

Update 40 contains (LOCAL) policies that require board action before we can incorporate Update 40 into your college district's Policy On Line manual.

Please notify Community College Services of your policy adoption by completing the electronic [Notify TASB of Policy Adoption](#) form\* in myTASB. As an alternative option, you may complete, scan, and submit this form via email to [pol-support@tasb.org](mailto:pol-support@tasb.org).

### 232501 Southwest Texas Junior College

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

Your Email: \_\_\_\_\_

#### Previous Updates

- I confirm that all updates prior to Update 40 have been adopted. (Visit [Local Manual Updates](#)† to see updates pending adoption.)

**Update 40** Adoption Date: \_\_\_\_\_

Status (please check one):

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Policy Changes

If you wish to make changes to policies issued in Update 40, submit those changes with your adoption notification. If you wish to make changes to policies not issued in Update 40, please email those changes directly to your policy consultant, Scott Rizzo.

Changes will be processed as a Local District Update. Your policy consultant may contact you about policy changes if necessary.

If you have questions, please call your policy consultant, Scott Rizzo, at 800-580-1488.\* Notify TASB of Policy Adoption: <https://www.tasb.org/apps/PolicyAdmin/>

† Local Manual Updates: <https://www.tasb.org/apps/policyUpdates/index.aspx>

# Update 40

**Adoption Notification Form**  
**Policy On Line®**

**TASB Community College Services**



# Localized Policy Manual Update 40

## 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 [myTASB<sup>1</sup>](http://myTASB1) under Policy Service Resource Library → Local Manual Updates. Need help? Please call 800-580-1488 or email [colleges@tasb.org](mailto:colleges@tasb.org).

### Overview

Update 40 to your localized policy manual contains new or revised (LEGAL) policies citing current legal requirements and new or revised (LOCAL) policy recommendations. See the Explanatory Notes for a full listing of the (LEGAL) and (LOCAL) policies affected.

The Update 40 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.

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

(LEGAL) policies:

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

(LOCAL) policies:

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

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

TASB provides a [sample Board meeting agenda](#) to advise employees and the public of the issues to be addressed, while providing flexibility as to how the meeting is conducted. Community colleges that use the TASB model, including those that use BoardBook, should address Update 40 on the agenda as “Policy Update 40” with two sub-items, one to address the (LEGAL) policies and one to address the (LOCAL) policies.

### (LEGAL) policies sub-item:

TASB recommends that the board review, but not adopt, the (LEGAL) policies issued by TASB as part of the update. Review of the (LEGAL) policies may result in discussion about the issues addressed by the revisions. The (LEGAL) policies should, at a minimum, be addressed on the agenda posting as “(LEGAL) policies.” If the board may discuss certain issues addressed by the updated (LEGAL) policies, particularly if those issues are of interest to the public, then, for purposes of discussion, the relevant policy codes, titles, and subtitles should be listed under the sub-item.

### (LOCAL) policies sub-item:

Board action on the (LOCAL) policies included in Update 40 must occur within a properly posted, open meeting of the board.

- The (LOCAL) policies should be addressed on the agenda posting as the sub-item “(LOCAL) policies.”
- You may use the “(LOCAL) Policy Action List” provided online in *Local Manual Updates* and include the list under the sub-item, or you may compile a list of (LOCAL) policy codes, titles, and subtitles from the Instruction Sheet and Explanatory Notes, below.
- A suggested motion for board action on the (LOCAL) policies included in Update 40:  
*“I move that the board add, revise, or delete (LOCAL) policies as recommended by TASB Community College Services and according to the Instruction Sheet for TASB Localized Policy Manual Update 40 [with the following changes:]”*

## How to Notify Community College Services of Board Action

Notify Community College Services of the board’s action on Update 40 by completing the electronic “[Notify TASB of Policy Adoption](#)” form in myTASB or by using the Update 40 Adoption Notification Form, enclosed, so that the college’s newly adopted policies can be placed in Policy On Line. **If your board adopts changes to the (LOCAL) policies contained in this packet, please notify your policy consultant so that Community College Services can update its records before placing your revised policy in Policy On Line. To help ensure consistency throughout your manual, use the [Board Policy Manual Style Guide](#).<sup>2</sup>**

## How to Keep Minutes

The board’s action on Localized Update 40 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

For more guidance on maintaining this record, please refer to the [Community College Administrator's Guide to Policy Management](#).<sup>3</sup>

## 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 40 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, Scott Rizzo, at 800-580-1488.

