

# **ADMINISTRATIVE PROCEDURES MANUAL**



PALAU  
COMMUNITY  
COLLEGE

**Developed: February 1999**  
**Revisions: April 2007, April 2009, December 2015**







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## **PART I: PURPOSE OF THE MANUAL**

The Palau Community College Administrative Procedures Manual is intended to serve in defining, understanding and communicating college policies, especially implementation procedures and guidelines of policies, identifying responsibilities, and providing guidelines in the performance of specific tasks. The contents of the manual address broad policies and implementation procedures that impact various segments across the institution. The policies and procedures contained in the manual are those policies and procedures of the college which are unique to the college or which expand upon applicable federal and local statutes, and established standards and practices, applicable to the college. Policies and procedures that are specific to a unit or function are documented within each specific units/function policies and/or operating manual. Should any section or clause in this manual be found inconsistent with federal and/or local statutes or policies, that section or clause is void and the local or federal statutes shall apply. And should policies or procedures for a specific unit/function contradict those set forth in this manual, it is those set forth in this manual that shall take precedence.

## **PART II: GENERAL INFORMATION**

### **A. HISTORY**

Palau Community College (PCC) was founded in 1969 as a two-year post-secondary vocational/technical institution. It grew out of a trade school that had its beginning in 1927 during the Japanese administration prior to World War II. PCC began with a small group of students enrolled in one vocational program on a campus with limited physical facilities. It was known at that time as Micronesia Occupational Center.

The expansion of vocational education resulted from such factors as a growing political awareness, articulation among the states/republics of Micronesia, and a greater commitment to educational and economic development by the United States of America. Funding permitted the addition of facilities and staff so that by 1976, training programs were provided in more than twenty specific vocational areas grouped into ten trade clusters. The goal of post-secondary institution for vocational education to prepare students with necessary skills and knowledge needed in developing and expanding economy has not changed through the years.

Until 1977, the Micronesia Occupational Center and the Community College of Micronesia were two autonomous post-secondary institutions serving Micronesia. On March 29, 1977, Trust Territory Public Law No. 7-29, amended later by Public Law 7-130, created the College of Micronesia as a public corporation under its own Board of Regents. The law, which took effect on October 1, 1977, joined into a single post-secondary educational system the Micronesia Occupational Center and the Community College of Micronesia, which included the CCM-affiliated School of Nursing. In May 1978, Micronesia Occupational Center officially became Micronesia Occupational College, a distinct and complementary part of the College of Micronesia. In September 1987, a treaty among the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau regarding the College of Micronesia was executed establishing a complete autonomy of each college in the COM system to local governments. The treaty was terminated on March 31, 1993, which laid the foundation for Palau Community College.



On March 19, 1993, the Republic of Palau President, Kuniwo Nakamura, signed into law RPPL No. 4-2, establishing Palau Community College.

On April 2, 1993, Micronesian Occupational College officially became Palau Community College.

The college's enabling legislation, RPPL 4-2 mandates that Palau Community College:

- a) Is a public, non-profit education corporation;
- b) Has perpetual succession;
- c) Shall have a seal;
- d) May enter into contracts and agreements;
- e) May acquire, hold, change and dispose of property;
- f) May sue and be sued in its corporate name; and
- g) For the purpose of its functions, has all the powers, duties and responsibilities of a non-profit public educational corporation.

Palau Community College, as established by this act, shall assume the role of a postsecondary educational agency for the Republic. The purposes of the College are to make high quality, postsecondary education available to the citizens of the Republic of Palau, the Republic of the Marshall Islands, the Federated States of Micronesia and such other students as may be recruited by the College and to:

- 1) Serve as a comprehensive community college;
- 2) Provide for such services as postsecondary education instruction, including liberal arts education, vocational education, teacher training, continuing education, extension services, college preparatory instruction and assistance, administration of postsecondary education financial assistance programs, monitoring student performance, and other postsecondary education-related functions;
- 3) Maintain accreditation by the ACCJC of the Western Association of Schools and Colleges;
- 4) Grant degrees, certificates and diplomas;
- 5) Provide and coordinate training and education programs and services to adults and out-of-school youths;
- 6) Develop and conduct outreach programs;
- 7) In conjunction with the College of Micronesia, as the agency for Land Grant, Sea Grant, and Space Grant programs; share in any endowments provided through the Land Grant, Sea Grant, and Space Grant programs; and provide training, research, coordination, assistance, support, and related extension services as needed and provided for under the Land Grant, Sea Grant, and Space Grant programs;
- 8) Coordinate with other educational institutions in the Micronesian region and other locations for such matters as the transfer of credits and programs, reciprocal treatment of students, coordination of exchange programs, joint and cooperative research or educational programs, and such matters that deal with the cooperative interaction between PCC and other educational



institutions;

- 9) Conduct research;
- 10) Administer, coordinate, and provide services related to postsecondary student financial assistance provided by governmental and other sources for students attending PCC;
- 11) Serve as a coordinating agency for all appropriate postsecondary education activities conducted within the Republic;
- 12) Serve as an agency, when appropriate, for skills proficiency testing and certification;
- 13) Provide other postsecondary and related activities as determined by the Board;
- 14) Serve as the designated State Agency for all appropriate vocational education.

## **B. GOVERNANCE**

The college is governed by a representative governance structure designed to ensure institutional integrity, autonomy, academic freedom, principles of equity, and insulation from political interference in order to best serve the public interest and meet minimum accreditation requirements. The membership of the board consists of five who are appointed by the President of the Republic and confirmed by the Senate of the Olbiil Era Kelulau (Palau National Congress), and one voting member elected by the student body. The board has the general policy management and control over the affairs of the College.

