

Date of Board Meeting: June 16, 2026

Subject: TASB Localized Policy Manual Update 51

Recommendation: Approve Policy Manual Update 51 as recommended by TASB Community College Services

Background and Rationale:

Wharton County Junior College Policy Manual Update 51 contains new and revised (LEGAL) policies reflecting current legal requirements, as well as new and revised (LOCAL) policy recommendations. A complete listing of all affected policies is included in the *Explanatory Notes – Community College Localized Policy Manual Update 51*.

(LEGAL) policies are updated by TASB legal staff attorneys and are incorporated directly into the Wharton County Junior College Board Policy Manual, which is maintained on the WCJC website.

(LOCAL) policies reflect the practices of the College and the intent of the Board and may only be revised through Board action. Update 51 includes the following five (LOCAL) policies for Board consideration:

- BBC (LOCAL): Board Members – Vacancies and Removal from Office
- BGC (LOCAL): Administrative Organization – Councils and Faculty Senates
- CS (LOCAL): Information Security
- FB (LOCAL): Admissions
- FDA (LOCAL): Tuition and Fees – Residency

These five (LOCAL) policies have been reviewed by administration and are submitted to the Board for consideration and possible approval.

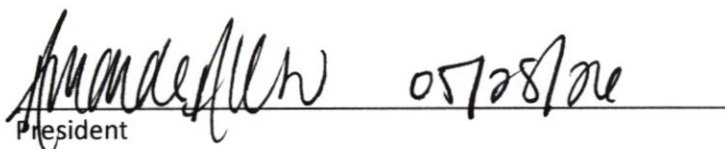
Budgetary Implications: \$3,341 (Current operating budget)

Strategic Priority Alignment:

<input type="checkbox"/> Student Success	<input type="checkbox"/> Community Impact
<input type="checkbox"/> Resource Optimization	<input checked="" type="checkbox"/> Institutional Excellence

Resource Personnel: Amanda Allen, Ed.D.; President

Approval:



President

Instruction Sheet

Community College Policy Reference Manual Update 51

Community College Policy Reference Manual

Code	Type	Action To Be Taken	Note
ATTN	(NOTE)	No policy enclosed	See explanatory note
AF	(LEGAL)	Replace policy	Revised policy
AFA	(LEGAL)	Replace policy	Revised policy
BBB	(LEGAL)	Replace policy	Revised policy
BBBC	(LEGAL)	Replace policy	Revised policy
BBFA	(LEGAL)	Replace policy	Revised policy
BI	(LEGAL)	Replace policy	Revised policy
CAAA	(LEGAL)	Replace policy	Revised policy
CAD	(LEGAL)	Replace policy	Revised policy
CAI	(LEGAL)	Replace policy	Revised policy
CAIA	(LEGAL)	Replace policy	Revised policy
CGFA	(LEGAL)	Replace policy	Revised policy
CIA	(LEGAL)	Replace policy	Revised policy
CRA	(LEGAL)	Replace policy	Revised policy
CS	(LEGAL)	Replace policy	Revised policy
DBA	(LEGAL)	Replace policy	Revised policy
DBB	(LEGAL)	Replace policy	Revised policy
DC	(LEGAL)	Replace policy	Revised policy
DH	(LEGAL)	Replace policy	Revised policy
EFAA	(LEGAL)	Replace policy	Revised policy
EFB	(LEGAL)	Replace policy	Revised policy
EFBA	(LEGAL)	Replace policy	Revised policy
EFBB	(LEGAL)	Replace policy	Revised policy
EFCA	(LEGAL)	Replace policy	Revised policy
EGA	(LEGAL)	Replace policy	Revised policy
EI	(LEGAL)	Replace policy	Revised policy
FB	(LEGAL)	Replace policy	Revised policy
FD	(LEGAL)	Replace policy	Revised policy
FDA	(LEGAL)	Replace policy	Revised policy
FEA	(LEGAL)	Replace policy	Revised policy
FFAA	(LEGAL)	Replace policy	Revised policy
FLBE	(LEGAL)	Replace policy	Revised policy
GCA	(LEGAL)	Replace policy	Revised policy
GK	(LEGAL)	Replace policy	Revised policy

Explanatory Notes

Community College Policy Reference Manual Update 51

Community College Policy Reference Manual

ATTN(NOTE)

GENERAL INFORMATION ABOUT THIS UPDATE

Revisions to legal frameworks incorporate clarification of existing materials and new materials arising from the 89th Regular Legislative Session, as well as amendments to rules from the Coordinating Board and other state agencies.

Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 89th Regular Legislative Session. All referenced bills have already gone into effect unless otherwise noted.

AF(LEGAL)

INSTITUTIONAL EFFECTIVENESS

At Complaints, a link has been added to the complaint forms available on the Coordinating Board's Office of the Ombudsman website.

AFA(LEGAL)

INSTITUTIONAL EFFECTIVENESS: PERFORMANCE AND INSTITUTION REPORTS

At Credential Reporting, revisions to this legal framework incorporate amendments to Coordinating Board rules requiring a community college to report all credentials conferred to a student.

Additional revisions are for clarity and incorporate the repeal and adoption of Coordinating Board rules addressing the publication and provision of information related to the Cost of Attendance at a community college.

BBB(LEGAL)

BOARD MEMBERS: ELECTIONS

At General Election Dates, revisions clarify that a community college no longer has the authority to change its election date under SB 1494. A college may only change its election date to another uniform election date when permitted by law.

BBBC(LEGAL)

ELECTIONS: REPORTING CAMPAIGN FUNDS

Recommended revisions incorporate requirements from the Election Code and Texas Ethics Commission rules related to campaign finance reporting, including requirements addressing a Campaign Treasurer Appointment, Termination of Campaign Treasurer Appointment, Contributions and Expenditures, and the filing authority for Reports.

BBFA(LEGAL)

ETHICS: CONFLICT OF INTEREST DISCLOSURES

At Conflicts Disclosure Statement, recommended revisions incorporate a cross reference to provisions in CIA that describe the duties of a records administrator related to the maintenance and availability of certain records.

BI(LEGAL)

REPORTS

The list has been amended to update a citation to incorporate Coordinating Board rules adopted for fiscal year 2026 related to a shared services report.

Additional revisions incorporate amendments from the Department of Information Resources (DIR).

The submission of a list of core curriculum courses to the Coordinating Board has been added to incorporate newly adopted Coordinating Board requirements.

SB 37 requires a certification of compliance with general education review requirements to be submitted to the Coordinating Board and relevant legislative committees and subcommittees.

Explanatory Notes

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CAAA(LLEGAL) STATE AND FEDERAL REVENUE SOURCES: STATE

Revisions have been made to incorporate new Coordinating Board rules related to the administration of the community college finance system for fiscal year 2026.

CAD(LLEGAL) APPROPRIATIONS AND REVENUE SOURCES: BOND ISSUES

Links have been added to reference guidance documents from the Securities Exchange Commission and the Bond, Tax, and Project Database.

Additional revisions have been made for clarity.

CAI(LLEGAL) APPROPRIATIONS AND REVENUE SOURCES: AD VALOREM TAXES

SB 1023 requires a community college to include a link to a document that evidences the accuracy of each entry on the comptroller's tax rate Calculation Forms when using the forms for certain purposes. A link to the forms was added

At Debt Rate, SB 1453 addresses the procedures for a community college to approve certain debt rates.

HB 30 repeals provisions allowing an Exception for disasters to the requirement that an election be held if a community college adopts a tax rate that exceeds the voter-approval tax rate.

CAIA(LLEGAL) AD VALOREM TAXES: EXEMPTIONS AND PAYMENTS

Revisions incorporate a reference to Tax Code rules related to the application for a homestead exemption.

At Surviving Spouse of Qualified Veteran, HB 2508 implements the constitutional amendment passed in the November 4, 2025, election that created a property tax exemption for the residence homestead of a surviving spouse of certain U.S. armed services veterans.