## 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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<sup>1</sup> myTASB portal requiring password: <https://www.tasb.org/apps/CA1/Home/UserApps>

<sup>2</sup> Board Policy Manual Style Guide: <https://www.tasb.org/services/community-college-services/documents/cc-board-policy-manual-style-guide.pdf>

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<sup>3</sup> Community College Administrator's Guide to Policy Management:  
[https://www.tasb.org/Services/Community-College-Services/documents/cc\\_admin\\_guide\\_to\\_policy.aspx](https://www.tasb.org/Services/Community-College-Services/documents/cc_admin_guide_to_policy.aspx)

# Instruction Sheet

## Community College Localized Policy Manual Update 40

### Southwest Texas Junior College

<b>Code</b>	<b>Type</b>	<b>Action To Be Taken</b>	<b>Note</b>
ATTN	(NOTE)	No policy enclosed	See explanatory note
A25	(INDEX)	Replace cross-index	Revised cross-index
BBBB	(LEGAL)	Replace policy	Revised policy
BBE	(LOCAL)	Replace policy	Revised policy
BDB	(LEGAL)	Replace policy	Revised policy
BE	(LOCAL)	Replace policy	Revised policy
CAAB	(LEGAL)	Replace policy	Revised policy
CAI	(LEGAL)	Replace policy	Revised policy
CC	(LEGAL)	Replace policy	Revised policy
CDA	(LEGAL)	Replace policy	Revised policy
CGE	(LEGAL)	Replace policy	Revised policy
CHE	(LEGAL)	Replace policy	Revised policy
CIA	(LEGAL)	Replace policy	Revised policy
CKE	(LEGAL)	Replace policy	Revised policy
CRA	(LEGAL)	Replace policy	Revised policy
CS	(LEGAL)	Replace policy	Revised policy
DAA	(LEGAL)	Replace policy	Revised policy
DEA	(LOCAL)	No policy enclosed	See explanatory note
DHC	(LOCAL)	Replace policy	Revised policy
EFB	(LEGAL)	Replace policy	Revised policy
EFB	(LOCAL)	Replace policy	Revised policy
EI	(LEGAL)	Replace policy	Revised policy
FAA	(LEGAL)	Replace policy	Revised policy
FEA	(LEGAL)	Replace policy	Revised policy
FEB	(LEGAL)	Replace policy	Revised policy

# Explanatory Notes

## Community College Localized Policy Manual Update 40

### Southwest Texas Junior College

#### **ATTN(NOTE)**

#### **GENERAL INFORMATION ABOUT THIS UPDATE**

Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 86th Regular Legislative Session. All referenced bills have already gone into effect unless otherwise noted.

#### **A25(INDEX)**

#### **CROSS-INDEX**

The cross-index has been updated to incorporate recommended course sequences at EFB and the mentorship program at FEB.

#### **BBBB(LLEGAL)**

#### **ELECTIONS: ETHICS**

A statutory citation has been updated in this policy due to Administrative Code renumbering.

#### **BBE(LOCAL)**

#### **BOARD MEMBERS: AUTHORITY**

Recommended revisions to this policy include:

- When Transacting Business, board members must discuss all proposals presented to the board and reach decisions, which can include dissenting votes;
- Board members have Limitations in relation to requesting records and Requests for Reports; and
- Board members must adhere to the college district's security controls for Confidentiality reasons.

#### **BDB(LLEGAL)**

#### **BOARD MEETINGS: PUBLIC PARTICIPATION**

A citation to a recent Attorney General opinion has been added addressing Reasonable Rules for conducting a public comment period.

#### **BE(LOCAL)**

#### **POLICY AND BYLAW DEVELOPMENT**

A revision to this local policy clarifies that a college district's legally referenced policies are not adopted by the board. Also, the Official Policy Manual is the sole responsibility of the chief executive officer of the college district and cannot be designated to another employee.

#### **CAAB(LLEGAL)**

#### **STATE AND FEDERAL REVENUE SOURCES: FEDERAL**

This legally referenced policy has been updated to reflect recent U.S. Office of Management and Budget (OMB) amendments to its guidance for grants and agreements.

