

College Operations Policy and Procedures Manual



ASCOCC

STUDENT GOVERNMENT

Central Oregon Community College
2013-2014

Table of Contents

INTRODUCTION	5
PURPOSE	5
ASCOCC STUDENT FEE	5
REVISIONS TO THIS MANUAL	6
PERSONNEL POLICIES AND PROCEDURES	6
MINIMUM REQUIREMENTS	6
POSITION CRITERIA AND DESCRIPTION	6
DETERMINING PAY	6
HIRING PERSONAL	6
PUBLICITY CRITERIA FOR ALL STUDENT LEADERSHIP POSITIONS	6
APPLICATION DEADLINE	6
CONSIDERING APPLICANTS	7
WHAT TO DO ONCE YOU HAVE SELECTED YOUR CANDIDATE	7
CRIMINAL BACKGROUND CHECK PROCEDURE	7
EQUAL OPPORTUNITY	8
EQUAL ACCESS/DISABILITY POLICY	8
SUPERVISION OF PAID STUDENT POSITIONS	9
PAYROLL	9
TERMINATING/ FIRING	9
IMMEDIATE TERMINATION	9
DUTIES AND RESPONSIBILITIES	9
ASCOCC MEETINGS	9
PURPOSE OF MEETINGS	9
SCHEDULING MEETINGS	9
MEETING AGENDAS AND MINUTES	10
OFFICE PROTOCOL	10
OFFICE HOURS	10
ASCOCC OFFICE SHIFTS	10
DESK AREA AND ASCOCC OFFICE	10
VOICEMAIL & EMAIL	10
PHONE	11
COPIER:	11
PRINTER	11
OFFICE SUPPLIES	11
EQUIPMENT AND PROPERTY	12
DEFINITIONS	12
DONATED EQUIPMENT AND GIFTS	12
TRANSFER OF EQUIPMENT	12
EQUIPMENT DISPOSAL	12
BEHAVIORAL EXPECTATIONS	12
COLLEGE STANDARDS OF BEHAVIOR	12

Policy & Procedures Manual of ASCOCC

STUDENT LEADERS STANDARDS OF BEHAVIOR OR PERFORMANCE	13
BEHAVIORAL STANDARDS AT EVENTS, ACTIVITIES OR PROGRAMS.....	13
On Campus Activities	13
Off Campus Activities	13
FISCAL POLICIES AND PROCEDURES.....	13
FINANCIAL POLICIES AND PROCEDURES.....	13
BOOKKEEPING RECORDS.....	13
ACCOUNTS PAYABLE	14
INDEPENDENT CONTRACTOR AGREEMENT	14
CHECK REQUEST PROCESS.....	14
FOOD AND BEVERAGE POLICY	14
Hosting Groups and Official Guests	14
Departmental Receptions & Intra-Departmental Functions	15
Alcoholic Beverages	15
Extended Approval	15
ACCOUNTS RECEIVABLE.....	15
REQUEST FOR CASH BOX FOR EVENTS	15
CHECKING ACCOUNT.....	16
CREDIT CARD	16
PETTY CASH	16
PURCHASING	16
PURCHASE ORDERS	16
ALCOHOLIC BEVERAGES.....	16
BOOKSTORE ACCOUNT	17
TRAVEL.....	17
TRANSPORTATION AND MILEAGE REIMBURSEMENTS.....	17
REQUEST FOR TRAVEL:	17
TRAVEL POLICIES.....	17
PER DIEM TRAVEL ADVANCEMENT	17
MEALS/BEVERAGES ON DAY TRIP (NO OVERNIGHT STAY)	17
FUNDRAISING	18
COCC RAFFLE PROTOCOL.....	19
EMPLOYEE GIFTS AND EVENTS:.....	19
EVENT PLANNING AND PROCEDURES	20
RESERVING FACILITIES	20
RESERVING SPACE IN THE CAMPUS CENTER BUILDING	20
CUSTODIAL	20
SAFETY AND SECURITY.....	20
FOOD SERVICE	20
CAMPUS VEHICLE USE	21
DRIVER CERTIFICATION.....	21
DMV RECORDS CHECK	21

Policy & Procedures Manual of ASCOCC

VEHICLE RESERVATIONS.....	21
SUPERVISION.....	21
MILEAGE SLIPS.....	22
GAS CARDS.....	22
RENTAL VEHICLES.....	22
CANCELLATIONS.....	22
ACCIDENTS AND/OR PROBLEMS.....	22
CLEANLINESS.....	23
MAINTENANCE.....	23
WEATHER.....	23
PRIVATE VEHICLES.....	23
MARKETING POLICIES AND PROCEDURES.....	24
COLLEGE RELATIONS OFFICE.....	24
STUDENT E-NEWSLETTER.....	24
ADVERTISING POLICY.....	24
READER BOARD ADVERTISING.....	ERROR! BOOKMARK NOT DEFINED.
ELECTRONIC MAIL (E-MAIL) GUIDELINES.....	24
POSTING OF MATERIALS.....	25
CAMPUS COPY CENTER.....	25
HOURS.....	25
COPY CENTER REQUESTS.....	25
COPY CENTER COSTS.....	26
COPYRIGHT.....	26
DEPARTMENT COPY MACHINE.....	26
DEPARTMENT COPY MACHINE COSTS.....	26
MAIL.....	26

INTRODUCTION

The College Operations Policy and Procedures manual is an internal document designed to provide guidance in the form of procedural directives that will be used for clarification, establishment of operational procedures and internal compliance for the Associated Students of Central Oregon Community College (ASCOCC).

PURPOSE

- Establish policy and procedure to ensure consistency and legal protection
- Assist in training staff members
- Serve as a resource for the ASCOCC council and student organizations

ASCOCC STUDENT FEE

ASCOCC Student Fees are collected from each enrolled student. It is the responsibility of the ASCOCC Council to ensure fair and equitable provision of funds to support programs, services and activities and to maintain good fiscal practices and procedures.

Student Government shall fund various student programs and activities based on considerations of traditional and need oriented requests. Student Government reserves the right to evaluate funded programs and activities to see if established goals have been met.

In general, ASCOCC student fees may be used for a multitude of activities as long as they reasonably relate to the educational mission of the institution and involve an activity, benefit, function or program directly to or involving students.

Per the 2000 *Southworth* Supreme Court decision, fees must be allocated without regard to a particular program/project/group/organization's viewpoint:

- No funding decision can be based upon the views of the group;
- Funding may not be contingent upon demonstrating majority support ;
- Funding levels may be significantly different for different programs/projects/groups, but differences cannot be because of the views expressed by the sponsoring organization.

The following are statements of fact, which can assist in the management of ASCOCC student fee funds:

- If donated funds are commingled with state funds, all become state funds (separation would require separate accounts).
- To the extent that students earn income by use of state property or facilities, such income becomes public money.
- Funds raised without the use of state property or money are private funds and may be used without restriction.

REVISIONS TO THIS MANUAL

Additions and/or changes to this manual may be suggested by any COCC Student Life staff member or ASCOCC member. Final approval for all manual revisions must be reviewed and approved by the Dean of Students. At least one current copy is to be available online at all times. It is the responsibility of the ASCOCC advisor to ensure all policies and procedures are upheld.

