



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.06.04

TEXAS EXECUTIVE ORDER GA-48 COMPLIANCE POLICY

I. AUTHORITY

This interim policy is adopted by the El Paso County Community College District (EPCC) Board of Trustees, pursuant to Texas Executive Order No. GA-48, *Relating to the Hardening of State Government*, filed with the Office of the Secretary of State on November 19, 2024. The policy shall be interpreted and applied in conformity with all applicable federal and state laws, regulations, and institutional requirements governing EPCC and its employees, pending adoption of applicable policy(ies) from the Texas Association of School Boards (TASB).

II. PURPOSE

To implement the requirements of Texas Executive Order No. GA-48, *Relating to the Hardening of State Government*.

III. DEFINITIONS

- A. “**Associated Entity**” means any organization, group, or individual acting on behalf of or closely affiliated with a Foreign Adversary. This includes government agents and agencies, state-owned enterprises, research institutes, and other organizations.
- B. “**Critical Infrastructure**” means “[s]ystems including communications, cybersecurity, IT, electric grids, water treatment, and hazardous waste systems.” *See*, Business & Commerce Code § 117.001(2).
- C. “**Foreign Adversaries**” means those “foreign governments or foreign non-government persons” specified on the U.S. Department of Commerce’s list under [15 C.F.R. § 791.4\(a\)](#), including:
1. The People's Republic of China, including the Hong Kong Special Administrative Region and the Macau Special Administrative Region (China);
 2. Republic of Cuba (Cuba);
 3. Islamic Republic of Iran (Iran);
 4. Democratic People's Republic of Korea (North Korea);
 5. Russian Federation (Russia); and
 6. Venezuelan politician Nicolás Maduro (Maduro Regime).
- See*, 15 C.F.R. § 791.4.
- D. “**Foreign Talent Program**” means recruitment programs sponsored by a foreign adversary to attract individuals often, but not exclusively, with incentive(s). (e.g., “the PRC’s Thousand Talents Program”). *See*, Texas Executive Order No. GA-48, *Relating to the Hardening of State Government*, p. 4 ¶ 7.
- E. “**Gift**” means anything received without providing compensation in return. This includes, but is not limited to, tangible items (e.g., equipment, supplies, materials, services, travel reimbursements, hospitality, etc.) and intangible items (e.g., discounts, loans, preferential treatment, professional

opportunities, memberships, entertainment, access to events, use of facilities, promises of future benefits, etc.).

- F. **“Personal Travel”** means, travel for non-institutional reasons (e.g., holidays, vacation, family visits, etc.).
- G. **“Professional (Official) Travel”** means travel conducted to fulfill institutional duties (e.g., conferences, research, collaboration, etc.)

IV. CONTRACTING & PROCUREMENT

- A. **Certification Requirement:** Vendors bidding or contracting must certify that neither they nor their holding or subsidiary entities are:
 - 1. **Listed** in [Section 889 of the 2019 National Defense Authorization Act](#) (NDAA); or
 - 2. **Listed** in [Section 1260H of the 2021 NDAA](#); or
 - 3. **Owned, in whole or in part**, by the government of a country designated as a Foreign Adversary under the U.S. Department of Commerce’s list at [15 C.F.R. § 791.4\(a\)](#); or
 - 4. **Controlled or subject to direction** by any governing, regulatory, political, or military authority located in a country designated as a Foreign Adversary under [15 C.F.R. § 791.4\(a\)](#),
- B. **Prohibition:** Contracts, renewals, or extensions with restricted entities are prohibited, except if: (1) the service is essential to a core institutional function benefiting Texans; AND (2) no alternative exists; then, only a one-year exception is permitted, and never thereafter. *See*, Texas Executive Order No. GA-48, *Relating to the Hardening of State Government*, pp. 2–3 ¶ 1.
- C. **Enforcement:** Any vendor submitting a bid or entering into a contract who provides a false certification shall be subject to immediate termination of the resulting contract or purchase order, with no further obligation or liability on the part of EPCC.

