MEMORANDUM

To: Temple College Board of Trustees

From: Temple College Board Policy Advisory Committee and Dr. Susan Guzmán-Treviño, Provost

Date: November 16, 2026

Re: Consideration and Approval of Temple College Policies

The following policies were considered for review and possible action at Board Policy Advisory Committee meetings on November 9, 2026. The Board Policy Advisory Committee is recommending approval of the following policies.

- BBC Board Members: Vacancies and Removal from Office
- BGC Administrative Organization: Councils and Faculty Senates
- CDDA – Payroll Procedures – Salary Deductions
- EFAA Instructional Programs and Courses: Academic Courses
- EFB Curriculum Design: Degrees and Certificates
- FC Registration and Attendance
- GB Public Complaints and Hearings
- GD Community Expression and Use of College Facilities

Board Policy Advisory Committee Minutes

November 9, 2026 5:00 pm via Zoom

1. **Policies ready for Board Policy Advisory Committee (BPAC) to review:**
   - BBC Board Members: Vacancies and Removal from Office – New – Update 51
     - No changes.
     - Send to 21-Day Comment.
     - No comments. Send to BPAC.
     - BPAC discussion about timeline for filling vacancies. Did not change language regarding time.
     - Send to Board of Trustees.
   - BGC Administrative Organization: Councils and Faculty Senates – Update 50 and 51
     - Chris K. noticed this policy does not match what the board approved. He will edit the current policy so that it aligns with the new update and bring the revision back in February.
     - SGT checking with TASB regarding the TC's recommended change of number of members.
     - Chris has restructured this policy to include representation from TC campuses while meeting the concerns of TASB.
     - Hold policy until faculty have time to respond with feedback regarding updated bylaws.
     - SGT noted that the policy listing all the Committees may also need updating after approval.
     - Appeared on Update 51.
     - Edits from Dr. Krejci's BGC Update 50 will be added to BGC Update 51. Update 51 had very minor edits.
     - Send to 21-Day Comment.
     - Comment related to expense reimbursement. Current purchasing procedures that are in place ensure proper approvals are in place. No change to the policy.
     - Send to BPAC Committee.
     - No changes. Send to Board of Trustees
   - CDDA – Payroll Procedures – Salary Deductions (LEGAL) (LOCAL) 3-year rotation
     - Updated language regarding deductions and charitable contributions.
     - Send to 21-day comment.
     - No comments. Send to BPAC Committee.
     - Approved changes by PMRC. Send to Board of Trustees.
   - CM Facilities Construction – Update 50
     - TASB revision included changes to threshold amounts for purchasing. Gisela will align the TC Purchasing Policy AR with CM (LOCAL).
     - No changes were made by the PMRC.
     - Ready for 21-Day Comment.
     - Ready for BPAC Committee.
     - The BPAC Committee agreed to change purchasing thresholds from $50,000 to $100,000.
     - To Board of Trustees
     - Dr. Guzmán-Treviño pulled CM from the Board of Trustees regular agenda due to a discrepancy in the policy revision received and the minutes. Back to BPAC Committee for clarification.
     - Tabled to get clarification on threshold amounts requested by administration. 11/9/26.
   - EFAA Instructional Programs and Courses: Academic Courses – New – Update 50
     - Relating to SB 37. Core Curriculum review by Board of Trustees (BOT) every 5 years, or at their discretion.
     - Three courses have been added to the Core for the 26/27 Catalog. GOVT 2304 and PSYC 2314 were approved by CC Nov. 2025. BUSI 1307 was approved by CC Feb. 25, 2026.
     - SGT will present 3 courses added to the Core to the BOT in the April meeting.
     - Hold policy while SGT and Elizabeth continue to work on process to implement this and review low enrollment classes.
     - BOT approved changes to core in April 2026 meeting.

- Moving forward, the BOT may choose to appoint a committee to review core changes, or the BOT may receive training this summer regarding Core Curriculum requirements and purpose. Timing of BOT meetings is not always conducive to changes needing approval.
- EFAA moved to 21-Day Comment.
- Comments included revising language regarding time stamps, accreditation, and curriculum updates. Comments were thoughtfully reviewed, and the committee agreed that procedures were in place, or being put into place to address commentors concerns. This new policy was recommended by TASB and the language comes directly from the statute – SB 37. The committee voted for no change to the policy.
- To BPAC Committee.
- No changes. Send to Board of Trustees.