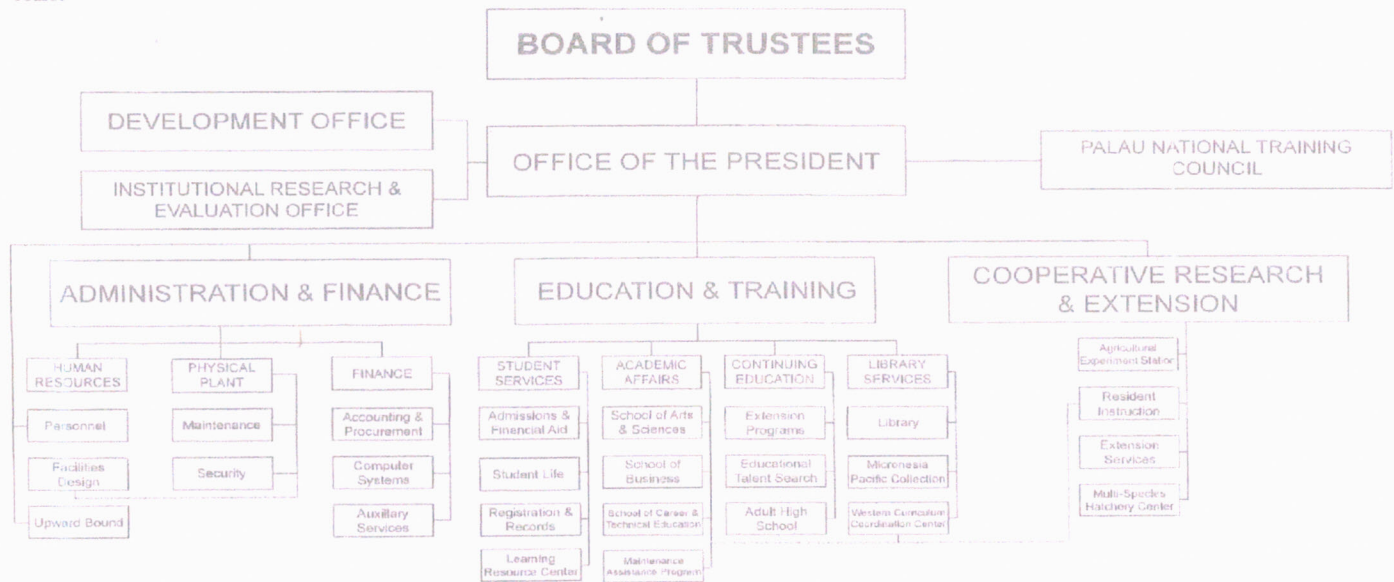
## **C. ADMINISTRATION**

The President of the College is the chief executive officer of the college, appointed by the Board of Trustees and has full charge and control over the administration and business affairs of the college.





## D. ORGANIZATIONAL STRUCTURE



Revised and Approved by the  
Palau Community College Board of Trustees  
September 2015

Updated September 2015  
Revised January 2014  
Revised August 2009  
Revised August 2008  
Adopted August 1994

Masa-Aki N. Emesiochi  
Chairman of the Board

## E. CHAIN OF COMMAND IN THE ABSENCE OF THE PRESIDENT

In the event that the President is temporarily absent from duty or incapacitated, his responsibilities as the chief executive officer of the college passes through the chain of command as follows: Vice President for Administration & Finance, Vice President for Cooperative Research & Extension, Dean of Academic Affairs, Dean of Students, Dean of Continuing Education, as provided by Board of Trustees policy.

The Board and President may issue a written directive establishing a new chain of command or a designation not reflective of the above-described order.

## F. VISION STATEMENT

**“We strive to guarantee quality and excellence”**



## G. MISSION STATEMENT

Palau Community College is an accessible public educational institution helping to meet the technical, academic, cultural, social, and economic needs of students and communities by promoting learning opportunities and developing personal excellence.

## H. UNIFYING PRINCIPLES

Unifying principles are highly valued statements or beliefs which form the basis for policy setting, planning, our daily interaction with one another, and our decision making. They serve as cornerstones on which we build a successful institution.

Palau Community College believes in:

- ◆ Team Work – *Oba tal tekoi*
- ◆ Quality Services – *Kot el ngarbab lomeruul*
- ◆ Open Communication – *Diak a berrotel*
- ◆ Managing with Goals – *Ulterkokl olengcheled*
- ◆ Promoting Leadership – *Oldubech a kedul a dereder*
- ◆ Integrity and Loyalty – *Melemalt e melangesmad*
- ◆ Community Ownership – *Tekoi el buai*
- ◆ Continuous Improvement – *Ouelangch ra melemolem el klungiaol*
- ◆ Creativity and Innovation – *Sebrakl, ituuk, e melasm a tekoi*
- ◆ People and Respect for Others – *Omengull ra tang ma tang*

## PART III: ACCREDITATION

Palau Community College became an accredited institution in June of 1977 with the Accrediting Commission for Community and Junior Colleges (ACCJC) – Western Association of Schools and Colleges (WASC). To date it has been accredited for 37 years. During 1982, 1987, 1992, 1997, 2003, and 2009, the college submitted the required Self-Study Reports to ACCJC-WASC which followed by the Commission's team visits after each report. During each report and visit, Palau Community College received reaffirmation and continued to be an accredited institution. The college next Institutional Self-Evaluation Report is due in the spring of 2016 to ACCJC-WASC. A Commission's team visit will take place in April of 2016 and the Commission will provide its decision through an action letter to Palau Community College in June of 2016 regarding the Institutional Self-Evaluation Report and the Commission's visit results. The ACCJC-WASC approved a new cycle of accreditation from a six-years of one cycle to seven-years in June 2014. If the college accreditation is reaffirmed in 2016, it will follow the approved cycle of seven (7) years where the college will be required to submit its next Institutional Self-Evaluation Report in the spring of 2023. The college has successfully maintained its accreditation status since 1997 and continues to work to stay and remained an accredited institution.

## **PART IV: FINANCIAL RESOURCES**

One of the responsibilities of the Board of Trustees is to ensure the financial soundness and proper fiscal management of the college. In line with this, the Board of Trustees of Palau Community College, through the President of the College, has established the following guidelines for the formulation and implementation of the College's spending plan – the Budget. The Board of Trustees monitors the college's budget through regular review of the college's spending activities by reviewing and approving the monthly financial status reports.

As a spending plan, the college's budget needs to be integrated with the college's planning system to ensure that the budget supports the college's mission and stated goals identified in the Institutional Master Plan and the departments/programs needs identified through program reviews.

All funds of the college, whether appropriated or non-appropriated funds raised by the College through student tuition and fees and other sources are under the control and custody of the Board of Trustees as prescribed by Republic of Palau Public Law 4-2 (RPPL4-2). Therefore, all funds budgeted for use by the College must be disbursed according to policies, rules and regulations approved by the Board and administered by the President of the college.

While full accountability to the Board on all college funds rest with the President of the College, department heads may reprogram up to five percent (5%) within their department budget without prior authorization from the President. The President must authorize any budget change of more than 5%. All budget amendments or modifications to the Board-approved budget shall be reported to the Board at its next regular meeting.

To ensure that the needs of the departments and programs are addressed in the budget process, through participative and representative governance, administrators, faculty, staff and students participate in the formulation of the annual budget for their assigned areas.

Managing and monitoring of the funds allocated for the use of the College is an important responsibility of institutional leaders. As such, Monthly Financial Reports shall be made available to department heads, who will in turn share them or make them available to divisions and units within their department.

### **A. BUDGET FORMULATION**

The President, in consultation with the Board and in accordance with the government's budget call, shall formulate budget guidelines and ceilings with regard to priorities and program requirement.

The preparation of the budget documents will be guided by the Board of Trustees policies as well as the Institutional Master Plan. The President or the Vice President of Administration and Finance shall issue a Call-For-Budget to all budget components of the College. The Call shall include guidelines and timelines for submission.



1. **Division Budget:** The heads of the divisions shall initiate the process by developing their budget request based on their needs and in accordance with established guidelines. Their request is then submitted to the department head for review and approval.
2. **Departmental Budget:** The department heads shall review the divisions' budget requests in relation to departmental needs, departmental goals, institutional goals, and compliance with Call-For-Budget guidelines. Upon approval of the Departmental Budget, it is forwarded to Vice President of Administration and Finance.

All other functions of the College which do not fall under the three major departments (Education & Training, Cooperative Research & Extension, Administration & Finance) shall submit their Budgets directly to the President. Critical to this participative process is constant consultation among units and divisions, particularly in instances of competing needs.

3. **Institutional Budget:** The Vice President of Administration and Finance shall review the departmental budget for compliance with Call-For-Budget guidelines, as well as their consistency with College goals and objectives. Once compiled into Proposed Institutional Budget, it is forwarded to the President for review and action.
4. **Proposed Institutional Budget:** Upon review of the proposed Institutional Budget, the President may issue instructions to department heads, either individually or through the Executive Committee, for changes or modifications.

