

**GALVESTON COLLEGE
PROPOSED BOARD POLICIES**

| Policy | | Policy Title | Issued/ Adopted | Comments |
|--------|------------|--|--------------------|---|
| CHF | Local | Weapons | | This proposed policy on Weapons replaces FLBF(Local), Student Conduct: Weapons. The new policy applies to students and employees, as well as visitors to the campus. |
| CHFA | Local | Weapons: Carry of Concealed Handguns | | This proposed policy implements SB11 and defines the policies under which a licensed CHL holder may carry a concealed handgun on campus. |
| CHFA | Regulation | Weapons: Carry of Concealed Handguns | | This new regulation sets forth minimum specifications for the gun storage / lock boxes that may be used on the College campus. |
| CQA | Local | Technology Resources: District, Campus, and Classroom Websites | | New Policy. This policy establishes a policy that the college's website meet certain accessibility guidelines except where doing so would impose an undue burden or create a fundamental alteration of the program, benefit, or resource. |
| FLBF | Local | Student Conduct: Weapons | | Delete. The proposed replacement policy is located at CHF (Local). |
| GAB | Local | Public Information Program - Requests for Information | | Delete. This policy has been moved to GCB. |
| GCB | Local | Public Information Program - Requests for Information | | This policy has been moved from GAB to GCB. There are no other changes in this policy. |
| GD | Local | Student and Community Use of College District Facilities | | This policy has been moved from GF. There are some editorial changes in the update. |
| GD | Regulation | Student and Community Use of College District Facilities | | This regulation has been moved from GF to GD. |
| GDA | Local | Student and Community Use of College District Facilities: Conduct on College District Premises | | This policy has been moved to GDA from GFA and has been updated to reflect changes in policy CHF and CHFA, the carrying of concealed handguns on campus. |
| GF | Local | Student and Community Use of College District Facilities | | Delete. This policy has been moved to GD. |
| GF | Regulation | Student and Community Use of College District Facilities | | Delete. This regulation has been moved to GD. |
| GFA | Local | Student and Community Use of College District Facilities: Conduct on College District Premises | | Delete. This policy has been moved to GDA. |

~~STUDENT CONDUCT:~~ WEAPONS

Students, employees, and/or visitors may not bring to any campus or a college-related activity any weapons prohibited by law or identified below:

1. Fireworks of any kind;
2. Firearms (except as provided for in this policy or in CHFA (Local) Weapons: Carry of Concealed Weapons). The definition of firearms includes, but is not limited to, including pellet guns, BB guns (spring loaded or otherwise), paint ball guns, or other devices designed to expel a projectile with or without the use of pressurized air;
3. Firearm replica;
4. Explosives;
5. Incendiary devices;
6. Illegal knives;
7. Clubs;
8. Razors;
9. Chains;
10. Martial arts weapons; for example, throwing stars; and,
11. Any other object, including school/college supplies, used in a way that threatens or inflicts bodily injury on another person.

The possession or use of articles not generally considered to be weapons may be prohibited when the College President or designee determines that a danger exists for any student, college employee, or college property by virtue of possession or use.

Exceptions to the above may be authorized by the College President for instructional purposes and/or other purposes as may be appropriate. Additionally, a firearm or ammunition that is stored or transported in a locked, privately owned or leased motor vehicle by a person who holds a license to carry a concealed handgun and who lawfully possesses the firearm or ammunition does not constitute a violation of this policy as long as the vehicle is in a street or driveway located on the campus of the College District or in a parking lot, parking garage, or other parking area located on the campus of the College District.

VIOLATIONS

Students found to be in violation of this policy shall be subject to disciplinary action, up to and including removal, probation, suspension, or expulsion. Employees found to be in violation of this policy are subject to disciplinary action, up to and including termination of employment. Anyone found with an illegal weapon may be referred to the criminal justice system for further investigation and/or prosecution.