PERSONNEL POLICIES AND PROCEDURES

This policy applies to all ASCOCC positions including elected, appointed and hired students by the council. This applies to paid and unpaid positions. Students are required to meet with the ASCOCC advisor before beginning their hiring process to ensure compliance with all college policies and procedures.

Minimum Requirements

An eligible employee must be an enrolled student at Central Oregon Community College in good standing. Maintain a minimum cumulative grade point average of 2.3. Enroll in 6.0 credits at COCC including satisfactory completion of at least six credits each term at COCC during employment.

Position Criteria and Description

Before beginning any hiring process, you must identify the minimum and preferred qualifications the committee will use to make the hiring decision. These qualifications must be available for interested people to read. The position description for any paid position must be developed by the ASCOCC council and final approval by the COCC Advisory Committee, prior to hiring for the position.

Determining Pay

For hourly employees employed by ASCOCC the pay rate will equal to the Oregon minimum wage. If specialized duties or responsibilities are required for the position a job description and justification for an increase in the hourly rate of pay will need to be submitted to the by Human Resources to determine the appropriate pay scale.

Hiring Personnel

Before beginning hiring, ASCOCC must determine who will make the hiring decision. More than one person should be involved in selecting candidates, interviewing, and hiring. The ASCOCC advisor should be involved with the hiring process, but may not make final hiring decisions. The final candidate must meet with the ASCOCC advisor and complete all HR paperwork before their first day of work.

Publicity Criteria for all Student Leadership Positions

All student leadership positions are funded by student fees, therefore as many students as possible should be aware of the position and have the opportunity to apply. Therefore, all positions should be advertised in a minimum of two different ways for a minimum of one week.

Application Deadline

The time period for accepting applications should be open long enough to allow students adequate time to respond. Usually two weeks is adequate. If an unexpectedly low number of applicants respond by the original deadline, and if no applications have been reviewed yet, the deadline may be extended. However, the extension must be publicized in the same manner as the original listing and must allow adequate time for additional students to reasonably respond. Deadlines may not be extended to accommodate any individual applicant or prospective applicant.

Considering Applicants

It is suggested that you have the ASCOCC advisor or a College staff, screen all applicants to determine that minimum qualifications are met.

All applications must be reviewed in conformance with Affirmative Action Guidelines and College policy (<http://www.cocc.edu/General-Procedures-Manual/Human-Resources/>). While it is not necessary to complete the Affirmative Action paperwork, you must consider all applicants on a fair and equal basis. Consult the ASCOCC advisor with any questions.

What to do Once You Have Selected Your Candidate

The final candidate must meet with the ASCOCC advisors before their first day of work. Students getting paid must complete all HR paperwork before their first day of work. The following paperwork is need for all employees on file with the Human Resources department, see appendix for copies of forms.

- COCC Employment Application
- I9 Form
- W4 Tax Form
- New Employee Payroll Form
- Approval to Hire Temporary Personal Form
- Sexual Harassment Online Training (<http://www.cocc.edu/Human-Resources/Employment/Equal-Opportunity/Sexual-Harassment-Training/>)
- FERPA Overview & Handout

Criminal Background Check Procedure

In a continuing effort to further ensure the safety and welfare of students, faculty and staff, Central Oregon Community College requires criminal records checks on all newly hired full-time and part-time employees. Criminal background checks will be conducted in compliance with applicable state and federal guidelines. Criminal background checks will also be conducted for student employees, volunteers and current employees moving into a position that:

- Will be handling money.
- Are issued college purchasing privileges/credit cards.
- Have direct unsupervised contact with minors under the age of 18 or persons with developmental disabilities.
 - (Direct, unsupervised contact" means contact with children [under age 18] or developmentally disabled persons that provides the employee opportunity and probability for personal communication or touch).
- Works with data-sensitive information and/or in security sensitive positions such as information technology.
 - (Data-sensitive information means employee or student social security numbers, dates of birth, driver's license numbers, medical information, personal financial information or criminal background information).
- Are issued master keys/FOBS to the college.

Final candidates and employees required to submit to a background check must sign a release form or on-line certification and release as part of the application process, authorizing the college to conduct a background check.

Criminal background reports with adverse information will be reviewed and evaluated by a committee consisting of the Director of Human Resources, the Risk Manager and the Safety and Security Supervisor. The committee

will use the information from the criminal background report in conjunction with the following guidelines to determine an applicant's eligibility for employment:

1. The passage of time since the commission of the crime.
2. The nature of the crime.
3. The relationship between the position to be performed and crime committed.
4. The number of convictions.
5. Rehabilitation efforts.

Generally, the applicant may not begin work or be unconditionally hired before the results of the background check are known and meet the above-stated criteria. The opportunity to become employed or transfer into a qualified position will terminate immediately for all prospective employees considered ineligible according to the criteria set forth above.

If an applicant is determined to be ineligible based on the above guidelines, the college will provide notice of the disqualifying information and a copy of the report to the applicant and will give the applicant five business days to dispute the information contained in the report before a final decision is made. If, after the five-day period has expired, the applicant does not dispute the information contained in the report, the college will disqualify the candidate from employment consideration. All information obtained in the course of the criminal background check will be confidential and the reports will be kept in a secure file separate from personnel files in the Human Resources Department.

The college will not employ an individual who has failed to disclose the presence of criminal convictions on the employment application. Any false statements made by an applicant on the employment application, during the interview process, or at any other time during the application process, or refusal to submit or consent to a criminal background check will also disqualify the applicant from any employment consideration. Similarly, a current employee must report criminal convictions (other than minor traffic offenses) to his/her supervisor and the Director of Human Resources.

Equal Opportunity

It is the policy of the Central Oregon Community College Board of Directors that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, color, race, religion, sexual orientation or veteran status in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Equal Employment Officer, c/o COCC's Human Resources office, (541) 383-7216.

Faculty, staff and students are protected from discrimination and harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Persons who, because of a physical or learning disability, need special accommodation should contact the ADA Coordinator, Director of Campus Services (541) 383-7776, in advance of their need for accommodation. Further inquiries may be directed to the Affirmative Action Officer, c/o COCC's Human Resources office, (541) 383-7216.

Equal Access/Disability Policy

COCC prohibits and actively discourages discrimination against people with disabilities. Toward this end, the College community will continue to develop training and resources to promote sensitivity and awareness of disability issues.

The College will organize its disability services in a way that promotes self-determination for people with disabilities and that engages the entire campus community in access issues.

In order to respect the independence, rights, and dignity of people with disabilities, requesting an accommodation

or identifying oneself as having a disability will be voluntary. In accordance with data privacy laws and established College regulations, the College will treat all personal data with confidentiality.

The office of Services for Students with Disabilities is open to COCC's faculty, staff, and students as a resource on disability issues.

Supervision of Paid Student Positions

Paid student positions are supervised by the ASCOCC council. Council members may be delegated the responsibility of day-to-day management of other student employees in terms of their specific activities or coordination of schedules. However, the ASCOCC advisor, as the representative for the College, is the overall supervisor of all paid ASCOCC student positions.