- EFB Curriculum Design: Degrees and Certificates – Update 50
  - SB 37 and SB 3039.
  - Hold policy while SGT and Elizabeth to work on process to implement this.
  - Dr. Guzmán-Treviño and Elizabeth Chivers will continue to refine the process that consistently reviews and determines which programs are under performing. Dr. Guzmán-Treviño will present this information to the BOT.
  - EFB to 21-Day Comment.
  - No Comments. To BPAC Committee.
  - No changes. Send to Board of Trustees.
- FC Registration and Attendance – Update 50
  - Student handbook contains important information regarding student attendance. However, the language is not helpful for faculty navigating attendance issues since the attendance policy was suspended during Covid and remains so.
  - Registration requirements are contained in the catalog and not in the Student Handbook. A suggestion was to add a reference in the Student Handbook that registration requirements can be found in the Catalog.
  - Attendance AR to be developed for faculty.
  - Shannon will work on clarifying language and bring back to PMRC.
  - Shannon presented updated language regarding attendance for the Student Handbook. Committee review and tweaked the guideline. Chris Krejci will mirror the language in the handbook to develop an AR and bring back to committee. (3/2026).
  - Shannon Bralley has updated the language in the student handbook regarding attendance. She also has added language in the Advising section of the student handbook that refers students to the catalog for specifics of registration.
  - Dr. Chris Krejci has created an AR regarding attendance. The AR will be tagged to FC.
  - Both policy FC and the new AR-Attendance will be sent to 21-Day Comment.
  - Comment reported suspension of attendance policy. Policy is active and in the student handbook. A new AR has been created to help faculty navigate attendance issues.
  - No changes to the policy. To BPAC Committee.
  - Board member asked if there is a process for new students to be informed of attendance guidelines? New student orientation is offered in-person and virtually to provide students opportunities to learn about policies.
  - No change. Send to Board of Trustees.
- GB Public Complaints and Hearings - Update 50
  - Concerns were raised about the accuracy of AI recordings; however, no changes were made by the PMRC.
  - Send to 21-Day Comment.
  - Comments related to the timeline and a physical form in this policy.
  - The committee agreed the time range for reporting was sufficient. No change.
  - The committee removed the word “form”. All complaints submitted in writing, digital or otherwise, will be deliberated.
  - Send to BPAC Committee.
  - No changes. Send to Board of Trustees.
- GD Community Expression and Use of College Facilities – Update 50
  - Numbering format needs correcting.

- Questions were raised about how this policy affects Temple College's satellite campuses. Dr. Guzmán-Treviño will research.
- Send to 21-Day Comment.
- Comments were evaluated and considered. Commentor suggested change of language to the policy, however, the language in this policy mirrors the language in the legal policy and aligns with the law. Committee decided to leave policy as is.
- PMRC discussed ways to inform Temple College employees about changes in policy and statutes that could not be revised. A time in the ESC meeting is set aside for these announcements.
- Send to BPAC Committee
- No changes. Send to Board of Trustees.

2. Future meeting dates: none

3. Adjourn

Filling a Vacancy

When a vacancy occurs on the Board, the Board shall fill the position by appointment, in accordance with law and the appointment procedures below, or by special election, in accordance with law.

The vacancy shall be filled within 180 days, but, if determined necessary by the Board, the Board may extend the deadline to fill the vacancy. At no time may the Board fill the vacancy later than the uniform election date of the next regular Board election.

Exception for Involuntary Removal from Office

If a Board member is removed from office in accordance with law, the Board shall appoint a candidate to fill the vacancy at the first regularly scheduled Board meeting following the removal. The Board may adjust the deadlines described by this policy as necessary to satisfy this timeline.

Appointment Procedures

To fill a vacancy by appointment, the Board shall accept applications from prospective candidates. The Board shall establish the requirements and deadline for submitting an application.

Call for Applications

The Board shall, for at least 14 days, post a call for applications on the College District's website. Additionally, the Board shall publicize the call for applications in any other manner the Board determines best suited to reach the highest number of eligible candidates.

The call for applications must include the applicant eligibility requirements and the requirements and deadline for submission of an application.

Review of Applications

At a regularly scheduled Board meeting following the application deadline or at a special meeting called for that purpose, the Board shall review the applications and may interview select applicants.

Alternatively, the Board may form a Board committee to assess the applicants and recommend an applicant or applicants for consideration by the Board. [See BCB]

Selection

An applicant must receive the affirmative vote of a majority of Board members to be appointed to the Board.

