

**Locations**

Celina Campus

Collin Higher  
Education Center  
McKinney, Texas

Courtyard Center  
Plano, Texas

Farmersville Campus

Frisco Campus

McKinney Campus

Plano Campus

Public Safety  
Training Center  
McKinney, Texas

Rockwall Center

Technical Campus  
Allen, Texas

Wylie Campus

**iCollin**

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**NOTICE is hereby given that the Collin County Community College District Board of Trustees will hold a meeting of the Organization, Education, and Policy Committee (Collins, Gomel, Orr) at 4:30 p.m. on Tuesday, March 26, 2024, in the President's Conference Room 407 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**

BBD (Local) Board Members – Orientation and Training

CS (Local) Information Security

FLB (Local) Student Rights and Responsibilities – Student Conduct

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

BG (Local) Administrative Organization (ADD)

CFE (Local) Purchasing and Acquisition – Vendor Relations (ADD)

DAA (Local) Employment Objectives – Equal Employment Opportunity

DCA (Local) Employment Practices – Term Contracts

DEC (Local) Compensation and Benefits – Leaves and Absences

DEE (Local) Compensation and Benefits – Expense Reimbursement

EBA (Local) Alternate Methods of Instruction – Distance Education

ECC (Local) Instructional Arrangements – Course Load and Schedules

FA (Local) Equal Educational Opportunity (ADD)

FAA (Local) Equal Educational Opportunity – Pregnant and Parenting Students

FAB (Local) Equal Educational Opportunity – Service Animals (ADD)

GCB (Local) Public Information Program – Requests for Information

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

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

1. Organization, Education, and Policy Committee

March 26, 2024

Resource: Monica Velazquez  
General Counsel

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

- **BBD (Local)** Board Members – Orientation and Training
- **CS (Local)** Information Security
- **FLB (Local)** Student Rights and Responsibilities – Student Conduct

**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.

- **BBD (Local)** Board Members – Orientation and Training - Revisions to this local policy address House Bill 3033, which requires board members to complete Public Information Act training if the state Attorney General determines the college failed to comply with the Public Information Act (PIA). The revisions clarify that the existing delegation of the responsibility to take the PIA training to the public information coordinator only applies to the training requirement applicable to board members shortly after they are elected or appointed.
- **CS (Local)** Information Security – Recommended revisions to this local policy address Senate Bill 1893, which prohibits certain social media applications and services on devices of the college, essentially codifying an earlier order issued by the governor. The bill requires a college to adopt a policy prohibiting the installation or use of Covered Social Media Applications on a government-owned or -leased device, with an exception. In addition, recommended revisions address Senate Bill 271, which amends provisions that address the notification a state agency must submit to DIR related to a security incident, as defined by law.

- **FLB (Local)** Student Rights and Responsibilities – Student Conduct – Recommended revisions address options for faculty who report incidents of scholastic dishonesty allowing the option for a faculty member to place a temporary “zero” grade placeholder while the scholastic dishonesty disciplinary matter is being adjudicated by the Dean of Students Office.

BOARD MEMBERS  
ORIENTATION AND TRAINING

BBD  
(LOCAL)

**Orientation**

The Board and the District President will provide an orientation for new Board members within the calendar year of their election to assist them in understanding the Board's function, policies, and procedures. Assistance given in the orientation of new Board members may include the following, as appropriate or available:

1. Selected materials on the responsibilities of being a contributing member of the Board.
2. Material pertinent to meetings and an explanation of its use.
3. Invitations to meet with the District President and other administrative personnel designated by the District President to discuss services the administration performs for the Board.
4. Access to a copy of the Board's policies and administrative regulations and other documents and information currently in use by other Board members.
5. Information regarding appropriate meetings and workshops.
6. A formal orientation on legal and budgetary oversight responsibilities of the Board.
7. Other information and activities as the Board or the District President deems useful in fulfilling the role of Board member.

The District President will work with the Board to address the training needs of Trustees.

**Cybersecurity  
Training**

The ~~District President~~District President or designee will determine, from the list of cybersecurity training programs certified by the Department of Information Resources (DIR) and published to DIR's website, the cybersecurity training program to be used in the College District. ~~The District President~~The District President in consultation with the Board Chair may remove access to the College District's computer systems and databases for noncompliance with training requirements as appropriate.

The ~~District President~~District President will periodically require an internal review of the College District to ensure compliance with the cybersecurity training requirements.

**Public Information  
Coordinator Act  
Training**

After Election or  
Appointment

After a Violation

The Chief Public Relations Officer or designee will fulfill the responsibilities of the public information coordinator and will receive, on behalf of Board members, the Public Information Act (PIA) training specified by Government Code 552.012 to be completed no later than the 90th day after the member takes the oath of office.

A Board member who receives written notice from the Attorney General that the member must complete the PIA training described

by Section 552.012 following the College District's failure to comply with a PIA requirement shall complete the training within the time-lines described in law.

	<p><del>The District President</del><u>The District President</u> is responsible for the security of the College District's information resources. <del>The District President</del><u>The District President</u> or designee will develop procedures for ensuring the College District's compliance with applicable law.</p>
<b>Information Security Officer</b>	<p>The <del>District President</del><u>District President</u> or designee will designate an information security officer (ISO) who is authorized to administer the information security requirements under law. <del>The District President</del><u>The District President</u> or designee must notify the Department of Information Resources (DIR) of the individual designated to serve as the ISO.</p>
<b>Information Security Program</b>	<p>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.</p> <p>The information security program must be submitted biennially for review by an individual designated by the <del>District President</del><u>District President</u> 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.</p>
<b><u>College District Website and Mobile Application Security</u></b>	<p><del>The District President</del><u>The District President</u> 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.</p> <p>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.</p>
<b><u>Covered Social Media Applications</u></b>	<p><u>The District President or designee shall 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.</u></p>
<b><u>Exception</u></b>	<p><u>The procedures shall permit the installation and use of a covered application for purposes of law enforcement and the development</u></p>

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

Information Security Plan	The College District will submit a biennial information security plan to DIR in accordance with law.
Effectiveness of Policies and Procedures	The ISO will report annually to the <del>District President</del> <u>District President</u> on the effectiveness of the College District's information security policies, procedures, and practices in accordance with law and administrative procedures.
Security Incidents <i>By the College District</i>	The College District will assess the significance of a security incident and report urgent incidents to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.
Generally	
Security Breach Notification	<p>Upon discovering or receiving notification of a breach of system security <u>or a security incident, as defined by law</u>, the College District <del>will</del><u>shall</u> disclose the breach <u>or incident</u> to affected persons or entities in accordance with the time frames established by law.</p> <p>The College District will give notice by using one or more of the following methods:</p> <ol style="list-style-type: none"><li>1. Written notice.</li><li>2. Electronic mail, if the College District has electronic mail addresses for the affected persons.</li><li>3. Conspicuous posting on the College District's website.</li><li>4. Publication through broadcast media.</li></ol> <p>The College District may also work with the United States Computer Emergency Readiness Teams (US-CERT), Information Sharing and Analysis Center (ISAC), or other trusted third-party broker to help research and resolve the issue.</p>
<i>By Vendors and Third Parties</i>	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.
<i>Monthly Reports</i>	The College District must provide summary reports of security incidents monthly to DIR in accordance with the deadlines, form, and manner specified by law and DIR.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT CONDUCT

FLB  
(LOCAL)

**Student Code of Conduct**

College District students are both citizens and members of the academic community. As citizens and students, they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. As members of the academic community, they are subject to the obligations that are theirs by virtue of this membership.

The College District expects its students to conduct themselves in a manner that reflects credit upon the institution they represent. There are two basic standards of behavior required of all students:

1. They will adhere to College District policies and municipal, county, state, and federal laws; and
2. They will not interfere with or disrupt the orderly educational processes of the College District.

Students are entitled to only those immunities or privileges by law as enjoyed by other citizens. In the event any provision of this policy conflicts with the laws of the State of Texas or the United States of America, the state or federal law will prevail.

**Scholastic Dishonesty**

Every member of the College District community is expected to maintain the highest standards of academic integrity. All work submitted for credit is expected to be the student's own work. The College District may initiate disciplinary proceedings against a student or program applicant accused of scholastic dishonesty. While specific examples are listed below, this is not an exhaustive list, and scholastic dishonesty may encompass other conduct, including any misconduct through electronic or computerized means. Scholastic dishonesty includes, but is not limited to, one or more of the following acts:

1. Cheating;
2. Collusion; and/or
3. Plagiarism.

Definitions of the scholastic dishonesty terms listed above are located in the current Student Code of Conduct.

In cases where an incident report has been filed for an alleged violation of scholastic dishonesty, the faculty member may either:

(1) delay posting a grade for the academic work in question until the case is finally adjudicated by the Dean of Students Office; or



STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT CONDUCT

FLB  
(LOCAL)

(2) may enter a temporary placeholder grade of zero, along with an explanatory note, on the assignment(s) under review until the case is finally adjudicated by the Dean of Students Office.

~~will delay posting a grade for the academic work in question until the case is final.~~

A final grade for the course shall not be entered prior to a final resolution of the case by the Dean of Students Office. A student found responsible for a scholastic dishonesty offense(s) will receive an appropriate disciplinary penalty or penalties from the Dean of Students Office. The student may also receive an academic penalty in the course where the scholastic dishonesty took place. The faculty member will determine the appropriate academic penalty based on their syllabus policies and in compliance with law, which may include, but is not limited to, range from a grade of zero (0) on the assignment or to failing the course.

