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Collin Higher
Education Center
McKinney, Texas

Courtyard Center
Plano, Texas

Farmersville Campus

Frisco Campus

McKinney Campus

Plano Campus

Public Safety
Training Center
McKinney, Texas

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Allen, Texas

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H. Neil Matkin, Ed.D.
3452 Spur 399
P.O. Box 8021
McKinney, Texas 75070
P | 972.758.3800
F | 972.758.3807
nmatkin@collin.edu
www.collin.edu

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, September 22, 2026, in Conference Room 400C at the Collin Higher Education Center, 3452 Spur 399, McKinney, Texas 75069.

PUBLIC COMMENT

REVIEW AND DISCUSSION ITEMS

1. First Reading of Local Board Policies

CRB (Local) Technology Resources – Artificial Intelligence
DGBA (Local) Personnel – Management Relations – Employee Grievances
GB (Local) Public Complaints and Hearings

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

BAA (Local) College District Governance – Board Legal Status
BBC (Local) Board Members – Vacancies and Removal from Office
BD (Local) Board Meetings
CL (Local) Facilities Planning
FC (Local) Registration and Attendance

Jay Saad
Chair, Board of Trustees

Collin County Community College District Board of Trustees

1. Organization, Education, and Policy Committee

September 22, 2026

Resource: Monica Velazquez
General Counsel

DISCUSSION ITEM: First Reading of Local Board Policies

- **CRB (Local)** Technology Resources – Artificial Intelligence
- **DGBA (Local)** Personnel – Management Relations – Employee Grievances
- **GB (Local)** Public Complaints and Hearings

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.

- **CRB (Local)** Technology Resources – Artificial Intelligence - Proposed new policy to addressing Artificial Intelligence resources, AI definitions, prohibited uses, and AI related processes.
- **DGBA (Local)** Personnel – Management Relations – Employee Grievances - Proposed recommended updates to clarify complaint definitions and processes, including the addition of faculty rank complaints.
- **GB (Local)** Public Complaints and Hearings - Proposed revisions to the complaint policy for complaints filed by members of the public.

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

ADD - NEW POLICY

Artificial Intelligence

College District employees shall be permitted to implement the use of artificial intelligence (AI) in college operations in accordance with applicable law, Board policy, academic integrity and ethical standards.

This policy applies to the use of AI on College District-issued devices and/or personal devices when used to conduct College-District business or operations.

The District President or designee shall establish districtwide guidelines and operational procedures for the responsible, ethical, and compliant use of AI tools and AI systems to enhance and uphold the mission, vision, and values of the College District.

AI Adoption & Innovation Committee

The District President or designee will establish the AI Adoption & Innovation Committee to provide oversight and guidance on AI-related matters, including AI policy, procedures, interpretation, risk assessment, approval of AI systems, and compliance with ethical standards. The AI Adoption & Innovation Committee shall be a standing committee formed pursuant to the procedures of the College District's Committees and Task Forces Manual.

Definitions

For purposes of this policy only, the following terms will have the following meanings:

1. "Academic integrity" means the adherence to ethical standards in teaching, learning, academic pursuits, scholarship, or subject matter expertise. [SEE FLB and DH(LOCAL)]
2. "Artificial Intelligence" or "AI," including but not limited to generative AI ("GAI") means any machine-based device, tool or system, whether cloud-based, locally installed, or integrated into existing applications, owned, licensed or used by the College District or on College District networks and technology resources or facilities, that for any explicit or implicit objective infers from the inputs received how to generate outputs, including, but not limited to content (e.g., text, images, or video), decisions, predictions, and/or recommendations that have the ability to influence physical or virtual environments. For purposes of this policy and other related procedures, references to AI shall include GAI.

3. “Confidential Information” means information for which access, use, or disclosure is subject to restrictions under applicable law, College District policies, or contract or software terms. This includes, without limitation, student records; personnel records; personally identifiable information of College students, alumni, employees, as well as that of contractors, vendors, and affiliates of the College District; protected health information or medical records; safety-sensitive security information; College District financial information; CWID numbers; computer and/or network passwords; and any other proprietary, nonpublic College District information.
4. “Generative AI” or “GAI” means any AI or machine-based tool designed to consider user questions, prompts, and other inputs or uploads (e.g., text, images, videos) to generate a human-like or synthetic output (e.g., a response to a question, a written document, software code, or a product design). Generative AI includes both standalone offerings such as ChatGPT, Gemini, NotebookLM, and offerings that are embedded in other software, such as Copilot.
5. “Heightened scrutiny AI system” means an AI tool or system specifically intended to autonomously make, or be a substantial controlling factor in making a high-risk consequential decision such as student admissions, enrollment, or academic standing; financial aid eligibility or amounts; employee hiring, promotion, disciplinary actions or termination; access to College District courses, programs, services or accommodations that the College District is legally obligated to provide; and an individual’s constitutional rights or civil liberties, including but not limited to protections from unlawful discrimination, harassment, and retaliation. In accordance with state law, the term does not include an AI system intended to perform a narrow procedural task; improve the result of a previously completed human task or activity; perform a preparatory task to an assessment relevant to a consequential decision; or detect decision-making patterns or deviations from previous decision-making patterns.
6. “Unlawful harm” under state law means any condition in which the use of an AI system results in a consequential decision that causes harm to an individual who is a member of a state or federally protected class in violation of law. The term does not include a developer’s or deployer’s offer, license, or use of a heightened scrutiny AI system for the sole purpose of testing the system before deployment to

Permissible Uses

identify, mitigate, or otherwise ensure compliance with state and federal law.

Additional definitions necessary for the implementation and use of AI for the College District will be included in the guidelines and operational procedures adopted by the AI Adoption & Innovation Committee.

The AI Adoption & Innovation Committee shall also publish a list of AI tools and systems approved for general use by College District users which have been validated by security controls or are subject to privacy and security controls purchased through a specific license or contract. Only those approved AI tools or systems should be used to conduct College District business.

The College District permits the development, implementation, deployment, or use of AI, provided such is in accordance with:

1. Academic integrity standards and the student code of conduct, including, but not limited to, those standards pertaining to attribution and citation as allowed;
2. Professional and ethical standards applicable to employment with the College District or a particular course of study or program of the College District;
3. Board policies, rules, guidelines, operational procedures, and other regulations; and
4. Applicable laws, ethical codes of conduct, and applicable regulatory requirements.

Prohibited Use

The College District prohibits the development, implementation, deployment, or use of AI, for the following purposes:

1. To intentionally infringe, restrict, impair, or violate a person's constitutional rights or cause "unlawful harm" as defined above or as defined by state law;
2. To intentionally violate applicable laws and regulations;
3. To intentionally produce, assist or aid in the production or distribution of child pornography or any unlawful deepfake videos and images;
4. To, without a person's consent, uniquely identify the person via data obtained from publicly available sources if doing so

Data Security and Privacy

would violate any rights of the individual under applicable law;

5. To intentionally incite or encourage a person to commit self-harm, harm another person, or commit a crime or assist in the commission of a crime, including without limitation to engage in cybersecurity attacks, phishing, online impersonation as defined by applicable law or other prohibited conduct.
6. To bypass or attempt to bypass network and technology resources safety and security controls of the College District
7. To intentionally violate the College District's Code of Professional Ethics. [See DH].

Unless otherwise provided by College District policies, contractual terms, or operational procedures, users of College District technology resources should presume that any input submitted or used in AI tools or systems is recorded or stored; may or will be used to train AI models; may become publicly available and/or subject to unintended disclosure; and/or may be modified or stored in unsafe repositories.

