

#	College Online Policy and Procedure System	CAP	Policy Only	Procedure & Policy	Procedure Only	Diversity College	Facilities	Finance	Learning	Staff	Technology	Community Safety	Faculty	HR Employee	
1	Academic Council Authority									1					1
2	Academic Probation and Dismissal									1					1
3	Accident Reporting						1								1
4	Accounts Receivable Billing							1							1
5	Administrative Withdrawals								1						1
6	Admissions *	1							1	1					2
7	Admissions: Selective Programs and Waiting Lists								1	1					2
8	Advertising								1						1
9	Affirmative Action Guidelines and Complaint Procedure					1									1
10	Alcoholic Beverages on Campus					1									1
11	Animals						1					?			1
12	Archives					1									1
13	Audiovisual Equipment Checkout								?						1
14	Audiovisual Equipment Reservation								?						0
15	Audit a Class								1						0
16	Banking and Cash Receipts/Disbursements							1							1
17	Banner Access Requests: see Information Technology										1				1
18	Banning from Campus (Trespass Warning)						1				1				1
19	Bloodborne Pathogens: Exposure						1					1			1
20	Board of Education Policies					?	?	?	?	?	?		1		2
21	Bookstore Discounts							1		1					0
22	Brochures							1							2
23	Budget Change Process								1						1
24	Budget Control							1							1
25	Building Access							1							1
26	Candles and Open Flame Devices: Use						1								1
27	Capital Assets Inventory *	1						1				1			2
28	Catering							1							1
29	Center for Meeting and Learning: Scheduling an Event							1							1
30	Chemical Hygiene Plan						1								1
31	Classroom Visitors										1				2
32	Classrooms: Food and Drink *	1					1		1	Con					1
33	College Address and Letterhead for Personal Correspondence, Use of *	1				1									1
34	Communicable Diseases in the Workplace				1										1
35	Complaint Procedures											1			2
36	Affirmative Action Guidelines and Complaint Procedure						1								0
37	Disabilities: Americans With Disabilities Act Complaint Procedure														1
38	Harassment Based on Race/Ethnicity or National Origin: Formal Complaint Process					1	1								2
39	Harassment Based on Race/Ethnicity or National Origin: Informal Report and Resolution Process					1									1
40	Harassment, Sexual: Formal Complaint Process					1									1
41	Harassment, Sexual: Informal Report and Resolution Process					1									1
42	Shared Governance Appeal Procedure														1
43	Student Complaint Procedure: Formal					1									1
44	Student Informal Report and Resolution Process								1	1					2
45	Title IX Coordinator and Section 504 Officers								1	1					2
46	Computer Services: see Information Technology														1
47	Computer Use Guidelines (See Information Technology: Appropriate Use Policy)										1				1
48	Construction Administration										1				1
49	Construction-Related Disruptions						1								1
50	Consultants, Use of *	1													1
51	Contract Approvals														1
52	Cooperative Education														1
53	Copier Management *	1							1						1





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109	Employment of Family Members *	1												1	1
110	Employment References													1	1
111	Equipment: Disposal						1								1
112	Equipment: Loans to Students						1								1
113	Equipment: Personal Use *	1					1								1
114	Exchange of Staff With Other Institutions								1						1
115	Facilities Management Team						1								1
116	Facilities: Community Use *	1					1			Con					1
117	Facilities: Fees						1								1
118	Facilities: Maintenance and Operations						1								1
119	Facilities: Scheduling						1								1
120	Facilities: Use in General						1								1
121	Fees: Special								1						1
122	Final Exam Schedule								1						1
123	Financial Records and Account Numbering							1							1
124	Flag Display						1								1
125	Forms Listing				1										1
126	Freedom of Inquiry and Expression *	1			1					1					2
127	Gift and Donation Acceptance							1							1
128	Gift Purchases							1							1
129	Grades and Attendance: Summer Term								1						1
130	Grades: Academic and Degree Appeals								1						1
131	Grades: Changing								1						1
132	Grades: Definitions								1						1
133	Grades: Pass/No Pass Option								1						1
134	Grades: Posting Publicly								1						1
135	Grades: Records *	1							1		1				2
136	Graduation Criteria								1						1
137	Grant Development and Administration							1							1
138	Harassment Based on Race/Ethnicity or National Origin: Formal Complaint Process					1				1					2
139	Harassment Based on Race/Ethnicity or National Origin: General *	1				1									1
140	Harassment Based on Race/Ethnicity or National Origin: Informal Report and Resolution Process					1									1
141	Harassment, Sexual: Formal Complaint Process					1				1					2
142	Harassment, Sexual: General *	1				1									1
143	Harassment, Sexual: Informal Report and Resolution Process					1									1
144	Hazard Communication						1								1
145	Hiring: Internal Advertisement						1								1
146	Hiring: Without Advertisement													1	1
147	Hiring Process													1	1
148	Hiring Rates: Classified Positions													1	1
149	Hiring Rates: Definitions													1	1
150	Hiring Rates: Faculty Positions													1	1
151	Hiring Rates: Management Positions													1	1
152	Hours: 30th Ave Campus *	1			1	1				Con					2
153	Income Credit Program								1						1
154	Incomplete Grade								1						1
155	Independent Contractors														1
156	Independent Contractors: Definitions							1							1
157	Independent Study							1							1
158	Information Technology: Administrative Computer System Baseline Modification *	1							1						1
159	Information Technology: Appropriate Use Policy *	1								1	1				2
160	Information Technology: Banner Access Requests									1					1
161	Information Technology: Computer Support Standards									1					1
162	Information Technology: E-Mail Distribution Guideline									1					1

