation of this policy if the student:

1. Uses ~~or possesses~~, possesses, or stores a controlled substance or drug authorized by a licensed physician through a prescription specifically for that student's use;
2. Possesses or stores a controlled substance or drug that a licensed physician has prescribed for the student's child or other individual for whom the student is a legal guardian;
3. Cultivates, possesses, transports, or sells hemp as authorized by law; or
4. Possesses, sells, or distributes Dextromethorphan.

**Violation**

Students who violate this policy will be subject to appropriate disciplinary action as defined in the College District's Student Code of Conduct (Code).

**Notice**

Disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution. Each student taking one or more classes for any type of academic credit, except for continuing education units, will be given a copy of the College District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol; a description of the applicable legal sanctions under local, state, or federal law; and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol. [See FLBE(EXHIBIT)]

**Tobacco**

The College District is a smoke- and tobacco-free institution. The use of any tobacco product or other electronic smoking device (including, but not limited to, electronic cigarettes or personal vaporizers) will be strictly prohibited anywhere on College District property or in College District facilities. A student who violates this policy may be issued a citation by the College District Police Department and may face legal fines. Violators of this policy are also subject to disciplinary action as defined in the Code.

[For more information and smoking cessation assistance, see the College District's Student Handbook or contact the College District's counseling services.]

**Drug Testing**

Student participation in certain academic and extracurricular programs may require drug testing. A student may be tested upon beginning participation in the identified programs and/or a random basis. The requirements are defined and available for review prior to a student enrolling in the College District or participating in the affected programs and activities.

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

2026-06-X

June 23, 2026

Resource: Monica Velazquez  
General Counsel

**AGENDA ITEM:**

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

- **CAK (Local)** Appropriations and Revenue Sources – Investments
- **DHB (Local)** Employee Standards of Conduct – Child Abuse and Neglect Reporting
- **EFAA (Local)** Add Instructional Programs and Courses
- **EFB (Local)** Curriculum Design – Degrees and Certificates
- **FFDB (Local)** Freedom from Discrimination, Harassment, and Retaliation – Other Protected Characteristics
- **FLBE (Local)** Student Conduct – Alcohol and Drug Use

**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.

- **CAK (Local)** Appropriations and Revenue Sources – Investments - Recommended revisions based on the annual review of the investment policy with updates required by changes in law or other investment requirements.
- **DHB (Local)** Employee Standards of Conduct – Child Abuse and Neglect Reporting - Revisions reflecting an update in law for a reporting deadline for professionals from 48 hours to 24 hours and clarifying obligations related to trafficking, adult disclosures, and reporting procedures.
- **EFAA (Local)** Add Instructional Programs and Courses – Academic Courses - New policy that establishes Board-approved oversight of the core/general education curriculum, including a

required five-year comprehensive review, annual reporting of changes, and other statutory requirements.

- **EFB (Local)** Curriculum Design – Degrees and Certificates - Revisions related to adding Board approval for degrees/certificates and establishing a five-year review process for low-enrollment certificate programs - requiring workforce data and approval for any consolidation or elimination decisions.
- **FFDB (Local)** Freedom from Discrimination, Harassment, and Retaliation – Other Protected Characteristics - Proposed minor revision updating the name of the ADA/Section 504 Coordinator for Employees.
- **FLBE (Local)** Student Conduct – Alcohol and Drug Use - Proposed minor updates to clarify exceptions for prescription drugs which would not be considered a violation of state law.

**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

June 23, 2026

Resource: Monica Velazquez  
General Counsel

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

- **CS (Local)** Information Security
- **DCA (Local)** Employment Practices – Term Contracts
- **DEA (Local)** Compensation and Benefits – Compensation Plan
- **DLA (Local)** Employee Performance – Evaluation
- **FB (Local)** Admissions
- **FDA (Local)** Tuition and Fees – Residency (ADD)

**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.

- **CS (Local)** Information Security - Deleting information security language no longer required by state law.
- **DCA (Local)** Employment Practices – Term Contracts - Proposed updates to clarify contract renewal notification dates to align with faculty rank process.
- **DEA (Local)** Compensation and Benefits – Compensation Plan - Proposed revisions to clarify authorization of pay to employees during inclement weather emergency closings.
- **DLA (Local)** Employee Performance – Evaluation - Proposed updates to clarify eligibility requirements for faculty rank and other revisions.
- **FB (Local)** Admissions - Proposed updates to clarify Academic Fresh Start program requirements.
- **FDA (Local)** Tuition and Fees – Residency - New proposed policy to comply with state law requiring a residency status determination official for the college.

