



The Community College Administrator's Guide To Policy Management

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Introduction

A Guide to Policy Management

Access to higher education and student success are at the heart of the mission of Texas public community colleges. To accomplish this mission, college district administrators must navigate and integrate federal and state law, Texas Higher Education Coordinating Board and other agency rules, local community values, and local board mandates, to recommend policies and create administrative regulations to implement practices that ensure every facet of college district operations is working smoothly.

TASB Community College Services

TASB Community College Services provides legal expertise and comprehensive policy development and maintenance responsive to the needs of Texas community colleges.

TASB Community College Services, working in cooperation with a local college district policy contact, helps navigate college districts through this often confusing terrain. The policy contact is generally the college district staff member or administrator most familiar with the contents of the college district's local policy manual, who most frequently fields questions about college district policy and procedures, and who coordinates policy changes between college district administrators, the board, and TASB Community College Services. The person who takes on this essential task will vary depending on the size, staffing structure, and needs of the college district. **For more information, see the section on The Policy Contact's Role.**

Navigating the Guide

The *Community College Administrator's Guide to Policy Management* is written with the policy contact in mind. We have structured this guide to serve new policy contacts or as a refresher for those with years of experience. Each section tackles an essential element of the policy contact's responsibilities and can be used as a stand-alone guide or in conjunction with other sections.

This guide provides an overview of the contents of the policy manual, discusses the reasons for and logistics of policy changes, and outlines the role of administrative regulations in implementing legal requirements and board policy.



The Policy Contact's Role

Maintaining the Policy Manual

The college district's policy contact, working with a TASB policy consultant, coordinates the development and maintenance of the college district's policy manual.

Ensuring that the policy manual is up to date and accurately reflects local practices encompasses many different tasks. Below are some of the most common responsibilities of the college district's policy contact, though policy maintenance will look different at each college district.

Disseminating Policy Communications and Resources

The college district's policy contact is generally the person who, in addition to the college president, receives correspondences from TASB Community College Services and has full access to the Policy Service Resource Library through myTASB.

For more information, see the section on Resources.

Coordinating Local Policy Development

Developing policy recommendations in response to evolving local needs and practices is an administrative task that can be facilitated by the college district's policy contact.

Quick Tips:

- Contact your TASB policy consultant during the policy development process and before board review. We may have developed useful samples and can provide consultation services already included in your subscription.

- Ask your policy consultant for a draft for board presentation.

For more information, see the section on Local District Updates.

Directing Review and Adoption of TASB Numbered Updates

The policy contact often organizes review of TASB recommendations and prepares the board agenda packet and posting that lists updated policies.

Quick Tips:

- Ensure numbered updates are handled quickly and efficiently in order to keep the college district's manual in line with current law.
- Notify TASB of adoption and include additional changes, if any.

For more information, see the section on TASB Numbered Updates.

Ensuring Administrative Regulations Reflect and Implement Policy

As the employee who coordinates policy changes and receives policy-related information from TASB, the college district's policy contact should ensure that existing regulations are maintained, reflect policy as necessary, and are updated when needed.

Quick Tip:

- Review administrative documents annually to ensure they reflect recent changes in policy or practice.

For more information, see the section on **Administrative Regulations**.

Maintaining the Policy Manual and the Historical Record

Policy maintenance requires a number of activities, including keeping up with the college district's official manual and maintaining an archive of (LOCAL) policy changes.

Quick Tips:

- Develop a system for storing all (LOCAL) policy changes in files or binders for easy reference. TASB does not maintain an archive of the college district's local policies.
- Be sure to stamp or write the adoption date on the hard copy policy and keep in the college district's official policy manual.

For more information, see the sections on **Maintaining the Historical File and Resources**.

Policy 101

Policy Basics

College District Governance and Management

The board policy manual serves to articulate a **governance foundation** for college district activities and is structured to provide the legal requirements and local board mandates where they exist for each of the major areas of college district operations.

For this reason, the policy manual serves as a broad foundation on which to base important college district decisions and build the administrative regulations and procedures needed to manage the day-to-day operations of the college district.

The Policy Manual

The college district's policy manual is divided into sections corresponding to these major areas of operations:

- A: Basic District Foundations
- B: Local Governance
- C: Business and Support Services
- D: Personnel
- E: Instruction
- F: Students
- G: Community and Governmental Relations

Within each section, the manual is further divided into individual policy codes, such as those found in the example

below from the A section of the policy manual pertaining to basic district foundations.

(LEGAL) versus (LOCAL) Policy

Policies are divided into (LEGAL) policies, which summarize the law on a topic, and (LOCAL) policies, which outline local board mandates regarding governance issues.

(LEGAL) policies contain citations to the statutes, rules, and case law governing a particular topic. They are compiled by TASB Community College Services to provide the legal framework for key areas of college district operations.

They are placed in the policy manual for convenience as they are intended to be read in conjunction with the (LOCAL) policies and are **not adopted by the board**.

