

Collin County Community College District Board of Trustees

2016-2-3

February 23, 2016

Resource: Kim Davison

Senior Vice President of Organizational Effectiveness

TITLE:

Report Out of the Organization, Education, and Policy Committee: First reading of revised Board (Local) Policies

DGBA: Personnel – Management Relations – Employee Grievances

DMAA: Term Contracts - Dismissal

DMAB: Term Contracts - Nonrenewal

GB: Public Complaints and Hearings

DISCUSSION:

Proposed changes to Board (Local) Policies include refreshing the language throughout these policies, and more substantive changes that include the following:

Key changes in **DGBA:**

- This policy has been totally re-written with a streamlined process to hear and address employee concerns.
- The process begins with an expectation of informal resolution, where possible. This is followed, if needed, with a hearing by a Resolution Review Panel and then, if needed, by the Leadership Team Member.
- Clarifies that faculty contracts that are not being renewed may appeal through the Executive Vice President.

Key changes in **DMAA:**

- Include probationary faculty within the scope of the policy for dismissal with cause
- Add the language to specify “recommendation for dismissal” as the proposed action
- Eliminate a redundant sentence and replaces the word “leave” with “suspension” to better define the type of leave
- Add required ADA language, “with or without accommodation”
- Expand the definition of a violation to include providing false information or false documentation
- Eliminate the paragraph about delay of dismissal due to separate grievances under DGBA

Key changes in **DMAB**:

- Add language “or designee” to be consistent with DCA(Local)

Key changes in **GB**:

- Eliminate wording and processes that relate to a paper complaint form since it is now all on-line
- Same
- Delete definition of representative (provision later in the policy)
- Provide flexibility on timelines for addressing community complaints
- Add that the complainant may designate a representative
- Add that the college can assign a neutral third party to hear a complaint, if deemed necessary
- Simplify maintenance of the records solely by the VP Advancement
- Delete reference to the form, which is now on-line
- Add the link to the on-line form
- Delete paragraph about what the level 1 record contains since all documents created are maintained with the file
- Add required language about the right to present concerns to the board

**DISTRICT PRESIDENT’S
RECOMMENDATION:**

The District President recommends revised Local Board Policies DGBA, DMAA, DMAB, and GB for first reading.

SUGGESTED MOTION:

No action is needed for a first reading of policies.