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  
*By the College District*

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 and Cybersecurity Incident Notification

Upon discovering or receiving notification of a breach of system security or a cybersecurity 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:

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.

*By Vendors and Third Parties*

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.

<b>Term of Contract</b>	<p>All employment contracts for full-time faculty require approval by the District President.</p> <p>No full-time faculty member will be placed on the College District's payroll in a regular full-time status without a fully executed contract on file with the human resources department, as well as appropriate documentation of credentials and other required personnel forms.</p> <p>For full-time faculty, the length or term of a faculty contract is either one year or a different term as explained below.</p> <p>If the faculty member opted into the faculty rank process, the contract term will be multi-year based on the rank the faculty member attained.</p> <p>If the faculty member does not apply for or receive a faculty rank, then the faculty member will receive the title of "Teaching Faculty."</p> <p>If the faculty member opted out of the faculty rank process or was unable to complete the faculty rank process for any reason, the contract term length will be one year.</p>
<b>Contract Renewal</b>	<p>Unless a full-time faculty member on a multi-year contract is otherwise notified in writing by the District President or designee by <b>January 31</b>, the faculty member will be employed by the College District for the forthcoming one-year contract period, subject to a written approved contract being timely filed with the human resources department.</p> <p>Unless a full-time faculty member on an annual <u>teaching</u> contract is otherwise notified in writing by the District President or designee by March 1, the faculty member will be employed by the College District for the forthcoming one-year contract period, subject to a written approved contract being timely filed with the human resources department.</p>
<b>Notification of Nonrenewal</b>	<p>Notification of non-renewal of the faculty member's contract will occur in a face-to-face meeting. Thereafter, formal notification of non-renewal of the faculty member will be completed upon: (1) the date of hand-delivery to the faculty member in a meeting; (2) the date of delivery to the faculty member's division or department mailbox; (3) the date of placement of the notification in the U.S. mail to be sent by registered, certified, or tracked mail to the employee's last address of record on file with the human resources department; or (4) the date of an email containing the notification is sent to the faculty member.</p>
<b>Renewal Terms</b>	<p>The renewal contract term will be determined by the College District, in its sole discretion, in the written approved faculty contract.</p>

In no event will any full-time faculty member have any property right to continued employment with the College District beyond the term specified by the College District in faculty member's contract.

If the term of the contract is for one year, the faculty member will not have a property right to continued employment beyond the one-year period specified in the contract.

If the faculty member has attained faculty rank and a multi-year contract, the faculty member will not have a property right to continued employment beyond the specific term specified in the contract (for example, 3, 4, or 5 years) or a shorter term if notified by the College District. If the College District sends such a notification of termination, then the faculty member may receive the applicable buyout specified in the faculty contract.

If the full-time faculty member is not notified of nonrenewal as required above, the faculty member will not have any property right beyond the additional one-year contract period identified above.

For Teaching Faculty, nonrenewal may result at the end of any term contract. Additionally, nonrenewal may also result if, after peer review by the Council on Excellence if applicable, the campus provost or the senior vice president of campus operations does not recommend the Teaching Faculty for another contract, and the District President does not approve another contract.

For Ranked Faculty, nonrenewal may result at the end of the term specified in the contract or at the end of a shorter term if notified by the College District.

### **Annual Contracts and Faculty Rank**

Beginning with appointment to a full-time faculty position, a College District faculty member will serve three (3) one-year contracts before becoming eligible to be considered for promotion through the faculty rank process. The initial designation of a faculty beginning employment at the college will be Teaching Faculty unless hired into a rank based on established procedures.

### **Teaching Faculty**

After three (3) one-year contracts, the Teaching Faculty may: (1) opt into the faculty rank process; or (2) opt out of the faculty rank process and remain in the role of Teaching Faculty.