Duration of Appointment

An appointed Board member shall serve until the next regular election of members to the Board.

Employee Groups Generally

In order to provide the most effective operation of the College District and to maintain open communication and decision-making opportunities, the Board recognizes the following:

1. The faculty senate the staff councils, and other employee groups shall have the right to gather for the purpose of discussing issues and concerns of particular importance to the individual groups; and

2. Except as provided below, the faculty senate and other recognized employee organizations shall have a written constitution and an elected or appointed leader or leaders who will facilitate the work of the component group and serve as the communications link with the administration.

Cabinet Representation

Since the faculty senate represents employee interests, this organization shall have a representative on the College President's executive cabinet. The representative shall serve only in an advisory capacity.

Committee Representation

The College President shall ensure that various employee groups are appropriately represented on committees.

Faculty Senate

The faculty senate is the assembly of representatives of the full-time faculty at the College District. The faculty senate shall serve only in an advisory capacity.

Membership

Each academic unit of the College District shall be represented by two members. One member from the academic unit shall be appointed by the College President, and one member shall be elected by a vote of the faculty of the member's respective academic unit, in accordance with procedures established by the College President or designee.

Term Limits

Appointed Faculty Members

A member of the faculty senate appointed by the College President may serve up to six consecutive one-year terms and then may only be reappointed after the second anniversary of the last day of the member's most recent term.

Elected Faculty Members

An elected member of the faculty senate shall serve a two-year term, staggered in a manner that allows approximately one-half of the elected members to be elected each year, and may only be reelected after the second anniversary of the last day of the member's most recent term.

Removal

A member of the faculty senate may be immediately removed from the faculty senate for:

1. Violating applicable law, College District policy or regulations, or the faculty senate governing documents;

2. Failing to attend meetings; or

3. Engaging in other similar misconduct.

A member may be removed on recommendation of the provost or chief academic officer and approval by the College President.

Officers

The College President shall appoint a presiding officer to preside over faculty senate meetings and represent the faculty senate in communications with the College District administration. The College President shall also appoint an associate presiding officer and secretary f.

Compensation

A faculty member shall not be compensated for service on the faculty senate.

Expense Reimbursement

A member of the faculty council may be reimbursed for reasonable expenses made on behalf of the College District and approved by the College President or designee in accordance with administrative regulations.

Governing Documents

The faculty senate shall adopt a constitution, bylaws, or other governing documents consistent with law, this policy, and associated regulations, including the rules for establishing a quorum.

Faculty Senate Meetings

The College President shall develop regulations addressing faculty senate meeting procedures, in accordance with law.

Notice

At least seven days before a meeting, the faculty senate shall post on the College District's website:

1. An agenda for the meeting indicating the items that will be discussed or subject to a vote; and

2. Any curriculum proposals that will be discussed or voted on at the meeting.

Open Meetings

Meetings at which a quorum is present shall be open to the public.

Meeting Broadcast

The faculty senate shall broadcast a meeting online in accordance with law if more than 50 percent of the faculty senate members are in attendance.

Recording Attendance

The faculty senate shall record the names of members in attendance at a meeting in which the faculty senate conducts business related to a vote of no confidence regarding a College District administrator or policies related to curriculum and academic standards.

Communications

The faculty senate shall not issue any statement or publish a report using the College District's official seal, trademark, or resources funded by the College District on any matter not directly related to the faculty senate's advisory duties.

Harmony with Law

Nothing in this policy or associated regulations may be construed to limit a faculty member from exercising the faculty member's right to freedom of association protected by the U.S. Constitution or Texas Constitution.

The College District shall make deductions from an employee's salary or wages or shall reduce an employee's wages in accordance with law or salary reduction agreements executed between the College District and its employees.

Deductions and Charitable Contributions

In addition to legally required deductions, the Board has determined it to serve a public purpose and benefit employees to permit voluntary deductions for:

1. Approved insurance programs;
2. Annuities/deferred compensation programs;
3. College District cafeteria plan options authorized by the Internal Revenue Service;
4. Faculty organizations as approved by the Board; and
5. Charitable organizations as approved by the Board. To qualify for a deduction listed above, the employee must submit a request in writing, specifying the category of the deduction, the amount to be deducted, and the entity to which the deducted amount is to be transferred, in accordance with administrative procedures. The procedures must address:

1. Enrollment periods, if any; and
2. Any administrative fee to cover the cost of making a deduction.

Charitable Campaigns

The United Way Campaign drive is the only Board of Trustee approved, official, non-college fund-raising activity in which the college participates. Employees are provided the opportunity to contribute but are not required to participate in college sponsored charitable campaigns. The United Way Campaign Liaison, as assigned by the President, is the campus coordinator of the United Way Campaign.

