

Update 32 contains (LOCAL) policies that require board action before we can incorporate Update 32 into your college district's *Policy On Line* manual.

Please notify Travis Damron of your policy adoption by **faxing this form to 512-467-3618**, by **e-mailing your notification to [pol-support@tasb.org](mailto:pol-support@tasb.org)**, or by **completing the form electronically through *Policy On Line* Administrator Tools (<https://www.tasb.org/apps/PolicyAdmin>)** using your myTASB login and clicking the "Notify TASB of Policy Adoption" link.

### 232501 Southwest Texas Junior College

Your Name: \_\_\_\_\_

Your E-mail: \_\_\_\_\_

We will send a confirmation e-mail when your update is online.

#### Previous Updates

- I confirm that all updates prior to Update 32 have been adopted. (Visit <https://www.tasb.org/apps/policyUpdates/index.aspx> to see updates pending adoption. Your Local Manual Updates will remain available through myTASB until your college district notifies us of adoption.)

**Update 32** Adoption Date: \_\_\_\_\_

Status (please check one):

- Adopted as presented by TASB—place online immediately
- Adopted with further changes, described below\*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* If you have not already sent the changes to the policies listed above to your policy consultant, please attach the policies to this form or e-mail them to your consultant to be processed as a Local District Update. Your policy consultant, Kelly Grab, may contact you about these policies if necessary.

If you have any questions, please contact Travis Damron by phone at 800-580-7529.

# Update 32

**Policy On Line<sup>®</sup>**  
**Adoption Notification Form**

**TASB Policy Service**

**Fax: 512-467-3618**



# Localized Policy Manual Update 32

## Southwest Texas Junior College

**Remember:** You can download a PDF of your college district's update packet, annotated copies of the (LOCAL) policies, editable (LOCAL) text, and more on [my.tasb.org](http://my.tasb.org) under *Policy Service Resource Library: Local Manual Updates*.

Need help? Please call 800-580-7529 or e-mail [colleges@tasb.org](mailto:colleges@tasb.org).

### Overview

Update 32 proposed revisions to your localized policy manual incorporate clarification of existing materials and new materials arising from administrative action that affect the governance and management of Texas community colleges.

The Update 32 packet contains:

- Instructions providing specific information on which policies have been revised, added, or deleted at this update.
- Explanatory Notes summarizing and pointing out changes occurring within each policy.
- Updated Policies reflecting new or replacement materials included in this update.

Update 32 to your localized policy manual contains (LOCAL) policy revisions/additions that address:

### ***Weapons***

This new policy, CHF(LOCAL) entitled Weapons, is recommended for inclusion in the college district's policy manual and consolidates provisions from several policy codes throughout the manual, with revisions incorporated from the campus carry bill Senate Bill (SB) 11, effective August 1, 2017. This policy addresses employees, students, and community members.

### ***Records Management***

The recommended revisions to policy CIA(LOCAL) on records management were developed with input from the Texas State Library and Archives Commission (TSLAC), with the goal of creating a single document that can be submitted to TSLAC for compliance purposes. The Local Government Records Act gives a college district three options in establishing its RECORDS CONTROL SCHEDULES.

### ***Drones***

Recommended revisions to policy CR(LOCAL) on technology resources include a general provision permitting drone activity only in accordance with law and administrative regulations. [See CR(LEGAL) for recently adopted rules on drones from the Federal Aviation Administration]. Those regulations may be developed for more specific information, which may vary for certain educational programs.

### ***Employee Records***

Policy DBA(LOCAL) prohibiting the use of an employee's social security number as an employee identifier is recommended for inclusion in the college district's policy manual.

### ***Expense Reimbursement***

Recommended revisions to DEE(LOCAL) are to clarify that all aspects of reimbursement, not just documentation requirements, must be in accordance with the college district's administrative procedures. Provisions for travel expenses have been deleted to provide the college district more flexibility to administer reimbursements in accordance with local business office procedures.

### ***Admissions***

Recommended revisions to FB(LOCAL) are to clarify that a college district's admissions procedures should include any specific course admission requirements such as medical insurance or criminal background checks.

