



Texas Association of School Boards
Community College Services
P.O. Box 400 • Austin, Texas 78767-0400 • 800.580.1488
12007 Research Blvd. • Austin, Texas 78759-2439 • colleges.tasb.org

Localized Policy Manual Update 43

232501 Southwest Texas Junior College

Update 43 contains (LOCAL) policies that require board action and adoption notification before we can incorporate the revisions into your college district's Policy Online™ manual.

What should I do to prepare for board adoption?

1. In Local Manual Updates¹ (*myTASB login required*), download and save the numbered update resource material.
2. Present the (LOCAL) policies to your board for adoption.
3. Following board action, notify Community College Services of adoption so we can incorporate the adopted policies into your college district's Policy Online manual.
4. If there are additional changes, submit the annotated changes with your Adoption Notification Form.

How do I notify Community College Services that the board has adopted the update?

1. Go to Local Manual Updates and click the "notify TASB" link.
2. Fill out and submit the electronic Adoption Notification Form for TASB-Initiated Updates.
3. If the adoption is complex in nature, reach out to your policy contact directly. See Questions below for information regarding contact information.

Questions?

- If you have questions regarding Policy Online, contact pol-support@tasb.org.
- If you have questions regarding policy text, contact your college district's assigned policy consultant.²



Localized Policy Manual Update 43

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](#)³ under Policy Service Resource Library → Local Manual Updates. Need help? Please call 800-580-1488 or email colleges@tasb.org.

Overview

Update 43 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 43 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 43 Overview Video

Community College Services will publish an Update 43 Overview video summarizing the recommended local policy changes from the update and related considerations for the development of local policy in response to recent changes to federal and state law and recommended best practices. The video and a transcript that includes links to sources mentioned in the video will be available by the end of May on the [Community College Policy Resources](#) webpage in the Policy Service Resource Library behind myTASB.

(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 43 on the agenda as "Policy Update 43" 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 43 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 43:
"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 43 [with the following changes:]"





How to Notify Community College Services of Board Action

Notify Community College Services of the board's action on Update 43 by completing the electronic Notify TASB of Policy Adoption form in myTASB so that the college's newly adopted policies can be placed in Policy Online. **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 Online. To help ensure consistency throughout your manual, use the Board Policy Manual Style Guide.⁴**

How to Keep Minutes

The board's action on Localized Update 43 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.⁵

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 43 policy changes.

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





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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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¹ Local Manual Updates: <https://www.tasb.org/apps/policyUpdates/GetUpdates.aspx>

² Contact a Community College Services Consultant: <https://www.tasb.org/services/community-college-services/contact-us/policy-consultants-by-college.aspx>

³ myTASB portal requiring password: <https://www.tasb.org/apps/CA1/Home/UserApps>

⁴ Board Policy Manual Style Guide: <https://www.tasb.org/services/community-college-services/documents/cc-board-policy-manual-style-guide.pdf>

⁵ Community College Administrator's Guide to Policy Management:
https://www.tasb.org/Services/Community-College-Services/documents/cc_admin_guide_to_policy.aspx