A Teaching Faculty member may continue to receive one-year contracts by maintaining teaching requirements and meeting standards set by the College District.

A Teaching Faculty member must undergo the peer review process conducted by the Council on Excellence **at the end of during** their third (3) year and every three (3) years thereafter. The Council on Excellence is focused primarily on reviewing teaching excellence.

Contracts for Teaching Faculty will be submitted each year based on recommendations from the campus provost and then from the senior vice president of campus operations, who, in turn, will present recommendations to the District President for final contract approval.

Additionally, in those years where a Teaching Faculty member undergoes peer review by the Council on Excellence, the **contract**-review process will also include the Council on Excellence's recommendation **regarding meeting standards of teaching excellence** which will be forwarded to the appropriate campus provost, then to the senior vice president of campus operations, who, in turn, will present recommendations to the District President for final contract approval.

A Teaching Faculty member's one year contract may be nonrenewed if notified by the College District as specified in this policy.

### **Faculty Ranks**

A faculty member may seek promotion through the faculty rank process. The College District may approve placement of a faculty member in the following three ranks:

1. Assistant Professor;
2. Associate Professor; or
3. Full Professor.

Placement in any of the ranks listed above will result in the award of a multi-year contract with a length or term as specified in the faculty contract awarded (for example, 3, 4, or 5 years).

### **Multi-Year Contracts for Ranked Faculty**

In order for a faculty member to secure a multi-year contract, the faculty must submit their intent to apply for promotion through the faculty rank process.

Those faculty members who have submitted their letter of intent for promotion, **promotion proposal form**, and portfolio with required documents and forms, will be reviewed by the Faculty Rank Ad-Hoc Committee for recommendation for promotion or non-recommendation. The faculty rank process will be outlined in the Faculty Handbook.

The written recommendation of the Faculty Rank Ad-Hoc Committee for faculty promotion will be forwarded to the appropriate campus provost, who will review, prepare, and present written recommendations to the senior vice president of campus operations, who, in turn, will review and present recommendations to the District President for final approval.

After receiving the rank of Assistant Professor, the faculty member undergoes contract extension reviews and peer reviews by the Council on Excellence according to criteria and procedures specific to the rank.

After receiving the rank of Associate Professor, the faculty member undergoes contract extension reviews and peer reviews by the Council on Excellence according to criteria and procedures specific to the rank.

After receiving the rank of Full Professor, the faculty member undergoes contract extension reviews and peer reviews by the Council on Excellence according to criteria and procedures specific to the rank.

At any time after attaining Assistant **or Associate** Professor rank, a faculty member may opt-out of further promotion in rank. A faculty member opting out of further promotions will undergo contract extension reviews and peer reviews by the Council on Excellence according to criteria and procedures specific to the respective rank.

#### **Personnel Report**

All full-time faculty contracts approved by the District President are presented to the Board during the spring semester as part of the personnel report contained in the Board packet. The personnel report will also contain the rank awarded to the faculty member in the prior or the upcoming academic year, depending on the status of the rank process at the time.

COMPENSATION AND BENEFITS  
COMPENSATION PLAN

DEA  
(LOCAL)

**Philosophy**

The College is committed to maintaining a faculty, administrator, and staff compensation plan that is competitive with peer institutions within the state. [See also DEAA]

**Objectives**

The objectives of the College's compensation program are to:

Internal Equity

1. Establish pay relationships between jobs that are fair and equitable when compared to other jobs in the College;

External Competitiveness

2. Provide salary levels that are competitive and/or comparable with peer colleges and organizations in order to attract and retain well-qualified employees;

Continuity and Flexibility

3. Accommodate new jobs and changes in existing jobs, as well as adjust to changes in economic conditions and the job market; and

Effective Administration

4. Establish clearly defined policies, procedures, and guidelines for salary budgeting and administration and ensure a clear understanding among all employees of the College about how the compensation program works.

**Pay Plan and Framework**

The staff and administrative pay plan establishes compensation based on an analysis of the job-related duties of a position, including factors such as decision-making responsibilities. The compensation schedule is reviewed every two years and adjusted periodically to reflect market changes. Employees have no guarantee that the College will adjust their pay under the compensation schedule.