**Student Code of  
Conduct Violations**

The College District may initiate disciplinary proceedings for a student or program applicant who commits an offense as provided below. This list is not exhaustive but provides examples of the types of violations that may result in discipline:

1. Committing an act of scholastic dishonesty including, but not limited to, cheating, collusion, and/or plagiarism.
2. Conducting himself or herself in a manner that interferes with or disrupts the educational environment, orderly process of the College District, or lawful rights of others.
3. Committing any offense that violates the College District's Core Values.
4. Damaging, stealing, defacing, or destroying College District property, property belonging to a third party on a College District-sponsored trip, or property belonging to a College District student, faculty or staff member, or a campus visitor.
5. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.
6. Knowingly giving false information in response to reasonable requests from College District officials.
7. Assaulting, threatening, abusing (physically, verbally, and/or sexually), or endangering in any manner the health or safety of a person at the College District, on College District property, or at a College District-sponsored event.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT CONDUCT

FLB  
(LOCAL)

8. Violating the College District Student Code of Conduct; Board policies; laws; or administrative rules, regulations, and procedures (e.g., parking, guidelines for student events, registration of meetings and activities, use of College District facilities or the time, place, and manner of public expression).
9. Failing to comply with directions of College District officials and/or police acting in the performance of their duties.
10. Failing to notify College District officials of a change in residency status or current address.
11. Being convicted of an indictable offense under either municipal, state, or federal law that occurred on College District property or at an off-campus, College District-sponsored event.
12. Attempting to, or possessing, manufacturing, delivering, distributing, selling, purchasing, using, or being under the influence of, alcoholic beverages, illegal controlled substances (as defined in the Texas Controlled Substance Act), steroids, substances referred to as “designer drugs,” and inappropriately or illegally using over-the-counter medications, prescription medications, inhalants, herbal/“natural” euphorants, and/or look-alike products (i.e., what is represented to be any of the above-listed substances) at the College District, on College District property, or while attending College District-sponsored activities on- or off-campus. [See FLBE]
13. Retaliating against another student, campus visitor, or staff or faculty member.
14. Discriminating against, harassing, committing sexual assault, committing dating violence, committing domestic violence, engaging in bullying, and/or stalking another student, campus visitor, or staff or faculty member, including, but not limited to, sexual, racial, and disability discrimination or harassment.
15. Creating an intimidating, hostile, or offensive educational environment.
16. Using, possessing, or displaying any location-restricted knives, clubs, knuckle devices, firearm silencers, or other prohibited weapons or devices, in violation of the law or College District policies and procedures, on College District property or at a College District-sponsored or -related activity, unless written authorization is granted in advance by the District President or designee. [See CHF]

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT CONDUCT

FLB  
(LOCAL)

17. Engaging in gang-related activity and/or organized criminal activity at any College District facility or grounds. Such actions will subject a student to disciplinary penalties, while a student involved in illegal acts may be arrested and face criminal prosecution.
18. Failing to secure, misusing, or sharing College-Wide Identification (CWID) numbers, College District email accounts, restricted course registration numbers (CRNs), or other restricted access codes or passwords.
19. Repeatedly violating College District policies, procedures, or guidelines and/or repeating less serious breaches of conduct.
20. Misusing College District technology and/or using computing systems to harass others (including, but not limited to, sending, distributing, posting, or displaying offensive or threatening material, and forging mail messages, and/or any violation of digital copyright laws resulting in demonstrable harm to the College District's network or disruption of classroom activities. These violations may result in the suspension of College District technology resource privileges and will be addressed as a formal disciplinary matter.
21. Gambling illegally in any form, at the College District, on College District property, or at any College District-sponsored activity.
22. Engaging in the disruptive use of electronic, digital media, or telecommunication, and/or wearable devices (e.g., phones, smart watches, Fitbits, Bluetooth devices, tablets, etc.) during classes, labs, or other College District learning environments. In addition, all electronic, digital media, telecommunication, and/or wearable devices must be completely turned off (not in silent or vibrate mode) while taking examinations and prior to entering the College District's Testing Centers.
23. Failing to demonstrate respect for the privacy rights of employees, other students, and visitors, not complying with all regulations and laws regarding the protection of confidential information, and not complying with all College District regulations regarding the use of cameras and recording devices.
24. Engaging in hazing at the College District, on College District property, or at any College District-sponsored activity.
25. Smoking or using any tobacco product or other electronic smoking device (including personal vaporizers) on College District property.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT CONDUCT

FLB  
(LOCAL)

26. Forging, altering, or misusing College District documents or records.
27. Unlawfully interfering with the exercise of expressive activities in common outdoor areas by others as permitted by Board policies.

**Hazing**

Section 51.936 of the Texas Higher Education Code and Texas Education Code Chapter 37, Subchapter F, prohibits hazing at the College District, on College District property, or while attending College District-sponsored activities on- or off-campus. [See FLBC(LEGAL)] The College District Dean of Student Office will publish or distribute a list of organizations that have been disciplined for hazing or convicted for hazing on- or off-campus during the previous three years.

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

2024-03-X

March 26, 2024

Resource: Monica Velazquez  
General Counsel

### **AGENDA ITEM:**

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

- **BBD (Local)** Board Members – Orientation and Training
- **CS (Local)** Information Security
- **FLB (Local)** Student Rights and Responsibilities – Student Conduct

### **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.

- **BBD (Local)** Board Members – Orientation and Training - Revisions to this local policy address House Bill 3033, which requires board members to complete Public Information Act training if the state Attorney General determines the college failed to comply with the Public Information Act (PIA). The revisions clarify that the existing delegation of the responsibility to take the PIA training to the public information coordinator only applies to the training requirement applicable to board members shortly after they are elected or appointed.
- **CS (Local)** Information Security – Recommended revisions to this local policy address Senate Bill 1893, which prohibits certain social media applications and services on devices of the college, essentially codifying an earlier order issued by the governor. The bill requires a college to adopt a policy prohibiting the installation or use of Covered Social Media Applications on a government-owned or -leased device, with an exception. In addition, recommended revisions address Senate Bill 271, which amends provisions that address the notification a state agency must submit to DIR related to a security incident, as defined by law.

- **FLB (Local)** Student Rights and Responsibilities – Student Conduct – Recommended revisions address options for faculty who report incidents of scholastic dishonesty allowing the option for a faculty member to place a temporary “zero” grade placeholder while the scholastic dishonesty disciplinary matter is being adjudicated by the Dean of Students Office.

**SUGGESTED MOTION:**

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

DRAFT

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

2. Organization, Education, and Policy Committee

March 26, 2024

Resource: Monica Velazquez  
General Counsel

**DISCUSSION ITEM:**

Second Reading and Consideration of Approval of Local Board Policies

- **BG (Local)** Administrative Organization (ADD)
- **CFE (Local)** Purchasing and Acquisition – Vendor Relations (ADD)
- **DAA (Local)** Employment Objectives – Equal Employment Opportunity
- **DCA (Local)** Employment Practices – Term Contracts
- **DEC (Local)** Compensation and Benefits – Leaves and Absences
- **DEE (Local)** Compensation and Benefits – Expense Reimbursement
- **EBA (Local)** Alternate Methods of Instruction – Distance Education
- **ECC (Local)** Instructional Arrangements – Course Load and Schedules
- **FA (Local)** Equal Educational Opportunity (ADD)
- **FAA (Local)** Equal Educational Opportunity – Pregnant and Parenting Students
- **FAB (Local)** Equal Educational Opportunity – Service Animals (ADD)
- **GCB (Local)** Public Information Program – Requests for Information

**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.

- **BG (Local)** Administrative Organization (ADD) - This new recommended local policy addresses the new requirements of SB 17, which prohibits a Diversity, Equity, and Inclusion Office at a college, with limited exceptions.
- **CFE (Local)** Purchasing and Acquisition – Vendor Relations (ADD) - This new recommended local

policy addresses the requirements of SB 17, which prohibits Diversity, Equity, and Inclusion Initiatives at community colleges, with limited exceptions. The language directs the college chief executive officer or designee to develop disciplinary procedures related to a vendor violating the provisions of the bill.

- **DAA (Local)** Employment Objectives – Equal Employment Opportunity - This new recommended local policy language addresses the requirements of SB 17, which prohibits Diversity, Equity, and Inclusion Initiatives for employees of a college, with limited exceptions.
- **DCA (Local)** Employment Practices – Term Contracts – Recommended revisions clarify and address the titles in the recommendation process for faculty contracts and the presentation of such contracts to the Board in the personnel report.
- **DEC (Local)** Compensation and Benefits – Leaves and Absences - Recommended revisions to this local policy address the requirements of HB 1486, which applies existing mental health leave provisions applicable to peace officers to telecommunicators. The language extends current Mental Health Leave language to now include full-time telecommunicators. In addition, at Line of Duty Illness or Injury Leave, recommended revisions to this local policy address HB 471, which requires colleges to provide police officers and emergency medical services personnel a leave of absence for illness or injury related to the person's line of duty.
- **DEE (Local)** Compensation and Benefits – Expense Reimbursement – Recommended revisions address changes in international travel policies tied to approved master plan/strategic plan goals, as well as flexibility in approval of requests for international travel.
- **EBA (Local)** Alternate Methods of Instruction – Distance Education - Recommended revisions to this local policy were made to reflect changes in the Texas Administrative Code.



- **ECC (Local)** Instructional Arrangements – Course Load and Schedules - Recommended revisions to this local policy address the requirements of HB 8, which prohibits a college from counting toward the drop limit a Course Dropped During a Bachelor's Program that a student previously earned or a Dual Credit or Dual Enrollment Course a student dropped before graduating from high school.
- **FA (Local)** Equal Educational Opportunity (ADD) - This new recommended local policy addresses the requirements of SB 17, which prohibits Diversity, Equity, and Inclusion Initiatives for students of a college, with limited exceptions.
- **FAA (Local)** Equal Educational Opportunity – Pregnant and Parenting Students - This new recommended local policy addresses multiple bills, including state law changes that provide enrollment protections and required accommodations for pregnant and parenting students; early registration for pregnant and parenting students if the opportunity is provided to another group of students; and a requirement that the college to designate an employee to serve as a liaison for current and incoming parenting students (those that are parents or legal guardians of minors).
- **FAB (Local)** Equal Educational Opportunity – Service Animals (ADD) – The current policy at FAA has been moved to FAB to accommodate a new local policy on Pregnant and Parenting Students.
- **GCB (Local)** Public Information Program – Requests for Information - Recommended revisions to this local policy address the requirements of HB 3033, which permits a college to designate up to 10 non-business days each calendar year for the purpose of complying with the Public Information Act.

## NEW POLICY (per TASB recommendation)

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**Note:** For related information on diversity, equity, and inclusion initiatives, see CFE for contractor discipline, DAA for employees, DH for employee discipline, and FA for students.

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### Diversity, Equity, and Inclusion Office

Except as required by federal law, the College District will not:

1. Establish or maintain a diversity, equity, and inclusion office; or
2. Hire or assign an employee or contract with a third party to perform the duties of a diversity, equity, and inclusion office.

