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# Update 34

## Adoption Notification Form Policy On Line®

Update 34 contains (LOCAL) policies that require board action before we can incorporate Update 34 into your college district's Policy On Line manual.

Please notify Travis Damron of your policy adoption by completing the electronic Notify TASB of Policy Adoption form\* in myTASB. You may also complete, scan, and submit the form below by e-mail to [pol-support@tasb.org](mailto:pol-support@tasb.org) or by fax to 512-467-3618.

### 232501 Southwest Texas Junior College

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

Your E-mail: \_\_\_\_\_

#### Previous Updates

- I confirm that all updates prior to Update 34 have been adopted. (Visit Local Manual Updates† to see updates pending adoption.)

**Update 34** 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 34, submit those changes with your adoption notification. If you wish to make changes to policies not issued in Update 34, please e-mail those changes directly to your policy consultant, Kelly Grab.

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 contact Travis Damron by phone at 800-580-7529.

\* Notify TASB of Policy Adoption: <https://www.tasb.org/apps/PolicyAdmin/>

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



# Localized Policy Manual Update 34

## 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>](#) under Policy Service Resource Library → Local Manual Updates. Need help? Please call 800-580-1488 or e-mail [colleges@tasb.org](mailto:colleges@tasb.org).

### Overview

Update 34 proposed revisions to your localized policy manual incorporate clarification of existing materials and new materials arising from the 85th Regular Legislative Session, corresponding rule changes from the Texas Higher Education Coordinating Board and other state agencies, and the 2018 edition of the Principles of Accreditation published by the Southern Association of Colleges and Schools Commission on Colleges. Update 34 to your localized policy manual contains (LOCAL) policy revisions/additions that address:

- Chief Executive Officer's qualifications and duties;
- Payroll salary deductions;
- Disposal of college district property;
- Academic freedom;
- Course load and schedules;
- Honors; and
- Athletics programs.

See the Explanatory Notes for a full listing of the (LEGAL) and (LOCAL) policies affected.

The Update 34 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 college district
- Should inform local decision making
- Should NOT be adopted, but only reviewed

(LOCAL) policies:

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

**If your board adopts changes to the (LOCAL) policies contained in this packet, please notify your policy consultant.**

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

Board action on Localized Update 34 must occur within a properly posted, open meeting of the board.

- Update 34 may be addressed on the agenda posting as “Review updated (LEGAL) policies and act on (LOCAL) policies (see attached list).”
- You may use the “Agenda Posting (LOCAL) Policy List” provided online in Local Manual Updates and attach that list to the posting, or you may compile a list of (LOCAL) policy codes, titles, and subtitles from the material provided below.
- **BoardBook** compilers should use “Policy Update 34, affecting (LOCAL) policies” as the agenda item and, as agenda sub-items, the policy code, title, and subtitle of each of the (LOCAL) policies affected by the update.
- Here is a suggested motion for board action on Localized Update 34:

*“I move that the board add, revise, or delete (LOCAL) policies as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Localized Policy Manual Update 34 [with the following changes:]”*

### **How to Notify Policy Service of Board Action**

Notify Policy Service of the board’s action on Update 34 using the Update 34 Adoption Notification Form, enclosed, so Policy Service records remain accurate. **Notify your policy consultant of any changes made by the board so that Policy Service records correctly reflect your manual.**

## How to Keep Minutes

The board's action on Localized Update 34 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>2</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 34 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, Kelly Grab, 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> 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 34

District Southwest Texas Junior College

<b>Code</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
BAA (LEGAL)	Replace policy	Revised policy
BBG (LEGAL)	Replace policy	Revised policy
BDB (LOCAL)	Replace policy	Revised policy
BDB (EXHIBIT)	Review exhibit	Revise as necessary
BFA (LOCAL)	Replace policy	Revised policy
CAAB (LEGAL)	Replace policy	Revised policy
CAI (LEGAL)	Replace policy	Revised policy
CDA (LEGAL)	Replace policy	Revised policy
CDC (LOCAL)	Replace policy	Revised policy
CDDA (LEGAL)	Replace policy	Revised policy
CDDA (LOCAL)	Replace policy	Revised policy
CH (LEGAL)	Replace policy	Revised policy
CHA (LEGAL)	Replace policy	Revised policy
CIB (LOCAL)	Replace policy	Revised policy
CKB (LEGAL)	Replace policy	Revised policy
CR (LEGAL)	Replace policy	Revised policy
DGC (LOCAL)	Replace policy	Revised policy
DI (EXHIBIT)	Replace exhibit	Revised exhibit
DIAA (LEGAL)	Replace policy	Revised policy
DIAB (LOCAL)	Replace policy	Revised policy
E (LEGAL)	Replace table of contents	Revised table of contents
EA (LEGAL)	Replace policy	Revised policy
EA (LOCAL)	Replace policy	Revised policy
EBA (LEGAL)	Replace policy	Revised policy
ECC (LEGAL)	Replace policy	Revised policy
ECC (LOCAL)	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

