



# Localized Policy Manual Update 47

## 232501 Southwest Texas Junior College

Update 47 contains local policies that require board action and adoption notification before we can incorporate the revisions into your college's Policy Online® manual. Please review the [user's guide](#)<sup>1</sup> for steps related to accessing updates and informing TASB when your board has adopted policies from an update.

### What should I do to prepare for board adoption?

- Download and save the numbered update resource material from [Policy Online](#).
- Present the local policies to your board for adoption.
- Following board action, notify Community College Services of adoption so we can incorporate the adopted policies into your college's Policy Online manual.

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

- Log onto [Policy Online](#), go to Local Manual Updates, then click the "Notify TASB of Board Action" button.
- Fill out and submit all actions taken with each policy and the date each action was taken.
- 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](mailto:pol-support@tasb.org).
- If you have questions regarding policy text, contact your [college's assigned policy consultant](#).<sup>2</sup>

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<sup>1</sup> Policy Online® User's Guide: <https://www.tasb.org/resources/policy-online-user-guide>

<sup>2</sup> Contact a Community College Services Consultant: <https://www.tasbcolleges.org/about/community-college-services-team/policy-consultants-by-community-college>



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**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 47 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 47 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 47 Overview Video

Community College Services will publish an Update 47 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 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 Board-Book, should address Update 47 on the agenda as “Policy Update 47” 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 47 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 47:

*“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 47 [with the following changes:]”*

## How to Notify Community College Services of Board Action

Notify Community College Services of the board’s action on Update 47 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 at-**



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 47 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>7</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 47 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.

## Copyright and Disclaimer

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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>3</sup> Governance and Management Library: <https://pol.tasb.org/Member/Collections>

<sup>4</sup> Community College Update Videos: <https://pol.tasb.org/Member/Collections/Details?id=25>

<sup>5</sup> Sample board meeting agenda: <https://www.tasbcolleges.org/resources/tasb-college-elaw/sample-regular-meeting-agenda>

<sup>6</sup> Board Policy Manual Style Guide: <https://pol.tasb.org/Admin/Files/Download?id=7b3dd56e-fc63-4289-b1b4-d5311fd0e738>

<sup>7</sup> Community College Administrator's Guide to Policy Management: <https://pol.tasb.org/Admin/Files/Download?id=d756f13f-db36-4e3d-8e01-33e0141d3c93>

# Instruction Sheet

## Community College Localized Policy Manual Update 47

### Southwest Texas Junior 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
CC	(LOCAL)	Replace policy	Revised policy
CDA	(LEGAL)	Replace policy	Revised policy
CDC	(LEGAL)	Replace policy	Revised policy
CH	(LEGAL)	Replace policy	Revised policy
CHA	(LOCAL)	Replace policy	Revised policy
CIA	(LEGAL)	Replace policy	Revised policy
CLA	(LEGAL)	Replace policy	Revised policy
CS	(LEGAL)	Replace policy	Revised policy
CS	(LOCAL)	Replace policy	Revised policy
DBA	(LEGAL)	Replace policy	Revised policy
DBA	(LOCAL)	Replace policy	Revised policy
DBB	(LEGAL)	Replace policy	Revised policy
DBB	(LOCAL)	Replace policy	Revised policy
DC	(LEGAL)	Replace policy	Revised policy
DC	(LOCAL)	Replace policy	Revised policy
DC	(REGULATION)	Review regulation	Revise as necessary
DEAB	(LEGAL)	Replace policy	Revised policy
DH	(LEGAL)	Replace policy	Revised policy
DH	(LOCAL)	Replace policy	Revised policy
DK	(LOCAL)	Replace policy	Revised policy
DMC	(LOCAL)	Replace policy	Revised policy
EBA	(LEGAL)	Replace policy	Revised policy
EBA	(LOCAL)	Replace policy	Revised policy
ECC	(LEGAL)	Replace policy	Revised policy
EFBA	(LEGAL)	Replace policy	Revised policy
EFBB	(LEGAL)	Replace policy	Revised policy
EFBD	(LEGAL)	Replace policy	Revised policy
FC	(LEGAL)	Replace policy	Revised policy
FD	(LEGAL)	Replace policy	Revised policy
GCA	(LEGAL)	Replace policy	Revised policy

Instruction Sheet  
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**Southwest Texas Junior College**

<b>Code</b>	<b>Type</b>	<b>Action To Be Taken</b>	<b>Note</b>
GH	(LEGAL)	Replace policy	Revised policy
GK	(LEGAL)	ADD policy	See explanatory note
GK	(LOCAL)	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 as well as amendments to federal rules along with rule changes from the Texas Higher Education Coordinating Board and other state agencies.