"Diversity, equity, and inclusion office" means an office, division, or other unit of the College District established for the purpose of:

1. Influencing hiring or employment practices at the College District with respect to race, sex, color, or ethnicity, other than through the use of color-blind and sex-neutral hiring processes in accordance with any applicable state and federal antidiscrimination laws;
2. Promoting differential treatment of or providing special benefits to individuals on the basis of race, color, or ethnicity;
3. Promoting policies or procedures designed or implemented in reference to race, color, or ethnicity, other than policies or procedures approved in writing by the College District's general counsel and the Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law; or
4. Conducting trainings, programs, or activities designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation, other than trainings, programs, or activities developed by an attorney and approved in writing by the College District's general counsel and the Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law.

### Exceptions

Nothing in this section may be construed to limit or prohibit the College District or a College District employee from, for purposes of applying for a grant or complying with the terms of accreditation by an accrediting agency, submitting to the grantor or accrediting agency a statement that:

1. Highlights the College District's work in supporting first-generation college students, low-income students, or underserved student populations; or

## **NEW POLICY (per TASB recommendation)**

2. Certifies compliance with state and federal antidiscrimination laws.

The prohibitions do not apply to:

1. Academic course instruction;
2. Scholarly research or a creative work by College District employees or students;
3. An activity of a student organization registered with or recognized by the College District;
4. Guest speakers or performers on short-term engagements;
5. A policy, practice, procedure, program, or activity to enhance student academic achievement or postgraduate outcomes that is designed and implemented without regard to race, sex, color, or ethnicity;
6. Data collection; or
7. Student recruitment or admissions.

PURCHASING AND ACQUISITION  
VENDOR RELATIONS

CFE  
(LOCAL)

**NEW POLICY (per TASB recommendation)**

**Diversity, Equity,  
and Inclusion  
Initiatives**

The District President or designee will develop procedures addressing the discipline, up to and including termination, of a College District contractor who violates Education Code 51.3525(b)(1).  
[See BG, DAA, and FA]

EMPLOYMENT OBJECTIVES  
EQUAL EMPLOYMENT OPPORTUNITY

DAA  
(LOCAL)

**Equal Employment  
Opportunity  
Statement**

As an equal opportunity/affirmative action employer, the College District ~~shall~~will consider all qualified applicants without discriminating against any person on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or any other basis protected by law.

**Title IX Statement**

The College District strives to maintain a healthy and safe environment where all students, employees, and community members feel welcome on College District campuses and in College District classrooms. Employees ~~shall~~will be prohibited from conducting themselves in a way that results in any form of sexual harassment, sex-based harassment, or sexual violence.

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**Note:** For complaints of discrimination, harassment, and retaliation targeting employees on the basis of a protected characteristic, see DIAA and DIAB.

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**Diversity, Equity,  
and Inclusion  
Initiatives**

Except as required by federal law, the College District will not:

1. Compel, require, induce, or solicit any person to provide a diversity, equity, and inclusion statement or give preferential consideration to any person based on the provision of a diversity, equity, and inclusion statement;
2. Give preference on the basis of race, sex, color, ethnicity, or national origin to a participant in any College District function; or
3. Require as a condition of enrolling at the College District or performing any College District function any person to participate in diversity, equity, and inclusion training that references race, color, ethnicity, gender identity, or sexual orientation, unless it was developed by an attorney and approved in writing by the College District's general counsel and the Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law.

**Exceptions**

Nothing in this section may be construed to limit or prohibit the College District or a College District employee from, for purposes of applying for a grant or complying with the terms of accreditation by an accrediting agency, submitting to the grantor or accrediting agency a statement that:

1. Highlights the College District's work in supporting first-generation college students, low-income students, or underserved student populations; or
2. Certifies compliance with state and federal antidiscrimination laws.

EMPLOYMENT OBJECTIVES  
EQUAL EMPLOYMENT OPPORTUNITY

DAA  
(LOCAL)

The prohibitions do not apply to:

1. Submitting a statement as part of a grant application or to comply with the terms of accreditation that highlights the College District's work in supporting first-generation college students, low-income students, or underserved student populations, or that certifies compliance with state and federal antidiscrimination laws;
2. Academic course instruction;
3. Scholarly research or a creative work by College District employees or students;
4. An activity of a student organization registered with or recognized by the College District;
5. Guest speakers or performers on short-term engagements;
6. A policy, practice, procedure, program, or activity to enhance student academic achievement or postgraduate outcomes that is designed and implemented without regard to race, sex, color, or ethnicity;
7. Data collection; or
8. Student recruitment or admissions.

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**Note:** For related information on diversity, equity, and inclusion initiatives, see BG for diversity, equity, and inclusion offices, CFE for contractor discipline, DH for employee discipline, and FA for students.

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EMPLOYMENT PRACTICES  
TERM CONTRACTS

DCA  
(LOCAL)

**Term of Contract**

All ~~E~~ employment contracts for full-time faculty require approval by the District President.

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 ~~office~~ department, as well as appropriate documentation of credentials and other required personnel forms.

**Contract  
Renewal**

Unless a full-time faculty member on a multi-year contract is otherwise notified in writing by the District President or designee by January 31, 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 ~~office~~ department.

Unless a full-time faculty member on an annual 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 ~~office~~ department.

The position and terms of employment for the forthcoming contract period will be determined by the College District, in its sole discretion, in the written approved contract. In no event will any full-time faculty member have any property right to continued employment with the College District beyond the term of his or her contract. No right to an initial or additional multi-year contract will exist. Additionally, in no event will any full-time faculty member have any property right beyond the additional one-year contract period identified above. Nonrenewal may result at the end of any term contract for any faculty member.

Notification will be completed upon hand-delivery of notification to the employee or to the employee's division mailbox, by placement of notification in the U.S. mail at the employee's last address of record with the human resources ~~office~~ department, or by ~~verifiable~~ electronic communication.

**Annual Contracts**

Beginning with appointment to a full-time faculty position, a College District faculty member will serve three one-year contracts before becoming eligible to be considered for a multi-year contract.

If the appropriate ~~vice president/campus~~ provost and ~~executive senior~~ vice president of campus operations do not recommend a multi-year contract at the end of the third year, the faculty member may be issued up to two additional one-year contracts. The two additional one-year contracts need not be consecutive. In no event

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will a faculty member receive more than a total of five one-year contracts. Following expiration of either or both of the two additional one-year contracts, if the employee is not recommended for a multi-year contract, nonrenewal may result. Nonrenewal may result at the end of any term contract for any faculty member.

**Multi-Year Contracts**

In order for a faculty member to secure a multi-year contract, a self-evaluation form and Board report will be completed and submitted by the faculty member for consideration by the council on excellence, in addition to the requisite annual associate dean, program director, or dean's evaluations, class visit forms, and student evaluations.

The council on excellence's written recommendation will be forwarded to the appropriate vice president/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.

A faculty member must be considered through the council on excellence peer review process a minimum of every six years.

~~Full-time faculty multi-year contracts approved by the District President are presented to the Board during the spring semester as a part of the personnel report.~~

**Multi-Year Contract Extension**

A faculty member completing a multi-year contract that was recommended through the council on excellence peer review process may be considered for one multi-year contract extension upon recommendation by the requisite associate dean, program director, or dean, who will consider the faculty member's prior multi-year contract Board report, the annual evaluations and performance documentation, class visit forms, and student evaluations. The appropriate dean or program director will prepare and present written recommendations to the appropriate vice president/campus provost. The campus provost will and present the recommendations to the executive senior vice president of campus operations, who will prepare and present written recommendations to the District President for approval.

~~Full-time faculty multi-year contract extensions approved by the District President are presented to the Board during the spring semester as a part of the personnel report.~~

~~A faculty member must be considered through the council on excellence peer review process a minimum of every six years.~~

**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.

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**Note:** For College District contribution to employee insurance during leave, see CKD(LOCAL). For additional provisions addressing the Family and Medical Leave Act (FMLA), see DECA(LEGAL).

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**Leave  
Administration**

The District President or designee will develop procedures associated with employee leaves and absences and ensure the procedures are used to implement the provisions of this policy.

**Comprehensive  
Leave Program**

The Board provides a comprehensive program of leave benefits for full-time employees of the College District.

**Accrual of Leave**

Leave hours accrue on the last day of each month. An employee who is in a paid status (at work or on paid leave) on the last day of the month earns leave hours for that month.

**Reporting Absences**

Employee absences are reported through a time and attendance reporting system. Supervisors ensure appropriate documentation and use of leave and take action, as needed, if an employee does not accurately report his or her absences. [See DMAA(LOCAL)]

**Family and Medical  
Leave**

For purposes of the Family and Medical Leave Act (FMLA), the following eligible conditions apply:

1. For the birth of a son or daughter, and to care for the newborn child;
2. For placement with the employee of a son or daughter for adoption or foster care [For the rules regarding leave for "adoption" and "foster care," see 29 C.F.R. 825.121];
3. To care for the employee's spouse, son, daughter, or parent with a serious health condition;
4. Because of a serious health condition that makes the employee unable to perform the functions of the employee's job;
5. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty status); and
6. To care for a covered service member with a serious injury or illness incurred in the line of duty if the employee is the spouse, son, daughter, parent, or next of kin of the covered service member.

**Immediate Family**

For purposes of this policy, "immediate family" is defined as a dependent son or daughter, including a biological, adopted, or foster

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child; a stepchild; a legal ward, or a child for whom the employee stands *in loco parentis* who is under the age of 18, or someone 18 years or older who is incapable of self-care because of a mental or physical disability; and a spouse.

**Family Emergency**

The term “family emergency” will be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

**Leave Day**

A “leave day” for purposes of earning, use, or recording of leave will mean the number of hours per day equivalent to the employee’s usual assignment.

**Academic Year**

An “academic year” as used in this policy will mean the term of the employee’s assignment during the College District’s Academic Calendar adopted by the Board each year. For purposes of an employee’s entitlement to FMLA leave, the 12-month period will be measured forward from the date an individual employee’s first FMLA leave begins, regardless of the academic year.

**Catastrophic Illness or Injury**

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family. A catastrophic illness or injury is one that is expected to incapacitate the employee for an extended period of time (usually longer than five days) and that requires inpatient care in a hospital, hospice, or residential medical facility, or a regimen of continuing treatment of the employee by a health-care provider that requires absences from work for treatment. Catastrophic leave is only available for those employees who have exhausted all leave time earned by those employees. Such conditions typically require prolonged inpatient hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth will be considered catastrophic if they meet the requirements of this paragraph. The College District may require a second or third medical opinion, at its cost, to confirm that the illness or injury qualifies for catastrophic leave.