Instruction Sheet  
 Community College Localized Policy Manual Update 34

EFBB	(LEGAL)	ADD policy	See explanatory note
EFBC	(LEGAL)	ADD policy	See explanatory note
EGA	(LOCAL)	Replace policy	Revised policy
EGB	(LOCAL)	Replace policy	Revised policy
EI	(LEGAL)	Replace policy	Revised policy
FA	(LEGAL)	Replace policy	Revised policy
FEA	(LEGAL)	Replace policy	Revised policy
FFAA	(LEGAL)	Replace policy	Revised policy
FFDA	(LEGAL)	Replace policy	Revised policy
FFDB	(LOCAL)	Replace policy	Revised policy
FK	(LOCAL)	Replace policy	Revised policy
FM	(LEGAL)	Replace policy	Revised policy
G	(LEGAL)	Replace table of contents	Revised table of contents
GCC	(LEGAL)	Replace policy	Revised policy
GH	(LEGAL)	Replace policy	Revised policy

# Explanatory Notes

## Community College Localized Policy Manual Update 34

District: Southwest Texas Junior College

ATTN (NOTE) GENERAL INFORMATION ABOUT THIS UPDATE

Please note: Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 85th Regular Legislative Session. All referenced bills have already gone into effect unless otherwise noted.

Update 34 includes several revisions to policies to enhance accessibility for people with disabilities. One of those changes is that margin notes have been converted from all capital letters to just the first letter of each word being capitalized (title case). For consistency, these explanatory update notes also use title case when referring to the margin notes within a policy.

A25 (INDEX) CROSS-INDEX

The cross-index has been updated to reflect the title change to EA, the reorganization of the EFA and EFB series, and the subtitle changes to EGB and GCC.

BAA (LEGAL) BOARD LEGAL STATUS  
POWERS, DUTIES, RESPONSIBILITIES

As required by HB 53, provisions to prohibit confidentiality clauses in certain claim settlements have been added to this policy.

BBG (LEGAL) BOARD MEMBERS  
COMPENSATION AND EXPENSES

Statutory citations have been updated in this policy.

BDB (LOCAL) BOARD MEETINGS  
PUBLIC PARTICIPATION

We offer for your consideration the enclosed policy addressing public participation in board meetings for inclusion in the college district's policy manual.

BDB (EXHIBIT) BOARD MEETINGS  
PUBLIC PARTICIPATION

Our records indicate that you have an exhibit at this code that you may need to review and revise in light of the changes in this update. Please advise us:

- If this exhibit is obsolete and should be deleted from Policy Service's records of your localized policy manual; or
- If you have revisions that you wish to submit to Policy Service for editorial and legal review and incorporation into Policy Service records.



# Explanatory Notes

## Community College Localized Policy Manual Update 34

BFA (LOCAL) CHIEF EXECUTIVE OFFICER  
QUALIFICATIONS AND DUTIES

Revisions to this policy are recommended to clarify the chief executive officer's ability to delegate his or her responsibilities to other employees to the extent permitted by law.

CAAB (LEGAL) STATE AND FEDERAL REVENUE SOURCES  
FEDERAL

Statutory citations have been updated in this policy.

CAI (LEGAL) APPROPRIATIONS AND REVENUE SOURCES  
AD VALOREM TAXES

In addition to changes to more closely track statute, several revisions have been made throughout this policy to reflect statutory changes from the 85th Regular Legislative Session:

- SB 1047 clarifies that a person who qualifies for an exemption on property taxes of a donated residence as a disabled individual, an individual over the age of 65, a disabled veteran, or a veteran's unmarried surviving spouse may make four equal installment payments.
- HB 150 implements a constitutional amendment that grants a partial property tax exemption to partially disabled veterans when a residence has been donated to the veteran and reduces the interest rate on the resident's homestead for a taxpayer who is 65 or older or disabled during the tax collection deferral or abatement period.
- SB 15 provides an exemption from taxation of the total appraised value of the home for a surviving spouse of a first responder killed in the line of duty.