**Administration**

The District President or designee will administer and maintain compensation in accordance with this policy and the related procedures and guidelines for the College's compensation plan.

Annualized Salary

The College District shall pay all salaried employees in equal monthly or semimonthly installments, regardless of the number of months employed during the academic year. Salaried employees hired during the academic year shall be paid in accordance with administrative payroll procedures.

**Pay During  
Emergency Closing**

Pay to employees during an emergency closure, as declared by a federal, state, or local official, or as approved by the Board, for which the workdays are not scheduled to be made up at a later date, must be authorized ~~in advance~~ either by the District President or designee, or through delegated emergency authority granted to the District President by the Board of Trustees, or by a vote of the Board. In any event, the authorization must reflect the public purpose served by the expenditure.

**Gifts, Grants, and  
Donations for Salary  
Supplements**

The College will not accept gifts, grants, donations, or other consideration designated for use as salary supplements.

EMPLOYEE PERFORMANCE  
EVALUATION

DLA  
(LOCAL)

**Employee  
Evaluations**

The College District will routinely evaluate the performance of all College District employees.

Purpose

The purpose of the employee performance evaluation will be to:

1. Raise the quality of instruction and educational service to the College District's students and citizens of the community.
2. Maintain the standards of excellence within the College District.
3. Foster an employee's professional growth and development.
4. Determine the employee's future employment with the College District.

Evaluation of employees will be a cooperative and continuing process with formal appraisal following established procedures.

College District administrators will evaluate every full-time employee on a job-related basis according to the terms of the evaluation instruments. Employees participate in the evaluation process by completing a self-evaluation. In addition to the self-evaluation, the employee has the option to submit comments if, in the employee's opinion, additional information pertinent to the evaluation is needed. Comments are included in the employee's formal personnel record with the evaluation.

**Definitions**

The following words or phrases, for the purpose of this policy, are defined as follows:

1. Annual review period will be from September 1 to August 31.
2. Increase is an increase in salary based on meeting or exceeding performance standards, consistent with the increase for all College District employees. This is generally processed annually but is contingent upon approval of funding by the Board.
3. Performance indicator is a key accomplishment that is linked to the College District's mission, core values, Master Plan and Strategic plan, and Goals.
4. Performance goal is a planned project or level of performance, the result of which is measured in terms of quality, quantity, and/or timeliness.

**Conditions for Salary  
Adjustments and  
Faculty Promotion**

The following eligibility requirements for Board-approved salary adjustments or faculty rank promotion will apply:

EMPLOYEE PERFORMANCE  
EVALUATION

DLA  
(LOCAL)

1. Employees, including faculty members, with less than three months of service, as of August 31, will not be eligible to receive a salary increase.
2. Employees, including faculty members, who have received a Level 2 ~~performance-disciplinary~~ warning during the annual review period will not be eligible for a salary increase.
3. Employees, including faculty members, who receive an overall performance appraisal rating of “~~Improvement Needed~~ ~~Does not meet expectations~~” will not be eligible for consideration for a salary increase or merit-based compensation.
4. Faculty members ~~under Level 2 performance warning during the annual review period who are under an active Performance Improvement Plan (PIP), a Level 1, or Level 2 disciplinary warning in effect during the applicable faculty rank cycle~~ will not be eligible for promotion through the College District’s faculty rank process ~~in accordance with the duration of the PIP or Level 1 or Level 2 disciplinary actions.~~
5. Faculty members who receive an overall performance appraisal rating of “~~Improvement Needed~~ ~~Does not meet expectations~~” in any of the ~~two annual review periods three years~~ preceding their rank application ~~deadline~~ will not be eligible for promotion through the faculty rank process.

**Full-Time Faculty  
Evaluations**

For purposes of this policy, ~~the terms “evaluation” or “appraisal” may be used interchangeably. There there~~ are ~~three several~~ types of evaluation for full-time faculty:

- ~~1.~~ An annual performance ~~evaluation-appraisal~~ by the Associate Dean/Director.
- ~~2.~~ Class observation conducted on a rotating schedule.
- ~~3.~~ Student surveys of instruction.
- ~~4.~~ An initial and periodic peer review by the Council on Excellence.
- ~~5.~~ Periodic administrative reviews.
- ~~6.~~ Promotion through the faculty rank process by the Faculty Rank Ad-Hoc Committee.