**Earning Leave**

An employee will not earn any form of paid leave when the employee is in unpaid status. An employee using full or proportionate paid leave will be considered to be in paid status.

**Deductions**

Leave Without Pay

The College District will not approve paid leave for more leave days than have been carried over from prior years plus leave currently available. Any unapproved absences or absences beyond available paid leave will result in deductions from the employee’s pay. An employee’s final paycheck will be reduced for paid leave

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the employee used, but had not earned, as of the date of separation.

**Leave Proration**

Paid leave will be prorated based on the actual time employed within an academic year.

**Medical Certification**

An employee will submit medical certification of the need for leave if:

1. The employee is absent more than three consecutive work-days because of personal illness or illness in the immediate family; or
2. The College District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or District President; or
3. The employee requests FMLA leave for the employee's serious health condition; for a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

In each case, medical certification will be made by a healthcare provider as defined by the FMLA. [See DECA(LEGAL)]

**Order of Use**

For leave approved under this policy, the College District adopts the following order of use.

Earned compensatory time will be used before any available paid leave. [See DEA]

Use of leave under the sick leave bank will be permitted only after all available local or other leave has been exhausted.

When an employee is approved for FMLA leave, the College District will require the employee to use available paid leave, including, but not limited to, sick time, vacation time, or compensatory time.

**Sick Leave**

Each full-time employee will earn eight hours of paid sick leave per month in accordance with administrative procedures.

Sick leave will accumulate to a maximum of 720 hours.

Sick leave will only be used after any applicable compensatory time has been exhausted for the following:

1. Illness of the employee.
2. Illness of a member of the employee's immediate family [see Immediate Family, above].

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3. Up to three days (24 hours) of accrued sick leave each fiscal year for medical or dental appointments or to help care for an extended family member who is ill. Extended family members include parents, grandparents, adult children, grandchildren, siblings and in-laws, and step and foster relationships of the preceding.
4. Family emergency.
5. Birth or placement of a child when taken within the first year after the child's birth, adoption, or foster placement.
6. Contribution to the sick leave bank.

**Sick Leave for  
Adjunct Faculty**

The College District will offer paid sick leave to adjunct faculty members under this policy to provide pay continuity as a result of illness-related absences of the adjunct faculty member.

Adjunct faculty are eligible to receive the equivalent of one week, as defined below, of paid sick leave per course each semester they are employed. Adjunct faculty members who have been diagnosed with an illness that requires quarantine are eligible for one additional week of paid leave under this policy. For purposes of this policy, the phrase "equivalent of one week" is defined as 1/16<sup>th</sup> of the total course contact hours, e.g., three of 48 contact hours or four of 60 contact hours, etc., irrespective of the period of time over which the course is scheduled. Paid sick leave for adjunct faculty members is granted on a per-semester basis and does not accrue.

**Sick Leave Bank**

The College District will establish a sick leave bank to which all full-time employees may contribute up to 24 hours of earned but unused sick leave per year.

A full-time employee may request leave from the bank if the employee experiences a catastrophic illness or injury as defined in this policy and has exhausted all paid leave and any applicable compensatory time.

If the employee is unable to request leave from the sick leave bank, a member of the employee's family or the employee's supervisor may submit the request.

**Eligibility**

Only full-time benefits-eligible employees may apply for use of the sick leave bank.

Eligible employees may only draw from the sick leave bank for a single diagnosis code for a period not to exceed the maximum allowable hours consistent with plan operating procedures.

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The District President or designee will develop procedures for the operation of the sick leave bank that address the following:

1. Procedures to request leave from the sick leave bank;
2. The maximum number of days per academic year a member employee may receive from the sick leave bank;
3. The administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
4. Other procedures deemed necessary for the operation of the sick leave bank.

Appeal

An employee may appeal a decision regarding the sick leave bank in accordance with DGBA(LOCAL).

Leave for Certain  
Law Enforcement  
and EMS Personnel

Mental Health  
Leave ~~for Peace  
Officers~~

A College District peace officer or a full-time telecommunicator, as defined by law, who experiences a traumatic event in the scope of employment will be granted a maximum of three days of mental health leave per traumatic event. Such leave will be provided in accordance with administrative regulations and will not be deducted from the employee's pay or leave balance.

The District President will develop regulations regarding mental health leave that address the following:

1. Circumstances or reasons under which ~~a peace officer~~ an eligible employee may use mental health leave;
2. Procedures for requesting mental health leave and maintaining the anonymity of the requester;
3. The administrator authorized to approve requests for mental health leave; and
4. Other procedures deemed necessary for administering this provision.

Quarantine Leave  
~~for Peace Officers  
and Emergency  
Medical  
Technicians~~

A College District peace officer or an emergency medical technician on staff will be granted quarantine leave when ordered by the local health authority or the person's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave will be provided in accordance with administrative regulations and will not be deducted from the employee's pay or leave balance.

The District President will develop regulations regarding quarantine leave that address the following:

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1. Continuation of all employment benefits and compensation for the duration of the leave;
2. Reimbursement for reasonable costs related to the quarantine; and
3. Other procedures deemed necessary for administering this provision.

Line of Duty Illness  
or Injury Leave

Following a leave of absence with full pay as required by law, the College District will extend the leave of absence for a police officer's or emergency medical services personnel's line of duty illness or injury in accordance with medical certification and administrative regulations.

The extended leave of absence will not exceed 60 workdays.

The extended leave of absence will be taken with no loss of pay.

In accordance with law, following an extended leave of absence, the police officer or emergency medical services personnel may use accumulated leave.

**Family and Medical  
Leave**

For purposes of an employee's entitlement to FMLA leave, the 12-month period will be measured forward from the date an individual employee's first FMLA leave begins.

Twelve-Month  
Period

Combined Leave for  
Spouses

When both spouses are employed by the College District, the College District provides a combined total of 12 weeks (in any combination) of FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition. The College District will limit military caregiver leave to a combined total of 26 weeks.

Intermittent or  
Reduced Schedule  
Leave

The College District will permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.

Certification of  
Leave

When an employee requests leave, the employee will provide certification, in accordance with FMLA regulations, of the need for leave.

Fitness-For-Duty  
Certification

In accordance with administrative procedures, when an employee takes FMLA leave due to the employee's own serious health condition, the employee will provide, before resuming work, a fitness-for-duty certification. If the College District will require certification of

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the employee's ability to perform essential job functions, the College District will provide a list of essential job functions to the employee.

**Failure to Return**

If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the College District may require reimbursement of premiums paid by the College District during the leave.

**Outside Employment  
While on Leave**

The College District prohibits employees from engaging in any employment with another employer, supplemental employment, or providing non-employment services for compensation ("moonlighting") during any type of leave approved under this or any other Board policy, other than vacation leave. This prohibition does not apply to employees who have received written approval to engage in outside employment or employees engaged in military service while on approved military leave.

**Parental Leave**

Each employee who has been employed in a benefits-eligible position for at least 12 months is eligible to use ~~ten~~10 days of paid parental leave at the time of the birth or adoption of a child. Parental leave must be coordinated with the employee's concurrent leave under the FMLA and is available for use from the time of birth or placement of the child only. Parental leave must be used while the employee is on the related FMLA leave and does not accrue or remain available for use at a later date. Adjunct faculty, part-time employees, and employees on leave without pay status are not eligible for paid parental leave as outlined in this policy but may be eligible for unpaid FMLA leave.

**Personal Leave**

Each full-time employee will earn 24 hours of paid leave each fiscal year to conduct personal business in accordance with administrative procedures. Personal leave will be noncumulative.

**Request for Personal  
Leave**

The employee will submit a request for use of personal leave in advance in accordance with leave of absence procedures and guidelines. In deciding whether to approve or deny personal leave, the supervisor or designee will not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee will, however, consider the effect of the employee's absence on the educational program or College District operations.

**Vacation Leave**

Each full-time, 12-month staff and administrative employee will earn paid vacation in accordance with the schedule published in administrative procedures.



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Upon successful completion of the new employee 90-day (calendar day) probationary period, each eligible employee will receive vacation credit retroactive to the original service date, in accordance with the published vacation plan. Employees who terminate employment prior to completion of the new employee probationary period will have no accrued vacation credit.

Use of vacation leave will not exceed 15 consecutive workdays.

Carryover of earned but unused vacation hours will be permitted within the guidelines established by the District President or designee.

Payment of  
Vacation Leave in  
Lieu of Time Off

If sufficient funds are available in the Board-approved budget or from other appropriate funding sources, the District President may authorize a payment of up to 160 hours of an employee's earned but unused vacation leave hours. This payment would be in lieu of time off when an employee is not permitted or able to take requested vacation leave due to workload, special projects, or critical needs of the college, as designated by the District President.

If sufficient funds are not available, the request must be submitted to the Board for consideration to allocate the needed funds from appropriate reserve accounts.

An annual report of any authorized payments to employees under this sub-section of the policy will be presented to the Board as an information item following the fiscal year end.

Payment of  
Vacation Leave at  
Termination

Employees beyond the initial 90-day probationary period, who terminate eligible employment with the College District, will be paid for the current fiscal year's earned but unused vacation hours and up to a maximum of 80 hours of earned but unused carryover vacation hours from prior fiscal years.

Request for  
Vacation Leave

The employee will submit a request for use of vacation leave in advance in accordance with leave of absence procedures and guidelines. In deciding whether to approve or deny vacation leave, the supervisor or designee will consider the effect of the employee's absence on the educational program or College District operations.

**Sabbatical Leave**

Sabbatical leaves are available to provide College District employees with a significant opportunity for professional growth. Sabbatical leaves are granted based on a review and recommendation by the sabbatical committee in response to the published priorities for the year, with subsequent review and recommendation by the campus provost and senior vice president of campus operations, with approval consideration by the District President and the Board.

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Sabbatical leaves are not granted on the basis of seniority and are not an entitlement.

Sabbatical leave may be granted, upon application, for study, research, writing, field observations, or other suitable purposes such as completing a degree, improving skills, and maintaining currency in the employee's discipline or field or otherwise as specified in administrative procedures.