AI tools or systems do not fully protect Confidential Information or preserve information which may be protected or privileged under applicable law. Therefore, there should not be any reasonable expectation of privacy or confidentiality in the use of AI tools or systems.

All AI systems, tools, or applications must be procured, evaluated, and approved in accordance with College District procurement, IT procedures and requirements, including AI risk management guidelines.

AI Disclosures

The AI Adoption & Innovation Committee shall adopt transparency standards for the use of AI tools and systems, such as required disclosures when used to conduct College-District business. At a minimum, such transparency disclosures shall be:

1. In writing;
2. Clear and conspicuous;
3. Written in plain language appropriate to the audience;

4. Free from manipulative design, forced choices, deceptive or other prohibited practices as defined by College District operational procedures; and
5. To the extent reasonably possible, provided in advance of or at the time of interaction, or in emergent cases, as soon as practicable.

Transparency disclosures are not required where it would be reasonably obvious that an individual is using AI and the use is internal to the College District and/or assistive in nature such that AI does not directly interact with the user or alter the meaning of the content received or influence decision making.

Quality Assurance

All AI-generated content used in College District operations must be reviewed by qualified personnel of the College District in advance of such content being published; shared with decision makers; used for decision making when generated by a Heightened scrutiny AI system, or otherwise used in connection with and/or incorporated into College District business. Review of AI-generated content shall be documented in accordance with College District guidelines and operational procedures.

For purposes of this policy “qualified personnel” shall refer to an individual with the requisite knowledge, qualifications, certifications, licenses, and/or training to evaluate and assess the accuracy and veracity of the content generated by AI.

College District employees are responsible for any AI generated content that is published, posted, or publicly shared which is inaccurate, misleading, or entirely fabricated (called “hallucinations”), and that was not reviewed by qualified personnel.

All decisions or actions taken with the use of a Heightened scrutiny AI system shall be subject to the guidelines and operational procedures for pre-deployment review, ongoing oversight, and appeals and remediation provided therein.

Prior to deploying AI systems for College District operations, appropriate testing shall be conducted with testing protocols and results documented to demonstrate good faith compliance efforts and to qualify for safe harbor protections under applicable law. This provision does not apply to the use or incorporation of AI-generated content in internal drafts, provided such drafts are for internal, unofficial use only.

**Prohibited Data
Inputs**

College District users shall not input any Confidential Information into AI tools or systems, unless otherwise permitted or required by law or authorized in writing by College District personnel.

Under this policy, prohibited data inputs that may not be used for AI tools or systems without express written permission, include, but are not limited to:

1. Social security numbers, financial account information, or other related sensitive identifiers (such as personal passwords);
2. Non-directory information or student records protected under FERPA or other applicable law;
3. Confidential employee personnel records information, including PII of employees;
4. Protected health information or medical records protected under applicable health privacy laws;
5. Confidential Information as defined herein, or protected personally identifiable information as defined by applicable privacy laws;
6. Computer and network passwords or authentication credentials, including multi-factor authentication codes;
7. College District copyrighted, trademarked, or protected intellectual property used in violation of Board policies [See CT];
8. Copyrighted, trademarked, or protected intellectual property of third parties used in violation of law;
9. Proprietary or non-public College District information; or
10. Any other data classified as confidential or sensitive under College District policies, operational procedures, or applicable law.

**Compliance and
Oversight**

The chief innovation officer, in consultation with the Technology Services department and the various business units of the College

Risk Management

District, shall be responsible for reviewing and implementing procedures, guidelines and other resources to promote and ensure compliance with this policy.

The College District may access and monitor the use of AI on any College District-issued devices or to ensure ethical and compliant use of AI systems.

To demonstrate good faith compliance efforts and qualify for safe harbor protections under the law, the College District will adopt nationally recognized risk management frameworks for AI systems such as the National Institute of Standards and Technology (NIST) AI Risk Management Framework (NIST AI RMF 1.0 or successor versions) or others as required by law.

Districtwide Training

The College District shall provide training and educational resources to the College District community regarding:

1. Permitted and prohibited uses of AI under this policy;
2. Best practices for AI use in academic, professional, and College District operational contexts;
3. Data security and privacy safeguards;
4. Compliance obligations under applicable law; and
5. Reporting violations under applicable Board policies.

In accordance with state law, employees who use a computer to complete at least 25% of their required duties will complete annual AI training.

Violations and Reporting Complaints

Employees and students who use AI tools to deceptively harm, bully, harass others, or create unlawful deepfakes shall be disciplined in accordance with Board policy. [See DH, DIA series, FFD series, FFE, FLB, and the FM series]

Any person who becomes aware of a potential violation of this policy or applicable law, should report such concerns to their immediate supervisor, the chief innovation officer or designee, or through the College District's compliance reporting mechanisms as provided on the college website.

Alternatively, violations of this policy or applicable law can be immediately reported to [ResponsibleAI@collin.edu].

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

Purpose

The College District is committed to providing a fair, safe, and productive work environment where employee complaints are considered with sensitivity and in a prompt manner. The purpose of the College District's complaint policy is to assist in resolving all workplace issues and problems. The College District believes the best way of maintaining employee job satisfaction and good working relationships is to follow a procedure for solving problems and complaints as they arise.

In most situations, employees should first make every effort to attempt to resolve matters informally by meeting with the person or persons involved, or if that is not feasible, with the immediate supervisor of the person involved prior to accessing the formal complaint process. Exceptions may include cases involving allegations of unlawful harassment, whistleblower allegations, and other instances where it may be impractical to do so.

Freedom from Retaliation

The College District will not tolerate any form of retaliation against an employee who brings a complaint pursuant to this policy. [See DG]

Notice

College District employees and students are informed of this policy through a variety of meetings and publications, such as orientations, the student handbook, and the human resources website.

Definitions

The complainant is the person filing the complaint.

The respondent is the person or entity that the complaint is filed against.

The Appeal Review Panel (ARP) is a group of College District employees appointed to review complaints and recommendations or responses. Each ARP is generally composed of at least two administrators and either one full-time faculty or one full-time staff member, depending on the type-role of the complainant.

A concern is a type of complaint regarding disagreements or issues that occur in the workplace such as departmental or office procedures, policy interpretation, and incidents or events that, while not unlawful, are contrary to the College District's core values or reasonable standards of workplace behavior, for example, bullying by another employee or any disagreement or concern not considered a violation of board policy. Concerns will be handled through the separate process outlined in this policy.

A complaint under this policy is a dispute regarding a violation of a specific board policy, administrative procedure, state or federal law, or state or federal constitution that adversely and materially impacts the employee's wages, hours, or conditions of work; that is

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**Process for Handling
Concerns**

retaliation based upon the employee's exercise of one's constitutional rights; that is retaliation based upon the exercise of rights conferred by statute, including, but not limited to, the Title VI and Title VII of the Civil Rights Act of 1964, the Family Medical Leave Act (FMLA), the Age Discrimination in Employment Act, the Americans with Disabilities Act (ADA) as amended, the Uniformed Services Employment and Reemployment Rights Act, and Title IX of the Education Amendments of 1972; or that is retaliation because an employee filed a previous grievance or concern under this policy.