HB 2742 shifts the delinquency deadline for the Split Payment of property taxes if a taxing unit mails its tax bills after a certain date.

CGFA(LLEGAL) SECURITY PERSONNEL: COMMISSIONED PEACE OFFICERS

Revisions incorporate amended rules from the Texas Commission on Law Enforcement (TCOLE) related to Agency Chief Administrator Responsibilities.

CIA(LLEGAL) EQUIPMENT AND SUPPLIES MANAGEMENT: RECORDS MANAGEMENT

Recommended revisions incorporate the repeal and redesignation of rules related to records Retention Schedules.

CRA(LLEGAL) TECHNOLOGY RESOURCES: WEBSITE POSTINGS

The list of Required Internet Postings has been updated to incorporate the repeal and replacement of Coordinating Board rules related to cost of attendance as well as Coordinating Board rules amended to address the minimum requirements to be accepted as a transfer student.

Additional revisions are for clarity.

CS(LLEGAL) INFORMATION SECURITY

Language related to the Information Security Assessment and Data Maturity Assessment has been removed to incorporate amendments from DIR intended to implement HB 1500, which eliminated the information security components of the assessments that were relevant to the colleges.

Explanatory Notes

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Community College Policy Reference Manual

DBA(LLEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CREDENTIALS AND RECORDS

Revisions incorporate recently amended TCOLE rules addressing the Responsibilities of an Agency Chief Administrator related to personnel files.

A Note has been added to include a link to TCOLE forms and model policies.

DBB(LLEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES

Revisions incorporate recently amended TCOLE rules addressing the Responsibilities of an Agency Chief Administrator related to medical, psychological, and fit-for-duty examinations.

A Note has been added to include a link to TCOLE forms and model policies.

DC(LLEGAL) EMPLOYMENT PRACTICES

A Note has been added to include a link to TCOLE forms and model policies.

DH(LLEGAL) EMPLOYEE STANDARDS OF CONDUCT

Revisions incorporate recently amended TCOLE rules addressing the Responsibilities of an Agency Chief Administrator related to misconduct by law enforcement personnel.

A Note has been added to include a link to TCOLE forms and model policies.

EFAA(LLEGAL) INSTRUCTIONAL PROGRAMS AND COURSES: ACADEMIC COURSES

Revisions incorporate amendments to Coordinating Board rules related to a Core Curriculum and a Curriculum Review to ensure compliance with SB 37, including an Evaluation of Core Curricula and required report, as well as an Annual Submission of core curriculum courses to the Coordinating Board.

Additional revisions are for clarity and to address the repeal of Coordinating Rules related to the fall 2014 implementation of the Texas Core Curriculum.

EFB(LLEGAL) CURRICULUM DESIGN: DEGREES AND CERTIFICATES

At Definitions, citations have been updated to reflect amendments to Coordinating Board rules.

At Program Planning, revisions incorporate the recently adopted Coordinating Board requirement that the proposed location of a new degree plan be included in the planning notification.

Revisions incorporate amendments to Coordinating Board rules clarifying the Criteria for Approval of a proposed certificate or degree program.

At Reporting, a reference to a specific reporting manual has been removed to address an amendment to the Coordinating Board rules.

EFBA(LLEGAL) DEGREES AND CERTIFICATES: ASSOCIATE DEGREES AND CERTIFICATES

At Definitions, citations have been updated to address amendments to Coordinating Board rules.

EFBB(LLEGAL) DEGREES AND CERTIFICATES: BACCALAUREATE DEGREES

At Definitions, a citation has been updated to address amendments to Coordinating Board rules.

Explanatory Notes

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Community College Policy Reference Manual

EFCA(LLEGAL) SPECIAL PROGRAMS: STUDENTS WITH DISABILITIES

At Accommodations to Core Curriculum, revisions incorporate amendments to Coordinating Board rules intended to ensure compliance with SB 37.

EGA(LLEGAL) ACADEMIC ACHIEVEMENT: GRADING AND CREDIT

Revisions at Transfers from Out-of-State address Coordinating Board amendments implementing SB 37. At Transfer Dispute Resolution, revisions incorporate Coordinating Board amendments intended to clarify the procedures to address an unresolved transfer dispute.

