

Update 35 contains (LOCAL) policies that require board action before we can incorporate Update 35 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. As an alternative option, you may complete, scan, and submit this form via email to pol-support@tasb.org.

232501 Southwest Texas Junior College

Your Name: _____

Your Email: _____

Previous Updates

- I confirm that all updates prior to Update 35 have been adopted. (Visit Local Manual Updates† to see updates pending adoption.)

Update 35 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 35, submit those changes with your adoption notification. If you wish to make changes to policies not issued in Update 35, please email 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 call Travis Damron 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>

Update 35

Adoption Notification Form

Policy On Line®

Instruction Sheet

Community College Localized Policy Manual Update 35

Southwest Texas Junior College

Code	Type	Action To Be Taken	Note
A18	(INTRO)	Replace introduction	Revised introduction
A25	(INDEX)	Replace cross-index	Revised cross-index
A	(LEGAL)	Replace table of contents	Revised table of contents
AC	(LEGAL)	Replace policy	Revised policy
AC	(EXHIBIT)	DELETE exhibit	See explanatory note
ACA	(LEGAL)	Replace policy	Revised policy
ACB	(LEGAL)	ADD policy	See explanatory note
ACC	(LEGAL)	ADD policy	See explanatory note
AFA	(LEGAL)	Replace policy	Revised policy
BBBB	(LEGAL)	Replace policy	Revised policy
BD	(LEGAL)	Replace policy	Revised policy
CAAB	(LEGAL)	Replace policy	Revised policy
CDB	(LEGAL)	Replace policy	Revised policy
CDDA	(LEGAL)	Replace policy	Revised policy
CDE	(LOCAL)	Replace policy	Revised policy
CF	(LEGAL)	Replace policy	Revised policy
CH	(LEGAL)	Replace policy	Revised policy
CHA	(LEGAL)	Replace policy	Revised policy
CHE	(LOCAL)	Replace policy	Revised policy
CIB	(LEGAL)	Replace policy	Revised policy
CKB	(LEGAL)	Replace policy	Revised policy
CKD	(LOCAL)	ADD policy	See explanatory note
CKE	(LEGAL)	Replace policy	Revised policy
CKF	(LOCAL)	Replace policy	Revised policy
CM	(LEGAL)	Replace policy	Revised policy
D	(LEGAL)	Replace table of contents	Revised table of contents
DBF	(LOCAL)	Replace policy	Revised policy
DC	(LEGAL)	Replace policy	Revised policy
DEE	(LEGAL)	Replace policy	Revised policy
DH	(LOCAL)	Replace policy	Revised policy
DHB	(LOCAL)	Replace policy	Revised policy
DIAB	(LOCAL)	Replace policy	Revised policy
EBA	(LEGAL)	Replace policy	Revised policy
EFCD	(LOCAL)	Replace policy	Revised policy

Instruction Sheet
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Code	Type	Action To Be Taken	Note
EFCE	(LEGAL)	Replace policy	Revised policy
EGC	(LEGAL)	Replace policy	Revised policy
FEA	(LEGAL)	Replace policy	Revised policy
FEA	(LOCAL)	Replace policy	Revised policy
FFDB	(LOCAL)	Replace policy	Revised policy
FG	(LEGAL)	Replace policy	Revised policy
FK	(LEGAL)	Replace policy	Revised policy
GDA	(LOCAL)	Replace policy	Revised policy
GE	(LEGAL)	Replace policy	Revised policy
GE	(LOCAL)	Replace policy	Revised policy
GG	(LEGAL)	Replace policy	Revised policy
GH	(LEGAL)	Replace policy	Revised policy



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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 [myTASB](#)¹ under Policy Service Resource Library → Local Manual Updates. Need help? Please call 800-580-1488 or email colleges@tasb.org.

Overview

Update 35 to your localized policy manual contains (LOCAL) policy revisions/additions that address:

- Health and life insurance program contributions;
- Reasonable suspicion alcohol and drug testing; and
- Student debt management and loan repayment.

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

The Update 35 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

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 35 on the agenda as "Policy Update 35" 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 35 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 35:
"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 35 [with the following changes:]"

How to Notify Community College Services of Board Action

Notify Community College Services of the board's action on Update 35 using the Update 35 Adoption Notification Form, enclosed, so Community College Services records remain accurate. **Notify your policy consultant of any changes made by the board so that Community College Services records correctly reflect your manual.**

Explanatory Notes

Community College Localized Policy Manual Update 35

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A18(INTRO) INTRODUCTION

We have revised the Introduction to the manual for clarification.