Payroll

Hourly employees must complete the COCC Hourly Timesheet (see appendix) by the second business day after the final day of each month to the ASCOCC advisor. ASCOCC stipend council members must complete the ASCOCC Stipend Form (see appendix) by the second business day to the ASCOCC advisor. All student checks are available by the 15th of the following month. Please refer to the following website for payroll deadlines and check availability dates <http://www.cocc.edu/Fiscal-Services/Payroll-Deadlines/>.

Terminating/ Firing

Termination decisions are to be made by the ASCOCC council. The ASCOCC council or designated council member supervisor who is responsible for managing the day-to-day activities of other student staff must bring concerns to the ASCOCC advisor in a timely manner. Student or council members may not directly fire other students. Students who are in a position where they are not fulfilling their duties or who do not meet the minimum requirements will meet with the ASCOCC council to determine what actions are to be taken with regard to their position.

Immediate Termination

The following offenses may be considered grounds for immediate termination of an ASCOCC student employee, with no chance of appeal:

1. Violation of the Code of Student Conduct.
2. Knowing violation of any state or federal law.

DUTIES AND RESPONSIBILITIES

ASCOCC Council must demonstrate proper behavior at all times. Council members will assist in educating other members as to what is and is not acceptable behavior. All members are held to the same behavioral standards. The nature of a leadership position in student leadership requires that an officer exhibit a standard of behavior that far exceeds those of other members. Council members should follow and consult the ASCOCC Code of Ethics for further information.

ASCOCC MEETINGS

Purpose of Meetings

Meetings are held to coordinate and sustain activity within the organization.

Scheduling Meetings

Meetings are more successful when they are scheduled at the same time and location for the entire term. Work with the Advisor to schedule a regular meeting time and place on campus. Ideally, ASCOCC should have

meetings scheduled on a weekly or bi-weekly basis. Get your meetings scheduled at the beginning of each academic term. Publicize meetings to all students, as well as to the college, so new students interested in ASCOCC or becoming involved, will know where to find your meetings.

Meeting Agendas and Minutes

A clear agenda is essential for conducting business meetings. The agenda should be prepared prior to the meeting and made available to members by distribution, or by posting in a prearranged place. Post meeting agenda at least 72 hours in at least three locations that should include: the ASCOCC website, student public email folder and ASCOCC office window. The agenda should also be emailed to the ASCOCC advisor and to the Broadside (broadsidemail@cocc.edu) 72 hours prior to the meeting.

An essential part of running effective meetings is the timely dissemination of meeting minutes. The person responsible for minutes should complete the meeting minutes no later than three days after the meeting and provide copies for the officers and advisor for review. Also, there should be a place where the minutes are posted for all students and other interested people to review them. Remember that ASCOCC is a public body and all meetings are open for public review. A good place to post minutes might be on the ASCOCC Bulletin Board, and the ASCOCC website.

OFFICE PROTOCOL

All student employees (including volunteers) who work in the ASCOCC office are subject to the following policies and procedures.

Office Hours

The council prior to the start of each term will determine ASCOCC campus center open office hours. Hours will be posted on the front office window and on the ASCOCC website. Each term the council should strive to have 20 hours of open hours each term during the campus center building hours (Monday-Friday 8am to 8pm, Saturday and Sunday 10am to 1 pm and 4 to 8 pm). Each council member should maintain a minimum of 8 hours a week of scheduled in office hours with a maximum of 10 hours per week.

ASCOCC Office Shifts

- Every council member is expected to keep the office hours submitted at the beginning of the term and is responsible to find coverage and notifying fellow council members and the ASCOCC advisor.
- ASCOCC council members and employees are expected to be on time for scheduled hours.
- Hourly student employees must record hours every day after working on the hourly timesheet (see appendix).
- Lunch Break of 30 minutes is allowed when employee works 4 consecutive hours, otherwise a 15-minute break is allowed.

Desk Area and ASCOCC Office

- Keep all desk areas and the office clean and picked-up.
- Recycle used paper and shred documents that have personal information on it.
- Please contact fellow council members or advisor when calling about absence.
- Keep refrigerator clean and free of expired food. The refrigerator should be used primarily for chilling water, beverages and storing food.

Voicemail & Email

- Check phone messages daily.
- Check e-mail daily.
- Return phone, email and letter messages promptly.

- If ASCOCC council members do not know the answer to a question—it is protocol to first try to figure out the answer, then ask someone for help if there has been difficulty in reaching the appropriate answer. The worse thing to do is give misinformation.

Phone

- ACOCC phones are for **office use only** and for emergencies.
- Answer phones with a smile, it helps with the tone of voice to sound friendly. When Staff members answer the phone say, “ASCOCC, this is your name speaking, How may I help you?”
- When the phone screen indicates a voicemail, it means there are phone messages. Please write out the messages on the message book with the carbon copy duplicate paper. Messages that are recorded should be given to the correct person.

Copier:

To login in and use the copier machine:

1. Push ID, enter 820..... number (your individual COCC id number)
2. Press ok
3. Press login
4. Select the appropriate banner number from account list
5. Touch ok
6. You should be at the main copy screen.
7. Press ACCESS button twice to log out!

Printer

- 1) From the start menu click printers on the right hand side. If you do not have printers click on control panel and then on the printer icon)
- 2) Click the add printer icon.
- 3) Select the second option, “add a network , wireless or Bluetooth printer”
- 4) Select the icon next to the green arrow below the listed printers, “the printer that I want isn’t listed
- 5) Ensure the top option is selected, “find a printer in the directory, based on a location or feature “and click next at the bottom of the box.
- 6) In the middle box entitled location enter: campus center
- 7) A list will appear below and for:
 - a. Black and white select “CCB207 Laser” this is the printer located in the ASCOCC office
 - b. Color select “CCB209 Color” this is the printer in the Student Life supply room
- 8) A screen will appear that says, “connecting to printer”
- 9) If a screen appears that says, “install driver” select ok
- 10) Ensure the CCB207 laser is check as the default printer for all items as you don’t want to always print in color.
- 11) The final screen will appear that will say, “you have successfully added CCB20* laser on adps and click finish to complete.

Office Supplies

Office supplies should be ordered from the college’s contracted office supply company. The ASCOCC advisor will have the company information to view items online or from a catalog. Complete the office supply order form (see appendix) and return to ASCOCC advisor for a purchase order number and ordering of office supplies.

EQUIPMENT AND PROPERTY

All supplies, equipment, and property paid for by ASCOCC and student fee money is the property of Central Oregon Community College and use must follow all College policies. Central Oregon Community College policies are listed below and are subject to change by the Fiscal Services Department.

Storing property and equipment Central Oregon Community College students and staff are responsible for the safeguarding and proper care of the equipment provided them. Each person is expected to take reasonable precautions to protect that property from unauthorized removal or use as well as exercising reasonable care in operation and maintenance of College equipment.

ASCOCC must maintain current record of all capitalized, inventoried, and high-risk minor equipment. ASCOCC must notify the ASCOCC advisor of where equipment is stored and anytime the location changes. For use off-campus, an individual must have the property assigned to them to be in their care and possession. That person may be held financially liable for any missing items.

