

## Localized Policy Manual Update 48

Southwest Texas 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 [Policy Online](#). Need help? Please call 800-580-1488 or email [colleges@tasb.org](mailto:colleges@tasb.org).

### Overview

Update 48 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 48 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 48 Overview Video

Community College Services will publish an Update 48 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 December in the [Governance and Management Library](#)<sup>3</sup> under the [Community College Update Videos](#)<sup>4</sup> heading.

### 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](#)<sup>5</sup> 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 48 on the agenda as “Policy Update 48” 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 48 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 48:
- *“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 48 [with the following changes:]”*

## How to Notify Community College Services of Board Action

Notify Community College Services of the board’s action on Update 48 by reviewing the [user’s guide](#) section called “Numbered Updates”, then log into your [Policy Online](#) site with your email and password, access this numbered update and click the “Notify TASB of Board Action” button.

**If your board adopts changes to any local policies contained in this packet, choose the “Accept with Changes” option next to each policy that applies and attach a copy of the policy at the bottom of that screen. To help ensure consistency throughout your manual, use the [Board Policy Manual Style Guide](#).<sup>6</sup>**

## How to Keep Minutes

The board’s action on Localized Update 48 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



# Instruction Sheet

## Community College Localized Policy Manual Update 48

### Southwest Texas College

Code	Type	Action To Be Taken	Note
ATTN	(NOTE)	No policy enclosed	See explanatory note
AFA	(LEGAL)	Replace policy	Revised policy
BI	(LEGAL)	Replace policy	Revised policy
CAAA	(LEGAL)	Replace policy	Revised policy
CAAB	(LEGAL)	Replace policy	Revised policy
CAID	(LEGAL)	Replace policy	Revised policy
CAK	(LOCAL)	Replace policy	Revised policy <i>Broker Qualifications</i>
CDA	(LEGAL)	Replace policy	Revised policy
CDE	(LOCAL)	Replace policy	Revised policy <i>OMB Grant Disclosures</i>
CHA	(LEGAL)	Replace policy	Revised policy
CHF	(LEGAL)	Replace policy	Revised policy
CKE	(LEGAL)	Replace policy	Revised policy
CR	(LEGAL)	Replace policy	Revised policy
DAA	(LEGAL)	Replace policy	Revised policy
DEAB	(LEGAL)	Replace policy	Revised policy
DEC	(LEGAL)	Replace policy	Revised policy
DECB	(LEGAL)	Replace policy	Revised policy
DHB	(LOCAL)	Replace policy	Revised policy <i>Reporting Child Abuse</i>
EBA	(LEGAL)	Replace policy	Revised policy
EFAA	(LEGAL)	Replace policy	Revised policy
EFAB	(LEGAL)	Replace policy	Revised policy
EFAC	(LEGAL)	Replace policy	Revised policy
EFB	(LEGAL)	Replace policy	Revised policy
EFBA	(LEGAL)	Replace policy	Revised policy
EFBB	(LEGAL)	Replace policy	Revised policy
EFBC	(LEGAL)	Replace policy	Revised policy
EG	(LEGAL)	Replace policy	Revised policy
EGA	(LEGAL)	Replace policy	Revised policy
EI	(LEGAL)	Replace policy	Revised policy
FAA	(LEGAL)	Replace policy	Revised policy
FAA	(LOCAL)	Replace policy	Revised policy <i>Pregnant &amp; Parenting Students</i>
FB	(LEGAL)	Replace policy	Revised policy
FK	(LEGAL)	Replace policy	Revised policy
GCA	(LEGAL)	Replace policy	Revised policy

Instruction Sheet  
Community College Localized Policy Manual Update 48

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<b>Code</b>	<b>Type</b>	<b>Action To Be Taken</b>	<b>Note</b>
GE	(LEGAL)	Replace policy	Revised policy
GH	(LEGAL)	Replace policy	Revised policy

# Explanatory Notes

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#### ATTN(NOTE)

#### GENERAL INFORMATION ABOUT THIS UPDATE

Revisions to legal frameworks incorporate clarification of existing materials and new materials arising from the 88th Regular Legislative Session and second special session, as well as amendments to federal statutes and federal and state rules.

Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 88th Regular Legislative Session or second special session. All referenced bills have already gone into effect unless otherwise noted.

#### AFA(LLEGAL)

#### INSTITUTIONAL EFFECTIVENESS: PERFORMANCE AND INSTITUTION REPORTS

Language addressing Academic Reporting has been updated to reflect amendments to Coordinating Board rules concerning the naming convention for community colleges under the community college finance program. A link to the Coordinating Board Management (CBM) Reporting and Procedures Manual for Texas Community, Technical, and State Colleges has also been updated.

Additional changes have been made to conform to TASB style.

#### BI(LLEGAL)

#### REPORTS

The list has been expanded to include two new reports. A new reporting requirement issued by the Coordinating Board applicable to colleges that receive a scale adjustment under the community college finance program has been added at #9. At #20, language has been added to reflect an Administrative Code provision amended to include a police department compliance report.

Also, #21 reflects a nonsubstantive change to the Code of Criminal of Procedure from HB 4504 that is effective January 1, 2025.

#### CAAA(LLEGAL)

#### STATE AND FEDERAL REVENUE SOURCES: STATE

At Appropriations, revisions have been made to address Coordinating Board amendments to rules, including the addition of language addressing High-Demand Fields and a Shared Services Report.

Additional changes have been made to conform to TASB style.

#### CAAB(LLEGAL)

#### STATE AND FEDERAL REVENUE SOURCES: FEDERAL

Revisions have been made at Administration of Federal Awards to reflect amendments to the U.S. Office of Management and Budget (OMB) Guidance for Federal Financial Assistance, formerly the OMB Guidance for Grants and Agreements.

Also, revisions have been made based on amendments to the U.S. Education Department General Administrative Regulations (EDGAR).

Additional changes have been made to conform to TASB style.

#### CAID(LLEGAL)

#### AD VALOREM TAXES: APPRAISAL DISTRICT

SB 2 from the second special session prohibits an individual from being a candidate for the Appraisal District Board of Directors if a Conflict of Interest exists.

Also, SB 2 clarifies that the governing board of a taxing unit may only call for the Recall of an appointed member of an Appraisal District Board of Directors.

Additional changes have been made for clarity and to conform to TASB style.



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#### **CAK(LOCAL)                      APPROPRIATIONS AND REVENUE SOURCES: INVESTMENTS**

At Sellers of Investments, recommended revisions apply the required qualifications applicable to representatives of brokers/dealers to representatives with distributors of investment pools and indicate representatives with distributors of investment pools must be registered in good standing with the Municipal Securities Rulemaking Board.

#### **CDA(LEGAL)                      ACCOUNTING: FINANCIAL REPORTS AND STATEMENTS**

Language at Annual Financial Report has been updated to reflect amendments to Coordinating Board rules concerning the naming convention for community colleges under the community college finance program. A link to the Coordinating Board's [Budget Requirements and Annual Financial Reporting Requirements for Texas Public Community Colleges](#) has also been updated.

Additional changes have been made to conform to TASB style.

#### **CDE(LOCAL)                      ACCOUNTING: FINANCIAL ETHICS**

At Federal Awards Disclosure, recommended revisions to the disclosure requirements are to align the text with amendments to the OMB Guidelines reflected in CAAB.

A reference to policy CAA has been added for more information related to awards and grants.

#### **CHA(LEGAL)                      SITE MANAGEMENT: SECURITY**

At Law Enforcement Agency, language has been revised to reflect existing Administrative Code provisions related to the creation of police departments that were recently amended to apply to the continued operation of a department, update minimum department standards, and add a compliance report.

Newly adopted rules that require the Texas Commission on Law Enforcement (TCOLE) to exclude the licensee service report of certain officers from the Licensee Service Report Database have been added.

