

**PALO ALTO COLLEGE
COLLEGE PROCEDURES**

Procedure Number: F 14.0
Procedure Title: Palo Alto College Community Cat Program
Relevant Board/SACSCOC Policy: C 2.1.3 Animals on College District Property (Procedure)
Originating Unit: Ozuna Library and Learning Resources
Maintenance Unit: Vice President of College Services

I. Purpose: This procedure establishes the plan for the Palo Alto College Community Cat (PACCC) program.

II. Procedure Statement:

This procedure outlines the creation of a campus community cat program. Palo Alto College has a feral cat population. Faculty, Staff, and Students have been caring for a colony for two and a half years, although others exist on campus. Research has shown that TNR (Trap, Neuter, Return) and ongoing maintenance are the best solutions for managing feral cat colonies.

- A. Establish a governing committee comprised of Palo Alto College Faculty, Staff, and Students.
 - 1. Committee Roles are identified and defined through Organizational Chart
 - 2. Committee Responsibilities:
 - a. Stay current on City of San Antonio and Alamo College District regulations and procedures concerning community cats
 - b. Identify volunteers
 - c. Follow feeding/maintenance guidelines established through ACD Enterprise Risk Management Procedure C 2.1.3 Animals on College District Property and City of San Antonio
 - d. Identify and coordinate TNR actions
 - e. Manage and maintain supplies – food, medicine, donations, etc.
 - f. Hold meetings three times per semester (beginning, mid, end, or as needed) to address issues, concerns, accomplishments
- B. All volunteers will be required to attend free TNR training, provided by San Antonio Feral Cat Coalition.

- C. Feeding Coordinator will maintain a feeding schedule for all identified campus colonies beginning of each semester.
 - 1. Volunteers will be identified in advance, with backup contingencies and will complete background checks.
 - 2. Feeding windows will be no more than 30 minutes, twice a day, during low-traffic times.
 - 3. The feeder will stay onsite for 15 minutes while the cats eat.
 - 4. Any excess food/trash will be properly disposed of and bowls will be sanitized.
 - 5. Only water bowls are permitted to remain full.

- D. Any sick, injured, or non-ear-tipped (ear-tipping is an indication of TNR) cat will be identified and a request must be submitted to the Committee and TNR Coordinator to determine and approve a course of action.
 - 1. Once a plan has been established, it must be submitted to the appropriate Campus Administration for approval prior to any action being taken.

- E. The Donation Coordinator will accept and record any donation of food, supplies, or monies in an official ledger, which will be submitted to oversight department at the end of fiscal year.

- F. The PACCC will collaborate with local community cat programs, including: colleges and universities, San Antonio Feral Cat Coalition, and City of San Antonio's Community Cat Program on current practices and procedures.

Attachments: PACCC Organization Chart, Organizational Chart Descriptions

Date Created: 8/11/2020

Date Updated/ Approved: September 1, 2020

Approved:

(signed: Katherine Doss)

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