Bullying is the repeated or persistent infliction of abusive or inappropriate behaviors that a reasonable person would find threatening, intimidating, or humiliating. Bullying may be verbal (i.e., derogatory comments, insults, threats), physical (i.e., repeated or persistent instances of physical contact that a reasonable person would view as offensive, undesirable, or uncomfortable), or demonstrative (i.e., repeated or persistent use of threatening or offensive gestures, repeatedly trying to embarrass or humiliate an individual, or persistently engaging in behavior or activity to prevent an individual from being successful in their position). Not all confrontation, disagreement, or behavior perceived as unfriendly, uncivil, or rude will constitute bullying under this policy.

Concerns may be brought up informally at any time to the attention of the employee's supervisor or the next-level supervisor. Otherwise, concerns may be brought up through the following formal process:

1. Within ten (10) College District business days of the date the employee was notified, knew or should have known of the event or decision that is the basis of a concern, the employee will present the concern and suggestions to their immediate supervisor in writing.

If the concern is of such a nature that conferring with the supervisor is not possible, if previous discussions with the supervisor on the issue have been unproductive, or if the employee's immediate supervisor is the source of the concern, the employee may direct their written concern to the next level supervisor. Additionally, if the employee's concern is urgent and the supervisor is unavailable for an extended period of time, the employee may direct their written concern to the next level supervisor.

2. Most concerns will be resolved within ten (10) College District business days from the date the concern was brought

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Complaint Types

to the attention of the supervisor; however, if the supervisor needs more than ten (10) College District business days to consider the concern or to gather information related to the concern, the supervisor will notify the employee in writing of how much time reasonably will be needed to provide a response to the concern. The supervisor will respond in writing and address the concern(s).

3. If the employee is dissatisfied with the decision at any level of review, or if the supervisor has failed to provide a response within the timeline outlined in this policy, the employee may present the concern to the next level supervisor, the dean or program director, campus provost, or appropriate administrator. The request for further review will be submitted in writing within ten (10) College District business days of receipt of the supervisor's response or the date the supervisor should have provided a response. The request for further review will be submitted in writing to the appropriate administrator.

4. Within ten (10) College District business days after submission, the administrator will issue a written decision to the employee.

5. The decision of the administrator pertaining to the concern is final and is non-appealable.

An employee may also file a complaint. Complaints covered by this policy are: may include:

1. Concerns about an employee's pay, job duties, schedule or hours worked, overtime pay, or conditions of the employee's work area or work environment;
2. Violations of a specific Board policy;
3. Specific allegations of unlawful discrimination or unlawful harassment based on one or more legally protected classifications [see DIAA and DIAB];
4. Specific allegations of unlawful discrimination or unlawful retaliation based on the exercise of legally protected rights;
5. Specific allegations of adverse personnel actions based on the employee's good faith report to an appropriate law enforcement authority of a violation of a law by the College District or a College District employee, i.e., whistleblower complaints [see DG];

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6. Complaints resulting from the termination of an at-will employee [see DDC];
7. Complaints by a faculty member arising from the recommendation for nonrenewal or termination of their faculty contract or by an employee arising from the termination of their contract of employment [see DMAA and DMAB];
8. Complaints concerning the withdrawal of consent to remain on campus [see GDA]; or
9. Complaints by a faculty member who (a) disagrees with the denial of the faculty rank for which they applied; or (b) complains that the faculty rank process was not followed correctly. The faculty member may only appeal the rank process or the denial of the faculty rank for which they applied under the complaint steps outlined in this policy. However, if a faculty member was recommended for an alternative lower rank and the faculty member accepted it, that alternative rank placement is not the type of a complaint that can be grieved under this policy.
- ~~9. Any other complaint brought by an employee against another employee, supervisor, manager, vendor, or the College District.~~

**Information
Regarding Specific
Complaints**

When a complaint is submitted alleging the violation of Board policy, the employee will need to identify and specify the name of the Board policy at issue. For more information, please see the following policies:

1. Alleged discrimination/harassment/retaliation, including violations of Title IX or Section 504, see DAA.
2. Dismissal of term contract employees, see DMAA.
3. Nonrenewal of term contract employees, see DMAB.
4. A commissioned peace officer who is an employee of the College District, see ~~CHACGF~~. Complaints against a licensed peace officer may also be brought under the Collin College Police Department's General Orders.
5. An employment preference for former foster children, see DC.
6. Alleged harassment, see DIAA and DIAB.
7. Alleged retaliation (Whistleblower), see DG and DH. Whistleblower complaints must be initially filed within the time period specified by law, regardless of the time period specified herein. Additional ~~time lines~~timelines for the employee and the

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College District to respond as set out in this policy may be shortened to allow the Board to make a final decision within 60 days of the initial complaint.

8. Other policies are available at [Policy Online](#)^{®1}.

**Time Limits and
Deadline to Submit
Complaint**

Except in cases involving unlawful harassment, discrimination, or retaliation, the employee must submit their complaint within thirty (30) College District business days of the date: (1) the complainant was notified of the decision; (2) the complainant knew of the action that caused the complaint or concern; or (3) the complainant reasonably should have known of the action that caused the complaint or concern, whichever date is the earliest.

In cases involving unlawful harassment, discrimination, or retaliation, the employee must report the prohibited conduct as soon as possible via the complaint form outlined in this policy after the alleged act or knowledge of the alleged act so that the College District can take appropriate action at the earliest possible stage. A delay in reporting may impair the College District's ability to investigate, gather evidence, and/or take corrective action as part of the complaint process.

**Consolidation of
Multiple Complaints**

Where it is determined that two or more ~~submitted individual~~ complaints are sufficiently similar in nature and remedy to permit resolution through one proceeding, such complaints may be consolidated at the discretion of the manager, employee relations.

Untimely Complaints

If a complaint form or appeal notice is not submitted on time, the complaint may be dismissed, and the complainant will be notified in writing. An employee may appeal the determination of timeliness. The appeal will be limited only to the question of timeliness and not the underlying merits of the complaint. The appeal procedures will be provided in the notice of dismissal.

**Complaint Process
Timelines and
Extensions of Times**

After an employee complaint has been submitted under this policy, all subsequent deadlines may be extended by the manager, employee relations for extenuating and unforeseeable circumstances.

The manager, employee relations may only unilaterally extend deadlines by ten (10) College District business days up to two times. Any other extensions may be granted on a case-by-case basis.

**Recordkeeping /
Confidentiality**

A record of each complaint will be created and retained in accordance with this policy. The record will include documents submitted by the employee who filed the complaint, documents determined relevant by College District personnel, and the decisions reached by each level of review, along with recordings of meetings held, if any.

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Employee complaints are kept separately from the employee's personnel file, in accordance with the College District's records retention policy.

Complaint records are confidential to the extent permitted by law. Limited disclosures may be necessary in order to conduct a thorough investigation. Additionally, information may be disclosed in response to a subpoena or as otherwise may be required by law.

The College District will protect the individuals' privacy in a complaint filed under this policy to the extent that it is practical and allowed by law and College District policy. However, there may be times when disclosure of information is required in order to process or investigate a complaint. In all cases, efforts will be made to protect the privacy of individuals.

Representative

The complainant may designate a representative, including an attorney at the complainant's own cost, to represent the complainant at any level of the process by notifying the manager, employee relations in writing.

If necessary, the College District may reschedule any meetings to include the College District's counsel. Each party will pay its own fees and costs incurred by representatives in the course of the complaint process.

Neutral Third Party

Depending on the complexity of a matter and at the sole discretion of the chief human resources ~~employee success~~ officer or designee, a neutral third party may be designated to hear and/or investigate a complaint or review an appeal if deemed necessary by the chief ~~employee success~~human resources officer or designee.