#### **CAI(LLEGAL)**

#### **APPROPRIATIONS AND REVENUE SOURCES: AD VALOREM TAXES**

This policy was updated in response to SB 2, effective January 1, 2021, which requires an officer or employee designated by the college district to submit the college district's Tax Rate Calculation forms to the county assessor-collector for each applicable county.

#### **CC(LLEGAL)**

#### **ANNUAL OPERATING BUDGET**

Effective January 1, 2021, SB 2 requires a college district's governing body to include the forms used by the college district in the appendix to its budget.

#### **CDA(LLEGAL)**

#### **ACCOUNTING: FINANCIAL REPORTS AND STATEMENTS**

This legally referenced policy has been updated at Form and Availability and Posting to reflect recent changes to Administrative Code rules related to the Annual Local Debt Report.

# Explanatory Notes

## Community College Localized Policy Manual Update 40

### Southwest Texas Junior College

#### **CGE(LLEGAL) SAFETY PROGRAM: MEDICAL TREATMENT**

This legally referenced policy has been updated to reflect recent Administrative Code changes related to the Administration of Epinephrine. The administration of epinephrine is also addressed in the FAQ [What Do Colleges Need to Know About Epinephrine Auto-Injectors?](#), available on [TASB College eLaw](#).

A model local policy is available for this code. If the college district is considering adopting a policy addressing the administration of epinephrine, please contact the college district's policy consultant to request the model.

#### **CHE(LLEGAL) SITE MANAGEMENT: MAIL AND DELIVERY**

This legally referenced policy has been updated at Political Advertising to reflect the renumbering of the Administrative Code provision. Additional changes were made to align more closely with the Administrative Code.

#### **CIA(LLEGAL) EQUIPMENT AND SUPPLIES MANAGEMENT: RECORDS MANAGEMENT**

In the Note, the cross references to additional records retention provisions have been replaced with a global reference to policies containing retention provisions found in specific laws.

#### **CKE(LLEGAL) INSURANCE AND ANNUITIES MANAGEMENT: WORKERS' COMPENSATION**

A paragraph at Leaves of Absence that described a court decision related to employees who violate absence policies has been replaced with a reference to related provisions in policy DEC.

#### **CRA(LLEGAL) TECHNOLOGY RESOURCES: WEBSITE POSTINGS**

Beginning the 2021–22 academic year, SB 25 requires college districts to develop at least one recommended course sequence for each undergraduate certificate or degree program they offer.

#### **CS(LLEGAL) INFORMATION SECURITY**

This legally referenced policy has been updated to include additional statutory information addressing the Biennial Information Security Plan. Additionally, citations were updated throughout.

#### **DAA(LLEGAL) EMPLOYMENT OBJECTIVES: EQUAL EMPLOYMENT OPPORTUNITY**

This legally referenced policy has been updated to include the U.S. Supreme Court decision in *Bostock v. Clayton County, Georgia* that states Title VII prohibits discrimination based on sexual orientation and gender identity.

#### **DEA(LOCAL) COMPENSATION AND BENEFITS: SALARIES AND WAGES**

A new version of this policy that includes a section on Premium Pay During Disasters is now available.

Please contact your policy consultant if you are interested in this version. Note that, in most circumstances, the language would need to be adopted before the emergency occurs to qualify for FEMA reimbursement.

#### **DHC(LOCAL) EMPLOYEE STANDARDS OF CONDUCT: CHILD ABUSE AND NEGLECT REPORTING**

Revisions throughout this policy reflect Education Code requirements that a college district must develop procedures governing the reporting of child abuse and neglect as required by the Family Code.



# Explanatory Notes

## Community College Localized Policy Manual Update 40

### Southwest Texas Junior College

#### **EFB(LLEGAL) CURRICULUM DESIGN: DEGREES AND CERTIFICATES**

Beginning the 2021–22 academic year, SB 25 requires college districts to develop at least one Recommended Course Sequence for each undergraduate certificate or degree program they offer.

#### **EFB(LOCAL) CURRICULUM DESIGN: DEGREES AND CERTIFICATES**

Revisions were added to comply with provisions in SB 25 that require college districts to develop at least one recommended course sequence for each undergraduate degree or certificate program beginning with the 2021–22 academic year.

