

Olympic College Policy Table

Priorities

1	Corrections in policy needed
2	Policy needed
3	Review needed

Policy #	Title	WAC Justification	WAC #	Notes	Cross Reference	Lead	Priority
<b>Board of Trustees</b>							
100-06	Acceptance of Certain Classes of Gifts	No effect outside of OC	n/a	Redundant to 100-02. Barbara working with Joan Hantan re: Foundation/IRS ramifications.	100-02	Joan Hanten	3
100-07	Award of Tenure	No effect outside of OC	n/a			David Mitchell	3
100-08	Naming Facilities	No effect outside of OC	n/a	Re-written and e-mailed to Joan Hanten 7/19/10	100-09	Joan Hanten	1
100-09	Naming of Olympic College Facilities with regard to the Olympic College Foundation and Fund Solicitation	No effect outside of OC	n/a	Old Version should never have been re-adopted 10/25/05. Rescind with adoption of new 100-08.	100-08	Joan Hanten	1
100-11	Board of Trustees Code of Ethics	Extension of Bylaws	none			David Mitchell	3
<b>General College Operations and Conduct</b>							
200-01	SEPA	Places restrictions on capital projects	132c-280-010			Barbara Martin	3
200-02	Rental of Olympic College Facilities	Restricts access to college	132c-10-020	See 200-09	200-03 and 200-09	Barbara Martin	1
200-03	Use of Olympic College Campus	Restricts access to college	none	Rick MacLennan will be bringing this to the Cabinet to rescind or rework. Sue/Kim taking to BoT to replace with first amendment policy 8/24/10.	200-02 and 200-09 and 700-01	Sue Riddle/Kim McNamara	1
200-04	Olympic College Guidelines and Policy on Notification of Sex Offenders	Affects rights of some college students and entire college community	none	No WAC needed per Cheryl.		Rick MacLennan	3
200-05	Grievance Procedure	No effect outside of OC	132c-285-010	Politically incorrect. Rick wants to de-WAC and revoke, redundant for students. Linda looking at revoking for employees. -- Check BCC. policy should be deleted with acceptance of new antidiscrimination policy. E-mailed Linda 7/20/10 to see if she would move to rescind.	200-19, 200-20 and 400-06	Rick MacLennan? Linda Yerger? Committee?	1
200-06	Children on Campus	Restricts access to college	none			Rick MacLennan	3
200-07	Smoking on Campus	Restricts access to college	none			Rick MacLennan	3

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200-08	Life Treating Illness	Affects access to college	none	Linda reviewing to see if there is a state requirement for this policy 12-09.		Linda Yerger	3
200-09	Use of Facilities	Restricts access to college	132c-10-020?	Redundant to 200-02 and/or 200-03?	200-02 and 200-03	Rick MacLennan	1
200-10	Adjudicative Proceedings	Establishes adjudication	none	Confusing -- part of complaint quagmire	Tied to 300-01 ? And First Amendment Policy	Rick MacLennan? Linda Yerger? Committee?	1
<b>Student Services</b>							
300-01	Student Conduct Code	Establishes rights and responsibilities of students	132c-120	Need to add credit card statement in "Commercial activities" section. Should be tied to 200-10(?) per Rick. CR-101 filed for rescind of second paragraph of Section VI as it conflicts with the First Amendment Policy	Tied to 200- first, 200-10?	Rick MacLennan	3
300-02	Policy of Serving Students with Disabilities	Establishes rights and responsibilities of students	none	seemed to have been in process of revision by Milicent.		Rick MacLennan	3
300-03	Transcript Fee	Not required	none	required by NWCCU		Rick MacLennan	3
300-04	Refund of Student Development Services Fee	Not required	none	required by NWCCU		Rick MacLennan	3
300-05	Admissions and Registration	WAC required per Cheryl	none			David Mitchell	1
300-06	Scholarships	Not required	none	Dated; more procedure than policy; required as a board policy?		David Mitchell	1
300-07	FERPA	Not required, but Cheryl recommends WAC	none	required as a board policy?		David Mitchell	1
<b>Personnel</b>							
400-01	Prohibition of Drugs	No effect outside of OC	n/a	Redraft sent to Linda 12/09 -- should this be made to apply to students as well?		Linda Yerger	1
400-02	Employment Contract: Administrative Staff	No effect outside of OC	n/a			Linda Yerger	3
400-05	Employee Ethics Policy	No effect outside of OC	n/a	Slight revision -- Linda, move forward? 12/09		Linda Yerger	3
<b>Instruction</b>							
500-01	Addition of Courses to the Curriculum	??	132c-10-030			Mary Garguile	3