Remand

A complaint or appeal form that is incomplete in any material aspect will be refiled, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.

If an adequate record has not been developed, the appropriate campus provost or senior administrator may remand the complaint to a lower level. The District President or designee may remand a complaint to a lower level if at the respective level of review an adequate record has not been developed.

Investigation

If violations of law are alleged, the College District may conduct an investigation at any level in the complaint process. If the College District and the employee mutually agree, all complaint process deadlines will be suspended during such an investigation. If there is no mutual agreement, the complaint process will continue without an investigation.

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Audio Recordings

As provided by law, an employee will be permitted to make an audio recording of a meeting under this policy at which the substance of the employee's complaint is discussed. The employee will notify all attendees present that an audio recording is taking place.

General Complaint Procedure

The College will implement procedures to resolve employee complaints. These procedures are not legal proceedings, but rather internal College District administrative processes to resolve work-place concerns amicably and at the earliest time period possible. The detailed procedures may be obtained from the manager, employee relations or at the [Complaint Information and Forms webpage](#)². The general complaint procedures are as follows.

Informal Process

Generally, a complainant is expected to attempt to resolve matters informally by meeting with the person or persons involved to address the concerns. If that is not feasible, a complainant is encouraged to meet with the ~~employee relations~~ ~~human resources~~ consultant assigned to their campus and the appropriate supervisors as determined by the ~~human resources~~ ~~employee relations~~ consultant.

Note: Attempting to resolve matters informally concerning complaints involving any form of unlawful harassment, whistleblower allegations, and cases where it is impractical to do so is not required, and employees may proceed directly to Step 1 of the formal process.

Formal Process

Step 1 Filing of the Complaint

If it is not possible to resolve a matter informally, a formal complaint ~~may will~~ be submitted by using the College District's online complaint form.

The employee complaint form³ can be accessed on the College District's website. Complaints not submitted via the online complaint form will not be processed and reviewed.

~~Alternatively, a formal complaint may be submitted via hand-delivery to the manager, employee relations during regular business hours.~~

~~The employee complaint form⁴ can be accessed on the College District's website.~~

If the complainant needs a reasonable accommodation in order to submit their complaint online, the individual may contact the manager, employee relations for assistance.

The complaint will describe all incident(s) at issue, reference violations of specific Board policy, ~~if any~~, identify any relevant dates or

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witnesses, provide sufficient factual detail to support the alleged violations, and indicate the dates of informal resolution conferences, if any.

Step 2 Initial
Review of the
Complaint or
Summary
Determination

If the subject matter of the complaint is a complaint about a Board member or is a complaint about the District President, the complaint will be initiated at the Board level. A preliminary hearing to develop a record or recommendation for the Board may be conducted by a designated administrator at the College District.

Upon an initial review of the complaint, the manager, employee relations will determine whether the allegations, if proven, could constitute prohibited conduct as defined by policy or applicable law. If the allegations do not rise to the level of prohibited or unlawful conduct, the complaint will be dismissed.

Otherwise, the complaint will be referred to Step Three ~~the next step~~ under this policy.

Any appeal of the summary determination by the manager, employee relations will be limited to a determination of whether the complaint falls within the purview of Board policy or not.

The complainant may appeal the summary determination only on the basis of the following two grounds by submitting an appeal form to the manager, employee relations within ten (10) College District business days of the summary determination:

1. New evidence not reasonably available or provided to the Step 2 reviewer that affected the outcome; or
2. An issue of procedural irregularity, such as issues involved in filing the online complaint, that affected the outcome.

All appeals of a Step 2 summary determination will be handled by the chief human resource officer, whose decision is final and non-appealable.

Step 3 Review by
Appropriate
Administrator

At their discretion or in cases of a conflict, the designated campus provost or senior administrator (generally the vice president of the respondent party) may request to delegate the handling of the complaint under this Step 3 to the appropriate dean, program director, or other administrator. The manager, employee relations may approve that delegation in writing.

A meeting with ~~t~~he appropriate campus provost or senior administrator (generally the vice president of the respondent party) will schedule a meeting with the complainant. ~~be scheduled~~. If the complainant is a faculty member, the meeting may also include the Vice

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Step 4 Review by
the ARP

President – Academic Affairs to expedite resolution of the complaint.

The respondent(s) will also receive a copy of the complaint and be asked to provide a written response that will be shared with the campus provost or senior administrator for review. The appropriate campus provost or senior administrator will also schedule a meeting with the respondent(s).

~~At their discretion or in cases of a conflict, the campus provost or senior administrator may delegate the handling of the complaint under this step to the appropriate dean or administrator.~~

In most cases, the campus provost or senior administrator, or a designee, will issue a written summary determination within ten (10) College District business days of completing all meetings related to the complaint. If an extension is necessary, the complainant and respondent will be notified in writing of the extension.

If either the complainant or the respondent disagrees with the decision at Step 3, the complainant or respondent may appeal the determination to an ARP who will review the complaint file, documents submitted, and then will issue a determination.

An ARP is generally composed of at least two administrators and either one full-time faculty or one full-time staff member depending on the type-role of the complainant.

The appeal must be submitted to the manager, employee relations within ten (10) College District business days of the date listed on the Step 3 decision. The manager, employee relations will confirm receipt of the appeal. The ARP may review additional documents, and if a majority of ARP members agree that interviews are necessary, may also conduct interviews of the complainant, the respondent, or witnesses.

The standard of review at this step will be by a preponderance of the evidence.

In most cases, the ARP will issue a written summary determination within ten (10) College District business days of completing all meetings related to the complaint. If an extension is necessary, all parties the appealing party will be notified in writing of the extension.

In some cases, including those involving allegations of unlawful harassment, discrimination, or retaliation, the ARP may require additional time in which to review information and prepare a determination. In such cases, the ARP will make such a request through

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EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

Step 5 *Review by
the Executive
Vice President or
Designee*

the manager, employee relations, who will then notify the complainant and respondent in writing how much time reasonably will be needed to conclude the review and prepare a determination.

If the complainant or the respondent disagrees with the decision of the ARP at Step 4, either party may appeal the determination to the executive vice president or designee. The appeal must be submitted to the manager, employee relations within ten (10) College District business days of the date listed on the Step 4 decision.

The statement of appeal must:

1. Identify all points of disagreement with the determination;
2. Contain sufficient detail to clarify the basis of the appeal; and
3. Explain the reasons why the appeal should be granted.

The standard of review at this step will be by a preponderance of the evidence. If neither party files a timely appeal, the determination of the ARP becomes final and is non-appealable.

Within ten (10) College District business days of receipt of the appeal, the executive vice president (or designee) will issue a written decision affirming, affirming in part/denying in part, or reversing the ARP's determination.

The decision of the executive vice president or designee is final and non-appealable for all types of complaints, except for complaints regarding the recommendation for mid-contract termination of a full-time faculty member under DMAA(LOCAL) or of a contract employee. Those types of complaints may proceed to Step 6.

Step 6 – Appeals
to the District
President and
Board for a
Procedural
Irregularity

For those complaints that involve the recommendation of the mid-contract termination of a faculty member's contract under DMAA(LOCAL) or of a contract employee only, the decision of the executive vice president or designee may be appealed to the District President and Board. Only the District President may be involved in a final decision regarding the nonrenewal of a faculty member's contract.

If the complainant disagrees with the decision of the executive vice president or designee, the faculty member or contract employee may appeal to the Board by notifying the manager, employee relations within ten (10) College District business days of the receipt of the Step 5 decision. The manager, employee relations will confirm receipt of the appeal.