#### **EI(LLEGAL) TESTING PROGRAMS**

The TSI Assessment Time Periods section has been removed from this policy to align more closely with the Administrative Code.

#### **FAA(LLEGAL) EQUAL EDUCATIONAL OPPORTUNITY: SERVICE ANIMALS**

The U.S. Department of Housing and Urban Development provided new guidance related to a Fair Housing Act Assistance Animal. The new guidance prohibits housing providers from reassessing requests granted before this guidance was issued.

#### **FEA(LLEGAL) FINANCING EDUCATION: FINANCIAL AID AND SCHOLARSHIPS**

This policy has been revised at Contents of Disclosures to reflect recent changes to the Administrative Code clarifying that student debt letters are not required to include private loan information.

#### **FEB(LLEGAL) FINANCING EDUCATION: WORK STUDY**

This legally referenced policy has been updated in response to recent amendments to the Administrative Code that incorporate an existing Mentorship Program into provisions addressing the Texas College Work-Study Program.

**Please Note:** This manual does not have policies in all codes. The coding structure is common to all TASB manuals and is designed to accommodate expansion of both (LEGAL) and (LOCAL) policy topics and administrative regulations.

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- G -

GED testing center EI  
geographic boundaries AC  
gifts  
    acceptance by board members BBFA  
    acceptance by staff members DH  
    gifts and bequests CAM  
goals and objectives AE  
government, student FKC  
grades  
    average required for credit EGA  
    complaints FLD  
    computation of averages EGA  
    point averages for ranking of graduates EGC  
graduation requirements EGC  
    degree plans EFBC  
    exemptions from final exams EGA  
    honor graduates EGB  
    ranking of graduates EGB  
grants CAA, CAM  
grievance procedures  
community GB  
    personnel DGBA  
    student FLD  
grooming standards FLBA  
grounds management CH  
group purchasing CF  
guns CHF

- H -

harassment DAA, FA  
employee complaints DIAA, DIAB  
student complaints FFDA, FFDB  
hazing FLBC  
health  
    requirements for enrollment FB, FFAA  
health examinations DBB, CGE  
health insurance CKD  
health portability insurance (HIPAA) CKD  
hearing  
    budget CC  
    challenging content of student records FJ

due process  
employees DGBA, DM series  
students FLD, FM, FMA  
hearing of citizens GB  
heating and lighting CHB  
hiring practices DC  
HIV education DBB  
holidays  
personnel DED  
academic holidays EA  
honor graduates EGB  
honors program EFAD  
hurricane warnings CG, CGC

- I -

I-9 form DC  
identification of district-owned vehicles CJ  
identification of persons on property GDA  
illness CGE, DEC  
immunizations FFAA  
inclement weather procedures CGC  
income tax, salary deductions for CDDA  
increments, salary DEA  
independent auditors CDC  
information  
access to district records BBE, GCA  
access to employee records DBA  
access to student records FJ  
information security CS  
injury or sudden illness CGE  
inspections  
construction CM  
facility expansion project CLA  
safety CGA  
institutional effectiveness AF, AFA  
institutional responsibility AD  
instructional contracts with outside agencies GH, GL  
instructional materials EDA  
copyrighted material CT  
instructional materials center EDAA  
instructional program EFA series  
special programs EFC  
adult education EFCB  
students with disabilities EFCA  
instructional resources EDA, EDAA  
instructor  
assignment DJ  
professional development DK  
work load DJ  
insurance  
adjuster and carrier CK  
continuation coverage CKD  
deductions from salary CDDA  
employees DEB, CKD  
health CKD  
income replacement CK  
liability CKB  
life insurance CKD  
student FFB  
term life CKD  
unemployment CKF  
workers' compensation CKE  
intellectual property CT  
internet CR

interrogations, investigations, and searches DHB, FLC  
by police FLC, GGA  
interviews, hiring DC  
intramural sports FK  
inventories CDB  
investments, time deposits, other obligations, bond sales  
CAK

- J -

janitorial services CHB  
job descriptions  
chancellor/college president BFA  
jury duty DEC