### ***Student Conduct***

Revisions to policy FLB(LOCAL) are recommended to incorporate:

- Additional examples of prohibited weapons with a cross-reference to CHF, the new policy code regarding weapons; and
- A specific prohibition related to intellectual property separate from theft or other more general prohibited behaviors regarding property.

### ***Student Handbook***

Policy FL(LOCAL) addressing development of a student handbook, including the scope of the board's review and distribution, is recommended for inclusion in your college district's policy manual.

Recommended revisions to policy FM(LOCAL) are to ensure that information regarding student discipline policies and procedures is included in the student handbook where students are more likely to access it.

### ***Fee for Use***

Local policies DGD, FLAA, and GD include recommended revisions to clarify, in accordance with state law, that the board must establish a fee schedule for use of college district facilities.



## **(LEGAL) vs. (LOCAL) Policies: Remember the Difference**

### ***(LEGAL) policies:***

- Reflect the ever-changing legal context for governance and management of the college district
- Should inform local decision making
- Should NOT be adopted, but only reviewed

### ***(LOCAL) policies:***

- Require close attention by both the administration and the board
- Must reflect the practices of the college district and the intentions of the board
- May only be changed by board action (adopt, revise, or repeal)

If your board adopts changes to the (LOCAL) policies contained in this packet, please notify your policy consultant.

## **How to Place Policy Changes on the Agenda for Board Action**

Board action on Localized Update 32 must occur within a properly posted, open meeting of the board.

- Update 32 may be addressed on the agenda posting as "Review updated (LEGAL) policies and act on (LOCAL) policies (see attached list)."
- You may use the "Agenda Posting (LOCAL) Policy List" provided online in Local Manual Updates and attach that list to the posting, or you may compile a list of (LOCAL) policy codes, titles, and subtitles from the material provided below.
- **BoardBook** compilers should use "Policy Update 32, affecting (LOCAL) policies" as the agenda item and, as agenda sub-items, the policy code, title, and subtitle of each of the (LOCAL) policies affected by the update.
- Here is a suggested motion for board action on Localized Update 32:

*"I move that the board add, revise, or delete (LOCAL) policies as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Localized Policy Manual Update 32 [with the following changes:]"*

## **How to Notify Policy Service of Board Action**

Notify Policy Service of the board's action on Update 32 using the Update 32 Adoption Notification Form, enclosed, so Policy Service records remain accurate. **Notify your policy consultant of any changes made by the board so that Policy Service records correctly reflect your manual.**



## How to Keep Minutes

The board's action on Localized Update 32 must be reflected in board minutes. Your minutes should include:

- The list of proposed (LOCAL) policy actions, such as the Instruction Sheet—annotated to reflect any changes made by the board
- The Explanatory Notes for the update (filed as an attachment to the minutes)
- Copies of new, replaced, or rescinded (LOCAL) policies

## How to Maintain Your Historical Record

To construct a separate historical record of the manual, you must track the history of individual (LOCAL) policies. You should maintain a permanent historical record of every (LOCAL) policy adopted, revised, or rescinded by the board.

At a minimum, this record should include the following key pieces of information:

- Policy code
- Date of board action
- Text of policy

## How to Keep Your Administrative Regulations Current

Inspect your administrative procedures and documents—including EXHIBITS, REGULATIONS, handbooks, and guides—that may be affected by Update 32 policy changes.

If you must make changes to the REGULATIONS or EXHIBITS contained in your board policy manual, please notify your policy consultant.

## Questions

Questions about the content of this update may be addressed to your assigned policy consultant: Amy Kadlecek, TASB Manager of Community College Policy Services, or Kelly Grab, TASB Community College Policy Specialist, at 800-580-7529. Legal questions may be addressed to Amy Magee, TASB Community College Counsel, at 800-580-5345.

## Disclaimer and Copyright

**PLEASE NOTE:** This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matter. This information is neither an exhaustive treatment on the subject nor is this intended to substitute for the advice of an attorney or other professional adviser. Consult with your attorney or professional adviser to apply these principles to specific fact situations.