CDA (LEGAL) ACCOUNTING  
FINANCIAL REPORTS AND STATEMENTS

Effective the first fiscal year that begins on or after September 1, 2018, HB 1930 repeals certain financial accounting and reporting requirements.

Other revisions are to clarify Administrative Code revisions regarding requirements for the Annual Local Debt Report.

CDC (LOCAL) ACCOUNTING  
AUDITS

A nonsubstantive change has been made for consistency with policy style and formatting. This change has been made at no charge.

CDDA (LEGAL) PAYROLL PROCEDURES  
SALARY DEDUCTIONS

Revisions to the policy are to more closely align with statute.

## Explanatory Notes

### Community College Localized Policy Manual Update 34

CDDA      (LOCAL)      PAYROLL PROCEDURES  
                                 SALARY DEDUCTIONS

Recommended revisions to this policy are to clarify that salary deductions may be a result of any applicable law or salary reduction agreements.

CH            (LEGAL)      SITE MANAGEMENT

Statutory citations have been updated in this policy.

CHA        (LEGAL)      SITE MANAGEMENT  
                                 SECURITY

Revisions to this policy reflect the recent decision of the 5th Circuit Court of Appeals in *City of El Cenizo v. Texas*, a case challenging the constitutionality of Senate Bill 4. The lower court had issued an injunction, enjoining the application of a number of the law's provisions. The 5th Circuit vacated much of the injunction, affirming it only as it applies to language prohibiting an elected official, including a college district board member, from endorsing a policy prohibiting or materially limiting the enforcement of immigration laws.

CIB        (LOCAL)      EQUIPMENT AND SUPPLIES MANAGEMENT  
                                 DISPOSAL OF PROPERTY

We offer for your consideration the enclosed policy addressing the disposal of college district property and abandoned or unclaimed personal property for inclusion in the college district's policy manual.

CKB        (LEGAL)      INSURANCE AND ANNUITIES MANAGEMENT  
                                 LIABILITY INSURANCE

Statutory citations have been updated in this policy.

CR            (LEGAL)      TECHNOLOGY RESOURCES

Statutory citations have been updated in this policy.

DGC        (LOCAL)      EMPLOYEE RIGHTS AND PRIVILEGES  
                                 ACADEMIC FREEDOM AND RESPONSIBILITIES

Recommended revisions are to clarify the endorsement of the academic freedom principles outlined in the Statement of Principles on Academic Freedom and Tenure published by the Association of American Colleges and Universities and the American Association of University Professors.

DI            (EXHIBIT)      EMPLOYEE WELFARE

Statutory citations have been updated in this exhibit.

## Explanatory Notes

### Community College Localized Policy Manual Update 34

DIAA      (LEGAL)      FREEDOM FROM DISCRIMINATION, HARASSMENT, AND  
RETALIATION  
SEX AND SEXUAL VIOLENCE

This policy has been revised to reflect new Administrative Code rules addressing electronic reporting of sexual harassment or assault, dating violence, and stalking allegations.

DIAB      (LOCAL)      FREEDOM FROM DISCRIMINATION, HARASSMENT, AND  
RETALIATION  
OTHER PROTECTED CHARACTERISTICS

Recommended revisions are to clarify the list of protected characteristics.

E            (LEGAL)      INSTRUCTION

The E section table of contents has been revised to reflect the title change to EA, the reorganization of the EFA and EFB series, and the subtitle change to EGB.

EA          (LEGAL)      ACADEMIC YEAR AND CALENDAR

The title of this policy has been changed to Academic Year and Calendar.

EA          (LOCAL)      ACADEMIC YEAR AND CALENDAR

As noted above, the title of this policy has been changed to Academic Year and Calendar.

EBA        (LEGAL)      ALTERNATE METHODS OF INSTRUCTION  
DISTANCE EDUCATION

This policy has been revised to incorporate new provisions from the Code of Federal Regulations addressing required disclosures associated with distance education that the college district must make to the general public and individual students.

ECC        (LEGAL)      INSTRUCTIONAL ARRANGEMENTS  
COURSE LOAD AND SCHEDULES

This policy has been revised to incorporate statutory changes from SB 1782 and amendments to the Administrative Code regarding the number of courses that may be dropped by certain students who enroll at the college district after a break from enrollment in higher education. The changes apply beginning with the 2018 fall semester.

ECC        (LOCAL)      INSTRUCTIONAL ARRANGEMENTS  
COURSE LOAD AND SCHEDULES

Recommended revisions are to clarify the exception for reenrolled students from the limitation on the number of dropped courses.