Eligible employees [see definition at DEC(LEGAL) Development Leaves of Absence] may apply for a sabbatical upon completion of five years of continuous full-time service. Six years of continuous full-time service must be completed before a sabbatical can commence.

The leave will be for one academic year at one-half of the faculty member's regular salary or for one-half academic year at full regular salary. Failure to return for all or part of the one-year period will make the person liable for the return of all, or part, of the sabbatical stipend in proportion to the percent of time not completed.

An otherwise eligible employee who has received a sabbatical leave within the past five years, whose position is funded by an external grant or contract, or who is in his or her last year of full-time employment with the College District is ineligible for sabbatical leave.

The chief human resources officer and the chair of the sabbatical leave committee are available to answer questions concerning the sabbatical leave policy and procedures.

**Bereavement Leave**

A full-time benefits-eligible employee will be granted up to 40 hours of paid bereavement leave upon the death of an employee's spouse, child, parent, or other person who occupies a position of similar importance in the employee's family in accordance with procedures.

A full-time benefits-eligible employee will be granted up to 24 hours of paid bereavement leave upon the death of other family members of the employee to include siblings, grandparents, grandchildren, parents-in-law, and siblings-in-law, or other person who occupies a position of similar importance in the employee's family in accordance with administrative regulations, including an employee's step and foster relationships of the above.

Bereavement leave will be noncumulative.

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<b>Critical Illness Leave</b>	"Critical illness" is defined as a life-threatening condition.
<b>Definition</b> <b>Benefit</b>	<p>A full-time employee will be granted up to 24 hours of paid critical illness leave for absences associated with the critical illness of an immediate family member or other family members of the employee to include siblings, grandparents, grandchildren, parents-in-law, and siblings-in-law, or other person who occupies a position of similar importance in the employee's family, in accordance with procedures.</p> <p>Critical illness leave will be noncumulative.</p>
<b>Workers' Compensation</b>	<p><b>Note:</b> Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the College District's contribution to health insurance.</p>
	<p>An absence due to a work-related injury or illness will be designated as FMLA leave.</p>
No Paid Leave Offset	<p>The College District will not permit the option for paid leave offset in conjunction with workers' compensation income benefits.</p>
<b>Extraordinary Circumstances</b>	<p>Up to 40 hours of leave without pay may be granted to an employee for extraordinary circumstances that cannot be addressed within the paid leave benefits provided by the College District, in accordance with administrative procedures and guidelines for faculty and staff. An employee who has been employed more than 12 months may request leave without pay of up to 720 hours after he or she has exhausted all eligible leave, including paid, unpaid, and FMLA leave for his or her own serious health condition or that of an immediate family member, to include the spouse or dependent child(ren) of the employee. Upon return from the leave of absence, the employee will be eligible for the same or similar position, upon release from his or her physician, if applicable, consistent with the College District's procedures and guidelines for faculty and staff.</p>
<b>Employees not Eligible for FMLA Leave</b>	<p>A full-time employee who has not yet worked the required 12 months and 1250 hours to qualify for FMLA leave may take a maximum of 160 hours of leave without pay for his or her own serious health condition or for the serious health condition of the employee's spouse and dependent children of the employee.</p>
<b>Expiration of Available Leave and Attendance Policy</b>	<p>When an employee is close to using all earned paid and unpaid approved leave, the College District will send a letter to the employee at the home address on file explaining that his or her leave is almost exhausted and the notification requirements for returning to work. If the employee's absence is due to his or her own medical</p>

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condition, the employee must present a written medical clearance form, a health-care professional who verifies the employee is able to perform the essential functions of his or her position, and a description of any requested job-related accommodations provided by the deadline to the College District.

[See DMAA]

If an employee is not medically released to return to work, with or without reasonable accommodations, when all available paid and unpaid leave has been exhausted, the employee's employment with the College District will end, absent a request by the employee for a reasonable accommodation. Communications with the employee will be consistent with administrative procedures and guidelines.

**Voting in Public Elections**

An employee is expected to vote before or after his or her scheduled working hours unless voting at a polling location on a College District campus. In the rare instance that this is not possible, the employee may request prior approval from his or her supervisor for time off, not to exceed two hours, to vote.

**Court Appearances**

Absences due to compliance with a valid subpoena for College District-related business or for jury duty will be fully compensated by the College District and will not be deducted from the employee's pay or leave balance.

Absences due to compliance with a valid subpoena for personal business will be deducted from the employee's personal leave or vacation leave or result in loss of pay at the employee's daily rate for each day of work missed.

**Other Absences and Leave Without Pay**

Any other absences or granted leaves of absence will result in an appropriate deduction from pay or deduction from eligible leave balances, consistent with the College District's procedures and guidelines for faculty and staff.

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

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

**Professional  
Trips**

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

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

**Reimbursement**

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

**In-District Travel**

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

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

Employees who serve on College committees or serve on special College assignments will be reimbursed at the standard approved rate per mile in accordance with the College's business procedures.

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

**International Travel**

Purpose

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

Definition

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

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

Behavior

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

Conflicts of Interest

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

Eligibility

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

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

Frequency

Within the limited exceptions as approved by the District President or designee for ~~ef-travel for performance or competition, or in support of student activities, the development of new academic or workforce programs, or for other approved reasons.~~ international travel will be restricted to once every three years for an individual.

Funding

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

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Risk Assessments	<p>Country risk assessment reports are required for all countries to be visited regardless of security ratings. A State Department risk assessment must be provided with the application and resubmitted within 30 days of departure.</p> <p>Employees or any other individuals authorized to travel, including students, will not be allowed to travel to countries for which a travel advisory has been issued by the State Department of the United States of America. Information regarding current State Department advisories can be found on its <a href="#">website</a><sup>1</sup>.</p>
Release	<p>In consideration of the College authorizing international travel for a College employee and other consideration, the College employee will execute a written release prior to beginning the travel, releasing the College and its trustees, officers, employees, and agents from any liability, claims, causes of action, and damages, known or unknown, in connection with or related to the international travel authorized by the College. The form of the release will be approved by the College.</p>
Limitations	<p>Requests for international travel will be within budget and will reflect a direct benefit to the College's students.</p>
Application	<p>Applications will be submitted a minimum of three months prior to the planned travel dates; exceptions to the application period will require approval from the appropriate leadership team member.</p> <p>All proposals will be submitted to the appropriate dean, director, or immediate supervisor, using the International Travel form. Applications recommended for approval will be submitted by the appropriate dean, director, or immediate supervisor to be evaluated by a review committee consisting of one academic dean on each campus and at least two other administrators within the College. Applications recommended for approval by the review committee will be submitted to the appropriate leadership team member.</p>
Approval	<p>Subject to the limitations specified in this policy, and upon the recommendation of the review committee and the appropriate leadership team member, the District President or designee may authorize international travel. The decision of the District President or designee is final.</p>

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

ALTERNATE METHODS OF INSTRUCTION  
DISTANCE EDUCATION

EBA  
(LOCAL)

The College District ~~shall~~will offer distance education courses and programs in accordance with applicable:

- Law;
- Coordinating Board regulations and guidelines, including the Principles of Good Practice for ~~Academic Degree and Certificate Programs and Credit Courses Offered Electronically~~Distance Education;
- ~~Policies~~Principles, policies, and guidelines of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC); and
- College District policies and procedures.

The District President or designees ~~shall~~will develop procedures to implement this policy.



INSTRUCTIONAL ARRANGEMENTS  
COURSE LOAD AND SCHEDULES

ECC  
(LOCAL)

**Limitation on  
Number of Dropped  
Courses**

A College District student will not be permitted to drop more than six courses taken while enrolled at the College District or another public institution of higher education. For the limit to apply:

1. The student must be permitted to drop the course without receiving a grade or being penalized academically;
2. The student's transcript must indicate or will indicate the student was enrolled in the course; and
3. The student must not have dropped the course to withdraw from the College District.

Exceptions ~~for~~  
*Good Cause*

A student will be permitted to exceed the limit on the number of dropped courses for any of the following reasons:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
2. The care of a sick, injured, or needy person if providing that care affects the student's ability to satisfactorily complete a course;
3. The death of a member of the student's family as defined by law;
4. The death of a person who has a sufficiently close relationship to the student as defined by law;
5. The student's active military duty service;
6. The active military service of a member of the student's family;
7. A change in the student's work schedule that is beyond the student's control and affects the student's ability to satisfactorily complete the course;
8. A disaster declared by the governor that prevents or limits in-person course attendance for a period determined by the College District, in accordance with Texas Education Code Section 51.907, to significantly affect the student's ability to participate in coursework; or
9. Any other significant issue affecting the ability of the student to satisfactorily complete the course, as determined upon review by the College District registrar.

[For definitions of "student's family" and "a person who has a sufficiently close relationship to the student," see Definitions for Good Cause Exemption in ECC(LEGAL).]

INSTRUCTIONAL ARRANGEMENTS  
COURSE LOAD AND SCHEDULES

ECC  
(LOCAL)

~~Exception for~~  
~~Reenrolled~~  
~~Students~~

A qualifying reenrolled student may drop a seventh course in accordance with restrictions reflected in current law~~law~~.

~~Exception for~~  
~~Course Dropped~~  
~~During a~~  
~~Bachelor's~~  
~~Program~~

A course dropped by a student, while pursuing a bachelor's degree that the student previously earned, will not be counted toward the limit on the number of dropped courses.

~~Dual Credit or~~  
~~Dual Enrollment~~  
~~Course~~

A dual credit or dual enrollment course dropped by a student, before the student graduated from high school, may not be counted toward the limit on the number of dropped courses.

COVID-19  
Pandemic

A course dropped by a student during the 2020 spring or summer semester or the 2020—21 academic year because of a bar or limit on in-person course attendance due to the COVID-19 pandemic may not be counted toward the limit on the number of dropped courses.

Procedures

The District President or designee will develop procedures to implement this policy.

## NEW POLICY (per TASB recommendation)

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**Note:** For complaints of discrimination, harassment, and retaliation on the basis of a protected characteristic, see FFDA and FFDB.