V. GIFTS

- A. No employee or affiliate of EPCC may accept any from a Foreign Adversary or Associated Entity, as those terms are defined herein and by applicable law.
- B. Employees must decline any offers of gifts or gifts from an individual or Associated Entity a Foreign Adversary and immediately report any offers or gifts to the AVP of Human Resources & Compliance.

VI. TRAVEL

- A. **Prohibited Professional Travel.** No Professional Travel to any Foreign Adversary nation is allowed by any employee of EPCC, for any reason.
 - 1. Employees must decline any offers of Professional Travel by an individual or Associated Entity of a Foreign Adversary.
 - 2. Employees must immediately report any such invitation from the Foreign Adversary for professional travel, to the AVP of Human Resources & Compliance, on the College’s required form (**Appendix D**).
- B. **Personal Travel**
 - 1. **Notification.** An employee seeking to engage in personal travel to a Foreign Adversary nation must complete and submit the College’s “Pre-Travel Notice” form to the AVP of Human Resources & Compliance, by no later than 30 business days prior to the anticipated first day of travel.

2. **Post-Travel Briefing.** Within no later than 24 hours after an employee’s return from personal travel to any Foreign Adversary nation, the employee must complete and submit the College’s “Post-Travel Report” form, which includes the dates and purpose of the travel, to the AVP of Human Resources and Compliance. *See, Texas Executive Order No. GA-48, Relating to the Hardening of State Government, p. 3 ¶ 4.*
 - i. **Privacy & Use:** The Post-Travel Report is collected solely for the purpose of complying with Texas Executive Order GA-48. EPCC’s Human Resources Department will retain the information in accordance with state records retention laws.

VII. EMPLOYEES WITH CRITICAL INFRASTRUCTURE ROLES/DUTIES

- A. **Job Qualifications:** All roles that access, manage, or research Critical Infrastructure must include “ability to maintain the security or integrity of critical infrastructure” as a core qualification. *See, Texas Executive Order No. GA-48, Relating to the Hardening of State Government, p. 3 ¶ 5.*
- B. **Periodic Personnel Screening:** All roles that access, manage, or research Critical Infrastructure shall be subject to annual Background Checks (“Periodic Personnel Screening”), focusing on criminal history or ongoing affinities with Foreign Adversaries. EPCC shall coordinate with The Texas Department of Public Safety to conduct such Background Checks. *See, Texas Executive Order No. GA-48, Relating to the Hardening of State Government, p. 3 ¶ 5.*
 - i. **Privacy & Use:** Information collected from such Periodic Personnel Screening is collected solely for the purpose of complying with Texas Executive Order GA-48. EPCC’s Human Resources Department will retain the information in accordance with state records retention laws.

VIII. FOREIGN TALENT PROGRAM PARTICIPATION

No EPCC faculty, staff, or contractors may participate in any Foreign Talent Program from any designated Foreign Adversary or Associated Entity. *See, Texas Executive Order No. GA-48, Relating to the Hardening of State Government, p. 4. ¶ 6.*

Adopted: September 24, 2025

Amended:

Year of last Review: 2025

Designated Contact: Vice President of Finance & Administration

APPENDIX A

**Pre-Travel Notice
(Personal Travel to Foreign Adversary Nation)**

Privacy & Use Statement

This information is collected solely for the purpose of complying with **Texas Executive Order GA-48**. EPCC's Human Resources Department will retain the information in accordance with applicable state records retention laws.

Employee Information

- Name: _____
- Employee ID: _____
- Job Title: _____
- Department: _____
- Supervisor: _____

Travel Information

- Destination (Country): _____
- Departure Date: ____ / ____ / ____
- Return Date: ____ / ____ / ____
- Purpose of Travel (personal, family, cultural, other): _____

Acknowledgment

I understand that EPCC policy prohibits professional travel to Foreign Adversary nations and that this notice applies only to my **personal travel**. I certify the information provided is true and accurate.

