

Explanatory Notes

Community College Localized Policy Manual Update 51

Frank Phillips College

ATTN(NOTE)

GENERAL INFORMATION ABOUT THIS UPDATE

Revisions to legal frameworks incorporate clarification of existing materials and new materials arising from the 89th Regular Legislative Session, as well as amendments to state rules.

References to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 89th Regular Legislative Session. All referenced bills have already gone into effect unless otherwise noted.

AF(LEGAL)

INSTITUTIONAL EFFECTIVENESS

At Complaints, a link has been added to the complaint forms available on the Coordinating Board's Office of the Ombudsman website.

AFA(LEGAL)

INSTITUTIONAL EFFECTIVENESS: PERFORMANCE AND INSTITUTION REPORTS

At Credential Reporting, revisions to this legal framework incorporate amendments to Coordinating Board rules requiring a community college to report all credentials conferred to a student.

Additional revisions are for clarity and incorporate the repeal and adoption of Coordinating Board rules addressing the publication and provision of information related to the Cost of Attendance at a community college.

BBB(LEGAL)

BOARD MEMBERS: ELECTIONS

At General Election Dates, revisions clarify that a community college no longer has the authority to change its election date under SB 1494. A college may only change its election date to another uniform election date when permitted by law.

BBBC(LEGAL)

ELECTIONS: REPORTING CAMPAIGN FUNDS

Recommended revisions incorporate requirements from the Election Code and Texas Ethics Commission rules related to campaign finance reporting, including requirements addressing a Campaign Treasurer Appointment, Termination of Campaign Treasurer Appointment, Contributions and Expenditures, and the filing authority for Reports.

BBC(LOCAL)

BOARD MEMBERS: VACANCIES AND REMOVAL FROM OFFICE

This new recommended local policy addresses the process for filling a board vacancy in an at-large position. Existing law requires the board to appoint an individual to fill the vacancy or call a special election, with certain exceptions. The policy provides Appointment Procedures, including procedures addressing a Call for Applications, Review of Applications, and Selection of an applicant, and clarifies an appointed board member's Duration of Appointment.

BBFA(LEGAL)

ETHICS: CONFLICT OF INTEREST DISCLOSURES

At Conflicts Disclosure Statement, recommended revisions incorporate a cross reference to provisions in CIA that describe the duties of a records administrator related to the maintenance and availability of certain records.

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BGC(LOCAL)

ADMINISTRATIVE ORGANIZATION: COUNCILS AND FACULTY SENATES

Recommended revisions clarify a provision addressing the appointment of a faculty senate member from the academic unit, at Membership, and when a faculty senate must post Notice of a faculty senate meeting.

BI(LEGAL)

REPORTS

The list has been amended to update a citation to incorporate Coordinating Board rules adopted for fiscal year 2026 related to a shared services report.

Additional revisions incorporate amendments from the Department of Information Resources (DIR).

The submission of a list of core curriculum courses to the Coordinating Board has been added to incorporate newly adopted Coordinating Board requirements.

SB 37 requires a certification of compliance with general education review requirements to be submitted to the Coordinating Board and relevant legislative committees and subcommittees.

CAAA(LEGAL)

STATE AND FEDERAL REVENUE SOURCES: STATE

Revisions have been made to incorporate new Coordinating Board rules related to the administration of the community college finance system for fiscal year 2026.

CAD(LEGAL)

APPROPRIATIONS AND REVENUE SOURCES: BOND ISSUES

Links have been added to reference guidance documents from the Securities Exchange Commission and the Bond, Tax, and Project Database.

Additional revisions have been made for clarity.

CAI(LEGAL)

APPROPRIATIONS AND REVENUE SOURCES: AD VALOREM TAXES

SB 1023 requires a community college to include a link to a document that evidences the accuracy of each entry on the comptroller's tax rate Calculation Forms when using the forms for certain purposes. A link to the forms was added

At Debt Rate, SB 1453 addresses the procedures for a community college to approve certain debt rates.