Faculty Annual  
Performance  
Evaluation

The Annual Performance ~~Evaluation-Appraisal~~ by the Associate Dean/Director for full-time faculty will be according to the terms of established criteria and the Annual Performance ~~Evaluation-Appraisal~~ instrument.

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(LOCAL)

Council on Excellence Peer Review	Peer review by the Council on Excellence will be according to the established criteria and procedures. Council on Excellence will not be recommending faculty for promotion in rank, but the Council on Excellence's peer review of teaching excellence will be integral to the rank recommendations of the Faculty Rank Ad-Hoc Committee.
Faculty Rank Ad-Hoc Committee Review	<p>Components of the review by the Faculty Rank Ad-Hoc Committee for full-time faculty will be according to the established criteria and procedures.</p> <p>The Faculty Rank Ad-Hoc Committee is not a single at-large committee. The Faculty Rank Ad-Hoc Committee will be impaneled to review and recommend a faculty member's application for rank or rank promotion. The Faculty Rank Ad-Hoc Committee will have faculty participation with subject matter experts from the discipline <u>or a closely aligned academic or professional field</u> of the faculty member applicant, along with other administrative staff. After the documentation and eligibility for rank are verified, the Faculty Rank Ad-Hoc Committee will review and report their recommendations on whether or not a faculty member is to be recommended for a rank.</p>
<b>Promotion of Faculty Rank</b>	<p>Full-time faculty who meet the <u>rank</u> eligibility criteria and are not disqualified from receiving Board-approved salary adjustments and faculty promotion (as <u>those disqualifications are</u> listed earlier in this policy) may elect to apply for <u>rank</u> promotion through the Faculty Rank process.</p> <p>The primary areas of review for faculty rank promotion are:</p> <ol style="list-style-type: none"><li>1. <u>Excellence in Teaching Teaching Excellence.</u></li><li>2. <u>Excellence in Service Service and Engagement.</u></li><li>3. <u>Excellence in Professional Engagement through Scholarly, Industry, Professional and/or Artistic Works.</u></li><li>3-4. <u>Student Support.</u></li></ol> <p>Detailed information regarding faculty evaluation, review, and rank promotion processes are in the College District's Faculty Handbook and at a designated website or intranet page.</p>
<b>Adjunct Faculty Evaluation</b>	<p>An important element of the instructional program at the College District is the adjunct faculty.</p> <p>In a continual effort to improve the quality of the instructional process, all adjunct faculty members will be evaluated on a periodic basis by the associate dean/director or other assigned academic personnel. Adjunct faculty members are employed on a semester-</p>

to-semester basis, as need dictates, and renewal, if any, of that employment is based in part on past evaluations.

Components of the evaluation of adjunct faculty members will include student surveys of instruction, class observation forms, and a review of disciplinary forms, if any.

**Evaluation of Staff  
and Administrators**

Annual written supervisory ~~evaluations~~ appraisals of the College District employees in staff, administrative, and leadership positions will also play a significant role in maintaining an excellent educational program. By promoting the growth and development of employees through acknowledging strengths and developing action plans for improving skills, the College District continually strives to meet and exceed its standards for excellence.

Components of the ~~evaluation~~ appraisal for full-time staff and administrators include the following items, which are measured/evaluated in relationship to accomplishment of objectives outlined in the College District-wide strategic plan:

1. Goals;
2. Achievements; and
3. Performance indicators, such as essential job functions and demonstration of core values.

**Recognition and  
Merit Compensation**

Purpose

The College District recognizes that some employees perform at an exemplary level by either doing significantly more than what is normally expected of the position by working on special projects of major importance in addition to assigned duties and responsibilities, or by performing their regular duties at a level that far exceeds expectations over a sustained period of time. The use of merit and bonus awards is a positive way to inspire excellence in performance and an appropriate way to reward those employees who contribute beyond expectations.