SECTION A: BASIC DISTRICT FOUNDATIONS

AA	COLLEGE DISTRICT LEGAL STATUS AND HISTORY
AB	COLLEGE DISTRICT NAME AND DEFINITIONS
AC ACA	GEOGRAPHIC BOUNDARIES AND SERVICE AREAS Branch Campuses
AD	EDUCATIONAL ROLE, MISSION, PURPOSE, AND RESPONSIBILITY
AE	COLLEGE DISTRICT GOALS AND OBJECTIVES
AF AFA	INSTITUTIONAL EFFECTIVENESS Performance and Institution Reports

The Need for (LOCAL) Policy

The board takes action in many ways. The board may take action on a topic through approval of a budget item, hiring practices, passing a resolution, or through adopting a (LOCAL) policy.

With this in mind, (LOCAL) policy will not be needed for every topic and, indeed, many codes contain only (LEGAL) policy provisions, while others contain only (LOCAL) policy provisions.

(LOCAL) policies, rather than other forms of board action, are needed in several specific circumstances, to:

- Respond to a legal requirement to adopt policy;
- Reduce potential legal risk by mandating consistent practices across the college district, such as the response to allegations of discrimination or harassment;
- Declare the college district’s choice among legal options; or
- Clarify administrative authority for managing college district business.

(LOCAL) Policy Versions

When (LOCAL) policy statements are required by law or would contribute to college district operations, TASB Community College Services creates, to the extent practicable, standardized policy statements to facilitate adoption of key policies, taking into consideration common responses to choices allowed by statute.

From these (LOCAL) policy versions college districts occasionally need to further tailor the policy statements to match local practices, creating a unique policy.

The bottom of the policy reveals whether the college district has a TASB-recommended (LOCAL) policy version or a unique policy. A TASB-recommended policy version will be indicated by any letter or letters other than an “X” at the bottom of the

policy. A policy that is unique to the college district will be indicated by an “X.”

Regulations

A regulation is an administrative document put in place to implement policy and is reviewed, but not adopted, by the board. TASB Community College Services generally does not recommend regulations be placed in the policy manual. When a (REGULATION) is in the college district’s policy manual, it is a locally developed document and will be marked at the bottom with an “X”, as with unique (LOCAL) policies.

For more information, see the section on Administrative Regulations.

PUBLIC INFORMATION PROGRAM	GA (REGULATION)
<p>The following procedures for marketing instructional programs will be followed:</p> <ol style="list-style-type: none"> 1. The instructional deans and their program directors will have the responsibility for maintaining close liaison with personnel in the businesses, industries, and professions directly related to programs in their school. 2. As educational and training opportunities are identified, instructional deans will involve the dean of program development and institutional research and/or the executive director, regional training and development center. 3. When an educational and training need is determined, it is the responsibility of every staff member who is the initial contact person to follow up and ensure that appropriate action was taken. 	

Sample Local Policy

Where the statute requires that "the governing board of a junior college district may set and collect... any amount of tuition, rentals, rates, charges, or fees," the board has adopted in (LOCAL) policy that a college district official, in this instance, the college president, develops the procedures for the collection of tuition and fees.

COLLECTION OF TUITION AND FEES	The Board may adopt an installment payment plan in accordance with state law.
INSTALLMENT PAYMENTS	
COLLECTION PROCEDURES	The College President is authorized to develop procedures for the collection of tuition and fees.
REFUND POLICY	The College District shall refund tuition and fees for courses from which the students drop or withdraw in accordance with law and related provisions adopted by the Board and published in the College District catalog and in any other appropriate College District publication. Tuition and fees paid directly to the institution by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student.
DATE ISSUED: 3/11/2014 LDU 2014.02 FD(LOCAL)-AJC	ADOPTED: 1 of 1

In some cases, a college district may need to add to, take away from, or otherwise add locally developed provisions to the recommended text, creating an "X" version, or unique (LOCAL) policy.

Local District Updates

Coordinating Local Policy Development

From time to time, your college district will need to add new policy, delete old policy, or amend current policy. When the college district initiates a policy change, it's called a Local District Update, or LDU.

Local District Updates might occur as a response to:

- Changing college district practices, priorities, staffing, or emerging local issues.
- A changing response to legal options.
- Revisions to TASB Numbered Update materials.

Regardless of the reason, policy development should be approached in a consistent manner to ensure the college district's policy manual stays updated and accurately reflects current college district practices.

Navigating LDUs

The policy contact can facilitate policy development and change by following these six steps:

- Call TASB first.
- Determine whether a change is policy or procedure.
- Collaborate to draft policy language, if needed.
- Recommend to the board for approval.
- Notify TASB of adoption.
- Update local documents.

For many policy issues, you'll find that a call to your TASB policy consultant is all that is required. Other issues will be more complex, requiring input from multiple people, and necessitating updates to multiple college district documents.

Step One: Call TASB First

After the administration has identified a need for a change in policy or procedure, call your TASB policy consultant before recommending revisions to the board.

Your TASB policy consultant is the **policy expert** assigned to your college district to provide **individualized service based on the unique characteristics of your college district**.

Your consultant will:

- Answer policy questions;
- Consult via telephone and e-mail;
- Provide sample policies;
- Draft policy language and revisions (before board approval) that meet legal requirements and local needs, while ensuring internal consistency within the manual; and
- Prepare drafts for presentation to the board.