Excess Leave

Deductions shall be made for unauthorized leave or leave taken in excess of earned leave. [See DEC]

Core Curriculum

The College District is responsible for the development of its core curriculum, subject to the approval of the College President and the Board.

General Education Curriculum Review

"General education curriculum" means a core curriculum and any other curriculum or competency all undergraduate students of the College District are required to complete before receiving an undergraduate degree.

Comprehensive Review

The Board shall comprehensively review the College District's general education curriculum every five years but may review it more frequently at the Board's discretion. The Board shall consider the potential costs the curriculum may impose on students and ensure courses in the curriculum:

1. Are foundational and fundamental to a sound postsecondary education;
2. Are necessary to prepare students for civic and professional life;
3. Equip students for participation in the workforce and in the betterment of society;
4. Ensure a breadth of knowledge in compliance with applicable accreditation standards; and
5. Meet any other relevant criteria, as determined by the Board.

Review of Curriculum Changes

The College President or designee shall annually submit an update regarding any changes to the College District's general education curriculum to the Board before submitting changes to the Coordinating Board. The Board may overturn any decision regarding changes to the general education curriculum.

Advisory Committee

The Board may appoint a committee to assist in its review of the general education curriculum.

The Board shall determine the types of degrees and certificates to be awarded by the College District. The degrees and certificates offered by the College District and the associated recommended course sequences developed by the College District administration shall be described in the College District catalog and on the College District website.

Low-Enrollment Certificate Program Review

The College President shall develop procedures for reviewing certificate programs with low enrollment that may require consolidation or elimination. The criteria for review must require that certificate programs have specific industry data to substantiate workforce demand to avoid consideration for consolidation or elimination. The College President shall conduct a review once every five years.

The Board shall approve or deny any decision made by the College President to consolidate or eliminate a certificate program as a result of the review.

REGISTRATION AND ATTENDANCE FC
(LOCAL)

The College President shall develop procedures addressing registration and attendance requirements, including procedures for all excused absences consistent with applicable law. The registration and attendance procedures shall be published in the student handbook, official communications, and other appropriate publications.

Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint Processes

Complaints from the public shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with GB after the relevant complaint process:

1. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CGF]
2. Complaints concerning the withdrawal of consent to remain on campus. [See GDA]

Informal Process

The Board encourages the public to discuss concerns with an appropriate administrator who has the authority to address the concerns.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

An individual may initiate the formal process described below by filing a written complaint within 15 business days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.

The complaint shall be filed with the lowest level administrator who has the authority to remedy the alleged problem.

If the subject matter of the complaint requires a Board decision, is a complaint about a Board member, or is a complaint about the College President, the complaint shall be initiated at the Board level. A preliminary hearing to develop a record or recommendation for the Board may be conducted by an appropriate administrator.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint was received and immediately forward the complaint to the appropriate administrator.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

Option to Continue Informal Process

Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.

Freedom from Retaliation

Neither the Board nor any College District employee shall unlawfully retaliate against any individual for bringing a concern or complaint.

General Provisions

Filing

Complaints and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling Conferences

The College District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the individual fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the individual's absence.

Response

At Levels One and Two, "response" shall mean a written communication to the individual from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the individual's email address of record, or sent by U.S. Mail to the individual's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean College District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" shall mean any person who or organization that is designated by an individual to represent the individual in the complaint process.

The individual may designate a representative through written notice to the College District at any level of this process. If the individual designates a representative with fewer than three days' notice to the College District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a

later date, if desired, in order to include the College District's counsel. The College District may be represented by counsel at any level of the process.

Consolidating Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the College District may consolidate the complaints.

Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within 10 days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms

Complaints and appeals under this policy shall be submitted in writing.

Copies of any documents that support the complaint should be attached to the complaint. If the individual does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the individual unless the individual did not know the documents existed before the Level One conference.

A complaint or appeal that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

Record

A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the individual who filed the complaint, documents determined relevant by College District personnel, and the decision.

Remand

A complaint or appeal that is incomplete in any material aspect shall be refiled, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.

If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.

Investigation

The College District may conduct an investigation at any level in the complaint process. If the College District and the complainant mutually agree, all deadlines shall be suspended during an investigation.