Also, HB 4504 renumbers sections of the Code of Criminal of Procedure, resulting in citation changes throughout this legal framework. The bill is effective January 1, 2025.

Additional changes have been made to conform to TASB style.

#### **CHF(LEGAL)                      SITE MANAGEMENT: WEAPONS**

At Establishment, HB 4504 renumbers a section of the Code of Criminal of Procedure. The bill is effective January 1, 2025.

At Wrongful Exclusion of Handgun License Holder, citations have been updated.

Additional changes have been made to conform to TASB style.

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

At First Responder Liaison, HB 4504 renumbers a section of the Code of Criminal of Procedure. The bill is effective January 1, 2025.

#### **CR(LEGAL)                      TECHNOLOGY RESOURCES**

This legal framework has been revised to incorporate new federal regulations on Web and Mobile Accessibility applicable to public entities. The deadline for compliance with the requirements varies based on the population size of the entity and whether the entity may be considered a special district government. The Department of Justice has not opined on the type of entity it considers Texas community colleges to be and instead stated that a college should document the reasoning behind its determination regarding

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which deadline applies. TASB Community College Services is available to answer questions about the application of the provisions at your college. We recommend that the college review its documentation with the college's attorney.

This legal framework has also been revised to reflect the FAA Reauthorization Act of 2024, which amended an existing statute addressing Drones.

Additional changes have been made to conform to TASB style.

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

This legal framework has been revised to incorporate the federal Title IX regulations that are currently in effect in the state for clarity as to application as well as new federal regulations implementing the Pregnant Workers Fairness Act.

Additional changes have been made throughout the policy for clarity and to conform with TASB style.

#### **DEAB(LEGAL)                      COMPENSATION PLAN: WAGE AND HOUR LAWS**

This legal framework has been revised to include amendments to rules adopted under the federal Fair Labor Standards Act that increase the minimum salary threshold for Exempt Employees. This change reflects the amendments currently in effect. The amendments scheduled to go into effect January 1, 2025, will be included in the next policy update.

#### **DEC(LEGAL)                      COMPENSATION AND BENEFITS: LEAVES AND ABSENCES**

At Pregnancy and Related Conditions, this legal framework has been revised to incorporate the Title IX regulations that are currently in effect in the state for clarity as to application and new federal regulations adopted under the Pregnant Workers Fairness Act.

#### **DECB(LEGAL)                      LEAVES AND ABSENCES: MILITARY LEAVE**

At Reemployment, this legal framework has been revised to incorporate amendments to definitions found in the federal regulations implementing the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

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

Recommended revisions have been made to clarify state requirements for Oral Reports and Making a Report.

#### **EBA(LEGAL)                      ALTERNATE METHODS OF INSTRUCTION: DISTANCE EDUCATION**

At Notification, language has been updated to reflect amendments to Coordinating Board rules. A link to the Coordinating Board's [Distance Education Resources](#) webpage has also been updated at the Note.

#### **EFAA(LEGAL)                      INSTRUCTIONAL PROGRAMS AND COURSES: ACADEMIC COURSES**

Language has been updated to reflect amendments to Coordinating Board rules related to the Adoption of the core curriculum for certain associate degree programs.

In addition, citations have been updated.



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#### **EFAB(LLEGAL)                      INSTRUCTIONAL PROGRAMS AND COURSES: CAREER TECHNICAL/WORKFORCE COURSES**

Language has been updated to reflect newly adopted Coordinating Board rules addressing the process for obtaining approval for Local Needs Courses.

Additional changes have been made to conform to TASB style.

#### **EFAC(LLEGAL)                      INSTRUCTIONAL PROGRAMS AND COURSES: DEVELOPMENTAL EDUCATION**

This legal framework has been updated to reflect the repeal and replacement of Coordinating Board rules related to developmental education.

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

Updates have been made to reflect amendments to Coordinating Board rules addressing the degree and certificate Program Planning and Program Approval. A link to the Coordinating Board's [Recommended Course Sequence](#) template and instructions has also been updated.

