

INTRODUCTION

The draft policies in this manual are provided for review. The Alamo Colleges Board has charged the Chancellor with converting current Alamo Colleges policies for migration away from the current TASB policy format, classification system, and naming convention. At the same time we're moving procedural material from policies to administrative procedures, updating existing procedures, and developing a searchable online policy/procedure database.

The Alamo Colleges engaged the firm of Feldman, Rogers, Morris & Grover, LLP, to assist in the conversion by providing drafts of converted policies in the desired format. The firm provided draft converted policies and procedures based on the current policy manual, and in some cases they also submitted proposed new policies that address topics not covered by current policy. The drafts were then reviewed and revised as appropriate by Alamo Colleges subject matter experts, Legal Services, and the Ethics and Compliance Office.

The Board has instructed that current policies not be substantively changed during this conversion project. Accordingly, each current policy has been moved to a draft policy or procedure (procedural material has been moved to procedures, leaving the policies as concise statements of position). To facilitate the conversion some minor updates to the current policies have been proposed. Examples of proposed updates include consolidation of similar policies, updating of language, and other minor changes. The current policies are marked to show all proposed updates before being moved to the draft policy or procedure.

The draft policies will ultimately be submitted to the Policy and Long-Range Planning Committee and the Board for consideration for adoption. Although procedures are not adopted by the Board, some procedures are included in the review material (1) to show procedural language moved from current policy to draft procedure; or (2) to provide a more complete overview of the topic (some of the draft procedures are codifications and consolidations of current procedures, which will now be available to provide district-wide online guidance).

This conversion from the TASB format, classification system and naming convention will provide greater flexibility in developing, revising, naming and classifying policies; and shorter turnaround time for online posting of new policies and policy revisions. In addition, users will be able to access policies and related procedures together at one searchable internet site.

Please see the Instruction Sheet in this manual for detailed guidance on using this manual.