Audio Recording

As provided by law, an individual shall be permitted to make an audio recording of a hearing under this policy at which the substance of the individual's complaint is discussed. The individual shall notify all attendees present that an audio recording is taking place.

Complaint Levels

Level One

The appropriate administrator shall schedule a conference with the individual within 10 days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the individual a written response within 10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the individual did not receive the relief requested at Level One or if the time for a response has expired, the individual may request a conference with the College President or designee to appeal the Level One decision.

The appeal notice must be filed in writing, within 10 days of the date of the written Level One response or, if no response was received, within 10 days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The individual may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint and any attachments.
2. All other documents submitted by the individual at Level One.
3. The written response issued at Level One and any attachments.

4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two administrator shall schedule a conference within 10 days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One and identified in the Level Two appeal notice. At the conference, the individual may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the individual a written response within 10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the individual did not receive the relief requested at Level Two or if the time for a response has expired, the individual may appeal the decision to the Board.

The appeal notice must be filed in writing within 10 days of the date of the written Level Two response or, if no response was received, within 10 days of the Level Two response deadline.

The College President or designee shall inform the individual of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The College President or designee shall provide the Board with the record of the Level Two complaint. The individual may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the Level Two administrator in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the individual notice of the nature of the evidence at least three days before the hearing.

The College District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BD]

The presiding officer may set reasonable time limits and guidelines for the presentation including an opportunity for the individual and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individual or the individual's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

Note: For expression and use of College District facilities and distribution of literature by students and registered student organizations, see FLA. For expression and use of College District facilities by employees and employee organizations, see DGC. For use of the College District's internal mail system, see CHE.

Expressive Activities

Community members and community organizations may engage in expressive activities in accordance with this policy. "Expressive activities" means any speech or expressive conduct protected by the First Amendment to the U.S. Constitution or by Texas Constitution Article I, Section 8, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions.

Prohibited Speech and Conduct

The term "expressive activities" does not include the following speech and conduct, which is prohibited on College District facilities and grounds and through the use of College District technology and networks:

1. Defamatory statements about public figures or others;
2. Prohibited harassment [see DIAA, DIAB, FFDA, and FFDB];
3. Incitement to imminent lawless or disruptive activity;
4. Obscenity; or
5. Threats to engage in unlawful activity.

The following conduct is also prohibited:

6. Engaging in unlawful conduct.
7. Engaging in expressive activities that materially and substantially disrupt College District operations at any time, including from 10:00 p.m. to 8:00 a.m. and during the last two weeks of each semester or term.
8. Engaging in expressive activities that materially and substantially disrupt College District operations by inviting speakers to speak on campus or by using drums or other percussive instruments during the last two weeks of a semester or term.
9. Using a sound amplification device while engaging in expressive activities during class hours, between 10:00 p.m. to 8:00 a.m., and during the last two weeks of each semester or term to intimidate others, interfere with campus operations, or interfere with a College District employee's or a peace officer's lawful performance of a duty.

10. Camping or erecting tents or other living accommodations, with the exception of reasonable use and modifications of assigned College District housing consistent with administrative regulations. This prohibition applies to shelters that are erected for the purpose of residing within the shelter. It does not apply to other shelters that are erected on a temporary basis to provide protection from the weather or, with approval granted by the vice president, administrative services in accordance with administrative procedures, for special events.
11. Wearing a disguise or other means of concealing a person's identity while engaging in expressive activities with the intent, as determined by the vice president, administrative services or a law enforcement officer to:
    a. Obstruct the enforcement of law or College District policies and regulations by avoiding identification;
    b. Intimidate others; or
    c. Interfere with a College District employee's or a peace officer's lawful performance of a duty.
12. Lowering the College District's U.S. or Texas flag with the intent to raise another nation's flag or the flag representing an organization or group of people.
13. Engaging in expressive activities in a manner that would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts.
14. Damaging or defacing property.

Use of College District Facilities

The grounds and facilities of the College District shall be made available to members of the College District community and community organizations, including College District support organizations, when such use is for educational, recreational, civic, or social activities and the use does not conflict with use by, or any of the policies and procedures of, the College District.

Requests to Use Facilities

To request permission to meet in College District facilities, interested community members or organizations shall file a written request with the vice president, administrative services in accordance with administrative procedures.