Once the proposed Institutional Budget is approved by the President, it is then submitted through the Personnel & Finance Committee of the Board to the full Board for review and action. Upon approved by the Board of Trustees, the Institutional Budget Request is submitted to the national government in accordance with established National Budget Call procedures.

5. **Annual Institutional Budget:** After the budget bill is signed into law, the College President will analyze the approved budget and take one of the following actions:
  - a. If there is no reduction in the budget request, the appropriated funds are allocated to each requesting component. The President will ensure that control and accountability of fund expenditures based on program priorities are maintained.
  - b. If the appropriation level is less than the budget requested, the President, will submit a revised budget proposal to the Board for consideration.

## **B. BUDGET PRIORITY & EXPENDITURE**

The College's first budget priority is providing funds to support instruction, research and community services. The next priority is providing funds to provide an environment that is conducive to learning by ensuring the health and safety of all students and personnel, and protecting the essential property of the College. These shall take precedence over expenditure items that are not directly related to these distinct areas.

When questions arise as to the order of priority to which available funds are to be applied, the existing Board of Trustees policy on spending, the College Strategic Plan, and the President of the College shall be consulted for guidance.

## **C. FISCAL PROCESS/BUDGET MANAGEMENT**

The Board of Trustees of Palau Community College, exercising its trusteeship and governance responsibilities over the College, has established the following guidelines in order to assure compliance with the wishes of funding sources and to provide College management with the necessary decision-making tools.

As a trustee of public money, the College must not only act in accordance with applicable laws or conditions of grants or contracts, but must also avoid even the slightest appearance of conflict of interest or favoritism. Consistent and accurate record-keeping must be maintained so that someone else can understand and corroborate the soundness of the process being followed and independently assure that appropriate and responsible financial decisions are being made.

- 1. Common Transactions:** Only the President of the College has the board-delegated authority to engage in financial transactions on behalf of the College. The President may, from time to time, delegate such authority and responsibility to other key staff of the College.
- 2. Financial Management:** The Vice President of Administration and Finance shall ensure strict compliance with all approved rules and regulations of the college, applicable laws of the Republic, and Generally Accepted Accounting Procedures in the financial operation of the College. The College has developed and will maintain the following records:
  - a. Chart of Accounts
  - b. Trial Balance
  - c. Summary of Transactions
  - d. General Ledger
  - e. Payroll Master File
  - f. Payroll Distribution
  - g. Payroll Check Register



- h. Payroll Check File Listing
- i. Cash Receipts Journal
- j. Accounts Receivable Journal
- k. Cash Disbursement Journal
- l. Cash Disbursement Check Register
- m. Disbursement Check Listing
- n. Student Fee Receipt
- o. Miscellaneous Fee Receipt
- p. Voucher Packets
- q. Voucher Checks
- r. Payroll Checks
- s. Journal Vouchers
- t. Invoice File
- u. Purchase Orders

**3. Purchasing process: Below is the process in which the College will conduct the procurement process of goods and/or services.** Purchases require Division Head's and Department Head's signatures before being submitted to the Business Office. Purchase of \$5000 and above require the Division Head, Department Head and the President's signature, before submission to the Business Office.

- a. Requesting Office/Division Head:** The requesting office initiates the request by completing a Supply and Equipment Requisition Form (see Appendix B1). While price comparison should be made to ensure that the price is the best available, exceptions may be made to ensure the best interests of the College. The Division Head's signature signifies that the expense is part of the division's budget and that, to the best of his/her knowledge, funds are available in the account being charged. This person is responsible for seeing that all procedures have been carried out and that the purchase of such an item is in the best interest of the department.
- b. Department Head:** The Department Head's signature is the final departmental authorization of the purchase. This person is responsible for verifying that all procedures have been carried out and that the purchase of such an item is in the best interest of the department.
- c. Director of Finance:** The Director of Finance's signature certifies the availability of funds for the transaction. The Director of Finance will also review for and take necessary action to ensure compliance with college policies, grant requirements, including competitive bidding requirements.

- Except for critical instructional materials such as textbooks and equipments, for

purchases exceeding \$25,000, the Director of Finance shall work with the requesting department and develop a Request for Proposal or a Bid Announcement. This is posted at the Post Office and may be advertised locally and internationally. Depending on the complexity of the purchase, the requesting office or division may be asked to attend a pre-bid meeting or related meetings to ensure that the transaction meets the stated and desired needs.

- d. **Three Vendor Quotes:** Purchase of any single item worth \$500 or more requires price quotations from at least three vendors. In the event of a sole-source or emergency purchase, then this section does not apply. Rationale for sole-source or emergency purchase will be delineated in the requisition form or attached supporting document(s).
- e. **Supply and Equipment Requisition Form:** This form has been modified, from a triplicate carbon paper document down to a single sheet form that is available on each office's computer. The new form significantly reduces the amount of necessary paperwork without adversely affecting the intended purposes of the form's usage. It improves the accuracy in terms of calculating purchases as the computer automatically calculates; thus, saving time as well. In addition, the form enables the requesting office to adequately justify the expenditure by directly linking the expenditures to priority needs of the College, including Student Learning Outcomes (SLOs) and Institutional Learning Outcomes (ILOs).

To initiate the request, a Supply and Equipment Request (RQ) form is used. Normal processing time is five (5) working days once the RQ has reached Business Office. RQ form must be completed including department account and sub-account. If not approved, the RQ is returned to the requesting department within three (3) working days with an explanation of the reason for rejection. If approved, a Purchase Order (PO) for vendors that accept PCC POs is issued with copies sent to the requesting department and the vendor for processing. All others will issue POs and will proceed with check writing.

To complete the transaction, invoices for goods and/or services received must be signed by the requesting office and submitted to the Accounts Payable section in the Finance Division no later than two (2) business days.

- f. **Internal/External Work Order:** The work order process is initiated by the requesting person or office. The requestor secures approval of the performing department, fills out the appropriate work order form (see Appendix B2 and Appendix B3), secures the required signatures, receives a work order number, and then submits to the performing department. The performing department performs the requested work, completes the work order form, and submits to the Business. For an external work order, payment, if required, is made in advance.



- g. Personal Credit Cards:** The use of personal credit cards for college purposes is prohibited unless specifically approved in advance by the President of the college.
- h.** The college credit card is used only when the President of the college authorizes its use in accordance with established purchasing process.
- i. Open Purchase Accounts:** To ensure effective use of college resources without compromising quality of programs and/or services, the College maintains some Open Accounts with selected vendors as approved by the President.
- j. Vendors**

  - **Exclusive Vendors:** In certain instances, it may be in the best interest of the College to negotiate with a supplier (e.g. airline tickets, gasoline, instructional materials, and equipments) in order to obtain a discount price. Under such circumstances, the College identifies a specific vendor, who is then considered an Exclusive Vendor, where all College purchases for that category of goods are restricted to that vendor.
  - **Preferred Vendors:** In certain instances it may be in the best interest of the College to negotiate with a supplier (e.g. airline tickets, gasoline, instructional materials, and equipments) in order to obtain a discount price. Under such circumstances, all requisitions for that category of goods must include the quoted price from the preferred vendor. If a lower price is available from other vendors, the President of the College may make exception. It is the responsibility of the Vice President of Administration and Finance to notify department/division heads of such arrangements.
- k. Chart of Accounts:** The chart of accounts lists all active accounts at the College. It is published in account code sequence, using a six-digit department account code indicating college division, plus a five-digit sub account code. Some of the most commonly used account numbers are listed below. In the event that a program or department is closed, the Finance Division may inactivate the account but not delete the account from the system for history information purposes. In addition, if a new program or department is created, the Finance Division has the authority to create and assign a new account number.