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## Instruction Sheet

### Community College Localized Policy Manual Update 32

District Southwest Texas Junior College

<b>Code</b>	<b>Action To Be Taken</b>	<b>Note</b>
A25 (INDEX)	Replace cross-index	Revised cross-index
BBD (LEGAL)	Replace policy	Revised policy
BI (LEGAL)	Replace policy	Revised policy
C (LEGAL)	Replace policy	Revised policy
CAAB (LEGAL)	Replace policy	Revised policy
CAI (LEGAL)	Replace policy	Revised policy
CAM (LOCAL)	Replace policy	Revised policy
CF (LEGAL)	Replace policy	Revised policy
CHA (LEGAL)	Replace policy	Revised policy
CHC (LEGAL)	Replace policy	Revised policy
CHF (LEGAL)	ADD policy	See explanatory note
CHF (LOCAL)	ADD policy	See explanatory note
CIA (LOCAL)	Replace policy	Revised policy
CKD (LEGAL)	Replace policy	Revised policy
CM (LEGAL)	Replace policy	Revised policy
CM (EXHIBIT)	Replace exhibit	Revised exhibit
CR (LEGAL)	Replace policy	Revised policy
CR (LOCAL)	Replace policy	Revised policy
CS (LEGAL)	Replace policy	Revised policy
CU (LEGAL)	Replace policy	Revised policy
D (LEGAL)	Replace table of contents	Revised table of contents
DAA (LEGAL)	Replace policy	Revised policy
DBA (LOCAL)	ADD policy	See explanatory note
DBB (LEGAL)	Replace policy	Revised policy
DC (LEGAL)	Replace policy	Revised policy
DEC (LOCAL)	Replace policy	Revised policy
DEC (EXHIBIT)	Review exhibit	Revise as necessary
DED (LOCAL)	DELETE policy	See explanatory note
DEE (LOCAL)	Replace policy	Revised policy
DF (LEGAL)	Replace policy	Revised policy
DG (LEGAL)	Replace policy	Revised policy
DGD (LOCAL)	Replace policy	Revised policy

## Instruction Sheet

### Community College Localized Policy Manual Update 32

DH	(LOCAL)	Replace policy	Revised policy
DI	(LEGAL)	Replace policy	Revised policy
DI	(EXHIBIT)	Replace exhibit	Revised exhibit
DM	(LOCAL)	Replace policy	Revised policy
DMAA	(LOCAL)	Replace policy	Revised policy
E	(LEGAL)	Replace table of contents	Revised table of contents
EBA	(LOCAL)	Replace policy	Revised policy
EBB	(LEGAL)	Replace policy	Revised policy
ECC	(LEGAL)	Replace policy	Revised policy
ECC	(LOCAL)	Replace policy	Revised policy
EFCA	(LEGAL)	Replace policy	Revised policy
EFCB	(LEGAL)	Replace policy	Revised policy
EFCD	(LEGAL)	Replace policy	Revised policy
EFCD	(LOCAL)	Replace policy	Revised policy
EFCF	(LEGAL)	Replace policy	Revised policy
EI	(LEGAL)	Replace policy	Revised policy
F	(LEGAL)	Replace table of contents	Revised table of contents
FA	(LEGAL)	Replace policy	Revised policy
FB	(LEGAL)	Replace policy	Revised policy
FB	(LOCAL)	Replace policy	Revised policy
FEB	(LEGAL)	Replace policy	Revised policy
FFAA	(LEGAL)	Replace policy	Revised policy
FL	(LOCAL)	ADD policy	See explanatory note
FLAA	(LOCAL)	Replace policy	Revised policy
FLB	(LEGAL)	Replace policy	Revised policy
FLB	(LOCAL)	Replace policy	Revised policy
FLBF	(LEGAL)	DELETE policy	See explanatory note
FLBF	(LOCAL)	DELETE policy	See explanatory note
FLD	(LEGAL)	Replace policy	Revised policy
FM	(LOCAL)	Replace policy	Revised policy
G	(LEGAL)	Replace table of contents	Revised table of contents
GA	(LEGAL)	ADD policy	See explanatory note
GAA	(LEGAL)	DELETE policy	See explanatory note
GAB	(LEGAL)	DELETE policy	See explanatory note