# Explanatory Notes

## Community College Localized Policy Manual Update 34

EFAB (LEGAL) INSTRUCTIONAL PROGRAMS AND COURSES  
CAREER TECHNICAL/WORKFORCE COURSES

This policy has been revised to incorporate new Administrative Code provisions addressing the enrollment of certain high school students in non-credit continuing education courses.

EFAC (LEGAL) INSTRUCTIONAL PROGRAMS AND COURSES  
DEVELOPMENTAL EDUCATION

This policy has been revised to incorporate new Administrative Code provisions addressing the implementation of the corequisite model for developmental education.

EFB (LEGAL) CURRICULUM DESIGN  
DEGREES AND CERTIFICATES

Provisions addressing associate degrees and certificates and baccalaureate degree programs have been relocated to EFBA and EFBB, respectively.

EFBA (LEGAL) DEGREES AND CERTIFICATES  
ASSOCIATE DEGREES AND CERTIFICATES

Provisions addressing associate degrees and certificates have been relocated from EFB.

EFBB (LEGAL) DEGREES AND CERTIFICATES  
BACCALAUREATE DEGREES

Provisions addressing baccalaureate degrees have been relocated from EFB and modified to reflect new Administrative Code rules addressing baccalaureate degree programs offered by community colleges.

EFBC (LEGAL) DEGREES AND CERTIFICATES  
DEGREE PLANS

As a result of the reorganization of the EFB series, provisions addressing degree plans have been recoded from EFBA. Included are changes from HB 655 clarifying the filing requirements for students who will initially enroll for the fall of 2018.

EGA (LOCAL) ACADEMIC ACHIEVEMENT  
GRADING AND CREDIT

Recommended revisions to this policy are to clarify the cross reference in light of the subtitle change at EGB.

EGB (LOCAL) ACADEMIC ACHIEVEMENT  
CLASS RANK AND HONORS

The subtitle of this policy has been changed to Class Rank and Honors.

## Explanatory Notes

### Community College Localized Policy Manual Update 34

EI (LEGAL) TESTING PROGRAMS

Changes throughout this policy reflect amendments to the Administrative Code intended to address the corequisite model for developmental education and to simplify the implementation of the Texas Success Initiative.

FA (LEGAL) EQUAL EDUCATIONAL OPPORTUNITY

Statutory citations have been updated in this policy.

FEA (LEGAL) FINANCING EDUCATION  
FINANCIAL AID AND SCHOLARSHIPS

This policy has been revised to reflect current Administrative Code rules regarding records retention for financial aid programs.

FFAA (LEGAL) WELLNESS AND HEALTH SERVICES  
IMMUNIZATIONS

Revisions to this policy are to more closely align with the Administrative Code.

FFDA (LEGAL) FREEDOM FROM DISCRIMINATION, HARASSMENT, AND  
RETALIATION  
SEX AND SEXUAL VIOLENCE

This policy has been revised to reflect new Administrative Code rules addressing electronic reporting of sexual harassment or assault, dating violence, and stalking allegations.

FFDB (LOCAL) FREEDOM FROM DISCRIMINATION, HARASSMENT, AND  
RETALIATION  
OTHER PROTECTED CHARACTERISTICS

Recommended revisions are to clarify the list of protected characteristics.

FK (LOCAL) STUDENT ACTIVITIES

Recommended revisions to this policy are a result of the 2018 edition of the Principles of Accreditation: Foundation for Quality Enhancement published by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

FM (LEGAL) DISCIPLINE AND PENALTIES

Revisions to this policy are to update citations and text to reflect new Administrative Code rules addressing the prohibition on discipline of students reporting certain conduct.

# Explanatory Notes

## Community College Localized Policy Manual Update 34

### G (LEGAL) COMMUNITY AND GOVERNMENTAL RELATIONS

The G section table of contents has been revised to reflect the subtitle change to GCC.

### GCC (LEGAL) PUBLIC INFORMATION PROGRAM ANNUAL SECURITY REPORT

The subtitle of this policy has been changed to Annual Security Report.

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

In addition to changes to more closely track statute, several revisions have been made throughout this policy to reflect statutory changes from the 85th Regular Legislative Session:

- HB 1658 addresses what must be included in an agreement for a dual credit partnership between a secondary school and a college district that is entered into or renewed on or after September 1, 2018.
- SB 22 addresses the creation and implementation of the Pathways in Technology Early College High School (P-TECH) program, including the requirement that participating school districts and charter schools enter into articulation agreements with community colleges or other institutions of higher education.

Additionally, revisions have been made to reflect changes to Administrative Code provisions addressing dual credit programs and workforce continuing education courses.