HB 30 repeals provisions allowing an Exception for disasters to the requirement that an election be held if a community college adopts a tax rate that exceeds the voter-approval tax rate.

CAIA(LEGAL)

AD VALOREM TAXES: EXEMPTIONS AND PAYMENTS

Revisions incorporate a reference to Tax Code rules related to the application for a homestead exemption.

At Surviving Spouse of Qualified Veteran, HB 2508 implements the constitutional amendment passed in the November 4, 2025, election that created a property tax exemption for the residence homestead of a surviving spouse of certain U.S. armed services veterans.

HB 2742 shifts the delinquency deadline for the Split Payment of property taxes if a taxing unit mails its tax bills after a certain date.

CGFA(LEGAL)

SECURITY PERSONNEL: COMMISSIONED PEACE OFFICERS

Revisions incorporate amended rules from the Texas Commission on Law Enforcement (TCOLE) related to Agency Chief Administrator Responsibilities.

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CIA(LEGAL)

EQUIPMENT AND SUPPLIES MANAGEMENT: RECORDS MANAGEMENT

Recommended revisions incorporate the repeal and redesignation of rules related to records Retention Schedules.

CRA(LEGAL)

TECHNOLOGY RESOURCES: WEBSITE POSTINGS

The list of Required Internet Postings has been updated to incorporate the repeal and replacement of Coordinating Board rules related to cost of attendance as well as Coordinating Board rules amended to address the minimum requirements to be accepted as a transfer student.

Additional revisions are for clarity.

CS(LEGAL)

INFORMATION SECURITY

Language related to the Information Security Assessment and Data Maturity Assessment has been removed to incorporate amendments from DIR intended to implement HB 1500, which eliminated the information security components of the assessments that were relevant to the colleges.

CS(LOCAL)

INFORMATION SECURITY

Revisions to this local policy at Information Security Assessment incorporate amendments to rules from DIR intended to implement HB 1500, which eliminated the information security components of the assessments that were relevant to community colleges.

DBA(LEGAL)

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CREDENTIALS AND RECORDS

Revisions incorporate recently amended TCOLE rules addressing the Responsibilities of an Agency Chief Administrator related to personnel files.

A Note has been added to include a link to TCOLE forms and model policies.

DBB(LEGAL)

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES

Revisions incorporate recently amended TCOLE rules addressing the Responsibilities of an Agency Chief Administrator related to medical, psychological, and fit-for-duty examinations.

A Note has been added to include a link to TCOLE forms and model policies.

DC(LEGAL)

EMPLOYMENT PRACTICES

A Note has been added to include a link to TCOLE forms and model policies.

DH(LEGAL)

EMPLOYEE STANDARDS OF CONDUCT

Revisions incorporate recently amended TCOLE rules addressing the Responsibilities of an Agency Chief Administrator related to misconduct by law enforcement personnel.

A Note has been added to include a link to TCOLE forms and model policies.

EFAA(LEGAL)

INSTRUCTIONAL PROGRAMS AND COURSES: ACADEMIC COURSES

Revisions incorporate amendments to Coordinating Board rules related to a Core Curriculum and a Curriculum Review to ensure compliance with SB 37, including an Evaluation of Core Curricula and required report, as well as an Annual Submission of core curriculum courses to the Coordinating Board.

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Additional revisions are for clarity and to address the repeal of Coordinating Rules related to the fall 2014 implementation of the Texas Core Curriculum.

EFB(LEGAL) CURRICULUM DESIGN: DEGREES AND CERTIFICATES

At Definitions, citations have been updated to reflect amendments to Coordinating Board rules.

At Program Planning, revisions incorporate the recently adopted Coordinating Board requirement that the proposed location of a new degree plan be included in the planning notification.

Revisions incorporate amendments to Coordinating Board rules clarifying the Criteria for Approval of a proposed certificate or degree program.

At Reporting, a reference to a specific reporting manual has been removed to address an amendment to the Coordinating Board rules.