## Instruction Sheet

### Community College Localized Policy Manual Update 32

GAB	(LOCAL)	DELETE policy	See explanatory note
GAB	(EXHIBIT)	DELETE exhibit	See explanatory note
GAC	(LEGAL)	DELETE policy	See explanatory note
GC	(LEGAL)	DELETE policy	See explanatory note
GCA	(LEGAL)	ADD policy	See explanatory note
GCB	(LEGAL)	ADD policy	See explanatory note
GCB	(LOCAL)	ADD policy	See explanatory note
GCB	(EXHIBIT)	ADD exhibit	See explanatory note
GCC	(LEGAL)	ADD policy	See explanatory note
GD	(LEGAL)	ADD policy	See explanatory note
GD	(LOCAL)	ADD policy	See explanatory note
GDA	(LEGAL)	ADD policy	See explanatory note
GDA	(LOCAL)	ADD policy	See explanatory note
GF	(LEGAL)	DELETE policy	See explanatory note
GF	(LOCAL)	DELETE policy	See explanatory note
GFA	(LEGAL)	DELETE policy	See explanatory note
GFA	(LOCAL)	DELETE policy	See explanatory note
GGC	(LEGAL)	Replace policy	Revised policy
GL	(LEGAL)	Replace policy	Revised policy



# Explanatory Notes

## Community College Localized Policy Manual Update 32

District: Southwest Texas Junior College

A25 (INDEX) CROSS-INDEX

The cross index has been updated to incorporate the new policy on weapons, CHF, as well as to accommodate the policy title changes in Sections D and E and the reorganization of Section G.

BBD (LEGAL) BOARD MEMBERS  
ORIENTATION AND TRAINING

This policy has been revised to reflect current Administrative Code rules regarding fees for training programs.

BI (LEGAL) REPORTS

We have deleted from this policy on reports the former requirement to submit student immunization status; see also FFAA.

C (LEGAL) BUSINESS AND SUPPORT SERVICES

The C Section Table of Contents has been updated to include a new code at CHF entitled Weapons.

CAAB (LEGAL) STATE AND FEDERAL REVENUE SOURCES  
FEDERAL

Added to this policy are provisions to address rules that apply to federal awards from the U.S. Department of Agriculture, the U.S. Department of Health and Human Services, the U.S. Department of Justice, and the U.S. Department of Labor.

CAI (LEGAL) APPROPRIATIONS AND REVENUE SOURCES  
AD VALOREM TAXES

Revisions have been made to this policy to clarify provisions on reinvestment zones.

CAM (LOCAL) APPROPRIATIONS AND REVENUE SOURCES  
GRANTS, FUNDS, DONATIONS FROM PRIVATE SOURCES

Significant revisions are recommended to this local policy to provide the administration the most flexibility regarding authorization of the college president/chancellor to accept unsolicited gifts on behalf of the college district, with the exception of conditional gifts or real property, which must be accepted by the board. Provisions addressing the solicitation of donations on behalf of the college district are also included.

CF (LEGAL) PURCHASING AND ACQUISITION

Provisions clarifying the requirement for a college district to provide written notice to the Legislative Budget Board (LBB) when a contract for certain professional services exceeds \$14,000 have been added to this policy. In addition, we have added a cross-reference to policy GGC regarding notice to the LBB about contracts exceeding \$50,000.

## Explanatory Notes

### Community College Localized Policy Manual Update 32

CHA            (LEGAL)            SITE MANAGEMENT  
SECURITY

Rules from the Texas Commission on Law Enforcement have been added to this policy to address the school marshal program.

CHC            (LEGAL)            SITE MANAGEMENT  
TRAFFIC AND PARKING CONTROLS

Provisions addressing firearms and ammunition in private vehicles have been relocated to the new policy code on weapons, CHF.