Prior to placing the matter on the Board agenda, the District President will review the record. If the District President reverses the de-

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

cision of the executive vice president or designee, the recommendation for termination of the full-time contract employee will be vacated, and the College District/respondent and the complainant will be notified in writing of the District President's findings and related actions regarding the matter. In this case, the matter will not proceed to presentation to the Board.

If the District President affirms the decision of the executive vice president or designee to terminate the full-time contract, the matter will be placed on the agenda for presentation to the Board. In such cases, the matter will be placed on the Board agenda after review by the District President, providing at least ten (10) College District business days' advance written notice to the complainant.

The complainant will be notified in writing of the date, time, and place of the Board meeting at which the complainant or representative will present their concerns to the Board. The notice will include all applicable procedures for the presentation to the Board. The presentation will take place in closed meeting unless the complainant requests that it be heard in public. The Board may place time limits on the presentation.

The Board will consider the complaint, the complaint file maintained by the manager, employee relations, and oral presentations to the Board.

The Board may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting after the Board hears the matter. However, the Board is not required to take any action. If for any reason the Board does not take any action by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the last prior administrative decision.

**Public Comment to
the Board**

Nothing in this policy precludes an employee who has exhausted the procedures in this policy from addressing the Board of Trustees at the next regular public meeting in accordance with the provision for public comment or the hearing of citizens. The Board is not required to take any action concerning a grievance but will listen to the employee's concerns. [See BDB]

Board Report

After the end of each fiscal year, the District President will provide to the Board a summary report indicating the number and types of complaints received under this policy.

¹ Policy Online: <https://pol.tasb.org/PolicyOnline?key=304>

² Complaint Information and Forms: http://www.collin.edu/hr/complaints/Employee_Complaints.html

³ ~~Employee Complaint Form: http://www.collin.edu/hr/complaints/Employee_Complaints.html~~

⁴ ~~Employee Complaint Form: http://www.collin.edu/hr/complaints/Employee_Complaints.html~~

PUBLIC COMPLAINTS AND HEARINGS

GB
(LOCAL)

Purpose

The purpose of this policy is to set forth complaint procedures and provide for the prompt and equitable resolution of any complaints by members of the public. For information about public participation in Board meetings, see BDB(LOCAL).

Procedure Informal Resolution

The Board encourages the public to discuss concerns with the appropriate administrator who has the authority to address the concerns.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution will be encouraged but will not extend any deadlines in this policy.

Formal Resolution

Whenever members of the public have concerns related to the College District that cannot be resolved informally, the formal process outlined in the rest of this policy will be followed so that issues can be addressed as soon as possible to allow resolution at the lowest possible administrative level.

Even after initiating the formal complaint process, individuals are encouraged to continue to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy will not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or a “mini-trial” at any level.

Exceptions

Complaints for which other resolution procedures and policies are provided will be directed through those procedures and channels initially. For example, the following policies require complaints to be submitted in accordance with this policy GB after the applicable complaint process has been exhausted:

1. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA]
2. Complaints concerning the withdrawal of consent to remain on campus. [See GDA]

Consolidating Complaints

Complaints arising out of an event or a series of related events will be addressed in one complaint. An individual will not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

PUBLIC COMPLAINTS AND HEARINGS

GB
(LOCAL)

Untimely Filing	If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process.
Extension of Time	Any time limits set by these procedures, other than the time limits for filing the initial complaint, may be extended at the discretion of the District President or designee.
Freedom from Retaliation	Neither the Board nor any College District employee will unlawfully retaliate against any individual for bringing a concern or complaint.
Complaints	In this policy, the terms "complaint" and "grievance" will have the same meaning.
Other Complaint Processes	Complaints from the public will be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with GB after the relevant complaint process: 1. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA] 2. Complaints concerning the withdrawal of consent to remain on campus. [See GDA]
Response	"Response" will mean a written communication to the individual from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the individual's email address of record, or sent by U.S. Mail to the individual's mailing address of record. Mailed responses will be timely if they are postmarked by U.S. Mail on or before the deadline.
Days	"Days" will mean College District business days. In calculating time lines under this policy, the day a document is filed is "day zero." The following day is "day one."
Representative	The complainant may designate a representative to represent him or her at any level of the process by notifying the <u>associate vice president-communications</u> . Chief Public Relations Officer in writing. If necessary, the College District may reschedule any meeting to include the College District's counsel.
Costs Incurred	Each party will pay its own costs incurred in the course of the complaint.
Neutral Third Party	A neutral third party may be designated to hear a complaint at Level One or Level Two <u>below</u> if deemed necessary by the <u>associate vice president-communications</u> . Chief Public Relations Officer .
Recording Meetings	All meetings held with the complainant in accordance with this policy will be recorded by the College District, and the recordings will

PUBLIC COMPLAINTS AND HEARINGS

GB
(LOCAL)

	become part of the complaint record. The complainant may request a copy of the recordings by submitting a written request to the <u>as- sociate vice president-communications, Chief Public Relations Of- ficer.</u> <u>As provided by law, an individual will be permitted to make an au- dio recording of a hearing under this policy at which the substance of the individual's complaint is discussed. The individual will notify all attendees present that an audio recording is taking place.</u>
<u>Formal Resolution Process</u> <u>Complaint Forms</u>	An individual will file a formal complaint using the College District's <u>online complaint form</u>¹ within <u>ten-10 College District</u> business days of the date the complainant knew (or reasonably should have known) of the action that caused the complaint. The complaint must provide sufficient detailed facts to support the allegations, otherwise it may be dismissed.
Scheduling Conferences	The College District will make reasonable attempts to schedule conferences at a mutually agreeable time. If the individual fails to appear at a scheduled conference without a compelling reason, the complaint will be considered withdrawn.
Level One	The appropriate administrator will investigate as necessary and schedule a conference with the individual within <u>ten-10 College District</u> business days after receipt of the written complaint. The administrator may set reasonable time limits for the conference. The administrator will provide the individual a written response within <u>ten-10 College District</u> business days following the conference. The written response will set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any relevant documents or information.
Level Two	If the individual does not receive the relief requested at Level One or if the time for a response has expired, he or she may submit an appeal at Level Two. The appeal notice must be submitted in writing to the <u>associate vice president-communications Chief Public Relations Officer</u> within <u>ten-10 College District</u> business days of the date of the written Level One response or, if no response was received, within 15 <u>College District</u> business days of the Level One response deadline. After receiving notice of the appeal, the Level One administrator will prepare and forward a record of the Level One complaint to the Level Two administrator, who will be designated by the <u>associate</u>

PUBLIC COMPLAINTS AND HEARINGS

GB
(LOCAL)

~~vice president-communications-Chief Public Relations Officer~~. The individual may request a copy of the Level One record.

The Level Two administrator will review the complaint within ~~ten-10 College District~~ business days from receipt of the appeal. The hearing officer will determine if a conference is warranted, and if so, will schedule a conference with the complainant to discuss the complaint. However, there will be no express or implied right to a Level Two conference.

The Level Two administrator will reply in writing within ~~ten-10 College District~~ business days from the date of receipt of the complaint, or if a conference is held, within ~~ten-10 College District~~ business days from the date of meeting with the complainant. If a conference is held, the Level Two administrator may set reasonable time limits for the conference. Further, the individual may provide information to the hearing officer about any documents or information relied upon by the administration for the Level One decision.