- K -

knives CHF

- L -

labor organizations DGA  
land, sale of CAL  
language foreign faculty DK  
lay-offs DM series  
learning disabilities EFCA  
leasing CAL  
leaves and absences DEC  
legal services BCC, CKB  
liability, board members CKB  
liability insurance CKB  
liability, personnel CKB  
library EDAA  
life insurance CKD  
litigation expenses CKB  
loitering GDA

- M -

maintenance  
minor changes and alterations CHB  
routine CHB  
transportation maintenance CJA  
maternity leave DEC  
medical examinations DBB  
medical insurance CKD  
medical treatment CGE  
medicines CGE  
meeting notice  
board of education BD  
budget CC  
meetings  
board (See board meetings)  
budget CC

faculty DJ  
staff meetings DJ  
merit system DEA  
military leave DEC, DECB  
military science EFA, EGA  
minerals, sale of CAL  
minimum wage requirements DEA  
minutes of board meetings BCAD, BD  
moonlighting DBF

**- N -**

naming new facilities CLA  
nepotism DBE  
new facilities CLA  
news coverage  
    board meeting news coverage BD  
    broadcasting and taping board meetings BD  
newspaper, distribution of FKA  
nonpublic information GCA  
nonrenewal, term contract DMAB  
nonresident students FB, FDA  
note and bond payments CAD, CAH  
notice of position openings DC  
notification of board meetings BD

**- O -**

Oaths BBB  
off campus instruction EBB  
officers  
    board BCA  
    budget CC  
    for public records GCA  
offsetting wages CKE  
open meetings BD  
open records GCA, GCB  
operations, maintenance CHB  
optional retirement program DF  
order of business BD  
organizations  
    personnel DGA  
    student FKC  
orientation  
    board members BBD  
    personnel DK  
outside agencies, instructional contracts with GH, GI, GL  
outside employment DBF  
overtime DEA

**- P -**

parking controls CHC  
pay grade changes DEA  
pay periods DEA  
payment procedures  
    purchasing CF  
payroll procedures

expense reimbursements DEE  
salary deductions CDDA  
penalties, student discipline FM  
pensions DF  
performance bonds CM  
performance reports AFA  
performances, student FK  
personal leave DEC  
philosophy, educational AD  
physical education EGA, FK, GH  
physical examinations DBB  
physical fitness  
    proof required for employment DBB  
physically disabled students EFCA  
plans and specifications CM  
police, college district CHA  
policy development BE, BH  
political activities GD, DGA  
political advertising BBB, CAD, CHE  
polling of the board BD  
possession and use, alcohol and drug FLBE, GDA  
pregnant employees DEC  
press services  
    board meeting BDB  
printed materials and services  
    copyrighted materials CT  
professional associations DGA  
professional development DK  
professional growth  
    leaves and absences DEC  
    personnel DK  
professional leaves and absences DEC  
professional libraries EDAA  
professional meetings DJ, DK  
professional organizations DGA  
personnel  
    academic freedom DGC  
    accountability DH  
    assignment DJ  
    complaints and grievances DGBA  
    conduct DH  
    demotion DLC  
    employment status DD  
    ethics DH  
    evaluation DLA  
    expense reimbursement DEE  
    extra duty DJ  
    gifts and solicitations DBD  
    health examinations DBB  
    hiring DC  
    job descriptions DDA  
    lay-offs DM series  
    merit system DEA  
    nonrenewal DMAB  
    outside employment DBF  
    orientation DK  
    personal leaves and absences DEC  
    personnel records DBA, GCA  
    positions DD  
    professional leaves and absences DEC  
    professional organizations DGA  
    promotion DLC  
    qualifications and duties DDA  
    recruitment DC  
    re-employment DC  
    resignation DMD  
    responsibilities DDA  
    retirement DF

rights and privileges DG  
 sabbaticals DEC  
 staff meetings DJ  
 supervision DDA  
 suspension DMAA  
 tenure DCB  
 term contracts DCA  
 time schedules DJ  
 transfer DJ  
 vacations DEC  
 work load DJ  
 working conditions DJ  
 program design EFA  
 program development EE  
 promotion of staff DLC  
 properties and equipment, physical CH  
 property  
     acquisition CFG  
     transfer CIB  
 property sales CAL  
 public complaints GB  
 public facilities corporation CAO  
 public funds collateral act CB  
 public gifts CAM  
 public hearings BD, CC, GB  
 public information GCA, GCB  
 public participation at board meetings BDB  
 public use of student records FJ  
 publications  
     college-sponsored publications FKA  
 publishing and research CU  
 punishment, student FM  
 purchase orders CFF  
     emergency purchases CF  
 purchasing CF series  
 purpose of district AD