A25(INDEX) CROSS-INDEX

The cross-index has been updated to reflect the reorganization of the AC series and the subtitle change to DBF.

A(LLEGAL) BASIC DISTRICT FOUNDATIONS

The A section table of contents has been revised to reflect the reorganization of the AC series.

AC(LLEGAL) GEOGRAPHIC BOUNDARIES AND SERVICE AREAS

As a result of the reorganization of the AC series, provisions addressing the extension of college district boundaries and service areas have been recoded to ACA and ACB, respectively.

AC(EXHIBIT) GEOGRAPHIC BOUNDARIES AND SERVICE AREAS

As a result of the reorganization of the AC series, provisions addressing service areas have been recoded to ACB(LLEGAL).

ACA(LLEGAL) GEOGRAPHIC BOUNDARIES AND SERVICE AREAS: TAXING DISTRICT BOUNDARIES

As a result of the reorganization of the AC series, the subtitle of this policy has been changed to Taxing District Boundaries, and provisions addressing the extension of college district boundaries have been recoded from AC. Provisions addressing branch campuses have been moved to ACC.

ACB(LLEGAL) GEOGRAPHIC BOUNDARIES AND SERVICE AREAS: SERVICE AREAS

As a result of the reorganization of the AC series, provisions addressing service areas have been recoded from AC(LLEGAL) and AC(EXHIBIT) and consolidated into this legally referenced policy.

ACC(LLEGAL) GEOGRAPHIC BOUNDARIES AND SERVICE AREAS: BRANCH CAMPUSES

As a result of the reorganization of the AC series, provisions addressing branch campuses have been recoded from ACA.

AFA(LLEGAL) INSTITUTIONAL EFFECTIVENESS: PERFORMANCE AND INSTITUTION REPORTS

This legally referenced policy has been revised to reflect current federal regulations addressing employee dissemination of institutional and financial assistance information.

BBBB(LLEGAL) ELECTIONS: ETHICS

This legally referenced policy has been revised to reflect current Administrative Code rules addressing political advertising and influencing elections.

BD(LLEGAL) BOARD MEETINGS

Statutory citations have been updated in this legally referenced policy.

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CAAB(LLEGAL) STATE AND FEDERAL REVENUE SOURCES: FEDERAL

This legally referenced policy has been revised to reflect current Government Code rules addressing requests for federal financial assistance.

CDB(LLEGAL) ACCOUNTING: INVENTORIES

Provisions addressing property transfer have been relocated to CIB.

CDDA(LLEGAL) PAYROLL PROCEDURES: SALARY DEDUCTIONS

This legally referenced policy has been revised to reflect current Civil Practice and Remedies Code rules addressing administrative fees for required deductions.

CDE(LOCAL) ACCOUNTING: FINANCIAL ETHICS

Recommended revisions to this policy are to clarify that reports of suspected impropriety may be made to a person who has authority to investigate the alleged activity, including the other individuals listed in the policy.

CF(LLEGAL) PURCHASING AND ACQUISITION

A cross reference to CAAB, addressing purchases using federal funds, has been added to this legally referenced policy.

CH(LLEGAL) SITE MANAGEMENT

Statutory citations have been updated in this legally referenced policy.

CHA(LLEGAL) SITE MANAGEMENT: SECURITY

This legally referenced policy describing school marshals has been revised to align with recent amendments broadening the Administrative Code provisions to incorporate other appointing entities.

CHE(LOCAL) SITE MANAGEMENT: MAIL AND DELIVERY

Revisions to this policy are recommended for consistency with policy style.

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

Provisions addressing property transfer have been relocated from CDB.

CKB(LLEGAL) INSURANCE AND ANNUITIES MANAGEMENT: LIABILITY INSURANCE

Statutory citations have been updated in this legally referenced policy.

CKD(LOCAL) INSURANCE AND ANNUITIES MANAGEMENT: HEALTH AND LIFE INSURANCE

The enclosed policy addressing the college district's contribution to employee health and life insurance programs and continuation of coverage while an employee is on paid leave is recommended for inclusion in the college district's policy manual.

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

This legally referenced policy has been revised to reflect current Administrative Code rules addressing workers' compensation notice to employees.

CKF(LOCAL) INSURANCE AND ANNUITIES MANAGEMENT: UNEMPLOYMENT INSURANCE

Revisions to this policy are recommended for clarification and consistency with policy style.