Your policy consultant can help identify areas of concern the administration might not have considered, point out inconsistencies or redundancies with other policies in the manual, and help administrators determine what should be addressed by board policy, the appropriate place to code any new policy, and what information, if any, is better suited to administrative regulations.

You can find [your college district's consultant and contact information](#)¹ on the Community College Services website.

Step Two: Is it a Policy or Procedure?

Often a change in college district practice or procedure belongs in a local document, such as the student handbook or the college district's emergency response plan, rather than in board-adopted policy.

Administrative procedures, student and employee handbooks, job descriptions, and practical guidelines detail the "how" of day-to-day college district administration rather than the "what" of board policy. **For more information, see the section on Administrative Regulations.**

To keep your board-adopted policies in their optimal state, avoid duplicating information from administrative documents in policy as much as possible and carefully determine where best to place information for convenient, intuitive, and useful access by those who will need the information.

Step Three: Collaborate to Draft Policy Language

If a change to board-adopted policy is warranted, you will need to draft language for board approval.

Drafting clear, concise, legally viable policy language is both an art and a science. The board and the administration have a vested interest in making sure policy is written in such a way to provide clear guidance to college district constituents for years to come.

To do this requires collaboration between your policy consultant, appropriate administrators, the board, and in the case of legally sensitive policy issues, TASB's dedicated community college counsel or the college district's own legal counsel.

In the case of common or time-sensitive policy issues, TASB Community College Services may have developed samples

that will meet the college district's needs or may be able to draft a sample policy with your college district in mind.

Remember: Collaborate to draft policy language BEFORE it's adopted by your board. A quick call to TASB can save you the trouble of having to find or create this information yourself, and your board can feel confident that it is taking the necessary and appropriate action.

Step Four: Recommend to the Board for Adoption

Formal adoption of college district-initiated policy changes can happen in one of two ways:

- **For the most efficient path to board adoption**, follow the steps above so that your board can be confident that the policy language up for adoption supports the college district's intended practices and has been reviewed by a TASB policy consultant for clarity, consistency, style, and potential legal issues. In this case, **the board can confidently take action to formally adopt.**
- If the policy language has not yet been reviewed or recommended by TASB, the college district's policy consultant may need to follow up with administrators to resolve questions before processing can be completed.

The Board Agenda

The agenda should be sufficiently specific to give notice of the topic that will be discussed and potentially acted on by the board. **Refer to policy BD(LEGAL) and the sample agendas on the Resource page of colleges.tasb.org.**

Step Five: Notify TASB

Once the board has approved a policy change, you will need to let your policy consultant know about the adoption so that TASB Community College Services can update its records and

place your revised policy in *Policy On Line*[®]. Our records of your (LOCAL) policies serve as the basis for the recommendations your policy consultant will make during a TASB Numbered Update. **For more information, see the section on TASB Numbered Updates.**

Your policy consultant will:

- Review each submission for substance and policy style;
- Contact the college district with questions or concerns;
- Determine if legal review is warranted and, if so, send the policy to TASB’s community college counsel, who would then express any concerns through a legal advisory letter;
- Send the hard copy policy to the college district; and
- Request placement of the policy into *Policy On Line*[®].

Because of the high volume of policy changes we review and process throughout the year, and due to other factors, such as updating schedules, there is a processing time from the submission of an adopted policy change until you receive the

official copy for the college district’s manual. Many changes can be processed within a few days, while more complex changes can take up to three weeks. Working with the college district’s policy consultant before board adoption can significantly shorten the processing time. College districts should keep a record of all policy changes and the board minutes showing adoption.

Step Six: Update College District Documents

Once you have received your copy of the Local District Update, you should stamp the bottom of the policy with the adoption date, incorporate the new or revised policy into the college district’s official policy manual, update handbooks or other administrative documents, and maintain an archive of the previously adopted local policy, if any. **For more information, see the section on Maintaining the Historical Record.**

Policy Footer with College District Adoption Date

The example below shows the bottom of (LOCAL) policy DBE. The college district initiated a policy change (LDU), which was adopted by the board on September 5th. Processing by TASB was complete on September 15th. After the college district received the hard copy from TASB, it was stamped with the original adoption date.

DATE ISSUED: 9/15/2016 LDU 2016.07 DBE(LOCAL)-X	ADOPTED: 09/05/16	1 of 1
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The college district’s updated (LOCAL) policies are only as good as their implementation. Make sure policy and practice stay in line by updating handbooks, administrative procedures, and guidelines when affected by a (LOCAL) policy change, and keeping college district constituents informed of changes as needed. **[See the section on Administrative Regulations.]**

TASB Numbered Updates

Directing Review and Adoption of TASB-Initiated Policy Updates

Congress, the Texas Legislature, the U.S. Department of Education, the Texas Higher Education Coordinating Board, and the courts are some of the entities whose decisions can impact your local policy manual.

TASB Community College Services continually monitors changes in the legal landscape and prepares recommended revisions to your policy manual when changes are warranted. New legal requirements and recommended revisions to (LOCAL) policies are provided to you in a numbered update, which may affect several policy codes, or focus on one code or one primary issue.

