

Administrative Procedures Guide

<i>Procedure</i>	<i>Administrative Unit</i>	<i>Responsible Administrator</i>	<i>J:drive Folder Location/File Name</i>
Student Related			
Academic Accommodation Procedures for Students with Disabilities (2/08)	VPSS	Dean, Counseling	J:Forms and Procedures/ Procedure – Academic Accommodation
Field Trips In State; Out of State; Out of Country (Various)	VPI	District Guidelines	J:Forms and Procedures/ Field Trips
Classroom Civility (07/10)	VPSS	Dean, Student Support Services	J:Forms and Procedures/ Classroom Civility
Guidelines for Assisting Students in Crisis (9/08)	VPSS	Dean, Student Support Services	J:Forms and Procedures/ Guidelines – Students in Crisis
Handling Student Discipline Issues (10/08)	VPSS	VPSS	J:Student Discipline Docs
Independent Study Form (8/09)	VPI	VPI	J:Forms and Procedures/ Independent Study Form
Prerequisite Enforcement (11/08)	VPSS	Dean, Admissions and Records	J:Forms and Procedures/ Prerequisite Enforcement
Student Complaint Procedure (4/07)	VPSS	Dean, Student Support Services	J:Forms and Procedures/ Student Complaint Form & Procedure
Grade Appeal Request Procedure (4/07)	VPI	VP, Instruction	J:Forms and Procedures/ Grade Appeal Request
Waiver of Voluntary Sports Activity (2/08)	VPI	District Guidelines	J:Forms and Procedures/ Waiver of Voluntary Sports Activity
Financial Related			
Bursar's Reimbursement Procedures (2/08)	Budget Officer	Bursar	J:Forms and Procedures/ FC Business Office/Bursar's Office
Cash Handling Procedures (9/08)	Budget Officer	Bursar	J:Forms and Procedures/ FC Business Office/Cash Handling Procedures
Contracts for Services over \$5,000 Procedures (6/08)	Budget Officer	District Guidelines	J:Forms and Procedures/ FC Business Office/Contracts Over \$5,000
Foundation Funding (08/10)	Budget Officer	Budget Officer	J:Forms and Procedures/ Foundation Funding

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Financial Related (continued)			
Fundraising Guidelines (5/08)	Budget Officer	Bursar	J:Forms and Procedures/ FC Business Office/Bursar's Office Fundraising Guidelines
Hospitality Guidelines (8/07) Hospitality/Activity Approval Procedure (3/09)	Budget Officer	Bursar	J:Forms and Procedures/FC Business Office/Hospitality
Mileage Reimbursements	District Office	n/a	J:Templates and District Forms/ District/Mileage Reimbursement
Petty Cash Reimbursements	District Office	n/a	J:Templates and District Forms/ District/Petty Cash Form
College Related			
Academic Computing Banner Access Security Form (8/07) Banner Report Word Macro (2/02) FCNet Account Request (7/08) Drive Mappings (2/02) Mailbox Archiving (10/02) MS Media Order Form (7/08) Service Request (7/08) Software Installation Procedure-Multi/Single (10/08)	VPES	Director, Academic Computing	J:Forms and Procedures/Academic Computing Forms
Concept Papers/Grants Procedures (11/05)	Budget Officer	District Guidelines	J:Forms and Procedures/Concept Papers-Grants Procedure
Contacting Campus Safety (02/10)	VPSS	Director, Campus Safety	J:Forms and Procedures/Contacting Campus Safety
Donations Procedures (3/09)	Budget Officer	District Guidelines	J:Forms and Procedures/ Procedure – Donations
Free Speech – Guidelines & Internal Protocol (7/08)	VPSS	PIO	J:Forms and Procedures/ Free Speech
Honorariums (01/09)	Budget Officer	District Guidelines	J:Forms and Procedures/Independent Contractors/Honorariums
Independent Contractor Procedures (10/08)	Budget Officer	District Guidelines	J:Forms and Procedures/ Independent Contractors

