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Instruction Sheet  
Community College Localized Policy Manual Update 44

**Southwest Texas Junior College**

Code	Type	Action To Be Taken	Note
ATTN	(NOTE)	No policy enclosed	See explanatory note
B	(LEGAL)	Replace policy	Revised policy
BBB	(LEGAL)	Replace policy	Revised policy
BBB	(LOCAL)	Replace policy	Revised policy
BBB	(EXHIBIT)	DELETE exhibit	See explanatory note
BBBA	(LEGAL)	Replace policy	Revised policy
BBBB	(LEGAL)	Replace policy	Revised policy
BBBB	(EXHIBIT)	ADD exhibit	See explanatory note
BBBC	(LEGAL)	ADD policy	See explanatory note
BBBD	(LEGAL)	ADD policy	See explanatory note
BCB	(LEGAL)	Replace policy	Revised policy
BD	(LEGAL)	Replace policy	Revised policy
CAIA	(LEGAL)	Replace policy	Revised policy
CF	(LEGAL)	Replace policy	Revised policy
CIB	(LEGAL)	Replace policy	Revised policy
CKE	(LEGAL)	Replace policy	Revised policy
EJB	(LEGAL)	Replace policy	Revised policy
FEA	(LEGAL)	Replace policy	Revised policy
FEB	(LEGAL)	Replace policy	Revised policy
FLBE	(LOCAL)	Replace policy	Revised policy
GDA	(LOCAL)	Replace policy	Revised policy



# Explanatory Notes

## Community College Localized Policy Manual Update 44

### Southwest Texas Junior College

#### **ATTN(NOTE)                      GENERAL INFORMATION ABOUT THIS UPDATE**

Changes at Update 44 incorporate clarification of existing materials and new materials arising from court opinions and rule changes from the Texas Higher Education Coordinating Board and other state agencies.

#### **B(LLEGAL)                      LOCAL GOVERNANCE**

This table of contents has been edited based on the reorganization of the BBB series.

#### **BBB(LLEGAL)                      BOARD MEMBERS: ELECTIONS**

To accommodate the reorganization of the BBB series:

- All content from the previous Section II on Conducting an Election has been moved to BBBA; and
- All content from the previous Section III on Post-Election Procedures has been moved to BBBB.

Additional amendments are for clarity and to conform with statute.

#### **BBB(LOCAL)                      BOARD MEMBERS: ELECTIONS**

To enable greater customization, this policy has been updated to a template format. As a result, each college's policy will be considered unique.

Recommended revisions clarify existing provisions in the policy and add more details on the board's Terms and Election Schedule based on your response to our email inquiry. Please review this draft to confirm that it conforms with your current election practices.

#### **BBB(EXHIBIT)                      BOARD MEMBERS: ELECTIONS**

All previous content from this exhibit has been moved to BBBB to accommodate the reorganization of the BBB series.

#### **BBBA(LLEGAL)                      ELECTIONS: CONDUCTING AN ELECTION**

To accommodate the reorganization of the BBB series:

- All previous content has been moved to the new BBBC;
- All previous content from Section II of BBB on Conducting an Election has been moved to this policy with limited amendments at Ballot Position for clarity; and
- A note was added to reference other legally binding determinations, including court orders, that may apply to a specific college.

#### **BBBB(LLEGAL)                      ELECTIONS: POST-ELECTION PROCEDURES**

To accommodate the reorganization of the BBB series:

- All previous content has been moved to the new BBBD; and
- All previous content from Section III of BBB on Post-Election Procedures has been moved to this policy.

#### **BBBB(EXHIBIT)                      ELECTIONS: POST-ELECTION PROCEDURES**

All previous content from BBB(EXHIBIT) has been moved to this exhibit to accommodate the reorganization of the BBB series.

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#### **BBBC(LLEGAL) ELECTIONS: REPORTING CAMPAIGN FUNDS**

All previous content from BBBA has been moved to this policy without changes to accommodate the reorganization of the BBB series.

#### **BBBD(LLEGAL) ELECTIONS: ETHICS**

All previous content from BBBB has been moved to this policy without changes to accommodate the reorganization of the BBB series.

#### **BCB(LLEGAL) BOARD INTERNAL ORGANIZATION: BOARD COMMITTEES**

Provisions on the application of the Open Meetings Act to board committee meetings have been revised for clarity based on current legal authority.

#### **BD(LLEGAL) BOARD MEETINGS**

Revised Department of Information Resources rules have been added pertaining to a Meeting by Videoconference, including provisions on Meetings Held by Computer-Based Videoconferencing Applications and Meetings Conducted Between Dedicated Video Room Environments, as well as related Definitions.

#### **CAIA(LLEGAL) AD VALOREM TAXES: EXEMPTIONS AND PAYMENTS**

Recently adopted Administrative Code provisions have been added addressing installment payment plans for taxes imposed on Undamaged Property in a Disaster or Emergency Area.

Additional amendments are to conform with statute.

#### **CF(LLEGAL) PURCHASING AND ACQUISITION**

A citation to the comptroller's rules for purchases of commodity items has been added at Automated Information System.

#### **CIB(LLEGAL) EQUIPMENT AND SUPPLIES MANAGEMENT: DISPOSAL OF PROPERTY**

An existing statute has been added pertaining to Surplus or Salvage Property from a State Agency.

A cross reference to CAAB addressing property acquired using federal funds has also been added.

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

At Ombudsman Program, a link to the recently amended *Notice to Employees Concerning Assistance Available in the Workers' Compensation System from the Office of Injured Employee Counsel*, has been added. The college should update its workplace signs to reflect the new language.

At First Responder Liaison, a link to the existing *Office of Injured Employee Counsel Notice Regarding First Responder Liaison to Assist in Workers' Compensation Disputes* has also been added.

#### **EJB(LLEGAL) MISCELLANEOUS INSTRUCTIONAL POLICIES: RELIGION IN INSTRUCTION**

A citation to *Lemon v. Kurtzman*, 403 U.S. 602 (1971) has been removed. In *Kennedy v. Bremerton School District*, 142 S.Ct. 2407 (2022), the U.S. Supreme Court stated that *Lemon* and the test it established had been abandoned by the Court.

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

At Selective Service Status, recent amendments to the Administrative Code addressing state financial aid requirements regarding selective service registration have been added.

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

Recent amendments to the Administrative Code have been added addressing the Transfer of funds between the Texas College Work-Study and Texas Educational Opportunity Grant programs.

**FLBE(LOCAL)                      STUDENT CONDUCT: ALCOHOL AND DRUG USE**

Recommended revisions to this local policy specify the board's designee, who may waive provisions addressing Alcohol in certain circumstances. If the board has specified additional designees, contact your policy consultant.

The revisions also expand the application of the Alcohol and Controlled Substances provisions to encompass all college property, vehicles, and activities. Additionally, the revisions permit the board or designee to waive the college's Alcohol prohibitions at specific locations on college property.

At Notice, we revised the text to match our model language.

**GDA(LOCAL)                      COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES:  
CONDUCT ON COLLEGE DISTRICT PREMISES**

Recommended revisions to this local policy have been added to clarify rules related to using, possessing, controlling, manufacturing, transmitting, distributing, selling, or being under the influence of Alcohol that apply to visitors. If your college's practices differ, contact your policy consultant to discuss modifying the language.