Definitions

Expendable Supplies: supplies which are consumed or destroyed in the normal course of operation, such as stationary or fuel; all materials or parts used in repair work, such as building materials or machine parts; items that have a useful life of less than two years; all items not classified as equipment below.

Capitalized Equipment: Property with useful life of more than one year and a unit cost of \$5,000 or more.

Inventoried Minor Equipment: Property such as high-tech equipment with an expected life of two years or more and a unit cost between \$2,500 and \$4,999.

High-risk Minor Equipment: Property and equipment that is under \$5000 and is portable by nature or easily misplaced or stolen.

Donated Equipment and Gifts

If ASCOCC receives donated equipment, they must let their advisor know so that we can acknowledge the gift, record the donation, and inventory the equipment.

Transfer of Equipment

Transfer of equipment from ASCOCC to another or to a department must be recorded. ASCOCC must notify their advisor in order for ASCOCC to fulfill all accounting requirements.

Equipment Disposal

All broken, worn-out and irreparable equipment must be disposed of through COCC Surplus. No individual or department may dispose of equipment without consulting Julie Mosier. All property with is stolen, lost, or disposed of must be recorded. ASCOCC must work with their advisor to dispose of equipment properly.

BEHAVIORAL EXPECTATIONS

College Standards of Behavior

Students at COCC assume a responsibility to conduct themselves in a manner compatible with the College's function as an educational institution. The Student Code of Conduct gives the standards of behavior expected of every student at COCC. The policies and procedures outlined have been designed to further the college's educational mission and to assist students in the pursuit of knowledge and personal development.

When a person becomes a student at COCC, they voluntarily assume the obligation of abiding by the standards prescribed in the Student Code of Conduct. The college, through the office of Student Life, maintains the

authority to impose sanctions for behaviors that violate the Student Code of Conduct. The college has an interest in behavior, subject to the Student Code of Conduct, separate from that of the civil authorities.

A complete copy of the Student Code of Conduct can be obtained online <http://www.cocc.edu/Student-Life/Student-Policies/>

Student Leaders Standards of Behavior or Performance

The ASCOCC Council cannot have standards of behavior that are less restrictive than the college's Student Code of Conduct. However, the organization may have standards of behavior or performance that may be more restrictive than the college's Student Code of Conduct, or academic requirements – as long as these standards do not discriminate or contradict college policies or procedures.

Behavioral Standards at Events, Activities or Programs

On Campus Activities

All participants at on campus activities, whether or not they are students, are subject to the behavioral standards set forth in the COCC board policies and procedures, as well as the guidelines set forth by the Student Code of Conduct.

Off Campus Activities

All off campus activities are scheduled through the appropriate office prior to the event. Off campus activities are still regulated by COCC. Behavior that is, and is not, accepted off campus is generally the same as on campus. Participants (whether a student, employee or someone unaffiliated with the college) involved in an off campus activity sponsored by any entity of COCC, such as ASCOCC, are subject to COCC board policies and procedures, as well as the guidelines set forth by the Student Code of Conduct. Those participating in an off campus activity are representing the college and thus, it is essential for their behavior to meet the highest standards of integrity and propriety.

FISCAL POLICIES AND PROCEDURES

Financial Policies and Procedures

As per college policy:

- 1) ASCOCC and student organizations shall adhere to college policies and procedures in handling their funds.
- 2) There shall be no off-campus accounts for ASCOCC or organization fund control.
- 3) Fund procedures are established by the Fiscal Services Department.
- 4) ASCOCC advisor monitors funds and maintains budget authority.

The ASCOCC council will designate a member to maintain financial reports and maintain records of the current budget status. Please contact the ASCOCC advisor to obtain ongoing account balances throughout the year. At the beginning of each academic term a printout of expenditures and revenue will be made available to the ASCOCC council.

Bookkeeping Records

The ASCOCC council member who has been designated with fiscal operations job duties should take responsibility of bookkeeping by maintaining an account register and balance sheet for ASCOCC.

Deposit receipts and backup of expenditures need to be kept on file by ASCOCC.

ACCOUNTS PAYABLE

Independent Contractor Agreement

An important document to become familiar with is the “Independent Contractor Agreement” (see appendix). This is the agreement or contract that you will complete in order to pay an individual for services provided, like a speaker, consultant or someone providing a service rather than a product. It also needs to be accompanied with a W-9 form (see appendix).

****Don't forget to get this form filled out in a timely manner so that your speaker will be paid on time. It can take up to two weeks to process checks.**

Check Request Process

To pay for something via a college check takes time and good pre-planning. The college writes checks once a week. Checks are automatically mailed to the intended payee - unless specifically requested on the check request form to be given to the person initiating the check or to be picked up in Fiscal Services.

A Check Request form **MUST** be submitted to the ASCOCC advisor two weeks in advance, for a check to be printed and either mailed or made available for pickup in the Fiscal Services Department. Planning ahead is the key.

All check requests with all required forms and information turned in by Monday will receive a check the Friday of the same week. Paperwork turned in after Monday will have a check available the following Friday of the next week.

All check requests must be accompanied by some type of paperwork: an invoice, bill, performance contract, correspondence with an estimate of the cost of an item you expect to purchase or something to document the reason the check is being requested.

Reimbursements made to students and staff members over the amount of \$50.00 are made through the Check Request process using the Check Request Form (see appendix). If the check request is to reimburse a person, include with the receipts the person's name, address, COCC ID Number, (club or program name, if it is a reimbursement from clubs or program account) and the purpose of the purchase. Checks will be mailed directly to the person being reimbursed.

Food and Beverage Policy

Hosting Groups and Official Guests

The College or an employee, in the normal conduct of a program or activity, may serve as host for official guests of the institution by paying for their meals and refreshments. Examples of official guests include, but are not limited to visiting scholars, dignitaries, potential donors, public officials and guest speakers. the overarching definition of an official guest is: "a person who has been invited to a COCC facility or function for a specific purpose that benefits the College's mission." Pre-approval by the appropriate Dean, Vice President or President is required prior to extending an invitation and a clear benefit to COCC must be documented when requesting payment of invited guest's food and beverage expenses. With the exception of pre-approved guests, it is not permissible for a COCC employee to pay a guest's food and beverage expenses and then seek reimbursement.

Exception: Regulations that govern reimbursement for expenses related to the interview process for COCC positions shall be dictated by current Human Resources practices.

Departmental Receptions & Intra-Departmental Functions

Expenditures for refreshments, snacks, meals and non-alcoholic beverages may be appropriate for business, instructional or other planned meetings and events. Providing refreshments for a lengthy intra-departmental function or gatherings such as Program Advisory Committee meetings, which occur on an irregular basis, such as once or twice a year may be appropriate when a planned meeting is called to accomplish a specific mission related purpose. Providing refreshments for a weekly or monthly staff meeting is not appropriate. In some circumstances, the only time of the day where a comprehensive faculty/staff meeting is feasible is during the lunch hour. Using a "reasonableness test," it would be appropriate for the department to pay for a meal/refreshment (pizza, box lunches, etc.) during a working lunch at a College location. However, an intra-departmental working lunch held at a local restaurant would not be appropriate for reimbursement.