WEAPONS: CARRY OF CONCEALED HANDGUNS

CHFA
(LOCAL)

CARRY OF
CONCEALED
HANDGUNS

Senate Bill 11 (SB 11) of the 84th Texas Legislature permits individuals holding concealed handgun licenses to carry their weapons onto the campus and into the general buildings of the publicly governed institutions of higher education in Texas. The fundamental goals of this policy are to ensure compliance with the spirit and letter of SB 11 in a manner consistent with other relevant laws, and to ensure the continuation of the current calm, constructive and positive social and intellectual environment that characterizes the Galveston College District. Any weapons which were previously listed as prohibited are still prohibited on the property of institutions of higher education. Individuals who do not possess a valid License to Carry are still prohibited from carrying handguns on campus. The effective date of this policy is August 1, 2017.

RULES AND
REGULATIONS

The following are rules, regulations and provisions pertaining to the carry of concealed handguns by licensed holders on the campus of Galveston College as well as any properties owned, leased, or controlled by Galveston College, including any campuses established in the future.

1. In accordance with Government Code Section 411.0231 and Texas Penal Code 46.035, Galveston College recognizes the right of individuals licensed to carry concealed handguns to do so on campus property, and in buildings whether owned or leased by Galveston College (and by extension vehicles owned or leased by the College), unless otherwise prohibited by Galveston College policy.
2. Texas Law mandates that individuals who are 21 years of age or older or who are otherwise exempt by law, and who currently possess a concealed handgun license (LTC) from the State of Texas or an approved

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reciprocating state, may legally carry a concealed handgun on or about their person.

3. This policy applies to all faculty, staff, students and visitors of the College, except for Campus Police officers, and all subjects described within this document who may be exempt. It is the responsibility of Campus Police to enforce this policy.

DEFINITIONS

a) Handgun – Any firearm that is designed, manufactured, made to be fired with one hand.

b) Open Carry – Visible possession of a handgun in public.

c) Concealed Handgun – A handgun that is not openly discernible to the ordinary observation of a reasonable person.

d) Reveal – To display a handgun, in whole or part, in plain view of another person in a public place. Texas Penal Code 46.035.

e) Gun Free Zone (GFZ) – An area of the campus in which the possession of handguns are prohibited. Each restricted area requires that notice be given to license holders as specified under Texas Penal Code 30.06.

f) License to Carry (LTC) – A license to carry a handgun (LTC) issued by the Texas Department of Public Safety (TXDPS), under Texas Government Code 411, Subchapter H. Includes a valid conceal carry license issued by TXDPS.

g) Disciplinary Action – Sanctions by the College, up to and including removal, probation, suspension, expulsion, or termination of employment.

h) Temporary Storage – Storage period not to exceed 24 consecutive hours and one 24 hour period in a 7 day week.

i) Private Office – An office space provided by the college to be used by a single (one person) faculty or staff member only.

j) Shared Office – Office space used by more than one person. This would include office space that may have only one occupant, but is designed or intended to be used by more than one person.

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k) Campus Police – Any police department either operated by Galveston College or contracted by Galveston College providing services in the capacity defined by the State of Texas.

l) Laboratory - A classroom or facility where experiments or assignments can be worked on using any hazardous or non-hazardous chemicals, materials or equipment such as magnets, oxygen tanks and the like are used.

m) Governmental Meeting – A “Open Meeting” with deliberation between a quorum of a governmental body, or between a quorum of a governmental body and another person, during which public business or public policy over which the governmental body has supervision or control is discussed or considered or during which the governmental body takes formal action; or that is conducted by the governmental body for which the governmental body is responsible. Defined under chapter 551 of the Texas Government Code 551. (Example” Board of Regent Meetings)

n) Short Term – A period of no more than 24 hours.

RESPONSIBILITIES

A License to Carry (LTC) holder may carry a concealed handgun on or about their person while on college property, or in any buildings or properties owned, leased, rented, or otherwise controlled by Galveston College, except in areas identified as Gun Free Zones (GFZ).

Failure to comply with any of the following procedures may result in either disciplinary action, criminal prosecution, or both.

1. Concealment - It is the responsibility of the LTC holder to conceal the handgun. In addition, handguns must be carried in a manner that would prevent accidental discharges. When not carried on or about their person, a handgun must be secured in a vehicle or, if an employee, in a manner specified below in section #2 Storage.

