

INTRODUCTION

The ***Community College Policy Reference Manual*** contains legally referenced policies and exhibits governing the operation of Texas public community college districts. Designed as a resource for college district officials in analyzing the requirements of and options provided by law, the manual and its updates are produced by the Texas Association of School Boards, Inc., pursuant to a service agreement with the Texas Association of Community Colleges. This policy manual and its updates are 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 advisor. Consult with your attorney or professional advisor to apply these principles to specific fact situations.

LEGALLY REFERENCED POLICIES

The legally referenced policies track the language of the U.S. and Texas Constitutions, federal statutes, the Texas Education Code and other Texas law, Attorney General opinions, Texas Higher Education Coordinating Board rules, the Texas Administrative Code, and other sources of authority defining governance of public community college districts in the state of Texas.

Policy statements that cite court cases or Attorney General opinions stand only for the specific statements in the policy and do not otherwise implicate the entire opinion. Such citations are provided only for reference; no other meaning is implied or intended.

All legally referenced policies have the designation “(LEGAL)” in the upper right corner of each page directly below the alphabetical code. This information is repeated in the lower left corner.

EXHIBITS

Exhibits are documents containing forms, notices, and the like, promulgated by legal authority. They are placed in the manual after the policy of the same code with the word “(EXHIBIT)” in the upper right corner and lower left corner. [See DH(EXHIBIT)]

UPDATING

Changes in legal authority are gathered into numbered updates (e.g., Update 29). Updates are normally issued annually or more or less frequently as circumstances warrant.

BASIC ORGANIZATION

The manual is organized according to an alphabetical codification system divided into seven sections as follows:

- A — Basic District Foundations
- B — Local Governance
- C — Business and Support Services
- D — Personnel
- E — Instruction

- F — Students
- G — Community and Governmental Relations

CROSS-INDEX A comprehensive cross-index lists entries/topics and provides the policy codes under which information is found. Entries in the cross-index reflect statutory terminology, common usage, and significant margin notes. In *Policy On Line*, the cross-index contains active links to the identified policy codes where materials on a given topic may be found.

TABLES OF CONTENTS Each section of the manual has a table of contents that lists the policy topics in that section with their respective codes. The tables of contents, like the cross-index, are designed for expansion and use in localized policy manuals: they may contain codes and topics that do not have a corresponding policy in this manual.

In *Policy On Line*, the table of contents for a particular section contains a list of documents—each an active link—that appear in that section.

MARGIN NOTES Margin notes within an individual policy provide a key to the content of the paragraph or groups of paragraphs they introduce and are usually listed in the cross-index. Margin notes also provide a useful way to organize or map the information: margin notes aligning on the left margin reflect generally independent topics. Indented margin notes are used to outline subtopics introduced by the major, nonindented margin note.

BOTTOM NOTES The following bottom notes appear on the lower left corner of all policies and exhibits in the manual:

DATE ISSUED: Indicates the date on which the document was last issued.

UPDATE: Shows the numbered update in which that document was most recently revised.

PAGE NUMBERING Pages are numbered consecutively within individual documents, e.g., 1 of 2; 2 of 2.

ASTERISKS An asterisk appearing at the beginning of a section or paragraph indicates an option provided by law, regulation, or rule.

ABBREVIATIONS The following abbreviations are used in the italicized legal citations in the manual:

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| Art. | Article |
| Atty. Gen. L.A. | Attorney General Letter Advisory |
| Atty. Gen. L.O. | Attorney General Letter Opinion |
| Atty. Gen. Op. | Attorney General Opinion |
| Atty. Gen. ORD | Attorney General Open Records Decision |

Business and Commerce Code	Texas Business and Commerce Code
C.F.R.	Code of Federal Regulations
Civ. Prac. and Rem. Code	Texas Civil Practices and Remedies Code
Code of Criminal Procedure	Texas Code of Criminal Procedure
Coordinating Board	Texas Higher Education Coordinating Board
Education Code	Texas Education Code
Election Code	Texas Election Code
F.Supp.	Federal Supplement
F.2d	Federal Reporter, Second Series
F.3d	Federal Reporter, Third Series
Family Code	Texas Family Code
Gov't Code	Texas Government Code
Health and Safety Code	Texas Health and Safety Code
Human Resources Code	Texas Human Resources Code
Insurance Code	Texas Insurance Code
Labor Code	Texas Labor Code
Local Gov't Code	Texas Local Government Code
Occupations Code	Texas Occupations Code
Penal Code	Texas Penal Code
S.Ct.	Supreme Court Reporter
S.W.	Southwestern Reporter
S.W.2d	Southwestern Reporter, Second Series
S.W.3d	Southwestern Reporter, Third Series
TAC	Texas Administrative Code (compilation of state agency rules and regulations)
Tax Code	Texas Tax Code
Tex. Const.	Texas Constitution
Transp. Code	Texas Transportation Code
U.S.	United States Reporter
U.S.C.	United States Code
U.S. Const.	United States Constitution
V.A.T.S.	Vernon's Annotated Texas Statutes

CITATIONS

Citations that are attached to a provision or paragraph apply only to that text. Citations that are separated from the policy text by a double line space govern all material above the citation, up to a previous citation.

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While the *Community College Policy Reference Manual* is copyrighted, the college district may copy this document for internal use by board members and other college district administrators. No other copying or distribution is permitted without express permission of TASB, Inc.

DISTINGUISHED FROM
LOCALIZED POLICY
MANUALS

The ***Community College Policy Reference Manual*** is a reference tool that contains provisions applicable to all the various types and sizes of Texas community college districts. It is not adoptable and will not suffice as a policy manual for a local college district.

TASB Policy Service uses the ***Community College Policy Reference Manual*** as a basis for Localized Policy Manuals in place in a majority of Texas college districts. Such manuals are the result of collaboration between the college district and TASB Policy Service. Individual college districts contract directly with TASB Policy Service to develop and maintain a Localized Policy Manual. The Localized Policy Manual differs from the ***Community College Policy Reference Manual*** in several important ways. The Localized Policy Manual:

1. Bears the college district's name in the upper left corner of each page;
2. Includes "(LOCAL)" policies adopted by the board to govern the college district and to meet the Southern Association of Colleges and Schools (SACS) governance requirements; and
3. May include local administrative regulations in order to house legal, local, and administrative documents in one convenient location.

Further information regarding localization and updating services should be directed to TASB Policy Service at 800-580-7529 or 512-467-0222.