EFBA(LEGAL) DEGREES AND CERTIFICATES: ASSOCIATE DEGREES AND CERTIFICATES

At Definitions, citations have been updated to address amendments to Coordinating Board rules.

EFBB(LEGAL) DEGREES AND CERTIFICATES: BACCALAUREATE DEGREES

At Definitions, a citation has been updated to address amendments to Coordinating Board rules.

EFCA(LEGAL) SPECIAL PROGRAMS: STUDENTS WITH DISABILITIES

At Accommodations to Core Curriculum, revisions incorporate amendments to Coordinating Board rules intended to ensure compliance with SB 37.

EGA(LEGAL) ACADEMIC ACHIEVEMENT: GRADING AND CREDIT

Revisions at Transfers from Out-of-State address Coordinating Board amendments implementing SB 37.

At Transfer Dispute Resolution, revisions incorporate Coordinating Board amendments intended to clarify the procedures to address an unresolved transfer dispute.

EI(LEGAL) TESTING PROGRAMS

Recommended revisions reflect Coordinating Board amendments clarifying the requirements for certain emergency medical technicians, fire protection personnel, and peace officers to qualify for Exceptions to requirements of the Texas Success Initiative.

FB(LEGAL) ADMISSIONS

Language has been added to reflect the recently adopted Coordinating Board requirement that a community college post on its website the minimum requirements for Transfer Students to be accepted to attend the college.

FB(LOCAL) ADMISSIONS

Recommended revisions clarify that a college may not award credits for courses that are disregarded for admissions purposes under the Academic Fresh Start program.

FD(LEGAL) TUITION AND FEES

Citations at Nonresident Tuition and Withdrawal for Military Service have been updated to reflect the repeal of superseded Coordinating Board rules related to tuition for certain students.

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At Refunds and Adjustments of Tuition and Fees, language has been updated to reflect the repeal and replacement of Coordinating Board rules related to the tuition and mandatory fee refund schedule used by community colleges.

Additional changes are for clarity.

FDA(LEGAL) TUITION AND FEES: RESIDENCY

Revisions throughout this legal framework incorporate the repeal and replacement of Coordinating Board rules related to the determination of resident status intended to provide clarity, codify current practices, and incorporate a court order addressing eligibility for resident tuition.

FDA(LOCAL) TUITION AND FEES: RESIDENCY

The title of the Residence Status Determination Official has been updated to reflect newly adopted Coordinating Board rules related to residency determinations.

FEA(LEGAL) FINANCING EDUCATION: FINANCIAL AID AND SCHOLARSHIPS

At Timely Distribution of Funds, language has been updated to reflect amendments to Coordinating Rules intended to align provisions with changes in federal law and other Coordinating Board rules.

A link to the Coordinating Board's Financial Aid Displacement Advisory has been added at Financial Aid Displacement Information.

Additional recommended revisions incorporate the repeal and replacement of Coordinating Board rules clarifying requirements related to a community college's Required Loan Debt Disclosure.

FFAA(LEGAL) WELLNESS AND HEALTH SERVICES: IMMUNIZATIONS

A link to the form for the affidavit required to claim an exclusion to vaccine requirements for Reasons of Conscience has been added.

Revisions throughout this legal framework incorporate the repeal and replacement of rules concerning vaccine requirements for Bacterial Meningitis.

FLBE(LEGAL) STUDENT CONDUCT: ALCOHOL AND DRUG USE

HB 3062 requires a community college to provide students research-based instruction on Fentanyl Prevention and Drug Poisoning Awareness.

GCA(LEGAL) PUBLIC INFORMATION PROGRAM: ACCESS TO INFORMATION

Language related to the Data Governance Assessment has been removed to incorporate amendments to DIR rules.

GK(LEGAL) RELATIONS WITH EDUCATIONAL ACCREDITATION AGENCIES

Language has been added to incorporate the adoption of Coordinating Board rules requiring a community college to notify the Coordinating Board of a Change in Accreditation Status.