- Q -

qualified personnel, hiring of DC  
 quorum for board meetings BD

- R -

ranking of graduates EGB  
     grade point averages EG  
 raffles FI, FKC, GE  
 reading devices EDAA  
 real property  
     acquisition CFG  
     lease of CAL  
     sale of CAL  
 recommended course sequences EFB  
 records, access to  
     confidential information GCA  
     cost of providing copies GCB  
     custodian of records GCB  
     inspection of GCB  
     personnel files DBA, GCA  
     public information GCA  
     requests for copies GCB

right of public information GCA  
 students FJ  
 unavailable at the time of request GCA  
 records and reports  
     budget CC  
     discipline FM  
     inventories CDB  
     leaves and absences DEC  
     releasing student information FJ, GCA  
     transcripts and permanent record FJ  
     transfer of cumulative records FJ  
 records management officer CIA  
 recreational facilities bonds CAG  
 recruitment  
     college president/chancellor BF  
 recycling program CH  
 reduction in force DMC  
 referenda BBB, CAD  
 regional councils GI  
 regular board meetings BD  
 regulations, administrative BH  
 reimbursement for expenses BBG, CDDB, DEE  
 reinvestment zones CAI  
 relations between staff and students DH  
 relations with business organizations GL  
 relations with colleges and universities GI  
 relations with community organizations GL  
 relations with educational accreditation agencies GK  
 relations with federal agencies GGD  
 relations with governmental agencies GG  
 relations with schools GH  
 relations with other colleges and universities GI  
 relations with state agencies GGC  
 religious absences DEC, FC  
 remedial programs EFAC, GH  
 removal from office  
     board members BBC  
     college president/chancellor BFC  
 rental  
     charges by district CAN  
     use of facilities by community GD  
 repairs  
     buildings, grounds, and equipment CHB  
     renovations (See construction)  
 reports BT  
     audit CDC  
     child abuse and neglect DHC  
     equipment and supplies management CI  
     financial CDA  
     performance AFA  
 research  
     intellectual property CT  
     institutional CU  
     sponsored CU  
 reserve funds  
     depository CB  
     investments CAK  
 resignations  
     board members BBC  
     college president/chancellor BFD  
     personnel DMD  
 retirement  
     chief executive officer BFD  
     personnel DF  
     salary deductions CDDA  
 revenue sources  
     ad valorem taxes CAI  
     bond and bond taxes CAD, CAG



certificates of indebtedness CAF  
 federal CAAB  
 grants, funds, donations from private sources CAM  
 investments CAK  
 college-owned property CAL  
 short-term notes CAH  
 state CAAA  
 time warrants CAE  
 review of administrative rules BH  
 review of board policies BE  
 role and mission of district AD  
 rules  
   administrative BH  
   rules of order BD

- S -

sabbaticals DEC  
 safety  
   buildings and grounds safety CHA  
   emergency plans CGC  
   inspections CGA  
   program CG  
 salary deductions CDDA  
 salary schedules  
   college president/chancellor BFB  
   personnel DEA  
 sales  
   property sales CAL  
   public sales on college property GD  
   surplus property CIB  
 schedules  
   annual calendar EA  
   budget planning CC  
   duty schedules DJ  
   records management CIA  
   salary DEA  
 scholarships FEA  
 searches DHB, FLC  
 Section 504 coordinator DIAB, FFDB  
 security and safety  
   bomb threat procedures CGC  
   campus security CHA  
   campus security personnel CHA  
   civil defense GGE  
   communications in emergency CGC  
   emergency preparedness CGC  
   general safety precautions CG  
   injury or sudden illness CGE  
   safety inspection for hazards CGA  
 security of buildings and grounds CHA  
 service areas ACB  
 sex discrimination  
   grievance procedure DGBA, DIAA, FLD, FFDA  
   personnel DAA DIAA  
   students FA, FFDA  
 sexual harassment DIAA, FA, FFDA  
 sexual violence DAA, DIAA, FFDA  
 short-term notes CAH  
 sick leave DEC  
 single-member districts BBB  
 smoking CGD, DH, GDA  
 social events, student FK  
 social security deductions CDDA  
 solicitation of funds DH, FI