2. Storage - Employees of the college who are LTC holders are permitted to store a handgun in their office as long

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as the handgun is secured in a gun safe that meets or exceeds the specifications found at CHFA (Regulation). It will be the responsibility of each student who is a LTC holder to secure and store their weapon when it is not on or about their person in a gun safe that meets or exceeds the following specifications as outlined at CHFA (Regulation).

3. Gun Free Zones (GFZ) - Employees may submit a request to the President or designee to have their office, classroom/laboratory, and/or area designated as a GFZ. These requests will be reviewed and approved on a case-by-case basis. Offices located in any area determined to be vital infrastructure to the operation of the college community are considered GFZ's.

4. Safety and Security – The licensed carrier is responsible for maintaining complete practical control of their handgun at all times, so that it is either on the licensee's person or is immediately accessible from a purse or other analogous personal accessory that is continually under the direct control of the licensee. The only alternative to these conditions is that a gun be stored appropriately, as required in section #2 Storage.

5. Employment Duties – Unless required as part of their employment duties as a Campus Police Officer, the carrying of a firearm by a Galveston College employee is considered to be beyond the scope of an employee's duties. Employees who carry a concealed weapon or use a concealed firearm are acting of their own accord and not as an agent or representative of the College.

PROHIBITED OR
ILLEGAL
CIRCUMSTANCES

The following circumstances are prohibited or illegal:

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1. The possession of a weapon on campus while intoxicated. (Note: Being intoxicated on campus with or without a weapon is a violation of College policy.)
2. Off-campus travel by college led/sponsored individuals or groups traveling to areas that may exclude handguns to fulfill legal or contractual obligations or to allow a group/individual to travel to an area or place where a gun would be restricted, such as a prison, hospital, polling place, child care facility, etc.
3. Open Carry of a handgun on the Galveston College campus is prohibited. Authorized members of the Campus Police, other law enforcement officers, and other persons designated appropriate by law enforcement authorities are exempt.
4. Recklessly revealing a handgun on campus is prohibited and subject to disciplinary action and criminal prosecution.
5. With the exception of authorized Campus Police personnel, no College employee should inquire whether or not a person is carrying a concealed weapon or whether the person possesses an LTC.
6. Any person unless they have been threatened, who openly states that they possess a handgun and/or a license to carry may be charged with terroristic threat, assault by threat, or other charges deemed appropriate by law enforcement.
7. Any person who accidentally discharges a weapon on campus may be subject to disciplinary action, criminal prosecution, or both. In situations where a weapon is intentionally discharged, the case will be investigated and judged on its merits. If the intentional discharge of a weapon is found not to be justified then the person discharging the weapon may be subject to disciplinary action, criminal prosecution, or both.
8. Any weapons prohibited prior to S.B. 11 under Sections 46.00 through 46.05 of the Texas Penal Code are still

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prohibited. This includes, but is not limited to, long guns, shotguns, knives with a blade longer than 5.5", brass knuckles, clubs, explosives, etc. (See Policy CHF: Weapons)

GUN FREE ZONES

There are areas of the Galveston College Campus, and properties owned, leased or rented by Galveston College, which were identified as locations deemed Gun Free Zones (GFZ), therefore prohibiting Concealed Carrying of a handgun at these locations. There are two types of GFZ's. One is permanent, and the second is temporary. The permanent GFZ is one that meets the requirements of a GFZ daily. A temporary GFZ is a building, room, or area used for a short period, which meets the requirements of a GFZ on a short-term basis. The requirements are dictated by law and policy.

If an individual or group requests an area be declared a permanent GFZ, a written request must be completed and submitted to the President or designee.