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### Diversity, Equity, and Inclusion Initiatives

Except as required by federal law, the College District will not:

1. Compel, require, induce, or solicit any person to provide a diversity, equity, and inclusion statement or give preferential consideration to any person based on the provision of a diversity, equity, and inclusion statement;
2. Give preference on the basis of race, sex, color, ethnicity, or national origin to a participant in any College District function; or
3. Require as a condition of enrolling at the College District or performing any College District function any person to participate in diversity, equity, and inclusion training that references race, color, ethnicity, gender identity, or sexual orientation, unless it was developed by an attorney and approved in writing by the College District's general counsel and the Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law.

### Exceptions

The prohibitions do not apply to:

1. Academic course instruction;
2. Scholarly research or a creative work by College District employees or students;
3. An activity of a student organization registered with or recognized by the College District;
4. Guest speakers or performers on short-term engagements;
5. A policy, practice, procedure, program, or activity to enhance student academic achievement or postgraduate outcomes that is designed and implemented without regard to race, sex, color, or ethnicity;
6. Data collection; or
7. Student recruitment or admissions.

## **NEW POLICY (per TASB recommendation)**

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**Note:** For related information on diversity, equity, and inclusion initiatives, see BG for diversity, equity, and inclusion offices, CFE for contractor discipline, DAA for employees, and DH for employee discipline.

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## NEW POLICY and CURRENT POLICY- MOVING TO FAB

~~Collin College is committed to providing a healthy and safe environment for students, faculty, staff and visitors by managing the presence of animals on property and in its facilities, while providing individuals with disabilities who use service or other animals the opportunity to receive the benefit of the tasks these animals perform in accordance with the requirements of applicable law.~~

~~The College District will allow animals to accompany an employee, student, or visitor on campus as provided in this policy. This policy does not apply to animals used by law enforcement officers in the carrying out of their duties. Animals not specifically allowed under this policy will not be permitted on any College District campus or in any College District facility.~~

### **Service Animals**

~~The College District allows the use of service animals as defined by the Americans with Disabilities Act, as amended, or state law. Currently, a service animal means a dog (such as a signal or guide dog), or in rare situations, another animal designated by federal law regulations, that has been individually trained to do work or perform tasks for the benefit of an individual with a disability including a physical, sensory, psychiatric, intellectual, or other disability. The work or task that the service animal performs must be directly related to the individual's disability. Service animals are working animals, not pets. Animals that meet this definition are considered service animals regardless of whether they have been licensed or certified by a state or local government.~~

~~The College District allows service animals on campus, in its facilities, or at activities and events when accompanied by a person with a disability and the service animal is trained to provide, and does provide, a specific service to that person that is directly related to the person's disability.~~

~~Service animals, however, may not be permitted if the animal poses a substantial and direct threat to health or safety or when the animal constitutes a fundamental alteration to the nature of a college program or service.~~

~~A service animal must be under the control of its handler. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals,~~

## NEW POLICY and CURRENT POLICY- MOVING TO FAB

~~or other effective means). The care and supervision of the animal is the sole responsibility of the owner or handler.~~

~~Students with allergies to a service animal may request reasonable accommodations under the ADA through the ACCESS office.~~

~~The accompaniment of a person with a disability by a service animal in a location with health and safety restrictions are reviewed on a case-by-case basis by the appropriate department representative(s) in collaboration with the Human Resources Department or the ACCESS Office.~~

~~A person with a disability will be limited to one service animal unless an additional animal is necessary to provide a reasonable accommodation.~~

~~Service animals in training that are accompanied by an approved trainer are allowed the same access to campus as fully trained service dogs, except, animals in training are not permitted to reside in Student Housing. A student with a service animal who intends to reside on campus with the animal must notify the Student Housing Director of the need for a service animal's presence in advance of beginning residency following procedures outlined by Student Housing Department employees. Such prior notification allows the college to make appropriate arrangements and offer assistance prior to the student's arrival on campus.~~

### ***Responsibilities of Service Animal Owner or Handler***

~~Service animal owners are financially responsible for damage or injury to others caused by their animal, including clean-up and disposal of animal waste and replacement or repair of property, and must take appropriate precautions to prevent property damage and/or injury to others while on college property.~~

~~If a service animal is disruptive in the classroom, an employee may ask the owner and their animal to leave the premises immediately.~~

~~Service animals must be under the control of the owner at all times and under the following circumstances:~~

- ~~1. A service animal should be on a leash when not providing needed service.~~
- ~~2. To the extent possible the service animal should be unobtrusive to other individuals and the learning, living, working environment.~~

## NEW POLICY and CURRENT POLICY- MOVING TO FAB

- ~~3. A service animal may not be left tied or tethered out of the presence of its owner.~~
- ~~4. Service animals are not permitted to block aisles, passage ways, or fire egress.~~
- ~~5. To the extent possible, the owner should ensure that the animal does not sniff or lick people, dining tables or the personal belongings of others.~~

~~The cost of care, arrangements, and well being of a service animal are the sole responsibility of the owner, including keeping the animal free from fleas and ticks or other pests that may cause infestation.~~

~~Cleaning up after a service animal is the sole responsibility of the owner. In the event that the owner is not physically able to clean up after a service animal, the owner must delegate this responsibility to another individual who is capable of meeting this requirement at the owner's expense.~~

~~The service animal owner is responsible for complying with any relevant city, county, and/or state license and leash laws while the service animal is on college premises.~~

~~Any service animal found unattended on college property may be seized by authorized persons or animal control officers. Owners are responsible for any impound and/or license fees required to secure the release of their animals.~~

### ***Inquiries Regarding Service Animals***

~~Individuals who are accompanied by a service animal must not be asked to identify the nature or extent of their disability. In regard to a service animal:~~

- ~~1. Employees will not inquire about the qualifications of a service animal when it is readily apparent that an animal is trained to do work or to perform a task for a person with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to a person with an observable mobility disability).~~
- ~~2. If it is not readily apparent that an animal is performing work or a task on behalf of an individual with a disability, employees may only inquire:~~

## NEW POLICY and CURRENT POLICY- MOVING TO FAB

- a. ~~Whether the animal is required because of a disability; and,~~
- b. ~~What work or task the animal has been trained to perform.~~
3. ~~Individuals are not required to have an accommodation letter from the ACCESS Office to use a service animal on campus.~~
4. ~~Employees will not require documentation of a service animal's certification, training, registration, or license as a service animal.~~

### **Animals in Student Housing**

~~Pets are not allowed in on-campus Student Housing. Service animals and Emotional Support Animals (ESA), as defined below, are permitted in on-campus Student Housing. ESAs are permitted in on-campus Student Housing when the ESA is approved by the ACCESS Office and is necessary for the resident with a documented disability to have equal access to housing.~~

~~An ESA or comfort animal means an animal that provides emotional support, well-being, comfort, or companionship and that a health care provider has recommended as an accommodation for a student with a disability. The comfort provided by these animals does not constitute work or tasks and ESAs are not service animals for purposes of this policy.~~

### **Access**

1. ~~ESAs are not permitted in Collin College Student Housing until approved by the ACCESS Office through the appropriate process.~~
2. ~~Approved ESAs must be contained within the Collin College Student Housing unit of the owner/handler, except when transported outside the residential area in an animal carrier or controlled leash/harness.~~
3. ~~ESAs are not permitted on any Collin College campus or in any Collin College facility other than Collin College Student Housing.~~
4. ~~An ESA is considered an unreasonable accommodation if the ESA presents an undue financial or administrative burden on Collin College, poses a substantial and/or direct threat to personal or public safety, or constitutes a fundamental alteration of the nature of Collin College's educational programs or activities.~~



## NEW POLICY and CURRENT POLICY- MOVING TO FAB

### *Requests for ESAs*

~~Requests for an accommodation to have an ESA must be submitted with the ACCESS Office. ESAs will not be permitted in Student Housing without the written prior approval from the ACCESS Office. Collin College Student Housing will provide students with procedures for students to follow for ESAs in Student Housing.~~

### *Required Documentation for Approval*

~~The approval process for ESAs will require, in addition to other information, submission of the following to the ACCESS Office:~~

- ~~1. Current and appropriate documentation from a physician or licensed mental health professional that verifies the student is a person with a disability; describes how the animal assists the individual; and shows the relationship between the individual's disability and the need for the assistance provided by the ESA.~~
- ~~2. Veterinary records or other evidence acceptable to the ACCESS Office verifying that the animal is in good health and is current with respect to all vaccinations, medications, or other items required or recommended by veterinarians regarding the breed or type of animal in question.~~
- ~~3. ESA owners of dogs or cats must provide proof of current rabies vaccinations and wear rabies vaccination tags.~~

~~Completion and submission of forms with accompanying records to verify current subscription for ESA and vaccination and good health of the ESA must be provided to the ACCESS Office each time a lease is renewed. No ESA will be permitted in Student Housing without annual submission of the above-described information.~~

~~Collin College reserves the right to require updated veterinary records or other evidence of the health of the animal at any time.~~

## NEW POLICY and CURRENT POLICY- MOVING TO FAB

~~Student Housing procedures, as outlined in the Collin College Resident Handbook, will provide all requirements and expectations, including, but not limited to, the following:~~

- ~~1. Students living in Student Housing are permitted only one ESA at a time.~~
- ~~2. The approved ESA is allowed in Student Housing only as long as it is necessary for the resident's disability.~~
- ~~3. ESA approval is for a specific animal; therefore, a student must request approval for a replacement animal if necessary.~~
- ~~4. ESAs must be at least six months of age.~~
- ~~5. Generally, dogs and cats are commonly requested as ESAs although other animals (such as fish, turtles, or small birds) may serve in this capacity. For the health and safety of residents, the college is not required to grant non-domesticated, wild, or unique animals (such as snakes, reptiles, barnyard animals, monkeys, spiders, insects, or other animals) as reasonable accommodations.~~
- ~~6. If an animal begins residence in Student Housing prior to approval of the ACCESS Office and Student Housing, the college may request the owner remove the animal from Student Housing within 48 hours of notification. If the animal is not removed as requested, college officials may consider the animal a trespasser and contact the appropriate City of Plano authorities to remove the animal from Student Housing. Any costs associated with removal of the animal from college property is the responsibility of the animal's owner.~~
- ~~7. The owner of the approved ESA is responsible for ensuring all Collin College and Collin College Student Housing procedures and requirements for ESAs are followed.~~

### **Conflicting Disabilities**

~~In circumstances where the presence of a service animal or ESA in Student Housing may substantially impair another individual's physical or mental wellbeing, such as but not limited to allergies or phobias, the College District will consider the needs of both persons in meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously~~