sororities FKC  
 Southern Association of Colleges and Schools Commission  
   on Colleges GK  
 special programs  
   adult education EFCB  
   students with disabilities EFCA  
   site plans and specifications CM  
 sports FK  
 staff conduct DH  
 staff development and inservice DK  
 staff political activities DGA  
 staff-student relations DH  
 statement of officer BBB  
 steroid notices FLBE  
 student  
   activities FK  
   admission requirements FB  
   alcohol use FLBE  
   assaults FLB  
   attendance FC  
   automobile use CHC  
   charges FD  
   clubs FKC  
   coarse load ECC  
   complaints FLD  
   conduct FLB  
   contests and competition FK  
   discipline FM  
   discipline procedure FMA  
   discrimination FA, FFDA, FFDB  
   disruptions FLB  
   disturbances FLB  
   dress and grooming FLBA  
   drug use FLBE  
   due process FM, FMA  
   employment FEB  
   enrollment FB  
   equal educational opportunity FA  
   expression FLA  
   expulsion FM  
   facility use FLAA  
   fees, fines, and charges FD  
   financial aid FEA  
   foster care FF  
   grievances and appeals FLD  
   government FKC  
   harassment FA, FFDA, FFDB  
   hazing FLBC  
   health services CGE  
   immunizations FFAA  
   interrogations FLC  
   involvement in decision-making FLE  
   nonresident FDA  
   organizations FKC  
   performances FK  
   probation FM  
   publications FKA  
   readmissions FB  
   rewards FJ, GCA  
   rights and responsibilities FL  
   safety CGC  
   schedules ECC  
   scholarships FEA  
   searches FLC  
   social events FK  
   suspension FM  
   transportation CJ  
   weapons CHF

welfare FF  
with disabilities  
accommodations EFCA  
supplies CI  
surety bonds CB  
suspension of employees BFA, DMAA  
suspension of policies BE  
suspension of students FM, FMA

**- V -**

vacancies, board member BBC  
vacancies of district personnel DC  
vacations  
personnel DEC  
student vacations EA  
vaccinations FFAA  
vehicle identification insignia CHC  
vehicle parking control CHC  
vehicles owned by college district CJ  
veterans CHC, DEC, DI, DM, FB, FD. FFC  
visitors  
campus security CHA  
use of facilities GD  
vocational education contracts GH, GL  
vocational program EFAB  
voting method  
at board meetings BD  
for election of board officers BCA

**- T -**

taping of board meetings BD  
tax anticipation notes CAH  
tax assessor CAIA  
tax collector CAIA  
tax collection CAI  
tax deposit CAIA  
tax funds CAI  
tax hearings CAI  
tax officials CAIA  
tax rolls CAI, CAIA  
taxes, ad valorem CAI  
taxing district boundaries ACA  
teaching  
teaching about religion EFB  
technical courses EFAB  
termination, personnel DM series  
testing EI  
time schedules, personnel DJ  
time warrants CAE  
Title IX FA  
coordinator DIAA, FFDA  
grievance procedure DIAA, FFDA  
tobacco use FLBD  
tornado warnings CG  
traffic and parking controls CHC  
transcripts EG, FJ  
transfer  
inventory CIB  
of course credit EGA  
personnel DJ  
students EGC  
transportation management CJ  
travel expenses BBG, DEE  
trespassing GDA  
trustees (See board of trustees)  
tuition FD

**- W -**

wages DEA  
warehousing CI  
warning systems CGC  
weapons CHF  
welfare, student FF  
work load DJ  
work schedules DJ  
workers' compensation CKE  
offsetting regular wages CKE  
required coverages CM  
work-study employment FEB  
mentorship program FEB  
written expression, student FKA, FLA

**- X - Y - Z -**

none

**- U -**

unauthorized person on district property GDA  
unemployment insurance CKF  
unions, staff membership in DGA  
United States Department of Education GGD  
universities GI  
use and dissemination of test results EI, FJ  
use and possession of alcohol and drugs FLBE  
use of district facilities GD