CHF            (LEGAL)            SITE MANAGEMENT  
WEAPONS

We have consolidated provisions on weapons from several policy codes throughout the manual to this new policy, with revisions incorporated from the campus carry bill SB 11, effective August 1, 2017.

CHF            (LOCAL)            SITE MANAGEMENT  
WEAPONS

This new policy entitled Weapons is recommended for inclusion in the college district's policy manual and consolidates relocated provisions from policies FLBF and GFA, with minor revisions. FLBF and GFA are no longer active codes.

CIA            (LOCAL)            EQUIPMENT AND SUPPLIES MANAGEMENT  
RECORDS MANAGEMENT

The recommended revisions to this local policy on records management were developed with input from the Texas State Library and Archives Commission (TSLAC), with the goal of creating a single document that can be submitted to TSLAC for compliance purposes.

The Local Government Records Act gives a college district three options in establishing its RECORDS CONTROL SCHEDULES. The college district may:

- File with TSLAC a written declaration that the college district has adopted a schedule that complies with TSLAC's record retention schedules available on the TSLAC website;
- File with TSLAC the records control schedules developed by the college district that meet the minimum legal retention requirements; or
- Keep all records permanently.

In accordance with common college district practice, this local policy reflects the first option. **Please contact your policy consultant for an adjustment to this policy if your college district has chosen a different approach.**

CKD            (LEGAL)            INSURANCE AND ANNUITIES MANAGEMENT  
HEALTH AND LIFE INSURANCE

Statutory citations have been updated in this policy.

## Explanatory Notes

### Community College Localized Policy Manual Update 32

CM (LEGAL) FACILITIES CONSTRUCTION

Provisions clarifying the requirement for a college district to provide written notice to the Legislative Budget Board (LBB) when a contract for certain professional services exceeds \$14,000 have been added to this policy. In addition, we have added a cross-reference to policy GGC regarding notice to the LBB about contracts exceeding \$50,000.

CM (EXHIBIT) FACILITIES CONSTRUCTION

We have updated the link to the current required workers' compensation statement.

CR (LEGAL) TECHNOLOGY RESOURCES

This policy has been updated to incorporate:

- Current Texas Department of Information Resources rules related to electronic transactions;
- Recently adopted rules on drones from the Federal Aviation Administration; and
- New provisions to address the federal Cybersecurity Information Sharing Act.

CR (LOCAL) TECHNOLOGY RESOURCES

Recommended revisions to this policy on technology resources include a general provision permitting drone activity only in accordance with law and administrative regulations. Those regulations may be developed for more specific information, which may vary for certain educational programs.

CS (LEGAL) INFORMATION SECURITY

We have removed a statement about developing and implementing an information security program since current Administrative Code rules related to this program exempt community colleges.

CU (LEGAL) RESEARCH

Provisions addressing research that involves human subjects have been incorporated into this policy.

D (LEGAL) PERSONNEL

The D Section Table of Contents has been revised to update the title of DED to Holidays. Provisions addressing vacations will now be included with other types of leave benefits in DEC.

DAA (LEGAL) EMPLOYMENT OBJECTIVES  
EQUAL EMPLOYMENT OPPORTUNITY

Statutory citations have been updated in this policy.



## Explanatory Notes

### Community College Localized Policy Manual Update 32

DEC            (EXHIBIT)            COMPENSATION AND BENEFITS  
   LEAVES AND ABSENCES

Our records indicate that you have an exhibit at this code that you may need to review and revise in light of the changes in this update. Please advise us:

- If this exhibit is obsolete and should be deleted from Policy Service's records of your localized policy manual; or
- If you have revisions that you wish to submit to Policy Service for editorial and legal review and incorporation into Policy Service records.

DED            (LOCAL)            COMPENSATION AND BENEFITS  
   HOLIDAYS

In order to consolidate provisions addressing all types of leave to one policy code, the college district's locally developed provisions regarding paid vacation have been moved to DEC(LOCAL). The local DED policy on Holidays has been deleted from your manual.

