

Policy III.3006.F, Institutional Representation

Purpose

To enhance the College’s community and industry awareness and engagement, there is a need for appropriate San Jacinto College employees to participate in activities of other organizations and entities that are related to the College’s business activities in higher education or the community including associations, regulatory agencies, Rotary clubs, local Chambers of Commerce, local Economic Development groups, and nonprofit organizations.

Policy

College employees may desire or be asked to serve as members, officers, or committee members of these entities or organizations and officially represent the College in their roles.

Participation should be of benefit to the College, related to the employee’s area of expertise, or College-related in some manner, and approved in advance by a Strategic Leadership Team (SLT) member, after SLT member consultation with the Chancellor.

With approved participation in these entities, certain expenses incurred by a College employee will be covered or reimbursed by the College, and certain time spent supporting these entities will be considered College time worked.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

Associated Procedures

Procedure III.3006.F.a, Institutional Representation

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Effective Date	March 5, 2024
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Associate Vice Chancellor, Finance