There may be an occasion where students or volunteers are participating in a planned after-hours support activity (e.g., event setup) for a specific purpose that benefits a College program or event. Using a "reasonableness test," it would be appropriate for the department to pay for a snack/meal/refreshment (pizza, sandwiches, non-alcoholic beverages, cookies, etc.). However, an after-hours activity held at a local restaurant would not be appropriate for reimbursement.

Departments may wish to hold receptions accompanied with food/beverages to honor employees for outstanding achievements, length of service and retirement. It is inappropriate to expend College funds for these purposes.

Alcoholic Beverages

Institutional funds cannot be expended for alcoholic beverages. Alcoholic beverages may be served at banquets or other special group activities conducted as part of a planned College event. The full cost of alcoholic beverages must be recovered through charges to the participants or sponsoring group. If alcoholic beverages are purchased in the course of an event, the costs must be separated from meal charges.

Extended Approval

When appropriate, the President may grant a comprehensive pre-approval in writing beyond the limitations state above to an employee whose specific assigned duties include advancing the interests of the college. Such extended pre-approval shall be granted annually or until revoked by the President.

ACCOUNTS RECEIVABLE

Timely deposit in same day received or as close after as possible.

- Dual custody-two people responsible for collecting/tracing and verifying deposits; use a list or deposit slips.

ALL monies collected for ASCOCC MUST be deposited into the ASCOCC account. Deposits should be made directly to the Cashiers Office. Completely fill out the COCC "Cash Reconciliation Sheet" aka "the deposit slip."(see appendix). Upon submission of a deposit, you will receive a deposit receipt, which you should turn into the ASCOCC advisor to track of all ASCOCC transactions made.

Request for Cash Box for Events

If ASCOCC is going to have an activity and needs cash in advance, request a cash box from the ASCOCC advisor at least twenty-four hours prior to your event advance,

- Indicate the amount needed for each denomination.
- As soon as the event is over, separate the monies between the beginning cash amount and profits.
- Prepare a Cash Reconciliation Form (see appendix) for the profit made during the event.
- Return the Cash Box with the original amount of cash to the ASCOCC advisor
- Deposits should be given to the ASCOCC advisor, not students or fellow council members

Checking Account

ASCOCC has a checking account with a total of \$2,000 of funds available. The ASCOCC checking account can only be used to buy goods and CANNOT be used to purchase services such as catering. Each check requires a designated ASCOCC council members signature and a COCC college employee signature. The check must be completed to the fullest potential possible prior to college employee signing the check. A copy of the signed check needs to be mail and given to the ASCOCC advisor. A receipt for the items purchased must be turned into the ASCOCC advisor within 48 hours of the purchase.

Credit Card

The ASCOCC credit cards has a \$2,000 limit and can only process payments that are under \$500 per transaction. A council member must check out the credit card from the ASCOCC advisor. A receipt for the items purchased must be turned into the ASCOCC advisor within 48 hours of the purchase.

ASCOCC must adhere to the following usage and reporting requirements for the college issued procurement card:

- 1) Departments with college VISA procurement cards must submit to the Fiscal Services Department, a copy of their monthly bank statements with original receipts attached in chronological order by the 15th day of the month following the statement date (e.g., August 15th for July's statement).
- 2) All VISA procurement card statements are paid the first week of the month using the default expense account assigned to each card. If the expense distribution for purchases any given month needs to be revised, identify the appropriate accounts and submit these changes with your statement and receipts.
- 3) All receipts for lodging and meals must provide a detailed itemization (not summary) of all charges.
- 4) Payments for services must be paid with a check through accounts payable not with college VISA procurement cards, as there are required IRS reporting (e.g., 1099) requirements.
- 5) College VISA procurement cards are for approved purchases only and charges for personal use are prohibited

*Forms for ASCOCC Credit Card User agreement are available at the ASCOCC office located in the Campus Center Room 207

Petty Cash

Reimbursements for expenses of **\$50.00 or less** can be processed more quickly using the petty cash reimbursement process rather than the check request process. Obtain a Petty Cash Form (see appendix) from the ASCOCC advisor. Obtain the appropriate council member signature and then bring that form and the receipts to the ASCOCC advisor.

PURCHASING

Purchase Orders

All orders and purchases over \$50.00 must be processed through the ASCOCC advisor using the Purchase Process (see appendix) prior to placing an order. The purchase order request form (see appendix) must be completed and given to the ASCOCC advisor for processing. Smaller purchases may also use the purchase process.

Alcoholic Beverages

Institutional funds cannot be expended for alcoholic beverages. Alcoholic beverages may be served at banquets or other special group activities conducted as part of a planned College event. The full cost of alcoholic beverages must be recovered through charges to the participants or sponsoring group. If alcoholic beverages are purchased in the course of an event, the costs must be separated from meal charges.

Bookstore Account

When making purchases from the COCC Bookstore, let the cashier know you are charging “on account” and reference “ASCOCC”.

TRAVEL

Transportation and Mileage Reimbursements

If an employee receives a travel advance, allowance or reimbursement for ordinary and necessary employee business expenses, the IRS (Internal Revenue Service) rules on how you report this amount depends on whether the reimbursements are paid through an “*Accountable Plan*” or a “*Non-Accountable Plan*”. Each plan is outlined below:

❖ **Accountable Plan:** (*reimbursements are considered business expenses and excluded from W-2 earnings*)

- There must be a business purpose and the expenses must be reasonable
- There must be reasonable accounting for the expenses
- All excess reimbursements must be repaid in a reasonable time

Per Diem and mileage reimbursements using current federal rates satisfies the adequate accounting requirements. Hotel, taxi, airfare or other travel related expenses must be reasonable and substantiated with detailed receipts.

❖ **Non-Accountable Plan:** (*reimbursements are considered compensation and included in W-2 earnings*)

- Fails to meet one or more of the three rules under *accountable plans*
- Excess reimbursements not returned to employer
- Reimbursement of nondeductible expenses (eg., commuting)

Commuting expenses no matter how far from your regular place of work are considered personal expenses.

Request for Travel:

ASCOCC members who wish to travel out of state must complete the Out-of-State Travel Request Form (see appendix). ASCOCC members wishing to travel may fundraise for the cost of the trip. ASCOCC members are required to present what they have learned at next available meeting, established forum or in written form made available for all students. All travel must be approved by the ASCOCC advisor and out-of-state travel requires a signature and approval from the COCC Dean of Students.

Travel Policies

Travel for college personnel is governed by COCC Board policy. Administrators, instructors, classified personnel and students may travel on College-sponsored trips within the college district, as well as outside the district or the state, within budget limitations. Attendance at conferences, conventions and convocations, when such are thought to improve the educational programs of the college, is encouraged.

Per Diem Travel Advancement

Often travelers will receive cash at the beginning of a trip in order to pay for their meals. This is called a per diem travel advance. ASCOCC will only be allowed travel advances for the per diem approved for their required travel. Each ASCOCC member will need to complete the Travel Advance Form (see appendix) and have the ASCOCC advisor sign the form prior to requesting a check. The advisor can then decide how to best distribute funds to each individual student. The travel advance form must be completed within 3 days of returning from trip.