DEE            (LOCAL)            COMPENSATION AND BENEFITS  
   EXPENSE REIMBURSEMENT

Recommended revisions are to clarify that all aspects of reimbursement, not just documentation requirements, must be in accordance with the college district's administrative procedures. Provisions for travel expenses have been deleted to provide the college district more flexibility to administer reimbursements in accordance with local business office procedures.

DF            (LEGAL)            RETIREMENT PROGRAMS

Revisions have been made to reflect recently amended Administrative Code rules to the optional retirement program.

DG            (LEGAL)            EMPLOYEE RIGHTS AND PRIVILEGES

Provisions addressing firearms and ammunition have been relocated to the new policy CHF.

DGD            (LOCAL)            EMPLOYEE RIGHTS AND PRIVILEGES  
   EMPLOYEE USE OF COLLEGE DISTRICT FACILITIES

The enclosed revision is recommended to clarify, in accordance with state law, that the board must establish a fee schedule for use of college district facilities.

DH            (LOCAL)            EMPLOYEE STANDARDS OF CONDUCT

We have updated the link to the ethical standards for faculty from the Texas Community College Teachers Association provided in this policy.

# Explanatory Notes

## Community College Localized Policy Manual Update 32

### DI (LEGAL) EMPLOYEE WELFARE

References to the Equal Employment Opportunity Commission (EEOC) employee wellness program rules promulgated under the Americans with Disabilities Act (ADA) and the Genetic Information Nondisclosure Act (GINA) have been added to this policy.

### DI (EXHIBIT) EMPLOYEE WELFARE

We have updated the links to sources for information regarding commonly abused drugs and federal trafficking penalties in Exhibit B.

### DM (LOCAL) TERMINATION OF EMPLOYMENT

Provisions addressing exit interviews and reports are recommended for deletion, as this information would be more appropriately addressed in administrative regulations.

### DMAA (LOCAL) TERM CONTRACTS TERMINATION MID-CONTRACT

A recommended change to this local policy, consisting of changing the "or" to an "and" in the first line, clarifies that SUSPENSION WITH PAY is the same as being placed on administrative leave. Likewise, we have deleted the unnecessary reference to administrative leave at the end of the sentence.

This policy is being issued at no charge to the college district.

### E (LEGAL) INSTRUCTION

The E Section Table of Contents has been revised to reflect subtitle name changes in two policy codes: EFCB, now titled Adult Education and Literacy, and EFCD, now titled High School Equivalency Testing Centers.

### EBA (LOCAL) ALTERNATE METHODS OF INSTRUCTION DISTANCE EDUCATION

Revisions to this policy are to clarify that distance education courses and programs are subject to Coordinating Board regulations and guidelines in addition to applicable law.

### EBB (LEGAL) ALTERNATE METHODS OF INSTRUCTION OFF CAMPUS INSTRUCTION

Additional detail has been added to this policy regarding the regional council's involvement in approving off-campus and certain dual credit courses provided by community colleges.

## Explanatory Notes

### Community College Localized Policy Manual Update 32

ECC (LEGAL) INSTRUCTIONAL ARRANGEMENTS  
COURSE LOAD AND SCHEDULES

New Coordinating Board rules related to block scheduling, including the definition of the *block scheduled program* and *block scheduling*, have been incorporated into this policy. The rules address a hardship exception to the requirement to offer a minimum number of block scheduled programs.

ECC (LOCAL) INSTRUCTIONAL ARRANGEMENTS  
COURSE LOAD AND SCHEDULES

Recommended revisions for clarity incorporate additional details from the Administrative Code regarding limitations on the number of dropped courses.

EFCA (LEGAL) SPECIAL PROGRAMS  
STUDENTS WITH DISABILITIES

We have added recently adopted Administrative Code rules addressing students with intellectual and developmental disabilities and the Coordinating Board's authority to collect information on those students for purposes of tracking student outcomes and participation in certain programs.

EFCB (LEGAL) SPECIAL PROGRAMS  
ADULT EDUCATION AND LITERACY

This policy has been amended to reflect a new subtitle, Adult Education and Literacy.