In most cases, numbered updates (e.g., Update 32) affect both (LEGAL) and (LOCAL) policies:

- New or revised (LEGAL) policies cite current legal requirements. These policies are reviewed by the board, but not adopted. (LEGAL) policies will be published online at the conclusion of the Update for those college districts that subscribe to *Policy On Line*®.
- (LOCAL) policy recommendations require attention and action. These recommendations result from a policy consultant's review of your college district's (LOCAL) policies in conjunction with new laws. These recommendations require board approval before they are officially incorporated into your college district's policy manual. The board may accept the recommendations as provided, or make amendments to the recommended policy language.

Update Resources

Each update comes with resources designed to help administrators prepare update policies for the board's review and adoption. College districts with a localized policy manual through TASB receive an update packet with each update. Those college districts that subscribe to *Policy On Line*® or BoardBook additionally receive an online Local Manual Update packet, or LMU.

Local Manual Updates (LMU)

If your college district subscribes to *Policy On Line*® or BoardBook, you can access the LMU on *myTASB* by clicking on the 'Policy Service Resource Library' (accessible by the college president, the college president's administrative assistant, and the policy contact).

Local Manual Updates include these seven items:

- **Update Packet:** a PDF copy of the update packet, which includes the cover letter, explanatory notes, and all (LEGAL) and (LOCAL) policies in the update. Please note: a (LEGAL) policy comparison PDF containing annotated copies that show the changes between the old and new versions of each policy is published with the *Community College Policy Reference Manual (CCPRM)* on *myTASB*.
- **(LOCAL) Policy Comparison:** for revised (LOCAL) policies, this PDF contains annotated copies that show the changes between the old and new versions of each policy. Please note: brand new policies and deleted policies are not included in the policy comparison PDF.

- **(LOCAL) Policy Comparison:** a zipped archive (*.zip) that contains a Word copy of each revised (LOCAL) policy that shows the changes between the old and new versions of each policy. Please note: brand new policies and deleted policies are not included in the policy comparison zip file.
- **Editable (LOCAL) Policies:** a zipped archive (*.zip) that contains a clean Word copy of each new and revised (LOCAL) policy in the update.
- **Agenda Posting:** a list of the (LOCAL) policy codes, with titles and subtitles, which are subject to board action.
- **Explanatory notes** giving information about why and how the policy text was revised. Explanatory notes also are used to send advisory information.
- **An instruction page** that lists the codes affected by the update and the actions to be taken.

Please note: The LMU is not a permanent archive—once all the policies in a given update have been adopted by the board, TASB will remove the LMU for that update.

UPDATE 32

- [Update Packet \(PDF\)](#)
- [\(LOCAL\) Policy Comparison \(PDF\)](#)
- [\(LOCAL\) Policy Comparison \(Word docs/Zip\)](#)
- [Editable \(LOCAL\) Policy \(Word docs/Zip\)](#)
- [Agenda Posting: \(LOCAL\) Policy List \(Word doc\)](#)
- [Explanatory Notes \(PDF\)](#)
- [Instruction Sheet \(PDF\)](#)

Use the [Policy Adoption Notification Form](#) to advise TASB when to put the policies in this update online.

Your [policy consultant](#) can help draft any changes needed to the (LOCAL) policies included in this update.

Additional Resources:

[How to Use Local Manual Updates](#)
[Adobe Acrobat Tips](#)

Back

Explanatory Notes from a TASB Numbered Update

FD (LEGAL) TUITION AND FEES

Provisions regarding tuition and fees, including waivers, exemptions, and rates, formerly housed at FBB, have been moved to this code. Revisions have been made to this information for clarification and to remove the detail about tuition and fee waivers, including cites to the waivers instead. As mentioned above, FD(EXHIBIT) includes a list, with citations, of exemptions and waiver.

Additionally, text previously found at FN regarding student fees has been relocated to this policy, as this policy focuses on fees as well. Clarifying language to explain the board's power to determine what is considered a student service or an incidental fee has also been added.

FD (LOCAL) TUITION AND FEES

To address the board and college district administration's roles with regard to tuition and fees, as well as applicable refunds, the enclosed policy is recommended.

Steps to Adoption

Depending on the number and type of policies addressed, and on other factors such as timing and local issues, the college district should strive to review and adopt an update as soon as possible to ensure (LEGAL) and (LOCAL) policies are up to date, accurately reflect local practices, and are legally sound.

Adoption can be facilitated by following these steps:

- Distribute pieces of the update packet appropriately.
 - **Administrators and other appropriate faculty and staff review** the (LEGAL) policies and the (LOCAL) policy recommendations.
- Place on agenda.
 - **The board reviews** the (LEGAL) policy changes and the (LOCAL) policy recommendations, including any changes made by administrators.
 - **The board adopts** the (LOCAL) policy changes.
- Notify TASB of adoption.

Administrative Review

Before taking the updated policies to the board for review, administrators and appropriate faculty and staff need to review update materials to understand the rationale for changes and recommendations.