  - **Organization Codes:** The Organization Code indicated where in the College (what department, division, or office) expenses are being charged.

Board of Trustees  
101010 Board of Trustees



## Office of the President

- 101110 President Office
- 101112 Development Office
- 101116 Child Care Project
- 101118 Accreditation Liaison Office (ALO)
- 101131 Special/Advertisement
- 101132 SAT10
- 101133 IR
- 101134 Micronesian Voyages Society
- 101138 Step-Up Program
- 202015 Upward Bound Program
- 203304 IMLS & LSTA Grant (Through MOE)

## Administration &amp; Finance

- 101201 VP of Administration
- 101202 Business Office
- 101203 Computer Services
- 101205 Human Resources

## Operation &amp; Maintenance

- 101301 Maintenance
- 101303 Security Guard

## Auxiliary Services

- 101401 Cafeteria Operation
- 101402 Bookstore Operation

## Student Services

- 101119 Charter Day
- 101117 Sand Diego State University
- 103010 Registrar
- 103011 Graduation
- 104010 Dean of Student Services
- 104116 Student Body Association
- 204051 Aanapisi Grant

## Student Life

- 101130 Phi Theta Kappa Honor Society
- 104110 Director of Student Life
- 104111 Dormitory
- 104112 Academic Advising & Counseling
- 104113 Health Clinic
- 104114 Recreation
- 104115 Special Events



## 104117 Student Activity

## Financial Aid &amp; Admissions

- 104201 Director of Financial Aid
- 104202 Registrar & Admissions
- 104203 Federal Student Financial Aid
- 104204 Federal College Work Study
- 104206 Tuition Waiver

## Continuing Education

- 103110 Dean of Continuing Education
- 103209 Director of Extension Program
- 103309 Director of Learning Resources
- 103310 PCC Library (Tan Siu Lin)
- 103311 Skill Center
- 103312 Science Center
- 103313 Instructional Media
- 103314 ROP – Adult High School
- 104011 Student Learning Center
- 203306 Talent Search

## Cooperative Research &amp; Extension

- 105225 Cooperative Research & Extension Operations (general fund)
- 405215 Distance Education Grant
- 405216 Resident Instruction in Insular Areas (RIIA)
- 405222 COM Expanded Food & Nutrition Education Program
- 405240 Oceanic Institute Grant – Rabbit Fish
- 405241 Oceanic Institute Grant – Mangrove Crab
- 405242 Oceanic Institute Grant – Milk Fish
- 405410 COM Agriculture Experiment Station
- 405510 COM Cooperative Extension Services
- 601113 Pacific Adaptation to Climate Change

## Education &amp; Training

- 102110 Dean of Academic Affairs
- 102111 Technology/Fees
- 102112 Online/Fees
- 102420 ASU College of Technology & Innovation
- 202113 Area Health Education Center
- 202124 National Science Foundation
- 201127 LSAMP Program
- 502110 Water/Wastewater Training
- 502113 Maintenance Assistance Program (MAP)



## School of Arts &amp; Sciences

- 102209 Associate Dean
- 102210 Agriculture Science
- 102211 Criminal Justice
- 102212 Health Education
- 102213 English
- 102214 Mathematics
- 102215 Social Science
- 102216 Science
- 102218 Japanese
- 102219 Developmental English
- 102220 Developmental Math
- 102221 Library Information Science
- 102222 Palauan Studies
- 102223 Science Technology, Engineering, and Mathematics Discipline

## School of Business

- 102309 Associate Dean
- 102311 Office Administration
- 102312 Accounting
- 102313 Computer Lab
- 102315 Business Administration
- 102316 Information Technology Program

## School of Technical Education

- 102409 Associate Dean
- 102410 Air Conditioning & Refrigeration
- 102411 Automotive Mechanics Technology
- 102412 General Electronics Technology
- 102413 Electrical Technology
- 102414 Small Engine & Outboard Marine Technology
- 102415 Construction Technology
- 102416 Masonry Technology
- 102417 Blueprint Reading Courses
- 102418 Welding Courses
- 102419 Automotive Body Repair

## School of Tourism &amp; Hospitality

- 102510 Tourism & Hospitality

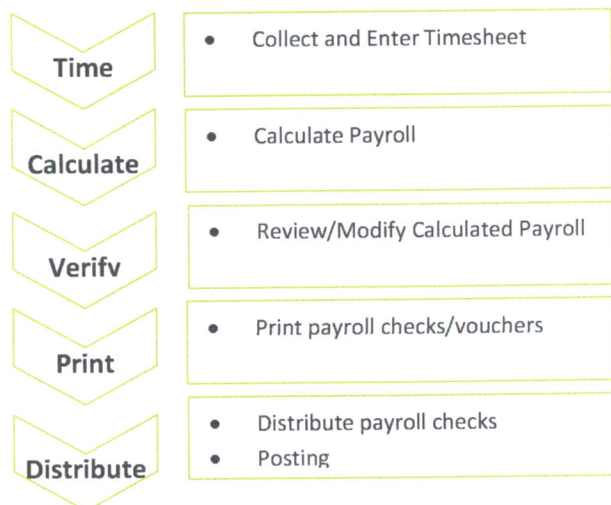
## School of Nursing

- 102610 Nursing

## School of Education

- 102710 Education

#### 4. Payroll Process



Timesheets are distributed to departments every other week, at the beginning of a new pay period indicating the deadline for submission to the Business Office for processing.

The Payroll Accounting Clerk receives the timesheets and verifies their completeness and the necessary leave forms with supporting documents. Information is then entered into the system along with new allotments and personnel actions/contracts.

After entering all the timesheets and new allotments then payroll module provide the full-featured payroll processing by calculating earnings, benefits and deductions and generates a report for final review and modification prior to printing.

The Payroll Accounting Clerk disburses the payroll checks on Wednesday of the payday week. Individuals sign out their paychecks upon receipt. Individuals picking up other employees paychecks must present a written authorization.

In the event of lost/damaged checks, it is the responsibility of the employee to notify Business Office staff immediately.

#### 5. Travel Procedures

The College shall provide adequate funds to support authorized travel of any staff of the College. Those traveling on behalf of the College shall exercise the same care in incurring expenses that a prudent person would when traveling on personal business.



- a. **Purpose of Travel:** It is the declared policy of the College that all travel must be performed either for the direct benefit of the College or to fulfill a real and legitimate obligation of the College. With this purpose in mind, all departments shall exercise prudence in sponsoring off-island travel. Request for travel for temporary, probationary, or non-college employees must accompany a separate justification of why a non-permanent employee must travel for or on behalf of the College.
- b. **Travel Authorization:** The Chairman of the Board of Trustees authorizes travel for Board members and the President of the College. The President of the College authorizes all other College travel.