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. All referenced bills have already gone into effect unless otherwise noted.

#### AFA(LLEGAL)

#### INSTITUTIONAL EFFECTIVENESS: PERFORMANCE AND INSTITUTION REPORTS

At Academic Reporting, language has been added to reflect new Coordinating Board rules adopted in response to HB 8, the comprehensive college finance bill, to require each community college to report the academic data needed to calculate state funding, provide timely data and analyses to inform decisions by the college's board, administer or evaluate the effectiveness of the college's educational program, or audit a program.

At Required Information, language has been edited to reflect amended federal regulations. Newly adopted federal regulations addressing Financial Value Transparency have also been added.

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

#### BI(LLEGAL)

#### REPORTS

The list has been updated to reference new and amended academic and financial reports in response to HB 8. It has also been expanded to reflect amended regulations addressing financial value transparency.

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

#### CAAA(LLEGAL)

#### STATE AND FEDERAL REVENUE SOURCES: STATE

Language has been revised throughout this legal framework to reflect new Coordinating Board rules adopted in response to HB 8 related to Appropriations and the Texas community college finance program.

#### CC(LOCAL)

#### ANNUAL OPERATING BUDGET

Recommended revisions to this local policy have been made in response to updates to Coordinating Board rules allowing the college to select an accreditor other than the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college's accreditor is named in GK(LOCAL).

#### CDA(LLEGAL)

#### ACCOUNTING: FINANCIAL REPORTS AND STATEMENTS

At Financial Accounting and Reporting, revisions have been made to reflect new Coordinating Board rules adopted in response to HB 8. Links have also been added to the Coordinating Board's Budget Requirements and Annual Financial Reporting Requirements for Texas Public Community Colleges, the Report of Fundable Operating Expenses (RFOE), and the Integrated Fiscal Reporting System (IFRS): Handbook for Reporting Officials, September 2023.

#### CDC(LLEGAL)

#### ACCOUNTING: AUDITS

At Annual Audit Report, revisions have been made consistent with the 2023 fiscal year version of the Coordinating Board publication Budget Requirements and Annual Financial Reporting Requirements for Texas Public Community Colleges. The link to the publication was also updated.



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Revisions have been made to reflect new Coordinating Board rules, adopted in response to HB 8, addressing Compliance Monitoring and Audits by the Coordinating Board.

In addition, changes have been made throughout for clarity.

#### **CH(LEGAL)                      SITE MANAGEMENT**

A new Administrative Code requirement to post a Reporting Workplace Violence Notice has been added. The language includes a [link](#) to a version of the poster published by the Texas Workforce Commission.

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

Recommended revisions to this local policy address the application of SB 1445 to the Employment of Peace Officers and Telecommunicators, Medical and Psychological Examinations, Misconduct Investigations, and Personnel Files.

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

At Records That May Be Destroyed, language has been updated to reflect amendments to the Administrative Code.

In addition, changes have been made throughout for clarity and to conform to TASB style.

#### **CLA(LEGAL)                      FACILITIES PLANNING: FACILITIES STANDARDS**

Language at State Law has been added to reflect the recently repealed and replaced Administrative Code provisions addressing Accessibility for Individuals with Disabilities at community college buildings and facilities.

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

#### **CS(LEGAL)                      INFORMATION SECURITY**

At Information Security Assessment, Data Maturity Assessment, and Reporting, language has been updated to reflect amended Administrative Code provisions.

At Risk and Authorization Management Program for Cloud Computing Services, a citation has been updated to reflect amended and newly adopted Administrative Code provisions addressing the Texas Risk and Authorization Management Program (TX-RAMP).