EFCD (LEGAL) SPECIAL PROGRAMS  
HIGH SCHOOL EQUIVALENCY TESTING CENTERS

We have updated this policy to incorporate amendments made by the State Board of Education to rules associated with the high school equivalency certificate. The subtitle of this policy has been revised to accommodate the fact that the GED test is no longer the only assessment option.

EFCD (LOCAL) SPECIAL PROGRAMS  
HIGH SCHOOL EQUIVALENCY TESTING CENTERS

Minor revisions to the provisions are recommended to coordinate with the change in title in order to reflect that the GED test is no longer the only assessment option for high school equivalency testing.

EFCF (LEGAL) SPECIAL PROGRAMS  
DRIVER EDUCATION

Citations have been adjusted in this policy to reflect the Texas Department of Licensing and Regulation rules on driver education programs.

# Explanatory Notes

## Community College Localized Policy Manual Update 32

### EI (LEGAL) TESTING PROGRAMS

The provisions relating to Texas Success Initiative (TSI) exemptions have been revised to reflect the new college readiness benchmarks set by the College Board regarding the SAT that were established beginning with March 2016 administrations.

### F (LEGAL) STUDENTS

The F Section Table of Contents has been revised to remove code FLBF, as provisions on weapons have now been consolidated to code CHF.

### FA (LEGAL) EQUAL EDUCATIONAL OPPORTUNITY

We have added a table of contents to this policy addressing equal educational opportunity to assist with locating specific provisions. Additionally, some text has been reorganized for better flow, and additional information has been incorporated from existing statute for clarification and to assist with application.

### FB (LEGAL) ADMISSIONS

Both existing and recently amended Administrative Code rules have been added to this policy to address the use of the common admission form and the Apply Texas system.

### FB (LOCAL) ADMISSIONS

Recommended revisions are to clarify that a college district's admissions procedures should include any specific course admission requirements such as medical insurance or criminal background checks.

### FEB (LEGAL) FINANCING EDUCATION WORK STUDY

Provisions referencing the federal work study program have been added to this policy, and citations and references to the Texas college work study program have been modified.

### FFAA (LEGAL) WELLNESS AND HEALTH SERVICES IMMUNIZATIONS

This policy has been significantly revised to incorporate amendments to the immunization rules promulgated by the Texas Department of State Health Services.

### FL (LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES

This local policy addressing development of a student handbook, including the scope of the board's review and distribution, is recommended for inclusion in your college district's policy manual.



## Explanatory Notes

### Community College Localized Policy Manual Update 32

FLAA        (LOCAL)        STUDENT EXPRESSION  
STUDENT USE OF COLLEGE DISTRICT FACILITIES

The enclosed revisions are recommended to clarify, in accordance with state law, that the board must establish a fee schedule for use of college district facilities.

FLB         (LEGAL)        STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT CONDUCT

A cross reference to the new policy code on weapons, CHF, has been added to this policy on student conduct.

FLB         (LOCAL)        STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT CONDUCT

Revisions to this policy are recommended to incorporate:

- Additional examples of prohibited weapons with a cross-reference to CHF, the new policy code regarding weapons; and
- A specific prohibition related to intellectual property separate from theft or other more general prohibited behaviors regarding property.

FLBF        (LEGAL)        STUDENT CONDUCT  
WEAPONS

As mentioned above, CHF is a new code addressing weapons; therefore, this policy addressing weapons solely from the student conduct perspective has been deleted.

FLBF        (LOCAL)        STUDENT CONDUCT  
WEAPONS

Provisions addressing weapons have been consolidated and relocated to the new policy code on Weapons, CHF; therefore, deletion of this policy is recommended. FLBF is no longer an active code.

FLD         (LEGAL)        STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT COMPLAINTS

To provide additional substance regarding a student's right to appeal a written complaint to the Coordinating Board in certain situations, we have added more detail from current Administrative Code rules addressing this issue.