Employee Signature: _____ Date: ____ / ____ / ____

Submission

By no later than 30 days before first date of travel, complete and submit the completed form to:
EPCC's AVP of Human Resources & Compliance.

APPENDIX B

Post-Travel Report
(Personal Travel to Foreign Adversary Nation)

Privacy & Use Statement

This information is collected solely for the purpose of complying with **Texas Executive Order GA-48**. EPCC's Human Resources Department will retain the information in accordance with applicable state records retention laws.

Employee Information

- Name: _____
- Employee ID: _____
- Job Title: _____
- Department: _____
- Supervisor: _____

Travel Information

- Destination (Country): _____
- Dates of Travel: From ____ / ____ / ____ To ____ / ____ / ____
- Purpose of Travel: _____

Certification

I certify that this travel was conducted in a personal capacity and was not required or approved for EPCC professional duties, and that the information provided herein is true and accurate.

Employee Signature: _____ Date: ____ / ____ / ____

Submission

No later than 24 hours after return from travel to any Foreign Adversary Nation, return the completed form to: EPCC's AVP of Human Resources & Compliance.

APPENDIX C

Contractor's Certification for Compliance with Texas Executive Order GA-48

Pursuant to Texas Executive Order GA-48 issued by the Governor of the State of Texas on November 19, 2024, and effective September 1, 2025, the undersigned Contractor hereby certifies and warrants that neither it, nor any of its parent(s), holding, or subsidiary company(ies), is:

5. **Listed** in [Section 889 of the 2019 National Defense Authorization Act](#) (NDAA); or
6. **Listed** in [Section 1260H of the 2021 NDAA](#); or
7. **Owned, in whole or in part**, by the government of a country designated as a Foreign Adversary under the U.S. Department of Commerce's list at [15 C.F.R. § 791.4\(a\)](#); or
8. **Controlled or subject to direction** by any governing, regulatory, political, or military authority located in a country designated as a Foreign Adversary under [15 C.F.R. § 791.4\(a\)](#),

The Contractor further certifies that it will immediately notify the Institution in writing if, during the term of the contract, the Contractor or any of its parent(s), holdings, or subsidiary company(ies) become(s) subject to any of the disqualifications listed above.

The Contractor acknowledges that a false certification or failure to comply with this provision shall constitute grounds for immediate termination of the contract by El Paso Community College (EPCC), without penalty to EPCC. EPCC reserves all other rights and legal remedies under state and federal law.

Contractor's Legal Company Name: _____

Authorized Representative's Printed Name: _____

Authorized Representative's Title: _____

Authorized Representative's Signature: _____

Date: _____

APPENDIX D

Foreign Adversary Invitation or Contact Reporting Form

Employees must promptly report any invitation, request, or contact from a Foreign Adversary that could implicate the College’s security, proprietary information, or compliance obligations. This form must be submitted to the *AVP of Human Resources & Compliance* within 24 hours of receiving such contact.

Employee Information

Name: _____

Job Title: _____

Department: _____

Work Email/Phone: _____

Foreign Adversary Contact Information (if known)

Name of Individual/Organization: _____

Affiliation/Organization Type: _____

Country of Origin: _____

Contact Information (in person, email, phone, address, social media, etc.): _____

Date and Time of Contact: _____

Description of Invitation/Request: _____

Any Materials Provided (e.g., emails, invitations, documents, business cards, electronic files):

None Attached

Employee Assessment

Do you believe this contact may involve sensitive College information, intellectual property, or personal data?

Yes No Unsure

Did you respond to the invitation or request?

Yes No

If yes, describe when and how you responded, and the content of your response and attach your response, if in writing:

CERTIFICATION

I certify that the above information is true and complete to the best of my knowledge.

Employee Signature: _____

Date: _____

For HR & Compliance Use Only

Date Received: _____

Reviewed By: _____

Action Taken: _____

Referral to Government Authorities: Yes No