At Financial Information Security Program, language from recently amended federal regulations requiring notification be sent the Federal Trade Commission regarding the unauthorized acquisition of unencrypted customer information has been added.

In addition, changes have been made throughout for clarity and to conform to TASB style.

#### **CS(LOCAL)                      INFORMATION SECURITY**

At Reports, recommended revisions to this local policy have been made due to Administrative Code changes that add an Information Security Assessment and remove a Monthly Reports requirement.

Additional changes have been made to conform to TASB style.

#### **DBA(LEGAL)                      EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CREDENTIALS AND RECORDS**

At Personnel Files of Persons Licensed Under Occupations Code 1701, SB 1445 requires a law enforcement agency to adopt a model policy to be issued by the Texas Commission on Law Enforcement

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(TCOLE) or a substantively similar policy on a license holder's personnel file. The bill also addresses Requests for Information regarding a license holder's personnel file.

**DBA(Local)                      EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CREDENTIALS AND RECORDS**

New recommended local policy language addresses the application of SB 1445 to Law Enforcement Personnel Files.

**DBB(Legal)                      EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES**

At Medical Examination of a Person Licensed or an Applicant for a License Under Occupations Code 1701, SB 1445 requires a law enforcement agency to adopt a model policy to be issued by TCOLE or a substantively similar policy prescribing standards and procedures for the medical and psychological examination of a license holder or person for whom a license is sought by the law enforcement agency.

**DBB(Local)                      EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES**

New recommended local policy language addresses the application of SB 1445 to the Medical and Psychological Examination of a Peace Officer or Telecommunicator. A fill-in for the applicable licensed positions to which this policy applies has been added.

**DC(Legal)                      EMPLOYMENT PRACTICES**

Language has been updated at Verification of Employment Eligibility to reflect recently amended federal regulations.

At Persons Licensed Under Occupations Code Chapter 1701, SB 1445 requires a law enforcement agency to adopt a model policy to be issued by TCOLE or a substantively similar policy establishing procedures for hiring a license holder. The bill requires a law enforcement agency as part of its Preemployment Procedures to review information in TCOLE's Licensing Status Database and Law Enforcement Database once established. Existing language amended by SB 1445 has also been added at Notification of Hire.

In addition, changes have been made throughout for clarity and to conform to TASB style.

**DC(Local)                      EMPLOYMENT PRACTICES**

New recommended local policy language addresses the application of SB 1445 to the Employment of Certain Law Enforcement Personnel.

**DC(Regulation)                      EMPLOYMENT PRACTICES**

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

- If this regulation is obsolete and should be deleted from your localized policy manual; or
- If you have revisions that you wish to submit for editorial and legal review and incorporation into your localized policy manual.

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

At Independent Contractor, language has been added to reflect new federal regulations adopted to address the determination of whether a person is an employee or independent contractor for purposes of the Fair Labor Standards Act (FLSA).

#### **DH(LLEGAL)                      EMPLOYEE STANDARDS OF CONDUCT**

At Misconduct by a Person Licensed Under Occupations Code 1701, SB 1445 requires a law enforcement agency to adopt a model policy to be issued by TCOLE or a substantively similar policy establishing procedures for a law enforcement agency investigating misconduct by a license holder.

#### **DH(LOCAL)                      EMPLOYEE STANDARDS OF CONDUCT**

Recommended revisions to this local policy have been made to include an employee Code of Ethics derived from the Texas Community College Teacher's Association (TCCTA) code of ethics.

Also, new recommended local policy language addresses the application of SB 1445 to investigations of Misconduct by Certain Law Enforcement Personnel.

#### **DK(LOCAL)                      PROFESSIONAL DEVELOPMENT**

Recommended revisions to this local policy have been made in response to updates to Coordinating Board rules allowing the college to select an accreditor other than SACSCOC. The college's accreditor is named in GK(LOCAL).

#### **DMC(LOCAL)                      TERMINATION OF EMPLOYMENT: REDUCTION IN FORCE**

Recommended revisions to this local policy have been made in response to updates to Coordinating Board rules allowing the college to select an accreditor other than SACSCOC. The college's accreditor is named in GK(LOCAL).