There are two types of permanent GFZs. One includes areas mandated by current state and/or federal law. The second are those deemed gun-free by Galveston College

1. State and/or Federal Designated Gun Free Zones:

- a) Sporting and Interscholastic Events. The carrying of concealed weapons is prohibited at sporting and/or interscholastic events held on the College's premises, whether held under the sponsorship of the Galveston College District or of some external organization, and whether the event is ticketed or not. This prohibition is in accordance with the Texas Penal Code §46.035(b)(2).
- b) Healthcare Facilities. Various rooms and

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areas of the College District's buildings functioning as nursing or health care facilities licensed under Chapter 242 of the Health and Safety Code consistent with Texas Penal Code §46.035(b)(4), these areas will be marked clearly to designate their functions, and individuals carrying concealed weapons will be excluded from them.

- c) Hearing Facilities. Various rooms and areas of the College District buildings that function from time to time as facilities for disciplinary hearings or for mediation sessions. When so used, these areas will be marked clearly to designate a temporary GFZ. It will be incumbent upon the individuals carrying concealed weapons not to enter these areas when so designated.
- d) Polling places. Texas Penal Code 46.03(a)(2).
- e) Established places of religions worship. Texas Penal Code 46.035(b)(6)
- f) Open Meetings – Any room or rooms used by a Government entity for open meetings as defined under Chapter 551 and notice was given as required by Chapter 46.035.
- g) Campus daycare facilities or areas of the campus that may be used as a public school facility.

2. College District Designated Permanent Gun Free Zones:

Hermes Fitness Center

First Floor Lobby of the Hermes Fitness Center
H-100 Gymnasium
H-101 Ground Floor Stairs
H-102 Men's Locker Room
H-102A Men's Locker Room Storage

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H-103 Women's Locker Room
H-103A Women's Locker Room Storage
H-104 Office*
H-104A Office Storage*
H-106 Fitness Center

Hermes Second Floor Vending
Hermes Second Floor Stairs
H-200 Aerobics
H-201 Office*
H-202 Office*
H-202A Storage*

**These areas are inaccessible except that one enters through the Hermes Fitness Center; therefore, they are included as GFZs.*

Northen Building

N-100 Physical Plant
N-222 – EMT Lab

Regents Building

R-117 – Testing Center
R-378 – Chemistry Lab Prep/Storage
R-373A – Biology Storage/Preparation

Charlie Thomas Family Applied Technology Center

ATC 215 – HVAC Shop
ATC 214 – Welding Shop

City Owned Athletic Fields

(When Used by the College)

Lassie League Fields (Softball Field)
Bernard Davis Field (Baseball Field)

3. Temporary Gun Free Zones: Only the President or designee may establish a temporary gun free zone (GFZ) and/or the procedures for the establishment of a temporary gun free zone (GFZ), as necessary and reasonable.

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(LOCAL)

Reasons for the establishment of a temporary GFZ may include, but are not limited to: a) areas used for discussions of a grievance or disciplinary hearing; b) a room or rooms used for an open meetings of a public entity; or, c) an area where minor children may be present on a short term basis.

4. Signage for Gun Free Zones:

- a) All areas deemed GFZ's (permanent or temporary) must have written notice placed at the entrance and must be clearly visible giving notice that the premise or area is a designated GFZ. Written notice must be given as to where LTC licensees may not carry. Notice given on a card, document or sign must be the designated size and contain the language (in English and Spanish) exactly as specified in Section 30.06 of the Texas Penal Code.

AMENDMENT OF
PROVISIONS

As provided by law, the President may, at his/her discretion, amend the provisions of this policy as necessary for campus safety, which shall take effect as determined by the President, unless subsequently amended by the Board of Regents.

Galveston College
Weapons: Carry of Concealed Handguns
Minimum Standards for Gun Storage / Lock Boxes

1.1 Standards Pertaining to the Characteristics, Design, Operation and Construction of a Gun Storage / Lock Box

A gun storage / lock box must:

1. Open only by either a numeric combination, key, magnetic key or electronic key. Those devices that operate by means of a combination must require the entry of at least three variables of numbers, letters or other appropriate symbols entered in a specific sequence on a keypad, dial or tumbler device.
2. Be constructed with such quality of workmanship and material that it may not be easily pried open, removed or otherwise defeated by use of common household tools.