Meals/Beverages on Day Trip (no overnight stay)

Non-overtime meals/beverages, including lunch, can only be reimbursed when the student is attending a conference, seminar, convention, board meeting, committee meeting as a representative of COCC where non-COCC employees are present. Breakfast and dinner can only be reimbursed if College related travel requires the

Policy & Procedures Manual of ASCOCC

student to leave two or more hours before or return 2 or more hours after the regular work-day. Students will be reimbursed using the current in-state per diem rates.

*Forms for ASCOCC Student Travel Contract and Student Leadership Conference Agreement are available in the ASCOCC office located in the Campus Center Room 207

*ALL forms and agreements must be filled out and signed prior to travel!

FUNDRAISING

In general, there are five types of fundraising activities:

- Non-cash Collection/Donation Drives
- Cash Collection/Donation Drives
- Fundraising Through Sale of Items
- Fundraising Through Silent Auctions or Giveaways (aka “Raffles”)
- Fundraising Through An Event (for example, Benefit Dinner)

All such activities must be approved and scheduled by the ASCOCC advisor. If the activity is to take place off campus, the ASCOCC advisor is to be informed. If requests for funds (cash) are to be made to a local business, a list of the businesses to be solicited is requested in advance. As there are generally several groups conducting activities at the same time, this ensures there is no duplication/overlap of efforts or requests.

A method for keeping track of the donations/funds must be established.

- If tickets (to an event) are to be sold, the tickets must be numbered and all ticket sales tracked.
- If tickets will be given to individuals to sell, a record of who receives tickets must be kept and the record must be reconciled upon return of unsold tickets and funds.

A person and/or location for the secure storage of items/funds must also be identified. In the case of cash collection, it is preferred (but not required) that all funds be secured with the ASCOCC advisor during the course of the activity.

If a donor requests acknowledgement of the donation, any (or all of the four methods below) may be utilized. In all cases, the name, address/contact information for the donor and type/amount of donation should be included. A copy should be provided to the donor and one kept on file.

- 1) A generic receipt provided at time of donation
- 2) A generic letter of acknowledgement provided at time of donation
- 3) A non-cash gift acceptance form
- 4) A letter from the COCC Foundation acknowledging the donation.

A report detailing the donors and items donated must be provided to the Director for Student Life after the event.

The group sponsoring the event and the group/organization benefitting from the activity must be clearly identified on all publicity/marketing materials. The ASCOCC logo may be used on marketing materials; the college (COCC) logo may not be used.

All fundraised monies must be deposited into a campus account, either through a student fundraising account held in the Student Life Office or through an account with the COCC Foundation. The amount to be deposited will be confirmed by the ASCOCC advisor, who will take the funds to the Cashier for deposit. A copy of the deposit slip will be kept on file with the and can be accessed, upon request.

COCC Raffle Protocol

For ASCOCC to hold a raffle it is required to acquire a permit from the State of Oregon Lottery. COCC is the legal entity that holds the raffle license. The persons named on the raffle license must be involved in the running of the raffle and the reporting requirements. This task has been assigned to the Director of Student Life. The advertisements must say sponsored by COCC.

A student club can be named as the beneficiary of the proceeds in the raffle. Donors of prizes can be listed in the advertisement, but have no say in how the raffle is run. The prize can be picked up at the donors place of business, but COCC should hold a letter from the donor ahead of time stating that he is making the donation to COCC. Students can volunteer to sell tickets, but can have no say in how the raffle is run. Tickets must be sold by COCC members. The Donor (if an outside entity) cannot sell them.

Raffles can generate no more than \$5,000 (gross) per event.

The following information must be on each ticket:

1. Date and Time of drawing
2. Location of drawing
3. Name of licensee (COCC)
4. Price of the ticket
5. Description of the prizes to be awarded
6. Retail value of each prize
7. The total number of tickets which may be sold

The following information must be accounted for:

1. The date of the raffle
2. The total proceeds of the raffle
3. The total expenses for each raffle
4. The total amount of cash prizes and non-cash prizes
5. The winning ticket stubs for each raffle
6. Receipts for all non-cash prizes with a value of more than \$500

For each prize of \$100 or more a winners record must be reported which contains the following:

- Name of Licensee
- Date of drawing
- Description of the prize
- Name and address of winner
- Signature of winner

Employee Gifts and Events:

The College provides awards and gifts to employees in the following forms; 1) **employee achievement awards** (qualifying recipients determined through HR Dept.); 2) **length of service awards** (qualifying recipients determined through HR Dept.); and 3) **full-time employee retirement gifts** (qualifying recipients determined through employees Dept.)

These awards/gifts cannot exceed \$100 and must be in the form of tangible property (e.g., plaques, pen-sets, coffee mugs, clothing, etc.) and **not cash, cash equivalents (eg., gift cards) or other non-excludable awards (all considered taxable income by the IRS).**

ASCOCC may want to provide gift cards to individuals (e.g., volunteers, speakers, etc.) to acknowledge their contributions. Gift cards issued using college funds must comply with the following guidelines:

- Must be for small amounts (e.g., \$5.00 - \$25.00)
- Must provide justification (purpose) for gift cards issued
- Can't be used in lieu of pay
- ASCOCC must maintain detailed log for gift cards including:
 1. The number of cards purchased and denominations
 2. Cards issued (to whom and for what purpose)
 3. Cards issued to **employees** must now be reported to the Payroll Department (new 2010 IRS regulations now treat all gift cards as compensation and taxable)

EVENT PLANNING AND PROCEDURES

Reserving Facilities

The Campus Services Office is the central facility scheduling office for the campus. You should always START with the ASCOCC advisor before contacting campus services personnel to reserve a space for your event. Your ASCOCC advisor will direct you if you need to do anything else regarding reserving a facility. Room reservations can be made online using the webviewer calendar system

http://events.cocc.edu/wv3a/wv3_servlet/urd/run/wv_request.Request.

Online tutorial videos are available online to help guide you through learning the reservation process

<http://events.cocc.edu/help/default.htm>. If you have questions regarding facilities please contact the COCC Campus Services Department by phone (541) 383-7775 or email chansen@cocc.edu.

Reserving Space in the Campus Center Building

ASCOCC and other student organizations can reserve a space and table in the Campus Center building to provide information about their club, conduct activities, fundraise and conduct many other types of programs or projects. Please contact the ASCOCC advisor to schedule or reserve a table or space in the Campus Center building.

Custodial

The Campus Services Office will set-up and take down the necessary elements of any event based on the COCC campus. You can schedule their assistance by calling extension **7775** well in advance of your event or by indicating the needed assistance on your event reservation form (see appendix). The ASCOCC advisor can help review, revise your request if necessary, and then submit it to the Campus Services office via the electronic work-order request system if necessary.

Safety and Security

The Safety and Security Office is open anytime there are any activities on campus. Anytime an accident occurs you need to call the Safety & Security Office. They will respond immediately with the proper corrective measures. If appropriate, you will also be asked to complete an Incident Report form to document a situation. FOR AN EMERGENCY dial 911. You can reach the Safety and Security Office by dialing the security cell phone (541) 480-2418. For non-emergency reports call extension 7272.