The Level Two administrator will provide the individual a written response within ~~ten-10 College District~~ business days following the conference. The written response will set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information as determined by the Level Two administrator. If additional investigation or information is required, the Level Two administrator may request such information or meet with individuals as necessary to clarify the record.

The ~~ten-10 College District~~ business-day reply deadline may be extended if, due to the nature of the allegation or at the hearing officer's discretion, an investigation is appropriate. In these cases, the hearing officer will respond promptly, generally within 30 ~~College District~~ business days from the date of filing the complaint. If the reply deadline is extended, the complainant will be notified in writing.

The decision of the Level Two administrator is final and cannot be appealed.

Presentation to
Board

Although the decision of the Level Two administrator is final and may not be appealed, any individual may present a complaint processed under this policy to the Board during the public ~~comment participation~~ portion of a Board meeting regardless of the limitation in this policy. The Board is not required to take any action concerning this type of complaint but is required to listen if the complaint is presented at a public meeting. [See BDB]

¹ Complaint Form: [http://www.collin.edu/hr/complaints/Public Complaints.html](http://www.collin.edu/hr/complaints/Public_Complaints.html)

Collin County Community College District Board of Trustees

2026-09-X

September 22, 2026

Resource: Monica Velazquez
General Counsel

AGENDA ITEM:

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

- **CRB (Local)** Technology Resources – Artificial Intelligence
- **DGBA (Local)** Personnel – Management Relations – Employee Grievances
- **GB (Local)** Public Complaints and Hearings

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.

- **CRB (Local)** Technology Resources – Artificial Intelligence - Proposed new policy to addressing Artificial Intelligence resources, AI definitions, prohibited uses, and AI related processes.
- **DGBA (Local)** Personnel – Management Relations – Employee Grievances - Proposed recommended updates to clarify complaint definitions and processes, including the addition of faculty rank complaints.
- **GB (Local)** Public Complaints and Hearings - Proposed revisions to the complaint policy for complaints filed by members of the public.

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

September 22, 2026

Resource: Monica Velazquez
General Counsel

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

- **BAA (Local)** College District Governance – Board Legal Status
- **BBC (Local)** Board Members – Vacancies and Removal from Office
- **BD (Local)** Board Meetings
- **CL (Local)** Facilities Planning
- **FC (Local)** Registration and Attendance

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.

- **BAA (Local)** College District Governance – Board Legal Status - This new recommended local policy will include the legal name of the Collin County Community College District Board of Trustees
- **BBC (Local)** Board Members – Vacancies and Removal from Office - Recommended minor changes to update a state law provision and revisions to the election or appointment process
- **BD (Local)** Board Meetings - Recommended minor revision reflecting a change in state law for the time period in the positing of Board meetings and notice provided thereunder
- **CL (Local)** Facilities Planning - This new recommended local policy clarifies the designation and use of private places on campus
- **FC (Local)** Registration and Attendance - Recommends the addition of language regarding registration and attendance procedures now required by changes in state law

NEW POLICY

The official title of the governing body of the College District shall be the Collin County Community College District Board of Trustees, referred to in policies as "the Board."

BOARD MEMBERS
VACANCIES AND REMOVAL FROM OFFICE

BBC
(LOCAL)

**Accreditation
Principles**

Institutional integrity is essential to the purpose of higher education. Integrity functions as the basic covenant defining the relationship between the College District and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The College District's accreditation body requires that the governing board of the institution adopt appropriate and fair processes for the dismissal of a Board member. Therefore, Board members may be removed from office or sanctioned as provided in this policy. [See Southern Association of Colleges and Schools Commission on Colleges, Principle 4.2.e]

**Resignation by
Board Member or
Member-Elect**

A Board member may resign by providing written notice to the Chair or to the Secretary of the Board of Trustees.

A Board member-elect may submit a declination of office by submitting written notice to the Chair or to the Secretary of the Board of Trustees.

The Board may not refuse to accept a resignation or declination submitted under this policy.

Effective Date

If a Board member or member-elect submits a resignation or declination, whether to be effective immediately or at a future date, a vacancy occurs on the date the resignation or declination is accepted by the Board, or on the eighth calendar day after the date of its receipt by the Board Chair or Secretary, whichever date is earlier.

Holdover Doctrine

All public officers will continue to perform the duties of their offices until their successors will be duly qualified and sworn in. Until the vacancy created by a public officer's resignation is filled by a successor, the public officer continues to serve and have the duties and powers of office and continues to be subject to the nepotism rules and all Board policies. A holdover public officer may not vote on the appointment of the officer's successor. [See DBE]

**Immediate Removal
for Lack of
Residency**

A Board member is required to remain a resident of the College District throughout the term of elected office. A Board member who ceases to reside in the College District vacates his or her office immediately.

**Immediate Removal
for Conviction**

A Board member who is convicted of official misconduct, including a purchasing offense under Education Code 44.032 [see CF(LEGAL), Impermissible Practices], is subject to immediate removal from office. *Local Gov't Code 87.031.*

BOARD MEMBERS
VACANCIES AND REMOVAL FROM OFFICE

BBC
(LOCAL)

**Involuntary Removal
from Office under
Quo Warranto**

A Board member who usurps, intrudes into, or unlawfully holds or executes a public office may be involuntarily removed by a quo warranto action as described in BBC(LEGAL). *Civ. Prac. and Rem. Code 66.~~001-001~~-002*.

A Board member who engages in an act, or allows an action, that by law causes forfeiture of office may also be involuntarily removed by a quo warranto action as described in BBC(LEGAL). *Civ. Prac. and Rem. Code 66.~~001-001~~-002*.

**Involuntary Removal
from Office by
Petition and Trial**

A Board member may be removed from office by a petition filed by any resident of this state who has lived for at least six months in the county in which the petition is to be filed and who is not currently under indictment in the county, under Local Government Code 87.015. [See BBC(LEGAL)]

**Reasons for
Removal from
Office**

A Board member may be removed by a quo warranto action or by petition and trial for:

1. Incompetency. "Incompetency" means:
 - a. Gross ignorance of official duties;
 - b. Gross carelessness in the discharge of those duties; or
 - c. Unfitness or inability to promptly and properly discharge official duties because of a serious physical or mental defect that did not exist at the time of the officer's election.
2. Official misconduct. "Official misconduct" means intentional, unlawful behavior relating to official duties by an officer entrusted with the administration of justice or the execution of the law. The term includes an intentional or corrupt failure, refusal, or neglect of an officer to perform a duty imposed on the officer by law.
3. Intoxication on or off duty caused by drinking an alcoholic beverage. Intoxication is not grounds for removal if it appears at the trial that the intoxication was caused by drinking an alcoholic beverage on the direction and prescription of a licensed physician practicing in this state.
4. The conviction of a Board member by a jury for any felony or for misdemeanor official misconduct, including a purchasing offense under Education Code 44.032.
5. Nonattendance of Board meetings if the member is absent from more than half of the regularly scheduled and posted

BOARD MEMBERS
VACANCIES AND REMOVAL FROM OFFICE

BBC
(LOCAL)

Board meetings, including committee meetings, that the member is eligible to attend during a calendar year, not counting an absence for which the member is excused by a majority vote of the Board. An annual report of Trustee meeting attendance for the prior year will be included as an information item each February.

Tex. Const. Art. V, Sec. 24; Local Gov't Code 87.011(2)–(3), .013, .031; Education Code 44.032, 130.0845

Other Sanctions

The Board has an interest in directly addressing ethical and other misconduct by a Board member. Board members will not engage in misconduct as defined in this policy.