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College Related (continued)			
Institutionalization Procedure (2/08)	Budget Officer	Budget Officer	J:Forms and Procedures/ Procedure – Institutionalization of Programs
Key Distribution Procedure (12/05)	VPES	Director, Facilities	J:Forms and Procedures/ Procedure - Key Distribution
Mass Email Guidelines (5/03)	President	Director, Academic Computing	J:Forms and Procedures/ Mass Email Guidelines
Memberships (10/09)	Budget Officer	District Guidelines	J:Forms and Procedures/ Memberships/ Procedure - Memberships
Motor Pool Procedures (fall 05)	VPES	Director, Facilities	J:Forms and Procedures/ Motor Pool Procedures
Smoking Policy (3/07)	VPSS	Director, Student Activities	J:Forms and Procedures/ FC Smoking Policy
Summons and Complaints Procedure (1/05)	President	District Guidelines	J:Forms and Procedures/ Procedure - Receipt of Summons and Complaints
Travel Request Form (03/10) Procedures for Professional Activity/Travel (06/09)	VPI	Dean, Academic Services	J:Forms and Procedures/ Travel
Travel Expense Report (04/10)	District Office	n/a	J:Templates and District Forms/ District/Travel Expense Report
Employee Related			
Applicant Travel Reimbursement Procedure (8/08)	President	District Guidelines	J:Forms and Procedures/ Applicant Travel Reimbursement
Campus-wide Positions with Reassigned Time (5/04)			J:Forms and Procedures/ Procedure – Campuswide Positions with Reassigned Time
Classified Hiring Procedure (2/06)	President	District Guidelines	J:Forms and Procedures/ Classified Hiring Procedures
Employee Exit Procedure (10/08)	Budget Officer	Budget Officers	J:Forms and Procedures/ Employee Exit

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Employee Related (continued)			
Evaluation Signature Procedure (10/05)	President	Budget Officer	J:Forms and Procedures/ Procedure - Evaluation Signature
Faculty Payment for Hiring Committee Service (6/08)	Budget Officer	District Guidelines	J:Forms and Procedures/ Procedure – Faculty Payment for Hiring Committee Service
Notification of Deceased Colleagues Procedure (10/07)	President	Executive Assistant III	J:Forms and Procedures/ Notification Procedure.Deceased
Professional Experts (7/09)	Budget Officer	District Guidelines	J:Forms and Procedures/ Professional Experts
Staff Assignment Sheet (5/1999)	VPI	District Guidelines	J:Forms and Procedures/ Staff Assignment Sheet
Volunteers (5/07)	Budget Officer	Budget Officer	J:Forms and Procedures/ Procedure – Volunteers
Workers Comp Forms Employee & Manager (5/06)	President	District Guidelines	J:Forms and Procedures/ Workers Comp
District Forms			J:drive/Templates and District Forms/District
Board Agenda Items			
Classified Staff			
Sabbaticals			
TEA Forms			
W-4 Forms (5/07)			
Adjunct Faculty Forms (various)			
Budget Transfer Forms (6/99)			
Cell Phones (05/09)			
Certificated Personnel Recommendation (6/99)			
Class Advancement Form for Faculty (7/08)			
Confidential Employee Evaluation Forms (3/04)			
Faculty Absence Forms (4/07)			
Emergency Equivalency Exception Form (2/07)			
Equivalent Unit Credit (7/08)			
JDQ Template (3/05)			
Load Banking Forms (6/99)			

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District Forms (continued)			J:drive/Templates and District Forms/District
Management Appraisal Template (6/99)			
Management Vacation Leave Template (12/07)			
Managers PGD Form (7/08)			
Night Bonus Form (10/08)			
Payroll Direct Deposit Form (8/09)			
Personnel Change Info Template (6/99)			
Probationary Faculty Forms (7/08)			
Purchase Requisition Template (6/99)			
Request to Advertise Forms (11/03)			
Stores Requisition Template (6/99)			
Student Evaluation Forms (7/08)			
Tenured Faculty Forms (7/08)			
Timecard (6/99)			
Transfer of Charge Request (6/99)			