Food Service

IN MOST CASES if you want to have food served at any event you need to have Sodexo provide the food. This is because COCC has an exclusive food service contract with Sodexo who is an outside food service provider. Sometimes there are exceptions to this requirement and they are made on a case-by-case basis. Consult with the campus-catering website (<http://www.coccdining.com/catering/index.html>) to find out what options you have regarding food service on campus. All catering requests must be emailed to Herb Baker at hbaker@cocc.edu at least one week prior to any event.

*Program and Event Evaluation Form are available in the ASCOCC office of the Campus Center Room 207

*ALL forms and agreements must be filled out prior to the events!

CAMPUS VEHICLE USE

Driver Certification

The college requires that any individual driving a college or rented vehicle on college business must be certified by the college. The driving approval form must be completed one week prior to intended date of first use (see appendix). For questions regarding vehicle reservations or usage please contact the Campus Services Department by phone at (541) 383-7775 or email chansen@cocc.edu

- First time applicants MUST: Read and sign the Vehicle Use Procedures, read the Fire Safety Training Material, fill out and sign the driving approval form, complete the fire safety test and read/sign the 15 passenger advisory page.
- An Oregon driver's license is required. Out of state license holders may be granted one-time driving approval at the discretion of the Director of Campus Services.
- Driving approval is valid 1 year for students.

DMV Records Check

Anyone wishing to drive a college vehicle, or to drive a rented vehicle on college business, must be approved in advance. This entails campus services gathering information from you and conducting a check of the Department of Motor Vehicles database to review your driving record. You should complete the necessary procedures at least two weeks before the scheduled trip to allow for certification and approval.

Vehicle Reservations

Requests for both college and rental vehicles must be made using the Staff Helpdesk system by the ASCOCC advisor. Service type is "Vehicle Use."

- Please submit your vehicle request at least one week in advance. For 3 or more vehicles or for 3 or more consecutive days we ask that your request be submitted one month prior to the reservation date.
- On the flip-side, please do not attempt to make van reservations for the entire year during fall term. We require that separate requests be made for each term.
- Please ALWAYS include the following on your requests: Dates and TIMES of vehicle use, driver, and seat count.
- Department Admins will be contacted prior to the start of each term to request vans for scheduled field trips.
- You will receive a confirmation from Campus Services when your requested reservation is made.
- Reservation requests must be made for the time the van leaves campus until the time it is returned.
- We have multiple keys for each van. We will let you pick up keys and gas cards prior to your reservation if it is for a weekend trip. Please do not assume that you can take the van early just because you have the key.
- We sometimes schedule the same van to go out multiple times per day with different groups, so please be prompt in returning vans to campus.
- Each vehicle must be parked in its assigned parking stall behind the Campus Services Building.
- Please do not move the vans from their stalls for "convenience" closer to your building (or place of residence!) prior to the start of your reservation.

Supervision

- Student drivers MUST be supervised by a staff member.
- In cases where multiple vehicles are being used this means a staff member must be in the caravan.

Mileage slips

- Required for college vehicles only
- Mileage slips must be filled out completely and accurately for each trip taken.
- We charge \$.82/mile for College vehicles. There is a \$35.00 minimum charge per day for College vehicle use.

Gas Cards

- Each College vehicle has a designated set of fuel cards. Your department will not be charged for fuel costs for COCC fleet vehicles.
- Fuel cards will be signed out to you at pick up, please verify cards before signing as these will be your responsibility while signed out to you.
- It is mandatory to fill out the vehicle mileage slip for each trip
- Please return college vehicles with a minimum ¼ tank of gas.
- Additional cards may be checked out for College related travel requiring a rental vehicle. Your department will be charged for fuel costs associated with rentals.
- Fuel cards are for use for FUEL only! Using cards for unauthorized purchases (such as snacks) constitutes fraud and the user will be held liable.

Rental Vehicles

- To arrange for a rental vehicle, email Taran for her to submit a helpdesk ticket for Vehicle Use.
- Rental rates are available online at: <http://www.cocc.edu/Campus-Services/Vehicle-Use---Reservations/>
- Rental Contracts (pink sheets) must be kept in the vehicle at all times, and must be returned to Campus Services with the vehicle and keys.
- Rental vehicles must be returned with a full tank of gas. Enterprise charges \$4.15 per gallon for fuel, and your department will be charged for fuel related costs.
- For after hours or weekend RENTAL returns:
 - The rental office's weekday hours are 8am-5pm. Vehicles returned to the college after 5:00pm will be charged through the following day. Likewise, vehicles dropped off the night before for early morning departure will be charged for that day.
 - Enterprise weekend hours are limited to 9:00am-12:00pm. Vehicles that return to Bend can be brought directly to Enterprise during these hours. Enterprise can then transport the driver back to campus, or home if it is inside a four-mile radius of the store.
 - Vehicles that are not returned within the open timeframe will be charged for any and all extra days that they are within the college's or driver's possession.
- Invoices for rental vehicles will be sent to department secretaries/admins. It is your responsibility to remit invoices to fiscal services with appropriate accounting codes.

Cancellations

- Both college and rental vehicles must be made at least 24 hours in advance of reservation.
- You will still be responsible for payment of rental vehicles if cancellation is not received 24 hours prior to your reservation.
- For some rental vehicles (minivans, large SUVs, and 12-passenger vans) the rental company requires a cancellation notice 3 business days in advance. If you don't provide notice 3 days prior to your reservation, you may still be charged for the vehicle(s).

Accidents and/or Problems

- Reporting: There is a line on your mileage slip for reporting any damages or issues with the vehicle. Mileage is processed only once per month, so it is important to also verbally inform Campus Services of any damage or issues observed.

Policy & Procedures Manual of ASCOCC

- The department of the staff/student driver driving the vehicle may be charged the first \$500.00 deductible in certain circumstances. This would be determined by the insurance carrier. COCC will not assume financial responsibility for damage caused by the negligence of the driver renting a COCC or rental vehicle. This includes, but is not limited to, situations where the driver was not acting in good faith, had been using the vehicle for non-COCC related reasons, failed to meet licensing requirements or comply with these regulations. In these cases, the driver may be required to pay all costs resulting from the accident.
- In the case of a motor vehicle accident during a trip:
 - Notify the appropriate authorities immediately, whether local law enforcement, emergency services, etc.
 - Body damage and accidents must be reported to the Safety and Security Department (541) 383-7272.
 - Also contact the ASCOCC advisor.
 - For insurance purposes it is important for you to NOT DISCUSS THE ACCIDENT WITH ANYONE except appropriate law enforcement personnel. The vehicle owner's insurance company (and in the case of college owned vehicles - the college's insurance company) will make appropriate contact with the insurance company of the other driver(s) involved and begin the process of claims resolution.
 - Be sure to get the name and contact information of the other parties involved in the accident, including their insurance company's name and policy number if possible. Also, give those parties information on how to contact the ASCOCC advisor so they can begin the process of claims resolution.

Cleanliness

- Users are responsible for removing garbage from the vans upon returning to Campus.
- Departments will be charged \$25.00 for trash left in vehicles.
- Smoking/smokeless tobacco and/or pets are prohibited in college and rental vehicles.