Misconduct Defined

Under this policy, “misconduct” means:

1. Violating the Code of Ethics in BBF(LOCAL);
2. Failing to uphold Board member responsibilities as listed in BBF(LOCAL);
3. Violating applicable Board policies, including, but not limited to, conduct constituting criminal offenses and nepotism [see BBFB(LEGAL)] and conflicts of interest [see BBFA(LEGAL)];
4. Failing to file required conflict of interest disclosures [see BBFA(EXHIBIT)]; and/or
5. Engaging in other unethical or dishonest conduct, in fraud, or in making false or misleading representations during a term of office.

Each Board member has a duty to report misconduct. The Board may investigate misconduct reports and issue sanctions in accordance with this policy and applicable law.

**Reporting
Misconduct**

Any community member or any Board member may file a written misconduct report with the Board Chair or with the Board Secretary if the report regards the Board Chair.

The report recipient must advise the Board in writing that a misconduct report was received. The recipient may request an investigation of the misconduct report. Upon a majority vote of the Board, an investigation of the misconduct report may be initiated.

**Investigating
Misconduct**

An independent third party will conduct the investigation. Under this policy, “independent third party” means any person appointed by a majority vote of the Board to conduct this investigation.

During the investigation, the respondent Board member will be provided by the independent third party a list of the allegations lodged

BOARD MEMBERS
VACANCIES AND REMOVAL FROM OFFICE

BBC
(LOCAL)

in the misconduct report. The respondent Board member has the opportunity to respond to the specific allegations, either in writing or by meeting with the independent third party.

The independent third party will prepare investigative findings or an investigative report for the Board's review.

Sanctions Upon a
Finding of
Misconduct

The Board will have the authority to sanction a Board member for misconduct. The Board may find that misconduct has occurred by a majority vote of the Board.

Upon such finding, the Board may sanction the Board member found to have engaged in misconduct. Sanctions may include, but are not limited to:

1. Removing the Board member from serving on any Board committee;
2. Limiting travel and fee reimbursement for the Board member;
3. Requiring the Board member to attend additional training at the Board member's expense to be completed within a specified period of time;
4. Censuring the Board member; and/or
5. Any other sanction or action allowed by applicable law.

For purposes of this policy, "censure" means a public reprimand by the Board of a person through means of a written order or resolution for specified conduct. Sanctions imposed are to be read at the next scheduled Board meeting.

Filling a Vacancy

~~Any~~When a vacancy ~~occurring~~occurs on the Board through death, resignation, or otherwise, it will be filled by the Board by a special election ordered by the Board or by appointment by resolution or order of the Board, either by appointment, in accordance with law and the appointment procedures below, or by special election, in accordance with law.

The vacancy will be filled within 180 days, but, if determined necessary by the Board, the Board may extend the deadline to fill the vacancy.

At no time may the Board fill the vacancy later than the uniform election date of the next regular Board election.

~~By Special Election~~

~~A special election to fill a Board vacancy is conducted in the same manner as the College District's general election except as provided by the applicable provisions of the Election Code. [See BBB]~~

BOARD MEMBERS
VACANCIES AND REMOVAL FROM OFFICE

BBC
(LOCAL)

	If a vacancy in an office is to be filled by special election, the <u>Board will order the</u> election will be ordered as soon as practicable after the vacancy occurs. <u>To fill a vacancy by appointment, the Board may adopt procedures on a case-by-case basis, which may include an application and/or interview process, or the Board may appoint a person who has expressed an interest in serving with or without an application process.</u> <u>Any individual elected or appointed must meet the qualifications set forth at Election Code 141.001(a) and Education Code 130.082(d).</u>
<u>Selection</u>	<u>An individual must receive the affirmative vote of a majority of the remaining Board members to be appointed to the Board.</u>
<u>Duration of Appointment</u>	<u>An appointed Board member will serve until the next regular election of members to the Board.</u> A special election to fill a vacancy will be held on the first authorized uniform election date occurring on or after the 46th day after the date the election is ordered. For a vacancy to be filled by a special election to be held on the date of the general election for state and county officers (November of even numbered years), the election will be ordered not later than the 78th day before the election day. In all elections to fill vacancies of office in this state, it will be to fill the unexpired term only.
By Appointment	An appointment to the governing body of a local government will be made as required by the law applicable to that local government and may be made with the intent to ensure that the governing body is representative of the constituency served by the governing body. A local government that chooses to implement this provision will adopt procedures for the implementation. <i>Local Gov't Code 180.005(b)-(c)</i> A vacancy on the Board may be filled by appointment through a resolution adopted by a majority of the remaining Board members. The Board may adopt procedures on a case-by-case basis, which may include an application process, or the Board may appoint a person who has expressed an interest in serving with or without an application process. Any person appointed must meet the qualifications set forth at Election Code 141.001(a) and Education Code 130.082(d).

BOARD MEMBERS
VACANCIES AND REMOVAL FROM OFFICE

BBC
(LOCAL)

Exception for
Involuntary
Removal from
Office

**Temporary
Replacement of
Board Member on
Military Active Duty**

~~The person appointed to fill the unexpired term will serve until the next regular election of members to the Board, at which time the position will be filled by election for a term appropriately shortened to conform with what regularly would have been the length of the term for that position. *Tex. Const. Art. XVI, Sec. 27; Education Code 130.082(d)*.~~

If a Board member is removed from office in accordance with law or policy, the Board will appoint a candidate using the same procedures outlined in this policy and such appointment will occur as soon as practicable following the removal from office.

The Board may adjust the deadlines described by this policy as necessary to satisfy this timeline.

An elected or appointed Board member who enters active duty in the Armed Forces of the United States as a result of being called to duty, drafted, or activated does not vacate the office held. In that case, the Board may, but is not required to, appoint a replacement to serve as a temporary active Board member as provided by Texas Constitution Article XVI, Section 72 if the elected or appointed Board member will be on active duty for longer than 30 days.

The Board member who is temporarily replaced may recommend to the Board the name of a person to temporarily fill the office. The Board will appoint the temporary acting Board member to begin service on the date specified in writing by the Board member being temporarily replaced as the date the Board member will enter active military service.

A temporary acting Board member under this policy has all the powers, privileges, and duties of the office. A temporary acting Board member will perform the duties of office for the shorter period of either:

1. The term of the active military service of the Board member who is temporarily replaced; or
2. The term of office of the Board member who is temporarily replaced.

“Armed Forces of the United States” means the U.S. Army, the U.S. Navy, the U.S. Air Force, the U.S. Marine Corps, the U.S. Coast Guard, any reserve or auxiliary component of any of those services, or the National Guard.