The community members or organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

Approval	Requests for community use of College District facilities shall be considered on a first-come, first-served basis. The vice president, administrative services shall approve or reject the request in accordance with provisions of and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the community members' or organization's use of the facility. Approval shall not be granted when the official has reasonable grounds to believe that the use would be prohibited conduct, described above, or that 1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested; 2. The applicant is subject to a sanction [see Violations of Policy, below] prohibiting the use of the facility; 3. The applicant owes a monetary debt to the College District and the debt is considered delinquent; or 4. The applicant has previously damaged College District property.
Designated Public Forums	The Board shall designate common outdoor areas where community members and organizations may engage, without prior approval, in expressive activities that do not constitute prohibited speech or conduct. Those areas will be published on the College District website and in other appropriate publications.
Nonprofit Use	The College District shall permit nonprofit organizations to conduct fundraising events on College District property when these activities do not conflict with College District use or with this policy.
Campaign-Related Use	Except to the extent a College District facility is used as an official polling place, College District facilities shall not be available for use by individuals or groups for political advertising, campaign communications, or electioneering, as those terms are used in state law.
Written Notice if Request Rejected	The vice president, administrative services shall provide the applicant a written statement of the grounds for rejection if a request is denied.
Emergency Use	In case of emergencies or disasters, the College President may authorize the use of College District facilities by civil defense, health, or emergency service authorities.
Repeated Use	

The College District shall permit repeated use by any community member or organization in accordance with administrative procedures.

Exception Any limitations on repeated use by a community member or organization shall not apply to any group or organization when the primary participants in the activities are College District students, faculty, or staff.

Scheduling Academic and extracurricular activities sponsored by the College District shall always have priority when any use is scheduled. The vice president, administrative services shall have authority to cancel a scheduled use by a community member or organization if an unexpected conflict arises with a College District activity.

Use Agreement Any community member or organization approved for a non-school use of College District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the College District is not liable for any personal injury or damages to personal property related to the non-school use. The College District reserves the right to require liability insurance coverage from any entity seeking to use College District facilities.

Fees for Use A community member or organization authorized to use College District facilities shall be charged a fee for the use of designated facilities.

The Board shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.

Exception The College District reserves the right to waive some or all fees when College District buildings are used for public meetings sponsored by state or local governmental agencies.

Required Conduct Community members and organizations using College District facilities shall:

1. Conduct business in an orderly manner;
2. Provide identification when requested to do so by a College District representative;
3. Abide by all laws, policies, and procedures, including, but not limited to, those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products or e-cigarettes on College District property; [See CHF and GDA]

4. Make no alteration, temporary or permanent, to College District property without prior written consent from the College President; and

5. Be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the College District for the cost of any such repairs.

Distribution of Literature

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any community member or organization, including a College District support organization except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by a community member or organization.

Limitations on Content

Materials shall not be distributed by a community member or organization on College District property if:

1. The materials constitute prohibited speech, described above;

2. The materials constitute unauthorized solicitation [see Use of College District Facilities, above]; or

3. The materials infringe upon intellectual property rights of the College District [see CT].

Time, Place, and Manner Restrictions

Distribution of materials shall be conducted in a manner that:

1. Is not materially and substantially disruptive to College District operations [see FLB];

2. Does not impede reasonable access to College District facilities;

3. Does not result in damage to College District property;

4. Does not coerce, badger, or intimidate a person;

5. Does not interfere with the rights of others; and

6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any materials that were discarded or leftover.

The vice president, administrative services shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or

distributed by community members or organizations to others in College District facilities and in areas that are not considered common outdoor areas.

Posting of Signs

For the purposes of this policy, “sign” shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of handheld sign; and “posting” shall be defined as any means used for displaying a sign.

No signs may be posted on College District property by a community member or organization unless the posting qualifies as a permitted campaign-related use or is in a common outdoor area subject to administrative procedures.

Exception

A College District support organization may post a sign in College District facilities with prior approval of the vice president, administrative services in accordance with the procedures developed for that purpose.

Identification

A community member or organization distributing materials on campus or using College District facilities shall provide identification when requested to do so by a College District representative engaging in official duties.

Violations of Policy

Failure to comply with law or this policy and associated procedures shall result in appropriate administrative action, including but not limited to, the suspension of the individual’s or organization’s use of College District facilities and the confiscation of nonconforming materials.

Interference with Expression

Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District’s discipline policies and procedures. [See DH, FM, and FMA]

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with GB(LOCAL), DGBA(LOCAL), and FLD(LOCAL) as applicable.

Publication

This policy and associated procedures must be posted on the College District’s website and distributed in the employee and student handbooks and other appropriate publications.