Instruction Sheet
Community College Localized Policy Manual Update 43

Southwest Texas Junior College

Code	Type	Action To Be Taken	Note
ATTN	(NOTE)	No policy enclosed	See explanatory note
CAD	(LEGAL)	Replace policy	Revised policy
CAIA	(LEGAL)	Replace policy	Revised policy
CDDA	(LEGAL)	Replace policy	Revised policy
CH	(LEGAL)	Replace policy	Revised policy
CIA	(LEGAL)	Replace policy	Revised policy
CIA	(LOCAL)	Replace policy	Revised policy
CJ	(LEGAL)	Replace policy	Revised policy
CJ	(LOCAL)	Replace policy	Revised policy
CKE	(LEGAL)	Replace policy	Revised policy
CM	(LEGAL)	Replace policy	Revised policy
CS	(LEGAL)	Replace policy	Revised policy
D	(LEGAL)	Replace table of contents	Revised table of contents
DC	(LEGAL)	Replace policy	Revised policy
DGC	(LEGAL)	Replace policy	Revised policy
DGC	(LOCAL)	Replace policy	Revised policy
DHA	(LEGAL)	ADD policy	See explanatory note
DHA	(LOCAL)	ADD policy	See explanatory note
DHB	(LEGAL)	Replace policy	Revised policy
DHB	(LOCAL)	Replace policy	Revised policy
DHC	(LEGAL)	Replace policy	Revised policy
DHC	(LOCAL)	Replace policy	Revised policy
EBB	(LEGAL)	Replace policy	Revised policy
ECC	(LEGAL)	Replace policy	Revised policy
ECC	(LOCAL)	Replace policy	Revised policy
EDA	(LEGAL)	Replace policy	Revised policy
EDA	(LOCAL)	Replace policy	Revised policy
EFA	(LEGAL)	Replace policy	Revised policy
EFBB	(LEGAL)	Replace policy	Revised policy
F	(LEGAL)	Replace table of contents	Revised table of contents
FC	(LEGAL)	Replace policy	Revised policy
FLA	(LEGAL)	Replace policy	Revised policy
GCA	(LEGAL)	Replace policy	Revised policy
GD	(LEGAL)	Replace policy	Revised policy

Instruction Sheet
Community College Localized Policy Manual Update 43

Southwest Texas Junior College

Code	Type	Action To Be Taken	Note
GH	(LEGAL)	Replace policy	Revised policy

Explanatory Notes

Community College Localized Policy Manual Update 43

Southwest Texas Junior College

ATTN(NOTE)

GENERAL INFORMATION ABOUT THIS UPDATE

Changes at Update 43 are based on legislation from the 87th Regular Legislative Session and changes from federal and state rulemaking authorities.

References to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 87th Regular Legislative Session. All referenced bills have already gone into effect unless otherwise noted.

CAD(LEGAL)

APPROPRIATIONS AND REVENUE SOURCES: BOND ISSUES

This legally referenced policy has been updated to include:

- Existing state statutes on Limitation to General Obligation Bonds and Authority to Contract for Services; and
- Existing federal statutes at Federal Securities Law.

In addition, Administrative Code language at Attorney General Review and Approval has been clarified.

CAIA(LEGAL)

AD VALOREM TAXES: EXEMPTIONS AND PAYMENTS

SJR 35 proposed a constitutional amendment to permit the legislature to create an ad valorem tax exemption for the residence homestead of a qualified surviving spouse of a member of the U.S. armed services who is killed or fatally injured in the line of duty. Because the amendment was approved, SB 611 implements this change.

CDDA(LEGAL)

PAYROLL PROCEDURES: SALARY DEDUCTIONS

This legally referenced policy has been updated to include existing state statutes on Credit Unions and Employee Membership Organizations.

CH(LEGAL)

SITE MANAGEMENT

This legally referenced policy has been updated to reflect recent Administrative Code amendments addressing Human Trafficking Signs at Cosmetology Facilities. A college district that does not post signage as required may be fined \$200 per violation per day.

CIA(LEGAL)

EQUIPMENT AND SUPPLIES MANAGEMENT: RECORDS MANAGEMENT

This legally referenced policy has been revised to include existing language at Records Management Program, Permanent Records, Microfilm, and Records That May Be Destroyed. The policy has also been updated to reflect recently amended Administrative Code provisions addressing Electronic Records Management and Electronic Records Destruction.

The language added at Records Management Program includes the requirement that the college district submit its records management policy and any amendments to that policy to the Texas State Library and Archives Commission (TSLAC). TSLAC stated that the submission of a local policy based on TASB model policy CIA(LOCAL) satisfies the submission requirement.

Additional changes are for clarity and to adhere to TASB style.