BOARD MEETINGS

BD
(LOCAL)

Definition	The Board shall consist of nine members. In the event of the death or resignation of one or more members, the Board shall remain defined as a nine-member Board for the purposes of determining a majority. [See BBB]
Meeting Place and Time	The notice for a Board meeting shall reflect the date, time, and location of the meeting.
Regular Meetings	Regular meetings of the Board shall typically be held on the fourth Tuesday of each month as posted. When determined necessary and for the convenience of Board members, the Board Chairperson may change the date, time, or location of a regular meeting with proper notice.
Special or Emergency Meetings	The Board Chairperson shall call a special meeting at the Board Chairperson's discretion or on request by two members of the Board. The Board Chairperson shall call an emergency meeting when it is determined by the Board Chairperson or four members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.
Agenda	The deadline for submitting items for inclusion on the agenda is the fifth business day before regular meetings and the fifth business day before special meetings, except in an emergency in accordance with the Texas Open Meetings Act.
Preparation Deadline	
Submission of Topics	The District President shall compile for review by the Board Chairperson all topics timely submitted by Board members, topics requested by the Board, and topics suggested by the District President.
A Board Member May Request a Subject Be Included on the Agenda	The Board Chairperson and the District President shall confer regarding the proposed topics, and the Board Chairperson shall determine the topics for the official meeting agenda. Consistent with Board procedures, the Board Chairperson shall ensure that any topic or action item two or more Board members have requested in writing be addressed are either on a meeting agenda or scheduled for deliberation at an appropriate time in the near future. If the item is a discussion item, it will be scheduled on the agenda for a future committee or Board meeting within 30-60 calendar days. If the item is an action item, the Board Chairperson will decide on which committee or Board agenda the item will be placed. The Board Chairperson shall not refuse to assign an action item that complies with this policy requested by two or more Board members to an agenda and, once assigned, shall not have the authority to remove the action item from the agenda without the requesting Board members' specific authorization.

BOARD MEETINGS

BD
(LOCAL)

Consent Agenda	When the agenda is prepared, the Board Chairperson shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.
Notice to Members	Members of the Board shall be given notice of regular and special meetings at least <u>72 hours three business days</u> prior to the scheduled <u>time date</u> of the meeting and at least one hour prior to the time of an emergency meeting.
Closed Meeting	Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. See BDA
Order of Business	The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by <u>the Board Chair, the presiding Board officer, or by a majority vote consensus</u> of Board members present.
Rules of Order	The Board shall observe the parliamentary procedures as found in <i>Robert's Rules of Order, Newly Revised</i> , except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present so long as the suspension does not result in actions or motions that must be declared null and void under <i>Robert's Rules of Order, Newly Revised</i> or applicable law.
Voting	Voting shall be by voice vote or show of hands, as directed by the Board Chairperson. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.
Minutes	Board action shall be carefully recorded by the Board Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board. The official minutes of the Board shall be retained on file in the office of the District President and shall be available for examination during regular office hours.
Discussions and Limitation	Discussions shall be addressed to the Board Chairperson and then the entire membership. Discussion shall be directed solely to the

BOARD MEETINGS

BD
(LOCAL)

business currently under deliberation, and the Board Chairperson shall halt discussion that does not apply to the business before the Board.

The Board Chairperson shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board Chairperson shall not interfere with debate so long as members wish to address themselves to an item under consideration.

Trustee Requests for Accommodations for Board Meetings

The College is committed to its compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. No qualified Trustee with a Disability, as defined in board policy DAA(LEGAL), shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the College or be subjected to disability discrimination. The Board will adopt a set of procedures for Trustees to request reasonable and legal accommodations in writing for participation in or legal access to regularly scheduled Board meetings that conform with the existing definitions and requirements under Board policy, see GA.

The College is not obligated to provide an accommodation if it would impose an undue financial hardship or administrative burden on the College as such limits are described in Board policy, see GA and DAA, or if it would require the College to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity.

NEW POLICY

Designation and Use of Private Spaces

The Board will ensure that the District President or designee and staff, designates private spaces in accordance with law.

The District President shall develop administrative regulations to ensure compliance with law and policy regarding the use of private spaces, as defined in law, on all College District campuses and facilities.

REGISTRATION AND ATTENDANCE

FC
(LOCAL)

Purpose

The District President or designee will develop procedures addressing registration and attendance requirements, including procedures for all excused absences consistent with applicable law.

The registration and attendance procedures will be published in the College District catalog, official bulletins, website and other appropriate Districtwide publications.

Collin College is committed to providing an academic environment that is respectful of the religious beliefs, if any, of its students, in accordance with state and federal laws and regulations. The purpose of this policy is to ensure reasonable accommodations will be provided to students whose sincerely held religious beliefs conflict with a Collin College policy, procedure, and/or program or academic requirement. The purpose of this policy is to also help ensure compliance with students' observance of religious holy days in accordance with state law. [See FC(LEGAL)]

Definitions

For purposes of this policy, the following definitions apply.

A "religious accommodation" is a reasonable adjustment to an academic or clinical program of the College District.

A "religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Tax Code 11.20 as defined in FC(LEGAL).

An accommodation may cause "undue hardship" if it is an action or request that would pose an unreasonable burden or significant difficulty or expense to the College District considered under the factors allowed by law. The determination of undue hardship is dependent on the facts of each individual situation and will be made on a case-by-case basis.

A "fundamental alteration" is a change to an academic course, program, service, or activity of the College District that significantly changes the essential nature of the academic course, program, service, or activity (i.e., course design or degree requirements).

**Attendance
Accommodations for
Religious Holy Days**

The District President or designee will develop procedures for addressing excused absences of students, including for absences due to religious holy days, consistent with applicable law. The procedures will be published in the student handbook, catalog, and/or official publications of the College District.

Consistent with state law and regulations, if there is a disagreement about the excused absence for the observance of a religious holy day or about the reasonable time to complete a missed assignment or examination, either the student or the faculty member may request a ruling from the District President or designee. The

**Religious
Accommodations in
Clinical Programs
that Involve Patient
Care**

student and the faculty member will abide by the decision of that individual.

Religious accommodation requests of students in clinical programs of the College District will be evaluated on a case-by-case basis. Religious accommodation requests that cause an undue hardship to the College District, result in a fundamental alteration of course or clinical requirements, or are objectively unreasonable will not be granted.

Religious accommodation requests of students in a clinical program that involve patient care may depend on the requirements imposed by external hospitals and clinical partners where the clinicals or labs are hosted. A religious accommodation in a clinical program may require placement at a different hospital or clinical partner, if available. If not available, granting the religious accommodation may delay the student's completion of the clinical program.

The District President or designee will develop procedures addressing religious accommodations in clinical programs that involve patient care, consistent with law, for students whose sincerely held religious beliefs conflict with a Collin College policy, procedure, and/or program or academic requirement.

To request a religious accommodation in a clinical program that involves patient care, a student must submit the appropriate form to the Accommodations at Collin College for Equal Support Services (ACCESS) Office.

Collin County Community College District Board of Trustees

2026-09-X

September 22, 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

- **BAA (Local)** College District Governance – Board Legal Status
- **BBC (Local)** Board Members – Vacancies and Removal from Office
- **BD (Local)** Board Meetings
- **CL (Local)** Facilities Planning
- **FC (Local)** Registration and Attendance

DISCUSSION:

The Organization, Education, and Policy Committee met on August 25, 2026, and considered a first reading of the policies listed below. Since there were no changes to these policies, the Chair of the Organization, Education, and Policy Committee now moves to approve these policies as presented.

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.

- **BAA (Local)** College District Governance – Board Legal Status - This new recommended local policy will include the legal name of the Collin County Community College District Board of Trustees
- **BBC (Local)** Board Members – Vacancies and Removal from Office - Recommended minor changes to update a state law provision and revisions to the election or appointment process
- **BD (Local)** Board Meetings - Recommended minor revision reflecting a change in state law for the time period in the positing of Board meetings and notice provided thereunder

- **CL (Local)** Facilities Planning - This new recommended local policy clarifies the designation and use of private places on campus
- **FC (Local)** Registration and Attendance - Recommends the addition of language regarding registration and attendance procedures now required by changes in state law

**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 a motion that the Board of Trustees of Collin County Community College District approves these Local Board Policies as presented."