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

Amendments to Coordinating Board rules addressing the approval processes for a New Academic Associate Degree Program and an Academic Certificate, as well as rules relating to the Texas Direct Associate Degree, have been added. Also added are newly adopted rules addressing the structure of, and approval processes for, an Applied Associate Degree program and a Career and Technical Education Certificate.

Additional changes have been made to conform to TASB style.

#### **EFBB(LLEGAL)                      DEGREES AND CERTIFICATES: BACCALAUREATE DEGREES**

Language has been updated to reflect amendments to Coordinating Board rules addressing articulation agreements and the Limitations on the number of baccalaureate degree programs a college may offer.

Additional changes have been made to conform to TASB style.

#### **EFBC(LLEGAL)                      DEGREES AND CERTIFICATES: HIGH SCHOOL DEGREES**

Language has been updated to reflect Coordinating Board rules adopted to implement the Opportunity High School Diploma Program.

#### **EG(LLEGAL)                      ACADEMIC ACHIEVEMENT**

At Field of Study, a citation has been updated to reflect amendments to Coordinating Board rules.

#### **EGA(LLEGAL)                      ACADEMIC ACHIEVEMENT: GRADING AND CREDIT**

At Transfer of Field of Study Curriculum, a citation has been updated to reflect amendments to Coordinating Board rules. Also, language has been updated to reflect Coordinating Board amendments to the Transfer Dispute Resolution process.

Additional changes have been made to conform to TASB style.

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

Language has been updated throughout this legal framework to reflect the Coordinating Board's repeal and replacement of rules addressing the Texas Success Initiative.



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Additional changes have been made to conform to TASB style.

#### **FAA(LEGAL) EQUAL EDUCATIONAL OPPORTUNITY: PREGNANT AND PARENTING STUDENTS**

Language has been updated at State Law to reflect new Coordinating Board rules addressing pregnant and parenting students.

#### **FAA(LOCAL) EQUAL EDUCATIONAL OPPORTUNITY: PREGNANT AND PARENTING STUDENTS**

Recommended revisions to this local policy have been made to reflect the new Coordinating Board rules relating to the pregnant and parenting students Liaison and the Publication of information regarding the liaison and the community college's pregnant and parenting student procedures on the college's website.

Additional changes have been made for clarity.

#### **FB(LEGAL) ADMISSIONS**

Language has been updated to reflect amendments to Coordinating Board rules addressing the recovery of system operating costs from colleges that use the Common Admission Application Forms.

In addition, changes have been made to conform to TASB style.

#### **FK(LEGAL) STUDENT ACTIVITIES**

The Coordinating Board adopted rules related to athletic Participation.

#### **GCA(LEGAL) PUBLIC INFORMATION PROGRAM: ACCESS TO INFORMATION**

HB 4504 renumbers sections of the Code of Criminal of Procedure, as reflected at Elected Public Officers and Peace Officers/Security Officers, Contact Information, and Photographs of Peace Officers. The bill is effective January 1, 2025.

#### **GE(LEGAL) ADVERTISING AND FUNDRAISING**

Language and citations have been updated to reflect amendments to Administrative Code provisions addressing Commercial Signs.

In addition, changes have been made to conform to TASB style.

#### **GH(LEGAL) RELATIONS WITH SCHOOLS AND DISTRICTS**

Language has been updated at College Connect Courses, FAST Program, and Instructional Partnerships with Public Secondary Schools to reflect the Coordinating Board's repeal and replacement of rules related to dual credit programs, including provisions addressing definitions, Dual Credit Agreements, new Reporting to the Coordinating Board regarding the agreements, Student Eligibility Requirements, and Academic Policies and Student Support Services. For more information, see the [Dual Credit FAQ](#) in TASB [College eLaw](#).

A citation to new Administrative Code provisions relating to the Rural Pathway Excellence Partnership (R-PEP) program has also been added.

Additional changes have been made for clarity and to conform to TASB style.