EI(LLEGAL) TESTING PROGRAMS

Recommended revisions reflect Coordinating Board amendments clarifying the requirements for certain emergency medical technicians, fire protection personnel, and peace officers to qualify for Exceptions to requirements of the Texas Success Initiative.

FB(LLEGAL) ADMISSIONS

Language has been added to reflect the recently adopted Coordinating Board requirement that a community college post on its website the minimum requirements for Transfer Students to be accepted to attend the college.

FD(LLEGAL) TUITION AND FEES

Citations at Nonresident Tuition and Withdrawal for Military Service have been updated to reflect the repeal of superseded Coordinating Board rules related to tuition for certain students.

At Refunds and Adjustments of Tuition and Fees, language has been updated to reflect the repeal and replacement of Coordinating Board rules related to the tuition and mandatory fee refund schedule used by community colleges.

Additional changes are for clarity.

FDA(LLEGAL) TUITION AND FEES: RESIDENCY

Revisions throughout this legal framework incorporate the repeal and replacement of Coordinating Board rules related to the determination of resident status intended to provide clarity, codify current practices, and incorporate a court order addressing eligibility for resident tuition.

FEA(LLEGAL) FINANCING EDUCATION: FINANCIAL AID AND SCHOLARSHIPS

At Timely Distribution of Funds, language has been updated to reflect amendments to Coordinating Rules intended to align provisions with changes in federal law and other Coordinating Board rules.

A link to the Coordinating Board's Financial Aid Displacement Advisory has been added at Financial Aid Displacement Information.

Additional recommended revisions incorporate the repeal and replacement of Coordinating Board rules clarifying requirements related to a community college's Required Loan Debt Disclosure.

FFAA(LLEGAL) WELLNESS AND HEALTH SERVICES: IMMUNIZATIONS

A link to the form for the affidavit required to claim an exclusion to vaccine requirements for Reasons of Conscience has been added.

Revisions throughout this legal framework incorporate the repeal and replacement of rules concerning vaccine requirements for Bacterial Meningitis.

Explanatory Notes

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FLBE(LLEGAL)

STUDENT CONDUCT: ALCOHOL AND DRUG USE

HB 3062 requires a community college to provide students research-based instruction on Fentanyl Prevention and Drug Poisoning Awareness.

GCA(LLEGAL)

PUBLIC INFORMATION PROGRAM: ACCESS TO INFORMATION

Language related to the Data Governance Assessment has been removed to incorporate amendments to DIR rules.

GK(LLEGAL)

RELATIONS WITH EDUCATIONAL ACCREDITATION AGENCIES

Language has been added to incorporate the adoption of Coordinating Board rules requiring a community college to notify the Coordinating Board of a Change in Accreditation Status.

Instruction Sheet
Community College Localized Policy Manual Update 51

Wharton County Junior College

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Explanatory Notes
Community College Localized Policy Manual Update 51

Wharton County Junior College

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BBC(LOCAL) BOARD MEMBERS: VACANCIES AND REMOVAL FROM OFFICE

This new recommended local policy addresses the process for filling a board vacancy in an at-large position. Existing law requires the board to appoint an individual to fill the vacancy or call a special election, with certain exceptions. The policy provides Appointment Procedures, including procedures addressing a Call for Applications, Review of Applications, and Selection of an applicant, and clarifies an appointed board member's Duration of Appointment.

BGC(LOCAL) ADMINISTRATIVE ORGANIZATION: COUNCILS AND FACULTY SENATES

Recommended revisions clarify a provision addressing the appointment of a faculty senate member from the academic unit, at Membership, and when a faculty senate must post Notice of a faculty senate meeting.

CS(LOCAL) INFORMATION SECURITY

Revisions to this local policy at Information Security Assessment incorporate amendments to rules from DIR intended to implement HB 1500, which eliminated the information security components of the assessments that were relevant to community colleges.