General Guidelines

For purposes of this policy, Merit awards generally fall into two categories:

1. non-recurring bonuses, and

2. other forms of recognition (such as days off, letters of commendation, plaques, etc.), which may be more appropriate in certain circumstances or for some employees.

Individual awards will not be construed as establishing automatic or mandatory increases for attainment of certain ratings on performance ~~evaluations~~ appraisals.

EMPLOYEE PERFORMANCE  
EVALUATION

DLA  
(LOCAL)

Types of <b>Merit</b> Awards	A non-recurring bonus is a lump sum or cash-equivalent award granted on a one-time basis that does not alter the current base salary of the employee. The use of bonuses is appropriate for special recognition of exceptional performance on a project, activity, or initiative of major importance <u>that reflects exemplary performance</u> to the department or to the College District.
<i>Non-Recurring Bonus</i>	
<i>Other Forms of Recognition</i>	Other forms of recognition, such as days off, letters of commendation, plaques, etc., may also be used when appropriate to recognize performance that is deemed to be exemplary on a project, task, or initiative.
Conditions	Non-recurring bonuses and other forms of recognition are considered annually during the performance appraisal period. The total number of awards will be within the annual merit compensation budget.
Approval	Supporting documentation will be added to a written recommendation from the appropriate administrator with the rationale for the award. The recommendation will be forwarded for review/consideration up through the Leadership Team. Final approval rests with the District President, except in the case of a non-recurring bonus that exceeds five percent of an individual's annualized base salary. In that case, a non-recurring bonus must be submitted for consideration by the Board.
Effective Date	The effective date for a non-recurring bonus or merit <u>increase award</u> will be on the regular <del>September</del> payroll following the final level of approval <u>or another designated payroll date</u> .
<b>Complaints</b>	Complaints related to an employee's overall rating or the box checked on an Annual Performance <del>Evaluation</del> <u>Appraisal</u> are not allowed.  However, an employee may file a complaint for any other reason as listed in DGBA(LOCAL). Such complaints will be handled through the complaint process outlined in DGBA(LOCAL).
Appeals	A faculty member may appeal against the denial of faculty rank through the established appeal process.

**Open Admissions**

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

**Admissions to Programs of Study**

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

**Procedures**

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

**Academic Fresh Start**

A resident of Texas may apply for admission and enroll as a student under the Academic Fresh Start program pursuant to the admissions procedures.

If an applicant elects to seek admission under the Academic Fresh Start program, the College District, in considering an applicant for admission, will not consider academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. The College District will disregard ~~all course those credits or grades earned during the 10 years prior to the student's enrollment and may not award any and grades and will not award~~ credit for those courses.  
[See EGA]

## NEW POLICY

### **Residence Status Determination Official**

The Board shall designate a residence status determination official for the College District. The legal residence of each applicant, for tuition purposes, shall be determined by the residence status determination official in accordance with procedures adopted for that purpose to comply with state law.

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

2026-06-X

June 23, 2026

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 Policies

- **CS (Local)** Information Security
- **DCA (Local)** Employment Practices – Term Contracts
- **DEA (Local)** Compensation and Benefits – Compensation Plan
- **DLA (Local)** Employee Performance – Evaluation
- **FB (Local)** Admissions
- **FDA (Local)** Tuition and Fees – Residency (ADD)

**DISCUSSION:** The Organization, Education, and Policy Committee reviewed the policies presented in this item. The Organization, Education, and Policy Committee Chair will report out a recommendation at the June 23, 2026 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.

- **CS (Local)** Information Security - Deleting information security language no longer required by state law.
- **DCA (Local)** Employment Practices – Term Contracts - Proposed updates to clarify contract renewal notification dates to align with faculty rank process.
- **DEA (Local)** Compensation and Benefits – Compensation Plan - Proposed revisions to clarify authorization of pay to employees during inclement weather emergency closings.
- **DLA (Local)** Employee Performance – Evaluation - Proposed updates to clarify eligibility requirements for faculty rank and other revisions.

- **FB (Local) Admissions** - Proposed updates to clarify Academic Fresh Start program requirements.
- **FDA (Local) Tuition and Fees – Residency** - New proposed policy to comply with state law requiring a residency status determination official for the college.

**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