The travel request shall be prepared by the requesting department and delivered to the Business Office at least ten business days prior to the starting date of the travel. The planned itinerary shall be attached to the travel authorization. The College shall make necessary arrangements for the issuance of the airline ticket based on the planned itinerary.

*Note: The Travel Authorization Form (Appendix B4) has been modified, from a triplicate carbon paper document down to a single double-sided form. The simplified and user-friendly form will significantly reduce the unnecessary paperwork, as well as help the traveler file his/her travel voucher in a more timely fashion.*

- c. **Travel Reimbursement:** Those traveling on official College business may be reimbursed for allowable costs incurred based upon Actual Expenses.
- d. **Per Diem:** A person may request the per diem rate times the travel days without submitting documentation of the costs for meals and lodgings for the travel period. Example: A traveler travels five days to Chicago. He or she may request a per diem of \$750 (5 x \$150). He or she does not have to submit any receipts for meals or lodging. If he or she incurred other expenses on the list of Allowable Expenses, such as car rental or laundry, he or she must submit receipts for such expenses.

The traveler may use only one method (per diem or actual) for the entire trip. That is, he or she may not claim per diem on certain days of the trip and actual on other days of the same trip. The per diem rates shall be as follows:

- ◆ Hawaii, California, New York, and Washington, D.C. areas and Japan: \$200 per day.
- ◆ All of Micronesia and the Commonwealth of Northern Mariana Islands: \$150 per day.

◆ All other areas: \$150 per day.

- e. **Travel Day:** The traveler will be entitled to the per diem rate for each travel day of official travel. While no more than two days of per diem or expenses for traveling may be claimed before the beginning of official business, the authorizing officer may make exceptions under extenuating circumstances.

To determine the number of travel days in a trip, one counts the number of midnights that the traveler is on travel status. Travel status begins two hours before scheduled takeoff at the airport and ends three hours after touchdown.

Example: A person leaves Palau at 1:45 a.m. on March 4 and returns to Palau at 9:00 p.m. on March 6. The trip has four travel days: March 3, 4, 5, and 6. March 3<sup>rd</sup> is counted because of check-in at 11:45 p.m. on March 3.

If a traveler goes on annual leave during the trip, his or her travel days end at the time of the end of business.

- f. **Domestic Travel and Trips of Less Than One Day:** Under domestic travel and trips of less than one day, the traveler is entitled to all allowable expenditures as listed; however, the traveler is not entitled to per diem.
- g. **Airline Delays:** If a person is not able to return as planned due to airline delay or circumstances beyond his/her control, the travel status may be extended by the authorizing officials.
- h. **Allowable Expenses**

Charges for the expenses listed below will be allowed when incurred for official business of the college and approved by the official who authorized the travel.

Note: The term **lodging** does not include accommodations on airplanes, ships or trains.

- Allowable expenditures include all charges for:
  - ✓ Meals
  - ✓ Lodging
  - ✓ Laundry, cleaning and pressing of clothing
  - ✓ Excess and oversize baggage charges
  - ✓ Telephone, Fax Telex, Internet Surcharge or other communication services
  - ✓ Ground transportation
  - ✓ Rental of word processing machines
  - ✓ Guides



- ✓ Interpreters
- ✓ Packers
- ✓ Drivers of vehicles or boats
- ✓ Storage of property
- ✓ Rental of meeting/conference room
- ✓ Conversion of currency
- ✓ Check cashing charges
- ✓ Travelers checks
- ✓ Entertainment expenses
- ✓ ATM fees
- ✓ Travel Visa fees
- ✓ Travel Tax and related expenses
- ✓ Other expenses as approved by authorized official

- i. Travel Days Between Official Business:** It may be in the best interest of the College to send a traveler to two conferences or meetings while on the same trip. If there are open days between the meetings, the traveler and the person authorizing the travel should discuss whether the days in between will be considered annual leave or workdays, and whether they will be considered travel days for the purpose of per diem. The decisions on such matters should be recorded on the travel authorization or a separate memorandum.
- j. Meals:** In certain cases, a traveler may either charge three meals a day at a restaurant or buy food at a grocery store. Meals may not exceed \$25 per day for domestic and \$50 for off-island travel.
- k. Salary While on Travel Status:** The traveler shall be on administrative leave and receive regular salary during the authorized travel time.
- l. Leave While on Travel Status:**
- **Annual Leave:** The traveler who wishes to be on annual leave during travel status must obtain a written approval prior to the start of the travel.
  - **Sick Leave:** Whenever the traveler takes sick leave due to illness or injury not due to his or her own misconduct, the prescribed per diem shall continue for period not to exceed ten days. The approved leave form shall accompany the travel clearance.
- m. Baggage:**

- **Excess Baggage:** Baggage in excess of the weight or of size greater than carried free by transportation companies will be classed as excess baggage. Claims for reimbursement for excess baggage charges may be authorized through travel clearance, provided the expenditure is justified in writing and supported by receipts showing weight and the content of the excess baggage.
- **Transfer of Baggage:** Necessary charges for the transfer of baggage are allowable.
- **Storage of Baggage:** Charges for the storage of baggage are allowable when it is shown that such storage was solely on account of official business.

**n. Communications While on Travel Status:**

- **Local Calls:** Charges for local telephone calls on official business are allowable. The travel clearance shall show the number of such calls, total amount expended and justification that the calls were on official business.
  - **Long Distance Calls:** Charges for long distance telephone calls on official business are allowable provided the traveler furnishes a statement showing the name and phone number of the party called, the points between which services were rendered, the date and time, the amount paid on each call, and the justification that the calls were for official business.
  - **Personal Calls:** The person on official travel of the College is entitled to personal phone calls per week but not to exceed \$25.
- o. Method of Payment:** Where cash payment is made for expenses listed in Allowable Expenditure, reimbursement for the charges actually made may be allowed if receipts show the quantity, unit, and unit price to support the claim in the Travel Voucher.
- p. Rental of Meeting/Conference Room for Official Use:** When necessary to engage a room at a hotel or other place in order to transact official business, a separate charge therefore will be allowed when approved by the official who authorized the travel.
- q. Conversion of Currency and Traveler's Check:** Commissions for conversion of currency in foreign countries and charges for issuing and cashing of traveler's checks may be allowed based on Travel Advance.
- r. Representation:** Expense for entertainment must be specifically authorized on the travel



authorization. Paying for someone else's meal while discussing official business is considered entertainment and is therefore considered allowable cost.

Entertainment expenses incurred while on travel status must be justified in writing, stating:

- Date of the transaction
- Specific purpose of entertainment or nature of business benefit derived or expected to be derived
- Specific names and occupations for those persons entertained

The justification must be accompanied by supporting receipts indicating the amount of expenditures and the name and address of facility used for entertainment. Such an expense is reimbursable only if directly in connection with the transaction of official business for the College.

**s. Travel Advance:**

- **Advance of Funds:** The traveler may request an advance of 90% of the authorized per diem and 100% of the conference fees and other miscellaneous allowances. Advances to travelers are considered by the College as a receivable until the account is settled in travel clearance.
- **Release of Travel Advance and Other Travel Documents:** The traveler may pick up the Travel Advance, Travel Authorization and Airline Ticket three working days before the travel begins. These three travel documents must be issued together in order for the traveler to have full understanding of the funds he/she is accountable for.