FM         (LOCAL)        DISCIPLINE AND PENALTIES

Recommended revisions to this policy are to ensure that information regarding student discipline policies and procedures is included in the student handbook where students are more likely to access it.

# Explanatory Notes

## Community College Localized Policy Manual Update 32

### G (LEGAL) COMMUNITY AND GOVERNMENTAL RELATIONS

Resulting from an extensive review and reorganization of this section on community and governmental relations, the enclosed table of contents has been revised to reflect changes in policy code titles and placement.

### GA (LEGAL) ACCESS TO PROGRAMS, SERVICES, AND ACTIVITIES

The title of this policy has been revised, and provisions previously housed at GL have been relocated to this code as part of the reorganization of Section G.

Additionally, federal regulations were recently revised to incorporate changes prompted by the Americans with Disabilities Act Amendments Act of 2008. The most substantive revisions to this policy are related to the definitions of *disability*, *mitigating measures*, *major life activities*, *physical or mental impairment*, and *individual with a disability*; as well as circumstances in which a public entity is not required to provide reasonable modification to an individual with a disability.

### GAA (LEGAL) PUBLIC INFORMATION PROGRAM ACCESS TO INFORMATION

Provisions addressing access to information have been moved to GCA. GAA is no longer an active code.

### GAB (LEGAL) PUBLIC INFORMATION PROGRAM REQUESTS FOR INFORMATION

Provisions addressing requests for information have been recoded to GCB. GAB is no longer an active code.

### GAB (LOCAL) PUBLIC INFORMATION PROGRAM REQUESTS FOR INFORMATION

To accommodate the reorganization of this section of the policy manual, text addressing requests for information has been moved to policy GCB. GAB is no longer an active code.

### GAB (EXHIBIT) PUBLIC INFORMATION PROGRAM REQUESTS FOR INFORMATION

The guidelines for copy charges resulting from requests for information have been recoded to the exhibit at GCB. GAB is no longer an active code.

### GAC (LEGAL) PUBLIC INFORMATION PROGRAM STUDENT'S RIGHT TO KNOW

Provisions addressing a student's right to know have been recoded to GCC. GAC is no longer an active code.

## Explanatory Notes

### Community College Localized Policy Manual Update 32

GC (LEGAL) PUBLIC INFORMATION PROGRAM

Provisions addressing relations with business and community organizations have been recoded to GL.

GCA (LEGAL) PUBLIC INFORMATION PROGRAM  
ACCESS TO INFORMATION

Text addressing the general public's right of access to information previously housed at GAA has been relocated to this code. Additionally, provisions from the Cybersecurity Information Sharing Act addressing the situations in which threat indicators or defensive measures are considered to be voluntarily shared information and exempt from public disclosure have been added to this policy.

GCB (LEGAL) PUBLIC INFORMATION PROGRAM  
REQUESTS FOR INFORMATION

Provisions addressing requests for information have been relocated from GAB to this new code.

GCB (LOCAL) PUBLIC INFORMATION PROGRAM  
REQUESTS FOR INFORMATION

As noted above, provisions from GAB addressing requests for information have been moved to this new code. Minor revisions are recommended for clarification.

GCB (EXHIBIT) PUBLIC INFORMATION PROGRAM  
REQUESTS FOR INFORMATION

The guidelines for copy charges resulting from requests for information have been recoded here from the exhibit at GAB.

GCC (LEGAL) PUBLIC INFORMATION PROGRAM  
STUDENT'S RIGHT TO KNOW

Provisions addressing a student's right to know have been relocated from GAC to this new code.

GD (LEGAL) COMMUNITY USE OF COLLEGE DISTRICT FACILITIES

Provisions addressing community use of college district facilities have been recoded from GF.

GD (LOCAL) COMMUNITY USE OF COLLEGE DISTRICT FACILITIES

Provisions addressing community use of college district facilities have been relocated from GF to this new code. Recommended revisions include clarifying, in accordance with state law, that:

- The board must establish a fee schedule for use of college district facilities; and
- The college district can prohibit the posting of signs unless the posting qualifies as permitted campaign use.