## NEW POLICY and CURRENT POLICY- MOVING TO FAB

~~as possible. Conflicting disabilities involving students should be referred to the ACCESS Office. Conflicts involving employees should be referred to Human Resources.~~

### **Animals for Instructional Purposes**

~~The College District allows the use of instructional animals required for use in teaching or research. Prior to bringing an animal on campus for instructional purposes, written permission must be obtained from the appropriate academic dean and/or Campus Provost. The permission statement must clearly designate the date, location, and purpose for the animal's presence on campus. Each animal must be on a leash or equivalent and fully under the control of the handler. The handler will have documentation of current vaccinations for the animal. The care and supervision of the animal is the sole responsibility of the handler.~~

### **Removal of Animals from Campus**

~~The College District may request an owner or handler remove service animals or other animals from campus for reasons that include but are not limited to the following:~~

- ~~1. Failure to properly control the animal: The owner does not or cannot take effective action to control the animal. Improper animal behaviors that should be controlled include but are not limited to barking, growling, nipping, snapping, biting, lunging or jumping at people or other animals. The owner of an animal deemed to be out of control may be prohibited from bringing the service animal onto college property. ESA animals meeting these criteria may be excluded from Student Housing until the owner can demonstrate that they have taken significant steps to mitigate the behavior.~~
- ~~2. Non-Housebroken Animal: The animal is not housebroken (i.e., trained so that it controls its waste elimination) as determined by Student Housing employees.~~
- ~~3. Animal Care: It is determined by designated college officials that the animal's owner has failed to properly care for the animal. An owner must ensure that the animal, and its environment, are maintained in a healthy, clean manner. Instances of suspected abuse of an animal are referred to the Dean of Students, the Human Resources Department, or other appropriate authority.~~
- ~~4. Direct Threat: The animal is determined to be a substantial and direct threat to the health and safety of individuals. A direct threat may be based upon the poor health or hygiene of the animal, the behavior of the animal, or the presence of an~~

## **NEW POLICY and CURRENT POLICY- MOVING TO FAB**

~~animal in a sensitive area such as certain laboratories or mechanical or industrial areas.~~

- ~~5. Fundamental Alteration: The presence of an animal fundamentally alters a college program by requiring a significant alteration to the essential nature of the services, facilities, privileges, advantages, or accommodations offered.~~
- ~~6. Damage or Harm: The animal causes damage or harm to persons or property.~~
- ~~7. Responsibilities: The owner violates any of the responsibilities outlined in this policy or applicable procedures.~~

### **Appeals and Grievances**

~~Any individual who wishes to file a complaint for violation of this policy may file a complaint with the College District. See DGBA (for employee), FLD (for students), and GB (for community members).~~

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**Note:** For complaints of discrimination, harassment, and retaliation on the basis of sex or gender, see FFDA. For all other discrimination, harassment, and retaliation complaints related to this policy, see FFDB.

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### **Procedures**

The District President or designee shall develop procedures addressing protections and accommodations, consistent with law, for students who are pregnant (and experiencing absences due to pregnancy, childbirth, or resulting medical conditions) or parenting, including procedures for early registration and leaves of absence.

### **Liaison for Pregnant and Parenting Students**

The District President or designee will designate a pregnant and parenting students liaison for current or incoming students. Under this policy, parenting students are those who are the parents or legal guardians of children younger than 18 years of age.

The designated pregnant and parenting students liaison's name and contract information will be posted on the College District's website. The liaison will provide information regarding support services and other available resources for pregnant and parenting students and serve as the point of contact for a student requesting a legal protection or reasonable accommodation under Education Code 51.982.

## **NEW POLICY and CURRENT POLICY- MOVING TO FAB**

### **Publication of Information**

The procedures and the liaison's name and contact information will  
be published in the student handbooks and posted on the College  
District's website.

## **NEW POLICY (moved from FAA (Local))**

Collin College is committed to providing a healthy and safe environment for students, faculty, staff and visitors by managing the presence of animals on property and in its facilities, while providing individuals with disabilities who use service or other animals the opportunity to receive the benefit of the tasks these animals perform in accordance with the requirements of applicable law.

The College District will allow animals to accompany an employee, student, or visitor on campus as provided in this policy. This policy does not apply to animals used by law enforcement officers in the carrying out of their duties. Animals not specifically allowed under this policy will not be permitted on any College District campus or in any College District facility.

### **Service Animals**

The College District allows the use of service animals as defined by the Americans with Disabilities Act, as amended, or state law. Currently, a service animal means a dog (such as a signal or guide dog), or in rare situations, another animal designated by federal law regulations, that has been individually trained to do work or perform tasks for the benefit of an individual with a disability including a physical, sensory, psychiatric, intellectual, or other disability. The work or task that the service animal performs must be directly related to the individual's disability. Service animals are working animals, not pets. Animals that meet this definition are considered service animals regardless of whether they have been licensed or certified by a state or local government.

The College District allows service animals on campus, in its facilities, or at activities and events when accompanied by a person with a disability and the service animal is trained to provide, and does provide, a specific service to that person that is directly related to the person's disability.

Service animals, however, may not be permitted if the animal poses a substantial and direct threat to health or safety or when the animal constitutes a fundamental alteration to the nature of a college program or service.

A service animal must be under the control of its handler. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means). The care and supervision of the animal is the sole responsibility of the owner or handler.

## **NEW POLICY (moved from FAA (Local))**

Students with allergies to a service animal may request reasonable accommodations under the ADA through the ACCESS office.

The accompaniment of a person with a disability by a service animal in a location with health and safety restrictions are reviewed on a case-by-case basis by the appropriate department representative(s) in collaboration with the Human Resources Department or the ACCESS Office.

A person with a disability will be limited to one service animal unless an additional animal is necessary to provide a reasonable accommodation.

Service animals in training that are accompanied by an approved trainer are allowed the same access to campus as fully trained service dogs, except, animals in training are not permitted to reside in Student Housing. A student with a service animal who intends to reside on campus with the animal must notify the Student Housing Director of the need for a service animal's presence in advance of beginning residency following procedures outlined by Student Housing Department employees. Such prior notification allows the college to make appropriate arrangements and offer assistance prior to the student's arrival on campus.

### *Responsibilities of Service Animal Owner or Handler*

Service animal owners are financially responsible for damage or injury to others caused by their animal, including clean-up and disposal of animal waste and replacement or repair of property, and must take appropriate precautions to prevent property damage and/or injury to others while on college property.

If a service animal is disruptive in the classroom, an employee may ask the owner and their animal to leave the premises immediately.

Service animals must be under the control of the owner at all times and under the following circumstances:

1. A service animal should be on a leash when not providing needed service.
2. To the extent possible the service animal should be unobtrusive to other individuals and the learning, living, working environment.
3. A service animal may not be left tied or tethered out of the presence of its owner.
4. Service animals are not permitted to block aisles, passageways, or fire egress.

EQUAL EDUCATIONAL OPPORTUNITY  
SERVICE ANIMALS

FAB  
(LOCAL)

## **NEW POLICY (moved from FAA (Local))**

5. To the extent possible, the owner should ensure that the animal does not sniff or lick people, dining tables or the personal belongings of others.

The cost of care, arrangements, and well-being of a service animal are the sole responsibility of the owner, including keeping the animal free from fleas and ticks or other pests that may cause infestation.

Cleaning up after a service animal is the sole responsibility of the owner. In the event that the owner is not physically able to clean up after a service animal, the owner must delegate this responsibility to another individual who is capable of meeting this requirement at the owner's expense.

The service animal owner is responsible for complying with any relevant city, county, and/or state license and leash laws while the service animal is on college premises.

Any service animal found unattended on college property may be seized by authorized persons or animal control officers. Owners are responsible for any impound and/or license fees required to secure the release of their animals.

*Inquiries  
Regarding  
Service Animals*

Individuals who are accompanied by a service animal must not be asked to identify the nature or extent of their disability. In regard to a service animal:

1. Employees will not inquire about the qualifications of a service animal when it is readily apparent that an animal is trained to do work or to perform a task for a person with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to a person with an observable mobility disability).
2. If it is not readily apparent that an animal is performing work or a task on behalf of an individual with a disability, employees may only inquire:
  - a. Whether the animal is required because of a disability; and,
  - b. What work or task the animal has been trained to perform.
3. Individuals are not required to have an accommodation letter from the ACCESS Office to use a service animal on campus.



## **NEW POLICY (moved from FAA (Local))**

4. Employees will not require documentation of a service animal's certification, training, registration, or license as a service animal.

### **Animals in Student Housing**

Pets are not allowed in on-campus Student Housing. Service animals and Emotional Support Animals (ESA), as defined below, are permitted in on-campus Student Housing. ESAs are permitted in on-campus Student Housing when the ESA is approved by the ACCESS Office and is necessary for the resident with a documented disability to have equal access to housing.

An ESA or comfort animal means an animal that provides emotional support, well-being, comfort, or companionship and that a health care provider has recommended as an accommodation for a student with a disability. The comfort provided by these animals does not constitute work or tasks and ESAs are not service animals for purposes of this policy.

### **Access**

1. ESAs are not permitted in Collin College Student Housing until approved by the ACCESS Office through the appropriate process.
2. Approved ESAs must be contained within the Collin College Student Housing unit of the owner/handler, except when transported outside the residential area in an animal carrier or controlled leash/harness.
3. ESAs are not permitted on any Collin College campus or in any Collin College facility other than Collin College Student Housing.
4. An ESA is considered an unreasonable accommodation if the ESA presents an undue financial or administrative burden on Collin College, poses a substantial and/or direct threat to personal or public safety, or constitutes a fundamental alteration of the nature of Collin College's educational programs or activities.

### **Requests for ESAs**

Requests for an accommodation to have an ESA must be submitted with the ACCESS Office. ESAs will not be permitted in Student Housing without the written prior approval from the ACCESS Office. Collin College Student Housing will provide students with procedures for students to follow for ESAs in Student Housing.

### **Required Documentation for Approval**

The approval process for ESAs will require, in addition to other information, submission of the following to the ACCESS Office:

1. Current and appropriate documentation from a physician or licensed mental health professional that verifies the student is a person with a disability; describes how the animal assists

## **NEW POLICY (moved from FAA (Local))**

the individual; and shows the relationship between the individual's disability and the need for the assistance provided by the ESA.