**t. Travel Voucher:** The traveler must file Travel Voucher within 10 working days from the ending date of the travel. All claims for reimbursement of travel expenses shall be submitted on this form, found on the back of the Travel Authorization form. All claims must be itemized and supported by receipts and other acceptable supporting documents.

- **Foreign Currency:** Persons traveling in countries that do not use the US dollar should report their expenditure by item, in the foreign currency. The total expenditure in foreign currency must be converted into United States dollars at the rate or rates at the time which the foreign currency was obtained. Every time money is converted, the traveler should obtain a receipt of the commission charged.
- **Trip Report:** A copy of the trip report summarizing the activities of trip shall be attached to the travel voucher. The trip report should be addressed to the President

through the appropriate department head.

- **Recovery of Advances:** The traveler must file the travel voucher within ten (10) working days of the return date of the travel. Once determined to be complete, the Business Office will review the voucher and either issue a payment to the traveler for the balance of the authorized travel cost, or advise the traveler of the amount owed to the College if the amount expended is less than the amount issued as Travel Advance. If the traveler fails to pay the College within 30 days of the notice, the Vice President of Administration & Finance may initiate appropriate actions for the recovery of the funds, including recovery through off-set of salary due to the person to whom the advance was granted.

In the event of cancellation or indefinite postponement of authorized travel, the traveler shall, in writing, notify the Business Office and the President, and return any advances that may have been made. If the advance is not returned within ten (10) days, the Vice President of Administration and Finance may initiate appropriate actions for recovery of the funds advanced, including recovery through off-set of salary due to the person to whom the advance was granted.

- u. **Mode of Transportation:** Transportation includes all necessary official travel on airlines, buses, streetcars, taxicabs, boats, and other usual means of conveyance.

All College supported travel shall be by the most direct and economical route, taking into consideration the safety and well-being of the traveler. Exception may only be made by the President of the College through approval of the Travel Authorization.

Rental of automobiles, taxicabs, and other means of conveyance is allowable if authorized through Travel Authorization. The traveler may ask for collision and liability insurance for rental car.

Other allowable costs for taxicabs include transportation between places of lodging or business, and where meals are eaten. Upon claiming this expense, the traveler must attach supporting receipts to the travel voucher. Without prior approval, the expense will be disallowed even though sufficient documentation to cover the expenses is provided.

- v. **Receipts:** Receipts are required for all claimed expenditures, except for food and lodging if per diem is claimed. The person preparing the voucher/traveler must sign hand written receipts. Erasures and alterations in totals on travel clearance and accompanying supporting documents must be initialed by the person preparing the voucher. Alterations in the totals on receipts must be initialed by the person who signed the receipt.



- w. **Extension of Travel Time:** The extension of official travel for the College requires prior approval by the person authorizing the travel. In the event a traveler has embarked on the trip, he/she may obtain the approval of the department head through the phone or other means of communication.
- x. **Frequent Flyer Programs:** All College personnel enrolled in any travel bank of frequent flyer airline program while traveling on College funds shall be entitled to the benefits earned for his/her own personal use.

## **PART V: INTERNAL CONTROL MEASURES**

### **A. MANDATORY AUDIT**

The College undergoes an annual audit that is conducted by an independent accounting firm. This practice enables the College to assess its internal control practices and make necessary improvements to ensure transparency and compliance with funding sources and appropriate laws and regulations such as RPPL 4-2, established accounting standards, and accreditation standards.

### **B. INVENTORY CONTROL PROCEDURES**

#### **1. Purpose**

These procedures are issued to provide guidelines and procedures regarding stewardship required for property assets at the Palau Community College, to assure the College equipment is used only for educational, research, or public service purposes of the College.

#### **2. Policy on Use and Movement of College Property**

Vice President of Administration & Finance is accountable for the supervision, control, and inventory of the College's property and requires such property, except for expendables, be inventoried annually. Accountability for security to prevent misuse or loss of College plant property as well as the responsibility for the location, custody, and maintenance of such property, and communicating changes to the Business Office and Physical Plant Office has been delegated to the Deans, Department Heads and Directors of the area for whom it was procured or to whom it has been assigned regardless of funding source.

Responsibility for performing monthly inventory of plant property and maintaining inventory records is delegated to the Deans, Department Heads and Directors of the area for whom it was procured or to whom it has been assigned. The detailed inventory records for the College are maintained within the Business Office and the Physical Plant Office. As new items are acquired, they will be tagged at the receiving department by personnel of the Physical Plant Office.

Plant property, for the purpose of inventory control, is defined as furniture, furnishings and equipment



which have a value of \$1000 or greater and a useful life of one year or more. All items meeting these criteria will be tagged and inventoried. Specific exceptions to the tagging policies may be made if the Vice President of Administration & Finance determines that tagging an item is not practical.

Expendable property, which is any item which is consumed or becomes unidentifiable with use, is categorized as supplies. Property which is not expendable, but does not meet the criteria to be inventoried delineated in the preceding paragraph, and are valued at \$100 to \$999.99 will be recorded using the physical inventory form and be submitted also to the business office. Additionally, an item which becomes part of a building or facility, regardless of acquisition value, will not be classified as plant property. All employees have the responsibility for the prudent use, care and safeguarding of College property. The fact that a piece of property is valued at less than \$1000 and is not recorded as fixed asset does not alter this responsibility.

### **3. Custodianship duties and responsibilities**

Department Heads are delegated the responsibility of maintaining proper accountability and control of the property within their jurisdiction. Fulfillment of these responsibilities on behalf of the Department Head may be delegated but the ultimate responsibility remains with the Department Head. Specific responsibilities regarding College property are as follows:

- Know the location of all equipment in their inventory and assure that such equipment is reasonably secure from possible theft and other hazards. Report any changes in location to Business Office. This is critical for proper stewardship and essential for insurance management purposes.
- Assure that assigned equipment is being used in the best interest of the College.
- Provide assistance as needed to Business Office personnel who are taking inventory by placing identification tags on equipment and submitting information to the Business Office and Physical Plant.
- Review, verify and respond to an annual inventory report of the status of departmental inventory provided by the Business Office and complete all required actions prompted by the findings of the annual inventory within fifteen (15) working days of receipt. Those actions include, but are not limited to, identifying any equipment not currently on inventory list, preparing a written request to Public Safety to investigate missing property, and preparing written documentation attesting to the disposition of any property due to loss, transfer, cannibalization, etc. In the event a response from the Department Head is not received regarding property that cannot be located within the allowed time, Inventory Control will report that property as missing with Public Safety for formal investigation.
- Discourage theft and loss of College property by fixing responsibility.
- Department Heads must assure that their faculty, staff and students are informed that property acquired for a specific individual's use remains College-owned property after the individual's position is terminated.

When accountability is changed, Business Office should be notified in writing, using the Fixed Asset/Inventory Form (Appendix B5), within ten (10) days of the appointment. Notification should include the name and telephone number of the appointee.

### **4. Inventory Control Duties and Responsibilities**



Business Office receives a weekly report that lists all goods and equipment purchased for \$1000 or more. If plant property valued at \$1000 or more is acquired through means other than purchase and delivered directly to a department, it is the Department Head's responsibility to notify Business Office of the acquisition.