The college president should review the explanatory notes, any new policies, and the annotated (LOCAL) policies found in the

LMU on myTASB, then distribute appropriate policies to appropriate administrators for further review. For example, the business manager might review changes to CAK(LOCAL) regarding the college district's investment practices.

Making Changes

In most cases, the recommendations made by your TASB policy consultant will work well for the college district and can be presented to the board with no additional changes. Occasionally, however, the administration will make additional revisions to the recommended policy text to better match intended college district practices.

When this happens, your policy consultant can offer additional information, answer questions about recommendations, and provide a revised draft, if needed.

The revised draft should replace the draft sent with the update packet when given to the board for review and be noted on the update adoption form when notifying TASB [**see Adoption Notification**].

Note: Individual documents in the LMU can be sent to administrators or board members as e-mail attachments and are compatible with agenda preparation programs such as BoardBook.

Board Review

Once the administration is ready to go to the board with an update, including any additional revisions, refer to the update packet cover letter for appropriate agenda postings and wording for the motion to adopt.

Sample Agenda Posting for a TASB Numbered Update

TASB Community College Services recommends that posting board action on policies be specific enough to advise staff and members of the public of the changes. Policy changes—each addition, deletion, or replacement— should be listed in alphabetical order by policy code, title, and subtitle. Check the cover letter and explanatory notes of the current update for language specific to the changes in that update.

1. Policy Update _____, affecting (LOCAL) policies (see attached list of codes).
 - BBD(LOCAL): BOARD MEMBERS – ORIENTATION AND TRAINING
 - BBI(LOCAL): BOARD MEMBERS – TECHNOLOGY RESOURCES AND ELECTRONIC COMMUNICATIONS
 - CQ(LOCAL): COLLEGE DISTRICT AUXILIARY ENTERPRISES
 - CT(LOCAL): INTELLECTUAL PROPERTY
 - DGA(LOCAL): EMPLOYEE RIGHTS AND PRIVILEGES – FREEDOM OF ASSOCIATION

The **motion to adopt** might look something like this:

“I move that the board add, revise, or delete (LOCAL) policies as recommended by the college president and according to the instruction sheet for TASB policy Update _____ [with the following changes:].”

Adoption Notification

If your college district uses *Policy On Line*®, you'll need to notify TASB of the adoption.

You can e-mail your policy consultant with adoption information or send in the adoption notification form, being sure to note any local changes. You can access this form at: <https://www.tasb.org/apps/PolicyAdmin> by using your myTASB login and clicking the "Notify TASB of Policy Adoption" link.

Be sure to let us know:

- Who you are and how to get in touch with you if we have questions.
- If all previous updates have been adopted.
- If the current update was adopted as presented or with changes.

<p>Update 32 contains (LOCAL) policies that require board action before we can incorporate Update 32 into your college district's <i>Policy On Line</i> manual.</p> <p>Please notify Travis Damron of your policy adoption by faxing this form to 512-467-3618, by e-mailing your notification to pol-support@tasb.org, or by completing the form electronically through <i>Policy On Line</i> Administrator Tools (https://www.tasb.org/apps/PolicyAdmin) using your myTASB login and clicking the "Notify TASB of Policy Adoption" link.</p> <p>299999 A Test College</p> <p>Your Name: <u>Policy Contact</u></p> <p>Your E-mail: <u>policy.contact@atestcollege.edu</u></p> <p style="text-align: center; font-size: small;">We will send a confirmation e-mail when your update is online.</p> <p>Previous Updates</p> <p><input checked="" type="checkbox"/> I confirm that all updates prior to Update 32 have been adopted. (Visit https://www.tasb.org/apps/policyUpdates/index.aspx to see updates pending adoption. Your Local Manual Updates will remain available through myTASB until your college district notifies us of adoption.)</p> <p>Update 32 Adoption Date: _____</p> <p>Status (please check one):</p> <p><input type="checkbox"/> Adopted as presented by TASB—place online immediately</p> <p><input checked="" type="checkbox"/> Adopted with further changes, described below*</p> <p>_____</p> <p><i>See revisions to DEC (LOCAL) as attached.</i></p> <p>_____</p> <p style="font-size: x-small;">* If you have not already sent the changes to the policies listed above to your policy consultant, please attach the policies to this form or e-mail them to your consultant to be processed as a Local District Update. Your policy consultant, Kelly Grab, may contact you about these policies if necessary.</p> <p style="font-size: x-small;">If you have any questions, please contact Travis Damron by phone at 800-580-7529.</p>	<p>Update 32</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Policy On Line® Adoption Notification Form</p>
<p>TASB Policy Service Fax: 512-467-3618</p>	

Incorporation into Manual

Once the update is adopted, follow the directions as TASB recommends on the **Instruction Sheet** to incorporate changes into the college district’s official policy manual.

- **REPLACE** = Remove the policy currently found in your manual and replace it with the updated policy. Remember to archive the former (LOCAL) policy version in your historical file.
- **ADD** = This is a new policy not currently found in your manual. Add the new policy in the appropriate place.
- **DELETE** = This policy is recommended for deletion from the manual or is moving to a new code. Remove it from your policy manual and archive the deleted (LOCAL) policy in your historical file.

