

Procedure III.3006.F.a, Institutional Representation

Associated Policy

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Procedures

Examples of organizations/entities College employees may have a need to participate in is provided below. This list is not exhaustive but is offered only for example purposes.

Rotary Clubs, Chambers of Commerce, Economic Development groups, community service organizations, Greater Houston Partnership, State Advisory committees, American Association of Community Colleges (AACC), Southwestern Social Science Association (SSSA), Texas Association of Black Personnel in Higher Education (TABPHE), Texas Association of Collegiate Registrars and Admissions Officers (TACRAO), Texas Higher Education Coordination Board (THECB), Texas Association of Community College Business Officers (TACCBO), Texas Association of School Boards (TASB), and Texas Association of Community Colleges (TACC). Official institutional representation requires approval from leaders up to the appropriate SLT member, after SLT member consultation with the Chancellor. Information concerning frequency of meetings, amount of release time needed, cost of travel for serving, and length of service must be submitted with the request for approval. Only expenses related to fully approved roles will be reimbursed per the guidelines below.

General Guidelines (once institutional representation has been fully approved):

- Travel expenses incurred to attend board meetings or special events can be reimbursed or directly paid by the College if the external organization does not cover the cost. Adherence to the College's official Travel Policy and Procedure is required. Expenses can be covered by the employee's department budget or SLT member budget reserves, if needed.
- Expenses of external organizations cannot be charged to the College. Examples are expenses related to board meetings and special events, such as event supplies, marketing, food, prizes, honorariums, etc.
- Rotary and Chamber of Commerce dues and event fees such as luncheon meetings can be funded, but not raffle/prize tickets or donations.
- In some instances, the employee has been approved to be an officer or board member of an entity and the entity also hosts an annual conference to provide professional development for its members and others. Travel expenses related to professional development can be charged to the College per the official Travel Policy and Procedure. Expenses can be covered by the employee's department budget, SLT member budget reserves, or the Center for Excellence in Teaching and Learning (CETL). These expenditures are considered professional development rather than expenses related to an employee's official role in that entity.

- All expenses submitted for reimbursement or direct payment must be in accordance with San Jacinto College Policies and Procedures.

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Associated Policy	Policy III.3006.F, Institutional Representation
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Finance