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163	Information Technology: Remote Access *	1									1			1
164	Information Technology: Use of Services										1			1
165	Information Technology: Virtual Private Network *	1									1			1
166	Information Technology: Wireless Communication *	1									1			1
✓167	Instructor Certification								1					1
✓168	Instructor Hours on Campus						1		1					1
✓169	Instructor Qualifications: Credit								1					2
✓170	Instructor Qualifications: Noncredit								1					1
✓171	Instructor Selection and Development *	1							1	Con				1
172	Insurance Benefits													1
173	Insurance: Non-Employee Claim													1
174	Insurance: Property and Liability						1							1
175	Insurance: Stolen Property						1							2
176	Insurance: Vehicles						1							2
✓177	International Students								1					2
178	Invoice Payment													1
179	Keys													0
180	Laundry Services						1							1
181	Leaves With and Without Pay						1							1
182	Legal Counsel Referrals and Communications					1								1
✓183	Library: Overdue and Unreturned Materials								1					1
✓184	Library: Use and Borrowing Privileges								1					1
185	Lock-Out/Tag-Out						1							1
186	Logo					1								1
187	Lost and Found						1							1
188	Mailing Procedures					1								1
189	Marketing and Public Relations					1								1
190	Mechanical Breakdowns													1
191	Medical Record Confidentiality						1							1
192	Medical Treatment of Minors												1	1
193	Medical Treatment of Staff												1	1
194	Moving Expense Reimbursements												1	1
✓195	Name Change: Department/Service						1		1					1
196	Naming Buildings and Facilities *	1					1			Con				2
197	News Media Relations and College Spokespersons *	1				1								1
198	Occupational Injuries and Illnesses						1						1	1
199	Organizations *	1				1			1				1	2
✓200	Outreach Credit Classes								1					2
201	Overtime													1
202	Overtime for Classified and Management Support Employees Who Teach												1	1
203	Pay: School Closure												1	1
204	Paychecks: Early												1	1
205	Paychecks: Emergency												1	1
206	Paychecks: Lane Automatic Direct Deposit (LADD)												1	1
207	Paychecks: Mid-Month Draw Checks												1	1
208	Paydays												1	1
209	Payroll Deductions												1	1
210	Payroll Procedures in General												1	1
✓211	Performance Evaluations								1				1	1
212	Performance Hall Scheduling						1						1	2
✓213	Personal Items in Instruction: Use								1					1
214	Personal Services Screening and Selection								1					1
215	Personnel Database							1						1
216	Personnel Files												1	1
217	Personnel/Payroll Actions												1	1
218	Petty Cash Funds						1						1	1

#	College Online Policy and Procedure System	CAP *	Policy Only	Procedure & Policies	College	Diversity	Facilities	Finance	Learning	Affairs	Technology	Community	Faculty	HER	Plounee	il
219	Photo Identification Card									1						1
✓220	Placement Testing: Reading								1							1
221	Policies and Procedures: Adding, Revising or Deleting				1											1
222	Position Budget Transfer							1							1	2
223	Printing and Graphics Services						1									1
224	Printing: Stationery, Business Cards and Note Pads						1									1
225	Privacy *	1								1					1	2
226	Purchase Order Requirements						1	1								2
227	Purchase Orders						1	1								2
228	Purchase Orders: Terms and Conditions						1	1								2
229	Purchases: Capital Equipment						1	1								2
230	Purchases: Conflict of Interest						1	1								2
231	Purchases: Recycled Paper *	1					1	1								2
232	Purchasing Policies: Model						1	1								2
233	Purchasing Solicitations: Requirements						1	1								2
234	Racial Harassment: see Harassment Based on Race/Ethnicity or National Origin: General					1										2
235	Reassignment to Higher Classification: Temporary														1	1
236	Reassignments													1		1
237	Reclassification of Classified Positions													1		1
238	Reclassification of Management Positions													1		1
239	Records Management				1									1		1
240	Recycling *	1					1									1
241	Refunds: Continuing Education							1								1
242	Refunds: General							1								1
✓243	Registration Packets								1							1
✓244	Release of Student Records								1	1						2
245	Remodeling (Facilities Management Team)						1									1
✓246	Research: Authorization to Conduct								1							1
247	Reserve Duty Release Time for Students									1						1
248	Residency Requirements									1						1
249	Retirement														1	1
250	Retirement Celebrations													1		1
251	Room Scheduling						1							1		1
252	Room Scheduling: Renaissance						1									1
253	Salary Schedules															1
254	Salary Schedules: Adult Education													1		1
✓255	Sale to Students of Staff Prepared Instructional Materials								1							1
256	Sales and Advertising on Campus							1								1
✓257	Schedule Changes								1	1						2
✓258	Scholarships and Tuition Waivers								1	1						2
✓259	Screening Tests to Determine Prerequisite Skills								1							1
260	Sexual Assault					1										1
261	Sexual Harassment: see Harassment, Sexual: General					1										1
262	Shared Governance Appeal Procedure				1											1
263	Siltcoos Station Retreat and Learning Center						1									1
264	Smoking *	1					1		Con							1
265	Solicitation of Funds *	1					1									1
266	Space Assignment						1									1
267	Student Complaint Procedure: Formal															1
268	Proceso de Queja Estudiantil: Formal									1						1
269	Student Evaluation of Instruction									1						1
✓270	Student Government *	1							1	1				1		1
271	Student Immunizations						1									2
272	Student Informal Report and Resolution Process									1						1
273	Reporte Estudiantil Informal y Proceso de Resolución									1						1
274	Student Loan Program: Short Term									1						1