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500-02	Deletion of Courses from the Curriculum	??	132c-10-035			Mary Garguile	3
<b>Financial Operations</b>							
600-01	Withholding Services for Outstanding Debt	Affects access to college services	132c-122			David Mitchell	3
600-02	Tuition and Fee Waiver Policy	Affects access to college services	none			David Mitchell	3
600-03	Tuition and Fee Waivers for Classified State Employees		none	Out of date. 10-26-09 e-mailed Diana Larsen to request re-write.			3
600-04	Course and Lab Fee Policy	Affects access to college services	none			Diana Larsen	1
600-05	Tuition and Fee Refund Policy	Affects student finances	none			Janell Whiteley	3
600-60	Procurement Policy for Recycled Products	Affects vendor access to college	none	10% preference for vendors with recycled material		Janell Whiteley	3
<b>Institutional Advancement</b>							
700-01	Distribution of Printed Material on Campus			Related to use of campus. Rescind last sentence or rescind entire policy as moot with adoption of the first amendment policy ? Jennifer Hayes and Joan Hanten considering.			
700-02	Publications	Affects access to college	132c-10-010			Joan Hanten	1
700-03	Public Records	No effect outside of OC	132c-10-015	Not current practice per Jennifer Hayes 7/09	200-03	Jennifer Hayes	1
<b>In Development</b>							
		Affects public access to records	132c-276			Jennifer Hayes	3
xxx-xx	Alcohol Policy	??	??	Requested by Dr. Mitchell -- Laurie Adamson is head of committee working on this -- Required for federal funding		David Mitchell	2
200-xx	Credit Card Marketing	Affects access to college resources	??	Required by RCW 28B.10.618 passed in 2005 -- covered under 300-01 "Commercial Activities". Cheryl agrees but would like more specific language added.	300-01	Rick MacLennan	3

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400-xx	Criminal Background Check	??	??	Currently an administrative policy for HR, Cheryl review to see if it should be a board policy and if it should be WAC'd -- off hand she thinks not.		Linda Yerger	3
200-xx	Emergency Preparedness Policy	N/A	n/a	Being drafted by BMM -- attached to Procedure with Threat Assessment Team		Barbara Martin	2
200-xx	Firearms	restriction could require WAC	??	There is a restriction in the Student Conduct Code which is WACed. Staff restricted by OC Employee Guide. No such restriction for community.	300-01 Student Conduct Code	Rick MacLennan? Linda Yerger? Committee?	2
500-xx	Grade Appeal Procedure	??	??	Part of the Grievance system. Athena has sent Instructional Svcs. Policy.	300-10?	Mary Garguile	2
200-xx	Intercollegiate athletic participation	??	??	Required by SBCTC Policy manual		Barry Janusch	2
500-xx	Library policies on Collection Development and Borrowing/Use by Public	Restrictions on public access to OC library. Fines. Required per Cheryl	??	Being developed by Ruth Ross(?)		Ruth Ross	2
200-xx	Memorials on Campus	n/a	n/a	Need policy to assure consistent approach and limit OC responsibility.		Barbara Martin	2
500-xx	Program Closure	??	??	Not clear that this is needed -- was in Millicent's files		Mary Garguile	2
500-xx	Student Complaint Procedure	N/A	n/a	Currently an administrative policy in instruction		Mary Garguile	2
300-xx	Student Progress toward Degrees and Certificates	may affect student access to OC	??	WAC 131-12-080 requires colleges to adopt policies and procedures to expedite students' progress toward their program goals. Look for the RCW, review old policies. Rick says this is no longer required. He is looking for documentation		Rick MacLennan	2
200-xx	Violence Prevention Policy	n/a	n/a	Sent back to committee by cabinet 6/10/08. Going to Council 3-10	AKA Non-Violence Policy	Barbara Martin	2
400-xx	Retire-Rehire Policy	n/a	n/a	Linda is drafting		Linda Yerger	2

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400-xx	Social Network Policy	??	??	08/18/10 Draft to Cabinet as info item. Collecting comments and responses	AUP, Piracy, Student Conduct	Linda Yerger	2
200-first	First Amendment Policy	Criminal Trespass section may require WAC -- Thomas has a call into Cheryl Bateman	??	To BoT as Info Item 5-2010; as action item 6-2010. Returning for final adoption 8/24/2010. Need to rescind 200-03 and 300-01, section VI, second paragraph at same time as they conflict. CR-101 filed 6/4/10 for 300-01 Section VI.	700-01, 200-02, 200-09, 300-01, 200-03	Sue Riddle/Kim McNamara	2