Explanatory Notes

Community College Localized Policy Manual Update 43

Southwest Texas Junior College

CIA(LOCAL) EQUIPMENT AND SUPPLIES MANAGEMENT: RECORDS MANAGEMENT

Recommended revisions to this local policy update a citation and address recently revised Administrative Code provisions related to the management of Electronic Records, including language detailing requirements for procedures.

As described above, TSLAC stated that the submission of a local policy based on the TASB model policy CIA(LOCAL) satisfies the requirement to submit the college district's records management policy and any amendments to that policy.

CJ(LEGAL) TRANSPORTATION MANAGEMENT

This legally referenced policy has been updated to reflect recent Administrative Code amendments addressing Human Trafficking Signs in buses and at bus stops and rest areas. A college district that does not post signage as required by law may be fined \$200 per violation per day.

Additional amendments add clarity and conform to TASB style.

CJ(LOCAL) TRANSPORTATION MANAGEMENT

Recommended revisions to this local policy clarify that the existing language in this policy relates to Student Travel.

CKE(LEGAL) INSURANCE AND ANNUITIES MANAGEMENT: WORKERS' COMPENSATION

At Ombudsman Program and at First Responder Liaison, provisions have been updated to reflect Administrative Code revisions addressing notice requirements.

Additional clarifying language has also been added.

CM(LEGAL) FACILITIES CONSTRUCTION

HB 692 amends the authority of a college district to withhold Retainage under a public works contract.

CS(LEGAL) INFORMATION SECURITY

This legally referenced policy has been updated to reflect recent amendments to the Administrative Code and federal regulations, including the addition of:

- Expanded responsibilities for the Information Security Officer;
- A new section on Risk and Authorization Management Program for Cloud Computing Services; and
- Expanded Elements of the Financial Information Security Program.

D(LEGAL) PERSONNEL

This table of contents has been revised to accommodate a new policy on Employee Solicitations:

- DHA has been added and includes content on Searches and Alcohol/Drug Testing;
- The subtitle for DHB is now Child Abuse and Neglect Reporting; and
- The subtitle for DHC is now Employee Solicitations.

Explanatory Notes

Community College Localized Policy Manual Update 43

Southwest Texas Junior College

DC(LEGAL) EMPLOYMENT PRACTICES

At Report, this legally referenced policy has been updated to include revised Administrative Code language.

DGC(LEGAL) EMPLOYEE RIGHTS AND PRIVILEGES: EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

SJR 27 proposed a constitutional amendment to prohibit a college district from placing limits to Religious Services in Texas. The amendment was approved by voters at the November election.

DGC(LOCAL) EMPLOYEE RIGHTS AND PRIVILEGES: EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

All previous content in this policy describing Employee Solicitation has been moved to the new standalone policy at DHC on Employee Solicitations. References to DHC have been added to this policy where appropriate.

DHA(LEGAL) EMPLOYEE STANDARDS OF CONDUCT: SEARCHES AND ALCOHOL/DRUG TESTING

All previous content from DHB has been moved to this policy without changes to accommodate the new Employee Solicitations policy at DHC.

DHA(LOCAL) EMPLOYEE STANDARDS OF CONDUCT: SEARCHES AND ALCOHOL/DRUG TESTING

All previous content from DHB has been moved to this policy without changes to accommodate the new Employee Solicitations policy at DHC.

DHB(LEGAL) EMPLOYEE STANDARDS OF CONDUCT: CHILD ABUSE AND NEGLECT REPORTING

To accommodate the new Employee Solicitations policy at DHC:

- This policy has been renamed, and all previous content from this policy has been moved without changes to DHA; and
- All previous content from DHC has been moved to this policy without changes.

DHB(LOCAL) EMPLOYEE STANDARDS OF CONDUCT: CHILD ABUSE AND NEGLECT REPORTING

To accommodate the new Employee Solicitations policy at DHC:

- This policy has been renamed, and all previous content from this policy has been moved to DHA; and
- All previous content from DHC has been moved to this policy.

In addition, HB 3379 requires a person to report child abuse and neglect if the person has reasonable cause, instead of cause, to believe that child abuse or neglect has occurred or may occur. In response, at Reporting, references to "cause" are recommended to be revised to "reasonable cause."