DHC	(LEGAL)	Replace policy	Revised policy
DI	(LEGAL)	Replace policy	Revised policy
DIA	(LEGAL)	DELETE policy	See explanatory note
DIA	(LOCAL)	DELETE policy	See explanatory note
DIAA	(LEGAL)	ADD policy	See explanatory note
DIAA	(LOCAL)	ADD policy	See explanatory note
DIAB	(LEGAL)	ADD policy	See explanatory note
DIAB	(LOCAL)	ADD policy	See explanatory note
DM	(LEGAL)	ADD policy	See explanatory note
EBA	(LEGAL)	Replace policy	Revised policy
EBB	(LEGAL)	Replace policy	Revised policy
ECC	(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
EFGD	(LEGAL)	Replace policy	Revised policy
EFCF	(LEGAL)	Replace policy	Revised policy
EGA	(LEGAL)	Replace policy	Revised policy
EGC	(LEGAL)	Replace policy	Revised policy
EI	(LEGAL)	Replace policy	Revised policy
F	(LEGAL)	Replace table of contents	Revised table of contents
FA	(LEGAL)	Replace policy	Revised policy

Administrative Regulations

Ensuring Plans, Procedures, and Regulations Reflect and Implement Policy

Realistically it would be impossible for the board to govern and implement the work of the college district. Implementation, or in this case, educating students and managing college district operations, is a full-time job...or several full-time jobs.

These plans, procedures, programs, regulations, and systems are collectively referred to as “administrative regulations” or “administrative procedures” and, like policy recommendations, they are the responsibility of the administrative staff.

The Need for Written Regulations

Written regulations ensure everyone is aware of the rules, guidelines, and procedures under which the college district operates and further ensures consistency across campuses and departments.

Additionally, with the growth of accountability, reporting, and the related auditing, it has become increasingly necessary for administrators to document the **HOW** of college district operations.

Enforcing Regulations

Boards and administrators often wonder if college district regulations, including employee and student handbooks, are enforceable if the board does not take action to adopt or approve them. **Indeed, they are!** So long as administrative regulations are not in conflict with college district policy, they are enforceable.

More importantly, if the board adopts administrative regulations, they become the law of the college district, which means that no changes can be made except at a properly held board meeting. This could unintentionally lead to “painting yourself into a corner” and render administrators actually less able to enforce the rules necessary to effectively manage the college district. **For this reason, the board should not adopt such administrative documents. For more information, see policy BH.**

To keep the board informed about changes in these documents, many college districts add an information item to the monthly board meeting agenda prompting the college president and board to discuss any important administrative changes. This acts as a reminder for busy boards and college presidents to discuss key administrative regulations.

Policy = **What**
Administrative Regulations = **How**

The board is responsible for deciding WHAT will happen in the college district.

This is usually accomplished by board action, including the adoption of (LOCAL) policies. Then, for the most part, the board delegates the responsibility for making policy happen, or implementation, to the college president.

TUITION AND FEES	FD (LOCAL)
WAIVERS	<p>Upon recommendation by the College President, tuition and fees shall be set annually by the Board and shall be published in the College District catalog and other appropriate publications.</p> <p>The College District shall publish in the College District catalog and other appropriate publications:</p> <ol style="list-style-type: none"> 1. The tuition and fee waivers the College District is required by law to grant; and 2. Any legally authorized tuition and fee waiver adopted by the Board.
<p>COLLECTION OF TUITION AND FEES</p> <p>INSTALLMENT PAYMENTS COLLECTION PROCEDURES</p>	<p>The Board may adopt an installment payment plan in accordance with state law.</p> <p>The College President is authorized to develop procedures for the collection of tuition and fees.</p>
REFUND POLICY	<p>The College District shall refund tuition and fees for courses from which the students drop or withdraw in accordance with law and related provisions adopted by the Board and published in the College District catalog and in any other appropriate College District publication. Tuition and fees paid directly to the institution by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student.</p>

Administrators document HOW things happen.

Administrative regulations implement and provide details related to board policy and serve as directives to staff, students, etc. In application, administrative regulations come in the form of flow charts, forms, reports, guidelines, procedures, and handbooks.

TUITION AND FEES	FD (REGULATION)
PAYMENT METHOD	<p>Tuition and fees are due upon registration for classes. Failure to submit payment by the tuition deadline will result in removal from classes.</p> <p>The College District accepts cash, checks, credit cards (American Express, Discover, Mastercard, and Visa), U.S. money orders, and cashier checks drawn from U.S. banks.</p>
PAY ONLINE	<p>An individual may make a payment online with a credit or debit card (as above) or e-check.</p>

Administrative regulations are reviewed, but not adopted, by the board [see policy BH].

Maintaining the Historical File

Keeping the (LOCAL) Policy Record

The historical file, or historical record, is an archive of only (LOCAL) policies in a college district's board policy manual. Because of data and storage limitations, TASB is unable to maintain a historical record of each college district's policy manual. The historical record must be maintained locally.

Why Do We Need an Archive?