2. Veterinary records or other evidence acceptable to the ACCESS Office verifying that the animal is in good health and is current with respect to all vaccinations, medications, or other items required or recommended by veterinarians regarding the breed or type of animal in question.
3. ESA owners of dogs or cats must provide proof of current rabies vaccinations and wear rabies vaccination tags.

Completion and submission of forms with accompanying records to verify current subscription for ESA and vaccination and good health of the ESA must be provided to the ACCESS Office each time a lease is renewed. No ESA will be permitted in Student Housing without annual submission of the above-described information.

Collin College reserves the right to require updated veterinary records or other evidence of the health of the animal at any time.

### *Procedures*

Student Housing procedures, as outlined in the Collin College Resident Handbook, will provide all requirements and expectations, including, but not limited to, the following:

1. Students living in Student Housing are permitted only one ESA at a time.
2. The approved ESA is allowed in Student Housing only as long as it is necessary for the resident's disability.
3. ESA approval is for a specific animal; therefore, a student must request approval for a replacement animal if necessary.
4. ESAs must be at least six months of age.
5. Generally, dogs and cats are commonly requested as ESAs although other animals (such as fish, turtles, or small birds) may serve in this capacity. For the health and safety of residents, the college is not required to grant non-domesticated, wild, or unique animals (such as snakes, reptiles, barnyard animals, monkeys, spiders, insects, or other animals) as reasonable accommodations.
6. If an animal begins residence in Student Housing prior to approval of the ACCESS Office and Student Housing, the college may request the owner remove the animal from Student Housing within 48 hours of notification. If the animal is not re-

## **NEW POLICY (moved from FAA (Local))**

moved as requested, college officials may consider the animal a trespasser and contact the appropriate City of Plano authorities to remove the animal from Student Housing. Any costs associated with removal of the animal from college property is the responsibility of the animal's owner.

7. The owner of the approved ESA is responsible for ensuring all Collin College and Collin College Student Housing procedures and requirements for ESAs are followed.

### **Conflicting Disabilities**

In circumstances where the presence of a service animal or ESA in Student Housing may substantially impair another individual's physical or mental wellbeing, such as but not limited to allergies or phobias, the College District will consider the needs of both persons in meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously as possible. Conflicting disabilities involving students should be referred to the ACCESS Office. Conflicts involving employees should be referred to Human Resources.

### **Animals for Instructional Purposes**

The College District allows the use of instructional animals required for use in teaching or research. Prior to bringing an animal on campus for instructional purposes, written permission must be obtained from the appropriate academic dean and/or Campus Provost. The permission statement must clearly designate the date, location, and purpose for the animal's presence on campus. Each animal must be on a leash or equivalent and fully under the control of the handler. The handler will have documentation of current vaccinations for the animal. The care and supervision of the animal is the sole responsibility of the handler.

### **Removal of Animals from Campus**

The College District may request an owner or handler remove service animals or other animals from campus for reasons that include but are not limited to the following:

1. Failure to properly control the animal: The owner does not or cannot take effective action to control the animal. Improper animal behaviors that should be controlled include but are not limited to barking, growling, nipping, snapping, biting, lunging, or jumping at people or other animals. The owner of an animal deemed to be out of control may be prohibited from bringing the service animal onto college property. ESA animals meeting these criteria may be excluded from Student Housing until the owner can demonstrate that they have taken significant steps to mitigate the behavior.

## **NEW POLICY (moved from FAA (Local))**

2. Non-Housebroken Animal: The animal is not housebroken (i.e., trained so that it controls its waste elimination) as determined by Student Housing employees.
3. Animal Care: It is determined by designated college officials that the animal's owner has failed to properly care for the animal. An owner must ensure that the animal, and its environment, are maintained in a healthy, clean manner. Instances of suspected abuse of an animal are referred to the Dean of Students, the Human Resources Department, or other appropriate authority.
4. Direct Threat: The animal is determined to be a substantial and direct threat to the health and safety of individuals. A direct threat may be based upon the poor health or hygiene of the animal, the behavior of the animal, or the presence of an animal in a sensitive area such as certain laboratories or mechanical or industrial areas.
5. Fundamental Alteration: The presence of an animal fundamentally alters a college program by requiring a significant alteration to the essential nature of the services, facilities, privileges, advantages, or accommodations offered.
6. Damage or Harm: The animal causes damage or harm to persons or property.
7. Responsibilities: The owner violates any of the responsibilities outlined in this policy or applicable procedures.

### **Appeals and Grievances**

Any individual who wishes to file a complaint for violation of this policy may file a complaint with the College District. See DGBA (for employee), FLD (for students), and GB (for community members).

PUBLIC INFORMATION PROGRAM  
REQUESTS FOR INFORMATION

GCB  
(LOCAL)

Requests for public information ~~shall~~will be made to the College District by one of the following methods:

1. Hand delivery;
2. U.S. mail to ~~3452 Spur 399, Suite 411, McKinney, TX 75069~~3452 Spur 399, Suite 411, McKinney, TX 75069; or
- ~~3. Email at publicinfo@collin.edu.~~
3. Email at publicinfo@collin.edu.

**Nonbusiness Days**

The District President may designate a day on which the College District's administrative offices are closed or operating with minimal staffing as a nonbusiness day for purposes of compliance with the Texas Public Information Act (PIA). The District President may designate at most 10 nonbusiness days each calendar year.

**Suspension of  
Public Information  
During a  
Catastrophe**

In the event a catastrophe, as defined by law, significantly impacts the College District such that the catastrophe directly causes the inability of the College District to comply with the requirements of the ~~Texas Public Information Act (PIA)~~,PIA, the Board ~~shall~~will temporarily suspend the applicability of the PIA to the College District for the time permitted by law and provide the required notices to the attorney general and the public. The Board ~~shall~~will extend an initial suspension period as necessary in accordance with law. [See GCB(LEGAL)]

**Charging for  
Personnel Time**

In addition to other labor charges permitted by, and in accordance with law, the College District will charge a requestor for additional personnel time spent producing information for the requestor after College District personnel have collectively spent:

1. Thirty-six hours of time during the College District's fiscal year; or
2. Fifteen hours of time during a one-month period.

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

2024-03-X

March 26, 2024

Resource: Monica Velazquez  
General Counsel

**AGENDA ITEM:**

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

- **BG (Local)** Administrative Organization (ADD)
- **CFE (Local)** Purchasing and Acquisition – Vendor Relations (ADD)
- **DAA (Local)** Employment Objectives – Equal Employment Opportunity
- **DCA (Local)** Employment Practices – Term Contracts
- **DEC (Local)** Compensation and Benefits – Leaves and Absences
- **DEE (Local)** Compensation and Benefits – Expense Reimbursement
- **EBA (Local)** Alternate Methods of Instruction – Distance Education
- **ECC (Local)** Instructional Arrangements – Course Load and Schedules
- **FA (Local)** Equal Educational Opportunity (ADD)
- **FAA (Local)** Equal Educational Opportunity – Pregnant and Parenting Students
- **FAB (Local)** Equal Educational Opportunity – Service Animals (ADD)
- **GCB (Local)** Public Information Program – Requests for Information

**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 March 26, 2024 regular meeting of the Board of Trustees.

**PROPOSED CHANGES:**

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

- **BG (Local)** Administrative Organization (ADD) - This new recommended local policy addresses the new

requirements of SB 17, which prohibits a Diversity, Equity, and Inclusion Office at a college, with limited exceptions.

- **CFE (Local) Purchasing and Acquisition – Vendor Relations (ADD)** - This new recommended local policy addresses the requirements of SB 17, which prohibits Diversity, Equity, and Inclusion Initiatives at community colleges, with limited exceptions. The language directs the college chief executive officer or designee to develop disciplinary procedures related to a vendor violating the provisions of the bill.
- **DAA (Local) Employment Objectives – Equal Employment Opportunity** - This new recommended local policy language addresses the requirements of SB 17, which prohibits Diversity, Equity, and Inclusion Initiatives for employees of a college, with limited exceptions.
- **DCA (Local) Employment Practices – Term Contracts** – Recommended revisions clarify and address the titles in the recommendation process for faculty contracts and the presentation of such contracts to the Board in the personnel report.
- **DEC (Local) Compensation and Benefits – Leaves and Absences** - Recommended revisions to this local policy address the requirements of HB 1486, which applies existing mental health leave provisions applicable to peace officers to telecommunicators. The language extends current Mental Health Leave language to now include full-time telecommunicators. In addition, at Line of Duty Illness or Injury Leave, recommended revisions to this local policy address HB 471, which requires colleges to provide police officers and emergency medical services personnel a leave of absence for illness or injury related to the person's line of duty.
- **DEE (Local) Compensation and Benefits – Expense Reimbursement** – Recommended revisions address changes in international travel policies tied to approved master plan/strategic plan goals, as well as flexibility in approval of requests for international travel.

- **EBA (Local)** Alternate Methods of Instruction – Distance Education - Recommended revisions to this local policy were made to reflect changes in the Texas Administrative Code.
- **ECC (Local)** Instructional Arrangements – Course Load and Schedules - Recommended revisions to this local policy address the requirements of HB 8, which prohibits a college from counting toward the drop limit a Course Dropped During a Bachelor's Program that a student previously earned or a Dual Credit or Dual Enrollment Course a student dropped before graduating from high school.
- **FA (Local)** Equal Educational Opportunity (ADD) - This new recommended local policy addresses the requirements of SB 17, which prohibits Diversity, Equity, and Inclusion Initiatives for students of a college, with limited exceptions.
- **FAA (Local)** Equal Educational Opportunity – Pregnant and Parenting Students - This new recommended local policy addresses multiple bills, including state law changes that provide enrollment protections and required accommodations for pregnant and parenting students; early registration for pregnant and parenting students if the opportunity is provided to another group of students; and a requirement that the college to designate an employee to serve as a liaison for current and incoming parenting students (those that are parents or legal guardians of minors).
- **FAB (Local)** Equal Educational Opportunity – Service Animals (ADD) – The current policy at FAA has been moved to FAB to accommodate a new local policy on Pregnant and Parenting Students.
- **GCB (Local)** Public Information Program – Requests for Information - Recommended revisions to this local policy address the requirements of HB 3033, which permits a college to designate up to 10 non-business days each calendar year for the purpose of complying with the Public Information Act.



**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