CM(LEGAL) FACILITIES CONSTRUCTION

A cross reference to CAAB, addressing expenditures using federal funds, has been added to this legally referenced policy.

D(LEGAL) PERSONNEL

The D section table of contents has been revised to reflect the subtitle change to DBF.

DBF(LOCAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: OUTSIDE EMPLOYMENT

As noted above, the subtitle of this policy has been changed to Outside Employment.

DC(LEGAL) EMPLOYMENT PRACTICES

This legally referenced policy has been revised to reflect current Administrative Code rules addressing reporting requirements when hiring retirees.

DEE(LEGAL) COMPENSATION AND BENEFITS: EXPENSE REIMBURSEMENT

A cross reference to CAAB, addressing expenditures using federal funds, has been added to this legally referenced policy.

DH(LOCAL) EMPLOYEE STANDARDS OF CONDUCT

Recommended revisions to this policy are to clarify provisions addressing the use of tobacco and e-cigarettes, including the definition of "e-cigarette" in accordance with state law.

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

Provisions addressing reasonable suspicion alcohol and drug testing are recommended for inclusion in the college district's policy manual. The new provisions also address consequences for an employee's refusal to comply with testing and for violation of the college district's drug and alcohol policy.

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

Recommended revisions to this policy are to clarify procedures for referring allegations of prohibited conduct to other policies and appeal processes when applicable.

EBA(LEGAL) ALTERNATE METHODS OF INSTRUCTION: DISTANCE EDUCATION

Provisions addressing disclosures have been removed from this legally referenced policy as the implementation of the rule has been postponed until July 2020.

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EFCD(LOCAL) SPECIAL PROGRAMS: HIGH SCHOOL EQUIVALENCY TESTING CENTERS

Revisions to this policy are recommended to clarify provisions addressing the administration of high school equivalency tests.

EFCE(LEGAL) SPECIAL PROGRAMS: COMMUNITY EDUCATION PROGRAMS

This legally referenced policy has been revised to reflect current Administrative Code rules addressing avocational courses.

EGC(LEGAL) ACADEMIC ACHIEVEMENT: GRADUATION

This legally referenced policy has been revised to reflect current federal regulations addressing the annual reporting on completion and transfer-out rates.

FEA(LEGAL) FINANCING EDUCATION: FINANCIAL AID AND SCHOLARSHIPS

This legally referenced policy has been revised to reflect current federal regulations addressing financial assistance information and new Administrative Code rules addressing loan debt disclosures.

FEA(LOCAL) FINANCING EDUCATION: FINANCIAL AID AND SCHOLARSHIPS

Revisions to the provisions addressing debt management and loan repayment are recommended to conform with 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).

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

Recommended revisions to this policy are to clarify procedures for referring allegations of prohibited conduct to other policies and appeal processes when applicable.

FG(LEGAL) STUDENT HOUSING

This legally referenced policy has been revised to reflect current federal regulations addressing fire safety, including the annual report, fire statistics, and fire logs.

FK(LEGAL) STUDENT ACTIVITIES

This legally referenced policy has been revised to reflect current Administrative Code rules addressing athlete agents. Existing federal reporting requirements have also been added.

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

Revisions to this policy are recommended to clarify provisions addressing the use of tobacco and e-cigarettes, including the definition of "e-cigarette" in accordance with state law.

GE(LEGAL) ADVERTISING AND FUNDRAISING

This legally referenced policy describing commercial signs has been revised to reflect amendments to the Administrative Code, including the consolidation of rules addressing commercial and electronic signs.

Explanatory Notes

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GE(LOCAL) ADVERTISING AND FUNDRAISING

New provisions are recommended to clarify that a college district's acknowledgment of sponsorships and donations may be through whatever means the college district deems appropriate, and the college district retains full editorial control, even if donors may suggest text for the acknowledgment.

GG(LLEGAL) RELATIONS WITH GOVERNMENTAL AGENCIES AND AUTHORITIES

This legally referenced policy has been revised to reflect current Government Code rules addressing lobbying.

GH(LLEGAL) RELATIONS WITH SCHOOLS AND DISTRICTS

This legally referenced policy has been revised to reflect amendments to Administrative Code rules addressing the PSAT scores a student must achieve if the student chooses to use PSAT scores to demonstrate eligibility to enroll in dual credit courses that require evidence of Texas Success Initiative (TSI) readiness.