A gun storage / lock box must not:

1. Be locked by means of a screw or screws.
2. Have any exposed hinges or screws that, if removed, would render the gun storage / lock box ineffective.
3. Be disengaged by a handcuff key or common household tool.
4. Be subject, at the time of sale, to voluntary or involuntary recall by the manufacturer.

1.2 Standards Pertaining to the Performance of Gun Storage / Lock Box

When properly used, a gun storage device or lock box must be effective in preventing access to the firearm by a person who does not have access to the key, combination and/or other mechanism used to disengage the device.

1.3 Standards Pertaining to the Instructions for Use of Gun Storage / Lock Box

A gun storage device or lock box must be accompanied by written instructions on its proper installation and removal.

1.5 Preferred materials for Gun Storage / Lock Box

Minimum 18 Gauge Heavy Steel, Construction Hinge Type, either combination or key lock or both.

TECHNOLOGY RESOURCES
DISTRICT, CAMPUS, AND CLASSROOM WEBSITES

CQA
(LOCAL)

ACCESSIBILITY

The College District is committed to ensuring that individuals with disabilities have an opportunity equal to their nondisabled peers to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology except where doing so would impose an undue burden or create a fundamental alteration of the program, benefit, or service.

The accessibility of online content and functionality shall be measured according to the W3C Web Content Accessibility Guidelines (WCAG) 2.0 Level AA.

An individual who needs assistance with the District website should contact the District webmaster.

A District employee, student, parent, or member of the public who wishes to submit a complaint or grievance related to the accessibility of the District website may contact the District webmaster or file a grievance under the District's grievance policies.

During any pending investigation, the District shall, as soon as possible, provide the complainant equally effective alternative access to the information or service.

The College President shall develop administrative regulations addressing training of appropriate staff on website accessibility and monitoring of new and existing District online content.

Galveston College
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PUBLIC INFORMATION PROGRAM
REQUESTS FOR INFORMATION

GAB GCB
(LOCAL)

CHARGING FOR
PERSONNEL TIME

After personnel of the College District collectively have spent 36 hours of time producing public information for a requestor during the College District's fiscal year, the College District shall charge the requestor for any additional personnel time spent producing information for the requestor, in accordance with law.

STUDENT AND COMMUNITY USE OF COLLEGE DISTRICT FACILITIES

GF GD
(LOCAL)

APPLICATION AND
APPROVAL

In accordance with rules and regulations regarding use of buildings, grounds, and equipment, the College President or designee shall approve all applications from outside agencies for the use of College District property and College District rentals and shall supervise such use.

Facilities shall be used for meetings or other events in accordance with the mission of the College District and for the benefit of the College District community. Facilities shall not be used for personal events (for example, weddings or personal parties).

Facilities shall not be rented or leased on a long-term basis without prior approval of the Board.

College District use shall have the highest priority in terms of facility usage, i.e., credit classes, workforce education classes, intercollegiate sports, credit-free classes, and student activities have prior claim on all facilities. Facility use for events other than those sponsored by the College District shall be reserved on a first-come, first-served basis.

Application for use of a College District facility shall be made through the appropriate scheduling office within a time frame providing adequate notice and planning by the College District, preferably two weeks prior to the requested time of use. All arrangements shall be finalized at least 24 hours before time of use. The rental agreement must be executed, and all fees shall be paid in advance.

SUPERVISION BY
COLLEGE DISTRICT
PERSONNEL

College District custodial and security personnel shall be on duty when any College District facility is used. The number of people on duty and the time required of them shall depend on the size of the group using the facility and shall be determined by the director of facilities and security.

OTHER
REQUIREMENTS

Outside users of College District facilities shall accept all liability for any damage, personal injury, or damage to personal property that may be associated with the use. The College District shall require the outside user to provide liability insurance in such amounts and limits as the College District may prescribe and to furnish a certificate of insurance on execution of the Facility Usage Contract.

All food service operations shall be contracted through the College District's food service operations.