If a court or another governmental authority requires the college district to produce the (LOCAL) policy that was in force as of a certain date, your historical file will be the only source for that information. A college district must also comply with record retention requirements under the Local Government Records Act. Retention periods will depend on the college district's record control schedule. Most college districts have adopted a record control schedule that complies with the Texas State Library and Archives Commission (TSLAC) retention schedules [see CIA]. TSLAC Retention Schedule GR addresses several policy-related documents, such as (LEGAL) and (LOCAL) policies and administrative regulations.

What Should the Archive Files Contain?

Your archive should include copies of (LOCAL) policies that have been deleted or replaced as a result of a college district-initiated Local District Update or by a TASB-initiated Numbered Update. If the college district has adopted a record control schedule that complies with the TSLAC schedules, (LOCAL)

policies are classified as GR1000-05 (Ordinances, Orders, and Resolutions), with a permanent retention period.

The (LEGAL) policies that are deleted or replaced have a different retention period than (LOCAL) policies, because the (LEGAL) policies are not adopted by the board. If the college district has adopted a record control schedule that complies with the TSLAC schedules, then the following retention periods are applicable. Upon receiving a new or revised (LEGAL) policy from TASB, the (LEGAL) policy is classified on the TSLAC retention schedule as GR1000-26c (Correspondence, Internal Memoranda, and Subject Files), which requires a college district to keep the policy only as long as it is administratively valuable to the college district. Please note however, that many college districts include copies of the (LEGAL) policies in board packets for board review. Once included in a board packet, the (LEGAL) policies are subject to retention under GR1000-3g (Minutes), with a two-year retention period.

How Do I Know How to File a Policy?

When a (LOCAL) policy is adopted, the adoption date should be written or stamped at the bottom of the last page of the policy, under the printed word "ADOPTED." Without this information on the policy, the only recourse would be a search of board minutes.

The TASB's computer operating system supplies the DATE ISSUED; it simply means the date on which the text on the page was finalized in our computer system. This date serves a different purpose and will always be different from the adopted date. The date issued will be after the adoption date in the case of a college district-initiated change (LDU). The date issued will be earlier than the adoption date in the case of a TASB-initiated change at a numbered update.

Record Keeping: TASB Numbered Update

The date issued was set by TASB during an update prior to board adoption.

DATE ISSUED: 3/18/2016 UPDATE 31 DH(LOCAL)-X	ADOPTED: 03/31/16
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The date the board adopted the policy as reflected in board minutes.

What Should the Files Look Like?

The physical organization of your historical file will depend on whether you have shelf space, file drawer space, or the equipment necessary to maintain files electronically. For ease of filing, and retrieving the policies from the file, most college districts file the (LOCAL) policies in alphabetical order by code, with changes filed chronologically within each code.

Here are two common configurations for physical files:

- If you have file drawer space, you might keep a separate file for each policy code.

For instance, all changes to policy code DEC(LOCAL) would be filed chronologically within a file folder labeled "DEC." When looking to find the version of DEC(LOCAL) in place in April of 2012, you would need only to locate the "DEC" file and find the policy dated April 2012 or earlier.

- With shelf space, you might file the policies in alphabetical order in binders similar to the policy manual.

As with the example above, simply go to the binder that contains the code in question and find the policy governing at the correct time.

What About Electronic Archives?

Creating electronic archives can make locating policy changes very simple. Computerized folders can be organized just like the physical ones, with folders labeled for sections of the policy manual and file names standardized for easy searching (e.g., "DEC(LOCAL) adopted 7.15.2017").

However, electronic agenda preparation programs, such as BoardBook, **are not meant for use as the college district's archive of record** and may only house archives for a limited number of years. For this reason, if the college district chooses

to maintain archives electronically, the college district's policy contact will need to manage this task and ensure a backup is made regularly.

Also note that if the college district does not intend to keep a physical archive in addition to the electronic archive, **the college district must comply with the Texas State Library and Archives Commission requirements for electronic storage of documents.**

For more information on creating and maintaining searchable electronic records, refer to the [Texas State Library and Archives Commission Bulletin B: Electronic Records Standards and Procedures](#).



Resources

Tools to Help

TASB Community College Services has compiled a number of resources to guide the college district through complex issues of policy and procedure, some of which are available to the public and some of which are available to a more limited audience through *myTASB*.

Resources Available to All

The Community College Services website, available at colleges.tasb.org, houses a great deal of general policy information, current news, information about upcoming numbered updates, and links to outside sources that may be of interest. Follow us on Twitter [@tasbcolleges](https://twitter.com/tasbcolleges) for timely information and links to our updated resource page.

Additionally, college districts can find the name and contact information for their assigned policy consultant.

Resources Available On myTASB

A college district may designate up to ten individuals, including the policy contact, to receive a *myTASB* account with access to the Policy Service Resource Library and the *Community College Policy Reference Manual (CCPRM)*.

The Policy Service Resource Library contains:

- A link to the college district's Local Manual Update (LMU), which is only available for the policy contact.
- *Policy On Line*® Administrator Tools for the policy contact, including links to notify TASB of adoptions and to contact your policy consultant.
- A link to the *CCPRM*, which contains all legally referenced material relevant to a given topic. A (LEGAL) policy comparison PDF containing annotated copies that show the changes between the old and new versions of each policy is also available.

