

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 \(Procedure\) Animals on College District Property](#)
Originating Unit: Ozuna Library and Learning Resources
Maintenance Unit: Vice President of College Services

I. Purpose: To outline the plan for support and maintenance of the Palo Alto College Community Cat program.

II. Procedure Statement:

This procedure supports an organized process of TNR (Trap, Neuter, Return) and ongoing, responsible management of the feral cat colonies on the PAC campus.

A. Establishing a Cadre of Community Cat Volunteers

The Community Cat program shall be led and implemented by volunteers. Volunteers may be drawn from the Palo Alto College faculty, staff, students, and/or PAC community members. The lead for the Community Cat program shall be designated by a college dean. All activities of the Community Cat program must receive prior approval from the responsible dean or their designee.

Community Cat Volunteer Responsibilities. Under the guidance of the program lead, volunteers shall:

- a. Stay current with City of San Antonio and Alamo College District regulations and procedures concerning community cats and attend the free TNR training provided by the San Antonio Feral Cat Coalition.
- b. Assist with recruitment of additional volunteers, as needed.
- c. Follow feeding/maintenance guidelines that align with ACD Enterprise Risk Management Procedure C 2.1.3 Animals on College District Property and City of San Antonio.
- d. Identify and coordinate Trap, Neuter, Return (TNR) actions.
- e. Manage and maintain the necessary supplies – food, medicine, donations, etc.
- f. Meet at least twice each academic year (or more often if needed) to address ongoing supervision and management of the program.

B. The Feeding Schedule

At the beginning of each Fall and Spring semester a feeding schedule will be established for all identified campus colonies.

- a. Feeding windows will occur twice a day for no longer than 15-30 minutes, during low-traffic times on campus.
- b. The feeder will stay onsite for 15-30 minutes while the cats eat and then properly dispose of trash and excess food and clean the bowls.
- c. Every effort will be made to ensure water bowls remain full.

C. The program lead will respond to any request for action submitted on behalf of a cat that is sick, injured, or not yet identified through ear-tipping. The proposed response will be submitted to the responsible dean or their designee for approval.

D. Donations. The program coordinator will accept and record any donation of food, supplies, or monies, the record of which will be submitted to the responsible dean or their designee at the end of each fiscal year.

E. Supporters of and volunteers for the PAC Community Cat program will collaborate with local community cat programs – which may include programs organized by other colleges and universities, the San Antonio Feral Cat Coalition, and the City of San Antonio’s Community Cat Program - regarding current best practices and procedures.

Date Created: 8/11/2020

Date Updated/ Approved: September 1, 2020

Date Updated/Approved: June 16, 2026

Approved:

(signed: Lisa Juarez _____)

Vice President of College Services

(signed: Patrick Lee _____)

Vice President for Academic Success

(signed: Delilah Marquez _____)

Vice President for Student Success

(signed: Dr. Robert Garza _____)

President