Physical Plant personnel or designated department representative will physically affix property tags within ten (10) working days of determination of requirement or notification.

Inventory Control personnel will perform an annual physical inventory in each department and will submit a weekly status report to the Director of Finance. Physical Plant personnel must physically verify the location and tag number on all plant property listed on the plant property inventory list.

After completion of the physical inventory, Physical Plant personnel will report the findings to the Department Head for review and action if required. The Department Head has fifteen (15) working days to respond if necessary. Inventory Control will report all missing property to the Vice President of Administration & Finance who will then report to the Public Safety for investigation if not previously reported by the department.

Upon receipt of Fixed Asset/Inventory Form, Inventory Control personnel will forward a copy to Auxiliary Services for insurance updating.

## **5. Procedures for Reporting Movement of College Equipment**

College property should only be used for official purposes. Generally, no one is permitted to remove from the College premises any property belonging to the College, even though it has been purchased with grant funds or may seem to be of no value, unless it is removed under established guidelines as noted below.

## **6. Temporary Removal of Property from College Premises**

College property may be temporarily removed from the College premises without written permission from the appropriate Department Head, Dean or Director when it is integral to a person's role for which they have been hired or aids them in accomplishing their primary mission (e.g. teaching in the field, performing research off campus, attending meetings off-site.) When there is a unique or special task or circumstance, outside of a person's regular duties, and it is determined that the temporary removal of property will advance College programs or activities, written permission may be granted by the appropriate Department Head, Dean or Director. Permission should include a description of the equipment, condition, any serial number, and the College Property tag number and should be recorded using a Fixed Asset/Inventory Form, the original to be forwarded to Business Office with a copy kept on file by the department. The person or official representative of the entity to which the property is temporarily assigned must utilize the property for College related business or activities, and agree to assume responsibility for the property during the time it is removed.

Furthermore, the person or entity to which property is assigned, specifically for a task, or peripherally in their role, may be liable for any losses, damage or destruction, or impairment of function or useful life of the equipment that may result due to negligence or carelessness.



## **7. Missing Property**

If property is discovered missing, College President and Vice President of Administration & Finance should be informed and immediate request should be made of Public Safety to have the loss investigated. A Fixed Asset/Inventory Form shall be sent to a Business Office Personnel by the department experiencing the loss, as well as a copy of the Public Safety Officer's report. The Business Office Personnel will file a request to remove the property from the Inventory Control List with copies of the "Fixed Asset/Inventory Form" and the report from Public Safety.

## **8. To Transfer Property**

The releasing Department Head, with the approval of the Provost or administrative officer, will complete a Fixed Asset/Inventory Form, including obtaining the necessary approvals from the receiving Department Head and Provost or administrative officer. Each department will keep a copy and the releasing unit will send the original to the Inventory Officer. If necessary, departments should request assistance from Physical Plant, in moving the equipment.

## **9. To Relocate Property**

The Department Head responsible for the equipment should complete a Fixed Asset/Inventory Form, indicating the new location of the property and send the original to the Property Office and retain a copy for the department file.

## **10. To Cannibalize Property**

Before a department may cannibalize, or dismantle, property for parts, approval of the Department Head is required using a Fixed Asset/Inventory Form with a description of where the parts will be used. The Fixed Asset/Inventory Form should be forwarded to Inventory Control and a copy maintained by the Department.

## **11. To Salvage or Surplus Property**

Salvage property items are those that are irreparable or whose present value is less than their cost of repair. Surplus property is useable or repairable at a cost less than the present value of the item, but is no longer needed by the department. After properly indicating whether the property is surplus or salvage, the Department Head responsible for the property should fill out a Fixed Asset/Inventory Form and send it to Inventory Control. The form should indicate when the property can be picked up.

## **12. To Trade or Request Other Changes**

The "Other" classification on the Fixed Asset/Inventory Form may be used to report property traded (reference should be made to the purchase order number on which the trade is indicated) and other unspecified changes in accountability. An example of "other changes" would be returning tagged property to a vendor for replacement. The type of transaction should be indicated and the original should be sent to the Inventory Control Officer. A copy should be kept in the files of the accountable department.



## PART VI: PROPERTY MANAGEMENT

### A. MAIL SERVICES

#### 1. In-Coming Mail:

- a. **Hand Delivery:** All mail delivered to the Business Office is sorted and placed in the mailbox of the receiving office which is located in the Business Office. This is conducted by a designated Business Office staff.
- b. **Post Office Mail (PO Box 9):** A designated Maintenance personnel shall check mail on a daily basis. Such personnel will pick up outgoing mail at the Business Office and deliver them to the Post Office. He/she then picks up the incoming mail and delivers them to the Business Office for sorting.
- c. **Post Office Mail (PO Box 370):** A designated Student Service personnel shall check mail on a daily basis. Such personnel shall pick up incoming mail and deliver them to the Dean of Students Office. The office staff sorts the mail and prepares the mail list for posting on the bulletin boards.

2. **Out-Going Mail:** All out-going mail must be brought to designated Business Office personnel who will process them for mailing. In order for out-going mail to be delivered to the Post Office the same day, they must go to Business Office before 12:00 noon.

#### 3. Handling of Suspicious Mail:

- a. Any mail suspected of having been tampered with shall immediately be referred to the Vice President of Administration & Finance who will take proper action, including notification of appropriate law enforcement officials.
- b. Any mail containing a ticking device shall immediately be referred to the Vice President of Administration & Finance who will take proper action, including implementation of section 6 of the Emergency Procedures manual and notification of appropriate law enforcement officials.

### B. FACILITIES SCHEDULE AND USE

Assignment of space is made for a specific use and is usually made to a department or to a specific office within a department by the President of the College. The President has assigned all students resident housing to the Dean of Students; all instructional space (i.e., general purpose classrooms, teaching laboratories, and lecture rooms) to the Dean of Academic Affairs; CE Training Room and Ibokill Conference Room to Dean of Continuing Education; Research & Development Station in Ngermeskang and

Multi-Species Hatchery in Ngermetengel to Vice President for Cooperative Research & Extension; and all others to the Vice President of Administration and Finance and the office of the President.

Any change in use, assignment, or modification of space shall be approved by the President. The following list provides guidelines concerning types of changes that require such approval:

1. Change in the use of space within the existing building (e.g., changing use of a room from a classroom to a research laboratory or an office to a conference room).
2. Reassignment of use of space from one office or department to another.
3. Assignment of space within a new building or a building that has been vacated and is being reoccupied.
4. Renovation or changes in physical characteristics of buildings, or rooms within buildings.
5. Leasing of any College buildings.

All requests for use of College facilities, internally and externally, shall be initiated by completion of the Facilities Reservation Form (Appendix B6). The completed request shall be forwarded to appropriate department/division head according to the above-prescribed facilities assignments for approval. Only the President may change or waive the charges.