Additional changes have been made to conform to TASB style.

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

At Distance Education Degree or Certificate Program, revisions have been made to reflect recently amended Coordinating Board rules on hybrid programs.

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

Recommended revisions to this local policy have been made in response to updates to Coordinating Board rules allowing the college to select an accreditor other than SACSCOC. The college's accreditor is named in GK(LOCAL).

#### **ECC(LLEGAL)                      INSTRUCTIONAL ARRANGEMENTS: COURSE LOAD AND SCHEDULES**

At Limitation on the Number of Dropped Courses, citations have been updated to reflect amendments to Coordinating Board Rules.

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

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

Changes have been made throughout this legal framework to reflect the repeal of superseded Coordinating Board rules addressing the approval of associate degree programs.

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

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

The open to this legal framework was updated to reflect amendments to Coordinating Board rules clarifying that a community college accredited by SACSCOC may change its accreditor to an agency now listed in GK.

Changes have been made throughout this legal framework to reflect the repeal of superseded Coordinating Board rules addressing the approval of baccalaureate degree programs.

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

#### **EFBD(LLEGAL)                      DEGREES AND CERTIFICATES: DEGREE PLANS**

The Coordinating Board repealed and replaced rules addressing degree plans filed by a student enrolled in a Multidisciplinary Studies Associate Degree Program, resulting in a language and citation change.

#### **FC(LLEGAL)                        ATTENDANCE**

At Academic Reporting, language has been added to reflect new Coordinating Board rules adopted in response to HB 8, which require colleges to submit enrollment and other data to the Coordinating Board.

#### **FD(LLEGAL)                        TUITION AND FEES**

At Adjusted Rates, language has been revised to reflect amendments to Coordinating Board rules made in response to HB 8, the comprehensive college finance bill, which provides that semester credit hours earned by a student before receiving an associate degree previously awarded to a student are not counted toward the calculation of excess hours for funding purposes.

At Reporting, a citation and cross-reference have been added to reflect a new Coordinating Board rule adopted in response to HB 8 to address tuition and fee data that must be reported to the Coordinating Board for funding calculations.

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

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

At Persons Licensed or an Applicant for a License Under Occupations Code Chapter 1701, SB 1445 addresses the release of information regarding the person's Personnel File or Medical and Psychological Examination and information in the Licensing Status Database.

Existing Government Code language addressing the release of a community college's Biennial Information Security Plan or an Information Security Assessment and related documentation has also been added.

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

New Coordinating Board rules addressing College Connect Courses have been added.

Language has been added to reflect new Coordinating Board rules adopted in response to HB 8 to address the Financial Aid for Swift Transfer (FAST) Program.

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

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**GK(LEGAL)                      RELATIONS WITH EDUCATIONAL ACCREDITATION AGENCIES**

This legal framework has been added to reflect a new Coordinating Board rule that provides a list of state-recognized accrediting agencies. The rules were adopted in response to the U.S. Department of Education's decision to permit regional accrediting organizations to accredit institutions of higher education located anywhere in the United States. Previously, Texas only recognized SACSCOC. A related existing statute has also been added.

**GK(LOCAL)                      RELATIONS WITH EDUCATIONAL ACCREDITATION AGENCIES**

Recommended revisions to this local policy have been made in response to Administrative Code changes that permit the college to select an accreditor other than SACSCOC. A fill-in for the name of the college's accreditor has been added so that, if in the future, your college changes accreditors, the policy may be easily updated. The policy issued to the college retains the reference to the college's current accreditor, SACSCOC. A list of approved accreditors is in GK(LEGAL).

Because this policy does not contain substantive changes, unless the college initiates its own changes, the policy does not need to be adopted by the board. When your board has adopted Update 47 and you make your submission on Policy Online®, choose "Accept as Recommended" for this policy. The issue date for these policies will change, so when you complete the submission, if you want the original adoption date added to these policies, enter it into the proper field in Policy Online. Use the [Policy Online User Guide](#) for more specific directions on how to submit numbered updates.