RENTAL FEES

The base rental fee shall be for up to four hours of use and shall begin when the user occupies the facility. The total time shall end when the user vacates the facilities and has removed all equipment furnished by the user. Fees shall include all rental fees plus fees relating to personnel required to be on duty. All personnel costs

STUDENT AND COMMUNITY USE OF COLLEGE DISTRICT FACILITIES

GF GD
(LOCAL)

shall be charged to the user at the regular hourly rate of pay for time worked within normal working hours. For hours that the College District would normally be closed, the personnel costs shall be charged at one and one-half times the regular hourly rate and additional utility charges may be required.

Fees for the use of College District facilities by outside groups may be granted a partial or full waiver by the College President or designee, if circumstances warrant.

STUDENT AND COMMUNITY USE OF COLLEGE DISTRICT FACILITIES

SCHEDULE OF FEES

| Facility | Base Charge (four-hour minimum) | Minimum Charge per Additional Hour |
|---|------------------------------------|---------------------------------------|
| Cheney Student Center Dining Area | \$400 | \$50 |
| Gymnasium | \$400 | \$100 |
| Atrium | \$400 | \$50 |
| Performing Arts (FA-207) | \$400 | \$50 |
| FA-319 | \$300 | \$50 |
| FA-321 | \$300 | \$50 |
| M-220 | \$300 | \$50 |
| N-119 | \$300 | \$50 |
| N-228 | \$300 | \$50 |
| N-235 | \$300 | \$50 |
| N-245 | \$300 | \$50 |
| R-250 | \$300 | \$50 |
| R-257 | \$300 | \$50 |
| R-370 | \$300 | \$50 |
| R-375 | \$300 | \$50 |
| R-378 | \$300 | \$50 |
| Seibel Wing – entire building, including both SW-101A and SW-101B multi-purpose rooms | \$750 | \$100 |
| SW-101A (West half of Seibel Wing multi-purpose room) | \$350 | \$100 |
| SW-101A (East half of Seibel Wing multi-purpose room) | \$350 | \$100 |
| SW-103 (Seibel Wing Conference Room) | \$200 | \$35 |
| Classrooms | \$200 | \$25 |
| Other Facilities | \$200 | \$35 |

STUDENT AND COMMUNITY USE OF COLLEGE DISTRICT FACILITIES

GF GD
(REGULATION)

| | | |
|---|-------|-------|
| Building #3 – Vocational-Technical Training-Center Applied Technology Center (Smart Classroom VT-ATC 301) | \$750 | \$100 |
|---|-------|-------|

Due to the nature of special equipment found in most laboratories, these facilities may not be available for rental to outside parties.

When the College District is closed, the following additional fees may apply:

- Utilities: \$800 for up to four hours; \$200 for each additional hour.
- Security: \$15 per hour, plus one hour additional charge.
- Custodial Service (when needed): \$15 per hour for actual hours worked.

STUDENT AND COMMUNITY USE OF COLLEGE DISTRICT FACILITIES
CONDUCT ON COLLEGE DISTRICT PREMISES

GFA GDA
(LOCAL)

In addition to the criminal penalties as allowed by law (See Penal Code 30.05), any student who refuses to identify himself or herself ~~fully in accordance with GFA~~ may be subject to ~~discipline~~ disciplinary action, including suspension.

WEAPONS
PROHIBITED

The College District prohibits the use, possession, or display of any firearm, illegal knife, club, or prohibited weapon, as defined at ~~FLBF~~ CHF, on all College District property at all times, ~~except as provided by CHF, CHFA, and/or as listed below.~~

EXCEPTIONS

No violation of this policy occurs when:

1. The use, possession, or display of an otherwise prohibited weapon takes place as part of a College District-approved activity supervised by proper authorities.
2. The firearm or ammunition is stored or transported in locked, privately owned or leased motor vehicle by a person who holds a license to carry a concealed handgun and who lawfully possesses the firearm or ammunition:
 - a. On a street or driveway located on the campus of the College District; or,
 - b. In a parking lot, parking garage, or other parking area located on the campus of the College District.

TOBACCO AND E-
CIGARETTES
PROHIBITED

Galveston College prohibits smoking and the use of tobacco products and e-cigarettes on all College property, in College vehicles, and at all College-related activities.