FB(LOCAL) ADMISSIONS

Recommended revisions clarify that a college may not award credits for courses that are disregarded for admissions purposes under the Academic Fresh Start program.

FDA(LOCAL) TUITION AND FEES: RESIDENCY

The title of the Residence Status Determination Official has been updated to reflect newly adopted Coordinating Board rules related to residency determinations.

BOARD MEMBERS
VACANCIES AND REMOVAL FROM OFFICE

BBC
(LOCAL)

Filling a Vacancy

When a vacancy occurs on the Board, the Board shall fill the position by appointment, in accordance with law and the appointment procedures below, or by special election, in accordance with law.

The vacancy shall be filled within 180 days, but, if determined necessary by the Board, the Board may extend the deadline to fill the vacancy. At no time may the Board fill the vacancy later than the uniform election date of the next regular Board election.

Exception for
Involuntary
Removal from
Office

If a Board member is removed from office in accordance with law, the Board shall appoint a candidate to fill the vacancy at the first regularly scheduled Board meeting following the removal. The Board may adjust the deadlines described by this policy as necessary to satisfy this timeline.

Appointment
Procedures

To fill a vacancy by appointment, the Board shall accept applications from prospective candidates. The Board shall establish the requirements and deadline for submitting an application.

*Call for
Applications*

The Board shall, for at least 14 days, post a call for applications on the College District's website. Additionally, the Board shall publicize the call for applications in any other manner the Board determines best suited to reach the highest number of eligible candidates.

The call for applications must include the applicant eligibility requirements and the requirements and deadline for submission of an application.

*Review of
Applications*

At a regularly scheduled Board meeting following the application deadline or at a special meeting called for that purpose, the Board shall review the applications and may interview select applicants.

Alternatively, the Board may form a Board committee to assess the applicants and recommend an applicant or applicants for consideration by the Board. [See BCB]

Selection

An applicant must receive the affirmative vote of a majority of Board members to be appointed to the Board.

*Duration of
Appointment*

An appointed Board member shall serve until the next regular election of members to the Board.

Faculty Senate	The faculty senate is the assembly of representatives of the full-time faculty at the College District. The faculty senate shall serve only in an advisory capacity.
Membership	Each academic unit of the College District shall be represented by three members. One member from the academic unit shall be appointed by the College President, and the remaining members shall be elected by a vote of the faculty of the member's respective academic unit, in accordance with procedures established by the College President or designee.
Term Limits	A member of the faculty senate appointed by the College President may serve up to six consecutive one-year terms and then may only be reappointed after the second anniversary of the last day of the member's most recent term.
Appointed Faculty Members	
Elected Faculty Members	An elected member of the faculty senate shall serve a two-year term, staggered in a manner that allows approximately one-half of the elected members to be elected each year, and may only be reelected after the second anniversary of the last day of the member's most recent term.
Removal	A member of the faculty senate may be immediately removed from the faculty senate for: <ol style="list-style-type: none">1. Violating applicable law, College District policy or regulations, or the faculty senate governing documents;2. Failing to attend meetings; or3. Engaging in other similar misconduct. A member may be removed on recommendation of the vice president of instruction and approval by the College President.
Officers	The College President shall appoint a presiding officer from the members of the faculty senate to preside over faculty senate meetings and represent the faculty senate in communications with the College District administration. The College President shall also appoint an associate presiding officer and secretary from the membership.
Compensation	A faculty member shall not be compensated for service on the faculty senate.
Expense Reimbursement	A member of the faculty senate may be reimbursed for reasonable expenses made on behalf of the College District and approved by the College President or designee in accordance with administrative regulations.