The screenshot shows the myTASB Policy Service Resource Library website. The header includes the myTASB logo and the title 'Policy Service Resource Library'. A navigation menu on the left lists 'Home', 'Community College Policy Reference Manual', and 'Local Manual Updates', with the latter two items circled in red. The main content area features a 'Welcome to the Policy Service Resource Library' heading and a paragraph explaining the library's purpose and contact information. A 'myTASB login' box is located in the top right corner, containing fields for 'User ID' and 'Password', a 'Request Access' link, and a 'Log On' button. The footer contains contact information for TASB Policy Service and copyright notices.

Resources for Keeping Current

Community College Services offers several resources to facilitate both annual and ongoing policy maintenance to keep the college district's manual current.

Ongoing maintenance requires timely action on TASB-initiated **Numbered Updates**. Numbered updates should be acted on by the board within two to three months of receiving the update to ensure the college district's manual accurately reflects current legal requirements.

Annually, usually at the end of each academic year, the college district should **review administrative procedures**. Administrators should review policy changes from the previous year and ensure all administrative regulations and procedures have been updated to reflect changes.

Legal Advice

Decision makers at TASB member college districts get unlimited and confidential access to dedicated community college attorneys who can provide legal advice by phone at 800-580-1488, at no additional charge to the college.

Training Opportunities

TASB's dedicated community college attorneys offer trainings, workshops, and webinars for the board and/or college administrators on a variety of topics, including governance, business, personnel, and student issues. To schedule an in-service or find out more, call 800-580-1488 or e-mail colleges@tasb.org.

Glossary

Adoption date—the date on which the board adopted a local policy. Once a policy change has been processed by TASB and mailed to the college district, the adoption date is stamped or written on the last page of the policy in the appropriate spot and used for historical purposes.

Community College Policy Reference Manual (CCPRM)—an extensive and authoritative compilation of state and federal law, case law, governmental regulations, attorney general opinions, and Texas Higher Education Coordinating Board commissioner's decisions. It is the single best source of legal information affecting local governance of public education. The CCPRM is updated regularly and is made available in the Policy Service Resource Library on *myTASB*.

Explanatory notes—a code-by-code explanation, accompanying each numbered update (Update 32, for example), of the changes made to each (LEGAL) policy and the changes recommended to each (LOCAL) policy included in the update.

Historical file—an archive of (LOCAL) policy changes maintained at the college district. Historical files should be maintained chronologically by code.

Issue date—found at the bottom of a policy, the date on which the policy was issued by TASB. In some cases the issue date will occur before the adoption date and in some cases, it will occur after. In either case, these two dates serve different purposes.

LDU (Local District Update)—the name applied to a policy change initiated by the local college district and sent to TASB for processing. LDUs are reviewed for content by the college district's policy consultant, editorially reviewed by our production staff, and processed in our system. If warranted, the

LDU will be sent for legal review by TASB's community college counsel.

Legal advisory letter—a letter sent from TASB's community college counsel in reference to a recent policy change. Legal advisory letters provide a valuable service to subscribers by advising of any potential legal risks inherent in certain policy choices.

(LEGAL) policies—legally cited provisions compiled by TASB Community College Services and housed in the college district's policy manual for convenience. (LEGAL) policies are not adopted by the board and should be read alongside corresponding (LOCAL) policies, though not every code includes both a (LEGAL) and a (LOCAL) policy.

LMU (Local Manual Update)—for *Policy On Line*[®] college districts, a convenient online compilation of the materials included in the numbered update packet. The LMU can be found through the college district's *myTASB* portal.

(LOCAL) policies—board-adopted local mandates housed in the college district's local policy manual. (LOCAL) policies should be read alongside corresponding (LEGAL) policies, though not every code includes both a (LEGAL) and a (LOCAL) policy.

(LOCAL) policy versions—a letter combination noted alongside the policy code (i.e., FD(LOCAL)-AJC). Any letter combination other than an X denotes policy text developed by TASB, whereas an X denotes policy text that is in whole or in part unique to the local college district.

myTASB—the college district's portal to the tasb.org controlled access resources, such as the *Community College Policy Reference Manual* and *Local Manual Update*. *myTASB* can be accessed by ten college district employees identified by each

college district, including the college president and the college district's policy contact.

Numbered update—changes to (LEGAL) policies and recommended changes to (LOCAL) policies made necessary by recent changes in the legal context. Numbered updates are issued two times each year.

Policy contact—a college district employee assigned to liaison with TASB Community College Services to facilitate policy changes and maintenance of the college district's policy manual.

Policy On Line[®]—an online interface for accessing the college district's local policy manual.

(REGULATION)—a written administrative document, such as local guidelines and handbooks, meant to implement the requirements of law and board policy, subject to board review but not formal approval, and generally housed locally rather than in the college district's policy manual.

Update packet—a packet mailed to the college district containing all the necessary information for the college district to understand and take action on a TASB numbered update.

¹ Policy Consultants by Community College:
<https://www.tasb.org/services/community-college-services/contact-us/policy-consultants-by-college.aspx>