



The Guide to Policy Management for *CCPRM* Subscribers

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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.

Navigating the Guide

This guide provides an overview of the contents of the *Community College Policy Reference Manual*, general information about local policy development, and outlines the role of administrative regulations in implementing legal requirements and locally adopted board policy.



Policy 101

Policy Basics

The Community College Policy Reference Manual

TASB Community College Services compiles the *Community College Policy Reference Manual (CCPRM)* to provide the legal framework for key areas of college district operations.

The policy reference manual is divided into the following sections:

- 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 from the F section of the *CCPRM* pertaining to students.

The *CCPRM* includes legal policies which summarize the law and contain citations to the statutes, rules, and case law governing a particular topic; and are **not adopted by the board**. The *CCPRM* serves as a reference document only and does not substitute for a locally developed policy manual.

SECTION F: STUDENTS

FA	EQUAL EDUCATIONAL OPPORTUNITY
FAA	Service Animals
FB	ADMISSIONS
FBA	Transfers
FC	ATTENDANCE
FCA	Withdrawal
FD	TUITION AND FEES
FDA	Residency
FE	FINANCING EDUCATION
FEA	Financial Aid and Scholarships
FEB	Work Study
FF	STUDENT WELFARE
FFA	Wellness and Health Services
FFAA	Immunizations
FFAB	Medical Treatment

TASB Numbered Updates

Updates to the CCPRM

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 numbered updates (e.g., Update 32) with new or revised (LEGAL) policies that cite current legal requirements.

The Update Packet

Each update packet contains information and guidance to aid the college district in understanding the update changes, including:

- **A cover letter** noting highlights of the update.
- **An instruction page** providing specific instructions on which policies have been revised, added, or deleted at this update.
- **Explanatory notes** summarizing and pointing out changes occurring within each policy.
- **(LEGAL) Policy Comparison:** for revised (LEGAL) 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. Please note: the annotated (LEGAL) policy comparison is only available on *myTASB*.

Sample Explanatory Notes from a TASB Numbered Update

CIA (LEGAL) EQUIPMENT AND SUPPLIES MANAGEMENT
RECORDS MANAGEMENT

We have added provisions to this legally referenced policy on records management describing the disclosure and retention requirements for records administrators under Chapter 176 of the Local Government Code as modified by HB 23.

CIB (LEGAL) EQUIPMENT AND SUPPLIES MANAGEMENT
DISPOSAL OF PROPERTY

Provisions from HB 473 prohibit a college district from selling or transferring a marked patrol car or other law enforcement vehicle to the public unless the college district removes any equipment or insignia that could mislead a reasonable person to believe that the vehicle is a law enforcement motor vehicle. The bill also prohibits such sales to a security services contractor who is regulated by the Texas Department of Public Safety, unless the college district removes each emblem or insignia that identifies the vehicle as a law enforcement motor vehicle. See SALE OR TRANSFER OF LAW ENFORCEMENT VEHICLE.

Local Policy Development

Board Policy Manual

The board's 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.

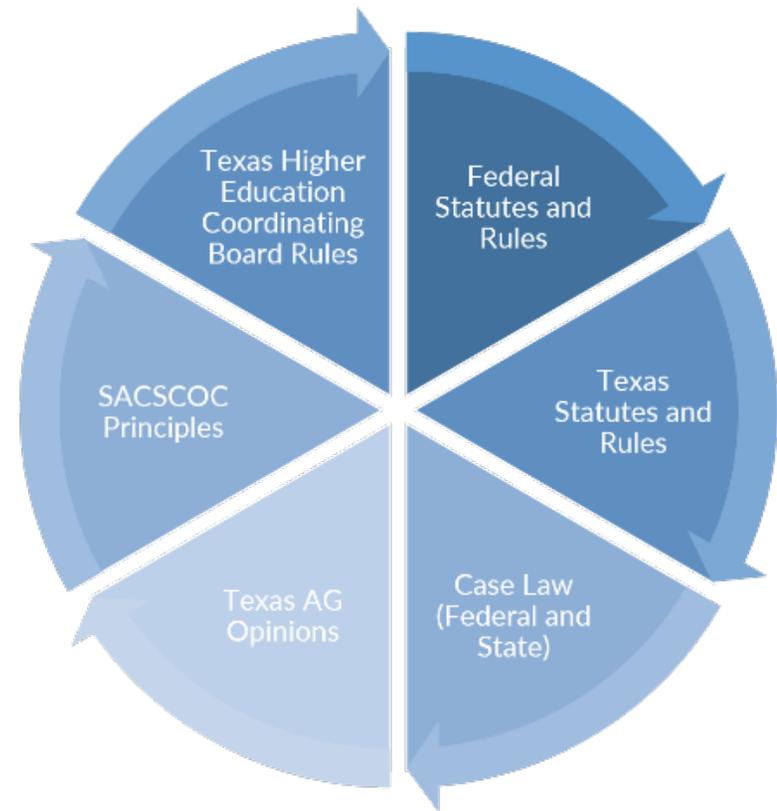
For this reason, the policy manual serves as a broad foundation on which to base important college district decisions and build the administrative regulations and procedures needed to manage the day-to-day operations of the college district.