### C. COPYING AND COPYRIGHT

1. **Copying:** Copying services for students are available at the Library and Student Services, while College staff can go to Continuing Education Office and the office of the President. Copies are available at 10¢ per page. The price is subject to change relative to market forces.
2. **Copyright(s):** The reproduction of published works or printed materials is a violation of copyright laws. Violation of these laws could place both the user and the institution in legal jeopardy. However, the U.S. Copyright Law cites examples of activities that courts have regarded as "Fair Use." Some of the purposes for which reproduction of a particular work may be considered "Fair Use" are criticism/critiquing, comment, news reporting, teaching and research. Four factors to be considered when determining fairness of use:
  - a. Purpose and character of use (such as commercial nature or for nonprofit educational purposes)
  - b. Nature of the copyrighted work
  - c. Amount and substantiality of the portion used in the copyrighted work as a whole



- d. Effect of the use upon the potential market for or value of the copyrighted work.

If in doubt, obtain permission from the owner or consult an attorney, otherwise Do Not reproduce a published work or printed material.

#### **D. VEHICLE POLICY STATEMENT**

The purpose of this section is to regulate the usage of college vehicles. Each department is assigned vehicles for the purpose of carrying out college related work. The departments will be responsible for the usage and maintenance of vehicles assigned to each of their areas. The following are guidelines that each department will follow in terms of vehicles usage.

1. Employees using College vehicles after working hours must obtain written authorization from the President.
2. Establish a sign in/sign out sheet for use of college vehicles.
3. College vehicles are to be utilized only for college related work.
4. College vehicles are to be strictly utilized during regular working hours. Usage of college vehicles during weekends and evenings must have written authorization from the college president. The written authorization must be carried at all times.
5. Use of vehicles under the care of another department or division may be approved by respective department/division head.
6. College vehicles must be operated by college personnel only.
7. Employees using college vehicles must have valid drivers license.
8. Accidents and/or damages to college vehicles must have police report, if not, the employee responsible may be liable for any and all damages.

Any request for authorization for use of College vehicle must be signed by appropriate department/division head.

#### **E. DISABILITY ACCESS**

In compliance with ADA requirements, most College facilities are accessible to people with disabilities. All designated disability facilities are reserved for those with disabilities. The College will try its best to meet the ADA requirements. Anybody with disability related questions or concerns may consult the Dean of Students or Vice President for Administration & Finance.

#### **F. RETENTION OF RECORDS**

The College has adequate space to maintain and secure official records. It is the responsibility of Department Heads to ensure proper storage of official records. The following guidelines shall be followed:

Official records of the college are retained for minimum of five years. Official records and their backup copies shall not be retained in the same building. The Department Head shall determine which are to be retained beyond five years. All official records of the college chosen to be discarded will be disposed of in the following manner:

The owner of the records (office) shall box the records. Each box shall contain a label reflecting contents and the ownership of the records, and the approval of the Department Head for disposal. The owner of the records then shall request the Director of Physical Plant to handle the actual disposal.

Once the Director of Physical Plant confirms the approval of the Department Head, Maintenance personnel shall dispose the records by shredding and/or burning the records. It is the responsibility of the person disposing the records to make sure that the remains of the records are unusable.

## G. COLLEGE LOGO AND USE

1. **Logo:** The following represents, in exact artwork, design, colors and lettering, the entire Palau Community College logo. Any alteration in any manner is prohibited.



2. **Official Colors:** The official colors of the College are Forest Green, PCC Green and Royal Blue.
3. **Endorsement:** The College does not permit outside use of its name in any announcement, advertisement, publication, or report if such use in any way implies the College's endorsement of a particular product or services. Any firm or its advertising unit or agent requesting the use of the College's name, logo, pictures of facilities of the College, including campus map, for sale or advertising purposes, or requesting the use of any copy relating to such pictures of facilities, must be referred to the President of the College. Only the President of the College may authorize such use.
4. **Design and Use of Institutional Letterhead:**
  - a. The design of Palau Community College's letterhead is the College's logo above, in exact design, artwork, lettering and colors, along with complete mailing address located on the top left corner of the page, preferably on a classic laid continental blue paper (Appendix B7).
  - b. The use of institutional letterhead shall be restricted to communications that pertain to College business or related academic purposes.

Accordingly, institutional letterhead may not be used for personal communications, such as Letters to Editor, solicitations for charities, political endorsements or petitions, commercial endorsements or



advertisements.

If uncertain, consult with your department head or obtain approval from the President of the College.

The institutional letterhead must be used in its original form as described above for both internal and external communications. If the preferred classic laid continental blue paper is not available, substitution may be made using 20 pounds premium white xerographic paper. If the electronic copy of the letterhead is not available in your computer, please contact the college's technology support personnel.

- c. Departments and administratively unified programs of the College may develop their own stationary in parallel with the College's letterhead, provided:
  - The College's letterhead is not altered with in any manner, including its location at the top left corner of the page.
  - The President of the College reviews and approves such stationary prior to its use.
- d. Inclusion of the name(s) or logo of any other institutions or organizations with PCC letterhead requires approval by the President of the College.

## **PART VII: MESSAGES TO THE STUDENTS**

### **A. CALLS OR INQUIRIES**

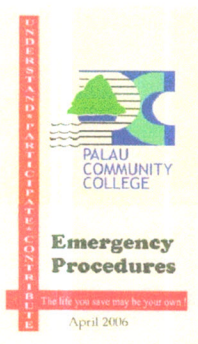
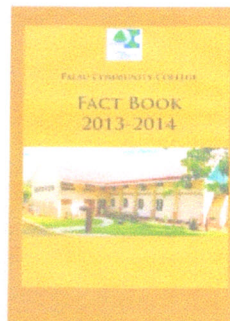
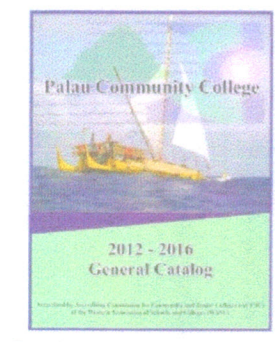
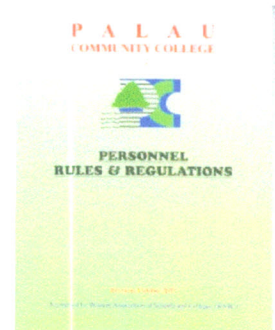
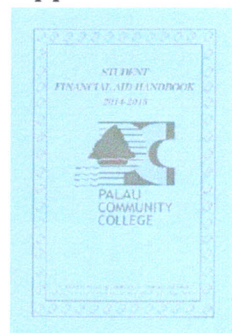
Any call or visitor inquiry for a student is referred to the Dean of Student's Office and is handled in the following manner:

- 1) Consult class and work-study schedule for the student's whereabouts.
- 2) Deliver the message to the classroom or call the student at the work-study site.
- 3) If a student is not in class or at work, locate the student on campus.
- 4) If a student could not be located, wait and deliver the message to his/her next class session, if not an emergency message.
- 5) If it is an emergency message, inform the person that the student could not be located.

### **B. DELIVERY OF COURT ORDER/PROCEEDINGS FOR STUDENTS**

A court marshal or police officer seeking a student to deliver court order/proceedings should be directed to the Dean of Student's Office.

Dean of Student's designee seeks the student in the classroom or campus premises. The staff accompanies the student to the office for a meeting or to receive the court order.

**PART VIII: APPENDICES****PCC OTHER DOCUMENTS****Appendix A1****Appendix A2****Appendix A3****Appendix A4****Appendix A5****Appendix A6****Appendix A7**



## Appendix B1