Maintenance

- We rely on user reporting of any maintenance issues with the vans. There is a line on your mileage slip for reporting any damages or issues with the vehicle. Mileage is processed only once per month, so it is important to also verbally inform Campus Services of any issues observed.
- Rarely, vehicles may be deemed unsafe to drive and must be pulled off the line for immediate maintenance. We will do everything we can to supply a substitute vehicle on these occasions, but it is highly recommended that all vehicle users have a contingency plan in place on the chance that no vehicles are available.

Weather

- All college vans are equipped with studded tires during the legal period (November 1st-April 1st). Additionally, there is a set of tire chains in each van.
- On snow days, our maintenance crew has their hands full clearing the campus sidewalks, stairs, parking lots and roadways. Digging out the vans is not a priority. Please give yourself extra time to extract/clear off vans during snowy weather. As always, it is wise to have a contingency plan.
- During inclement weather, driving is at the user's discretion.

Private Vehicles

Individuals **MUST** have a valid driver's license and adequate car insurance as required by Oregon state law. In the case of insurance claims, the individual's personal car insurance will be claimed against before claims will be filed against college insurance. Students will be reimbursed at the COCC Board established mileage rate and must complete a travel reimbursement form (see appendix) within in three months of the travel date (or by June 30th whichever is sooner) or will forfeit the mileage reimbursement. Upon your return, all receipts are to be brought to the designated fiscal operations council member to be completed and signed.

MARKETING POLICIES AND PROCEDURES

College Relations Office

The College Relations Office approves all off campus advertisement. This office is located in the Boyle Education Center building and is available for consultation to assist you in your promotional efforts off campus. The office can assist you in developing press releases and public service announcements or advertisements to distribute to off campus media. Email the ASCOCC advisor to schedule an appointment to meet with a staff member or seek the assistance of the College Relations Department staff.

Student E-Newsletter

Once monthly, the College Relations Office emails a student newsletter to all currently enrolled students and post this to staff com-lines and student news public folders. A representative from this department will email the ASCOCC email account and request the submission of materials, email to lwilliams@cocc.edu, to be included in this electronic newsletter.

Advertising policy

ASCOCC will not accept, create or endorse any advertisement, which is libelous, promotes academic dishonesty, violates any federal, state, or local laws, or encourages discrimination against any individual or group on the basis of race, sex, age, color, creed, religion, national origin, sexual orientation, or disability. ASCOCC does not endorse or promote events or activities that promote tobacco or alcohol use.

TV Display

Contact Lindsay at the Information Desk in the Campus Center Building to have events included on the TV displays across campus. TV advertisement requests can be received at any time. If there is incorrect information or updates, please notify this office for suggested changes.

To submit information for advertisement, contact the CCB Information Desk:

- Stop by the Information Desk located outside ASCOCC's office
- E-mail at lbuccafurni@cocc.edu
- Call (541) 383-7590

Electronic Mail (E-Mail) Guidelines

Purpose of e-mail: Central Oregon Community College's email system is a communication tool for use by authorized COCC network users. As such, it is to be used with good judgment and common sense in a business and academic environment. Therefore, the following guidelines and e-mail etiquette are set forth for best use of the email system, computer resources and the network users' time and information needs.

Internal and external email: Email usage is regulated internally by COCC and externally by the federal government, as explained below:

- Internal email sent to or received by authorization users within the COCC computer network. Email messages are considered college records (property). Email should be treated like any other shared filing system with the expectation that messages will be available for review by authorized college representatives for many purposes related to college business. Users are encouraged to use good judgment and common sense when composing or replying to an email message.
- Users should use discretion when broadcasting mail messages to large groups of people, such as all mail-users. Broadcast messages should only be sent to a large group when they have a work-related benefit to many members of the group.
- External email sent to or received from the Internet; The electronic communication privacy act is a federal law that treats email and messages as confidential materials in the same category as United States post mail and telephone calls, and defines unauthorized attempts to access another user's information as unlawful behavior.

Posting of Materials

ASCOCC or student organization may post without prior approval on campus bulletin boards or other approved mechanisms. All posters, flyers, or other materials, must bear the sponsoring organization and date of posting. Off-campus organizations wishing to post materials on campus must contact the Office of Student Life in the Campus Center Building or the Information Office in Boyle Education Center for approval. Any posting promoting

Posting materials must:

- Contain the sponsoring organization name and/or logo
- Be neat in appearance.
- Have correct spelling.
- Include date, time and location of activity.
- If the marketing material is a COCC sponsored event, the item must have words, “Central Oregon Community College” or COCC logo and ADA/Affirmative action statement.

The following types of materials will not be posted:

- Materials that violate college policy, affirmative action, state law, or federal law.
- Political endorsements.
- Slanderous or obscene material.
- An organization or gathering that is Not in compliance with the COCC Equal Employment Opportunity/Affirmative Action Policy (HR-3-0) will not be approved for posting.

Materials must be posted in designated areas only. NO materials may be posted in the following areas:

- Walls
- Doors (excluding office doors and residence hall room doors)
- Windows or glass
- Objects in or on buildings
- On gallery display boards or glass cases
- On murals, paintings or artwork
- On painted surfaces
- In classrooms

Posting Guidelines:

- Posters must be in designated areas.
- Posters must have straight edges and be hung with tacks.
- Posters must be taken down when out of date.
- Bulletin Boards must look neat.

CAMPUS COPY CENTER

Hours

- Our hours are 7:30 am to 5:00 pm (6:00 pm on Wednesdays).
- Summer hours are 8:00 am to 4:30 pm (6:00 pm on Wednesdays & close at 1:00 pm on Fridays)
- After hours, we have a drop slot located in the back of the bookstore to the right of the man door.

Copy Center Requests

Copy requests can be submitted in person, after hours, or via e-mail. In order to receive exactly what you need, follow the instructions on the duplication request (see appendix). To ensure e-mail submissions are received,

please E-mail print request to both JoAnn jseeley@cocc.edu and dbowman2@cocc.edu. They will respond, letting you know that your job will be returned (via campus mail), is ready for pick up, or if they have questions. When sending requests via e-mail, make sure to include ALL information that is on a duplication request; ie # of originals, how many copies, description of document(s), single or double sided, etc. Make sure to attach your document(s) to be copied to your e-mail. Include your banner index for billing and if you'd like it returned to you via campus mail or to be pick up.

Copy Center Costs

Black and White single sided - .045 per copy
Black and White double sided - .065 per copy
Color single sided - .20 per copy

Copyright

There are still laws on copyright! I frequently use copyright.com to research documents. You are welcome to use this helpful and handy website to get information you may need. I am happy to help research documents if I have the information.

Department Copy Machine

The Student Life copier machine is available for use by ASCOCC Staff only. Student may use the ASCOCC office copier or printer for small copy projects (no more than 5 pages).

Department Copy Machine Costs

Black and White Copies: .065 per copy
Color Copies: .25 per copy

Mail

If ASCOCC requires mailing to off campus entities the campus mail postage form must be completed and sent with any letters to be mailed. Please indicated the banner index STGOVT on the form.