DHC(LEGAL) EMPLOYEE STANDARDS OF CONDUCT: EMPLOYEE SOLICITATIONS

Language on Charitable Raffles has been included in this new Employee Solicitations policy.

Explanatory Notes

Community College Localized Policy Manual Update 43

Southwest Texas Junior College

DHC(LOCAL) EMPLOYEE STANDARDS OF CONDUCT: EMPLOYEE SOLICITATIONS

All previous content from this policy has been moved to DHB.

All content describing Employee Solicitation has been moved from DGC to accommodate this new standalone policy on Employee Solicitations and has been expanded. The parameters for solicitation and conduct issues that may arise from improper solicitation are now more effectively detailed in this policy.

The additional recommended language is similar to language on Student Solicitations from FI.

The position approving Employee Solicitation has been auto filled with the same position from DGC. If you would like a different position to grant approval, please contact your policy consultant.

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

This legally referenced policy has been updated to include revised Administrative Code citations on Regional Councils.

ECC(LEGAL) INSTRUCTIONAL ARRANGEMENTS: COURSE LOAD AND SCHEDULES

At Good Cause, this legally referenced policy has been updated to reflect amendments to Administrative Code requirements related to dropping courses after certain disasters.

ECC(LOCAL) INSTRUCTIONAL ARRANGEMENTS: COURSE LOAD AND SCHEDULES

Recommended revisions to this local policy incorporate references to updated Administrative Code language that addresses factors a college district must consider when determining if a disaster significantly affects the students' ability to participate in coursework for purposes of allowing students to drop courses due to the disaster.

EDA(LEGAL) INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS

HB 1027 expands upon existing requirements that college districts publish Course Material Information each semester, including all costs and itemization of fees. These requirements will be effective starting in fall 2022.

Additional changes were made for clarity and to adhere to TASB style.

EDA(LOCAL) INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS

Recommended revisions to this local policy incorporate references to course materials, reflecting the terminology found in HB 1027.

EFA(LEGAL) CURRICULUM DESIGN: INSTRUCTIONAL PROGRAMS AND COURSES

HB 1027 expands upon existing requirements that college districts publish a Course Schedule each semester and includes a deadline for publication. These requirements will be effective starting in fall 2022.

EFBB(LEGAL) DEGREES AND CERTIFICATES: BACCALAUREATE DEGREES

This legally referenced policy has been updated for clarification and to reflect recent amendments to the Administrative Code regarding baccalaureate degree programs provided by Navarro College and Limitations on baccalaureate degree programs.

F(LEGAL) STUDENTS

The title of policy FI has been changed to clarify that it applies to Student Solicitations.

Explanatory Notes
Community College Localized Policy Manual Update 43

Southwest Texas Junior College

Because this is a nonsubstantive change, FI(LEGAL) and FI(LOCAL) were not issued. Both policies will be updated on Policy Online™. If you wish, you can print these policies with the new title from Policy Online.

FC(LEGAL) ATTENDANCE

This legally referenced policy has been revised to include recent amendments to Administrative Code provisions related to absences due to required military service.

FLA(LEGAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

SJR 27 proposed a constitutional amendment to prohibit a college district from placing limits to Religious Services in Texas. The amendment was approved by voters at the November election.

GCA(LEGAL) PUBLIC INFORMATION PROGRAM: ACCESS TO INFORMATION

HB 1027 states that any agreement relating to course material fees or charges, entered into as of fall 2022, is considered public information under the PIA.

GD(LEGAL) COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

SJR 27 proposed a constitutional amendment to prohibit a college district from placing limits to Religious Services in Texas. The amendment was approved by voters at the November election.

GH(LEGAL) RELATIONS WITH SCHOOLS AND DISTRICTS

This legally referenced policy has been updated to reflect amendments to Administrative Code provisions addressing Dual Credit Agreements.

Additional changes were made to adhere to TASB style.