ADMINISTRATIVE ORGANIZATION
COUNCILS AND FACULTY SENATES

BGC
(LOCAL)

Governing Documents	The faculty senate shall adopt a constitution, bylaws, or other governing documents consistent with law, this policy, and associated regulations, including the rules for establishing a quorum.
Faculty Senate Meetings	The College President shall develop regulations addressing faculty senate meeting procedures, in accordance with law.
<i>Notice</i>	At least seven days before a meeting, the faculty senate shall post on the College District's website: <ol style="list-style-type: none">1. An agenda for the meeting indicating the items that will be discussed or subject to a vote; and2. Any curriculum proposals that will be discussed or voted on at the meeting.
<i>Open Meetings</i>	Meetings at which a quorum is present shall be open to the public.
<i>Meeting Broadcast</i>	The faculty senate shall broadcast a meeting online in accordance with law if more than 50 percent of the faculty senate members are in attendance.
<i>Recording Attendance</i>	The faculty senate shall record the names of members in attendance at a meeting in which the faculty senate conducts business related to a vote of no confidence regarding a College District administrator or policies related to curriculum and academic standards.
Communications	The faculty senate shall not issue any statement or publish a report using the College District's official seal, trademark, or resources funded by the College District on any matter not directly related to the faculty senate's advisory duties.
Harmony with Law	Nothing in this policy or associated regulations may be construed to limit a faculty member from exercising the faculty member's right to freedom of association protected by the U.S. Constitution or Texas Constitution.

INFORMATION SECURITY

CS
(LOCAL)

The College President is responsible for the security of the College District's information resources. The College President or designee shall develop procedures for ensuring the College District's compliance with applicable law.

Information Security Officer

The College President or designee shall designate an information security officer (ISO) who is authorized to administer the information security requirements under law. The College President or designee must notify the Department of Information Resources (DIR) of the individual designated to serve as the ISO.

Information Security Program

The College President or designee shall 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 shall include procedures for risk assessment and for information security awareness education for employees when hired and an ongoing program for all users.

The information security program must be submitted biennially for review by an individual designated by the College President and who is independent of the program to determine if the program complies with the mandatory security controls defined by DIR and any controls developed by the College District in accordance with law.

College District Website and Mobile Application Security

The College President or designee shall adopt procedures addressing the privacy and security of the College District's website and mobile applications and submit the procedures to DIR for review.

The procedures must require the developer of a website or application for the College District that processes confidential information to submit information regarding the preservation of the confidentiality of the information. The College District must subject the website or application to a vulnerability and penetration test before deployment.

Covered Social Media Applications

The College President or designee shall adopt procedures prohibiting the installation or use of a covered application, as defined by law, on a device owned or leased by the College District and requiring the removal of any covered applications from the device.

Exception

The procedures shall permit the installation and use of a covered application for purposes of law enforcement and the development and implementation of information security measures. The procedures must address risk mitigation measures during the permitted

INFORMATION SECURITY

CS
(LOCAL)

use of the covered application and the documentation of those measures.

Reports

Effectiveness of
Policies,
Procedures, and
Practices

The ISO shall report annually to the College President on the effectiveness of the College District's information security policies, procedures, and practices in accordance with law and administrative procedures.

Biennial Information
Security Plan

The College District shall submit a biennial information security plan to DIR in accordance with law.

Security Incidents
*By the College
District*

The College District shall assess the significance of a security incident and report it to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.

Generally

Security Breach
and
Cybersecurity
Incident
Notification

Upon discovering or receiving notification of a breach of system security or a cybersecurity incident, as defined by law, the College District shall disclose the breach or incident to affected persons or entities in accordance with the time frames established by law.

The College District shall give notice by using one or more of the following methods:

1. Written notice.
2. Electronic mail, if the College District has electronic mail addresses for the affected persons.
3. Conspicuous posting on the College District's website.
4. Publication through broadcast media.

*By Vendors and
Third Parties*

The College District shall 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.

**Admissions
Generally**

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

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

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

**Academic Fresh
Start**

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

If an applicant elects to seek admission under the Academic Fresh Start program, the College District, in considering an applicant for admission, shall not consider academic course credits or grades earned by the applicant five or more years prior to the starting date of the semester in which the applicant seeks to enroll. The College District shall disregard those credits and grades and shall not award credit for those courses. [See EGA]

TUITION AND FEES
RESIDENCY

FDA
(LOCAL)

**Residence Status
Determination
Official**

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