The 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. Locally developed 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 may be needed to respond to federal and state law, Texas Higher Education Coordinating Board and other agency rules, best practices, and local community values.

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 several full-time jobs.

A regulation is an administrative document put in place to implement policy. These plans, procedures, programs, regulations, and systems are collectively referred to as “administrative regulations” or “administrative procedures” and, like local policy recommendations, they are the responsibility of the administrative staff. Regulations are reviewed, but not adopted, by the board. TASB Community College Services generally does not recommend regulations be placed in the policy manual for this reason.

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.**

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**

Maintaining the Historical File

Keeping the Local Policy Record

The historical file, or historical record, is an archive of local policies in a college district's board policy manual.

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. Information on retention of policy documents can be found on the Texas State Library and Archives Commission website, available at tsl.texas.gov.

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 TASB 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.

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.

The screenshot shows the myTASB website interface. At the top left is the myTASB logo. Below it is the 'Policy Service Resource Library' header. A navigation menu on the left contains 'Home' and 'Community College Policy Reference Manual', with the latter circled in red. The main content area features a 'Welcome to the Policy Service Resource Library' heading and a paragraph of text: 'The tools and publications in this library are produced for members of TASB Policy Service—school districts, community colleges, education service centers—and for other educational organizations that subscribe to Policy Service's publications. If you have questions about using or accessing the *Policy Service Resource Library*, please contact TASB Policy Service by [e-mail](#) or by telephone at 800-580-7529 or 512-467-0222.' Below this is contact information: 'P.O. Box 400, Austin, Texas 78767-0400 • 512-467-0222' and 'Copyright 1995-2016 Texas Association of School Boards, Inc. All Rights Reserved. [Privacy Policy](#). [Terms & Conditions of Use](#). [Disclaimer](#).' On the right side, there is a 'myTASB login' box with fields for 'User ID:' and 'Password:', a 'Request Access' link, and a 'Log On' button. A '+A -A' accessibility icon is also present.

Resources Available On myTASB

A *Community College Policy Reference Manual (CCPRM)* subscriber may designate up to ten individuals to receive a myTASB account with access to the Policy Service Resource Library.

The Policy Service Resource Library contains a link to the *CCPRM*, which contains all legally referenced material relevant to a given topic.

TASB Community College Services Resources

CCPRM subscribers may elect to localize their policy manuals with TASB. With this service you will get unlimited consulting by phone and e-mail from a policy consultant assigned to your college district. Your college district's policy consultant will:

- Visit your college for initial localization of your manual and ongoing policy review sessions;
- Answer policy questions based on your college's local practice and knowledge of practices across the state;
- Provide expert feedback on your college's current or proposed draft policies;
- Create draft policies for board consideration;
- Maintain your manual with legal updates and local revisions; and
- Provide training on board governance and policy maintenance.

For more information about manual localization, contact us at 800-580-1488 or colleges@tasb.org.

Glossary

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

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

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

Community College Policy Reference Manual (CCPRM)—an extensive and authoritative compilation of state and federal law, case law, governmental regulations, attorney general opinions, and 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.