



LOWER COLUMBIA COLLEGE

ADMINISTRATIVE POLICIES

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Section 100 - Governance and Administration

Policy 101 - Definition of Governance

Governance shapes and directs the life of the College, ensuring that all activities help carry out the college's mission. This system includes making recommendations, developing operational policies and regulations and determining priorities. Governance is the system by which all constituents can be involved in meeting those responsibilities. All members of the Lower Columbia College community have opportunities for involvement in college governance. The governance system maximizes collegiality and participation while acknowledging established responsibility and authority.

Governance, then, is defined as a participatory system in which every member of the College community can influence decisions regarding operational policies and priorities and thus help provide direction for the College. For governance to function effectively, it is vital that the authority and responsibilities of each individual and group be clearly defined and well understood.

101.1 LCC Board of Trustees

The Board of Trustees is the legally constituted authority for the operation of Lower Columbia College. The Board is responsible for all aspects of the College, including mission and goals, selection of a chief executive officer, policy, and finance. The Board delegates authority to the President and receives recommendations from the President in conducting much of its business. The Board of Trustees of Lower Columbia College has adopted a policy governance approach to leadership that encompasses the following areas:

101.11 Outcomes

- Mission
- Vision
- Values

101.12 Governance Process

- Governance Commitment
- Governing Style
- Board Job Description
- Chair's Role
- Board Planning and Agenda
- Board Committee Principles
- Board Members' Code of Conduct
- Board Bylaws

101.13 Board - Staff Relationship

- Delegation to the President
- President's Job Description
- Monitoring Presidential Performance

101.14 Executive Limitations

- General Executive Constraints
- Treatment of People
- Compensation and Benefits
- Budgeting/Forecasting
- Financial Condition
- Asset Protection
- Communication and Counsel to the Board

101.2 Administration

The President leads college administration. The President delegates authority to other administrators, including the Vice Presidents, Deans and Directors.

101.3 Faculty

The role of the faculty is key to the College's effort to carry out its fundamental mission: To ensure the educational success of students. Faculty performs that role not only in classroom and laboratory instruction, but also in curriculum development, conferences with students and other activities. In governance activity, Faculty assist, with their insight and expertise, in the formulation of college policies and priorities. (In accordance with [Standard 2 \(www.nwccu.org/accreditation/standards-policies/standards/\)](http://www.nwccu.org/accreditation/standards-policies/standards/) of the Northwest Commission on Colleges and Universities [NWCCU]).

101.4 Classified and Exempt Staff

Classified and Exempt staff have key roles in the college. They provide a variety of support services affecting all aspects of the College's operational and educational activities. With their insight and expertise, Classified and Exempt staff participate in governance and assist in the formulation of college policies and priorities in which these constituencies have a direct and reasonable interest. (In accordance with [Standard 2A \(www.nwccu.org/accreditation/standards-policies/standards/\)](http://www.nwccu.org/accreditation/standards-policies/standards/) of the NWCCU).

101.5 Students

Students are the reason we exist. We value student participation, input and expertise in the governance process. ASLCC and numerous other councils and committees provide opportunities for students to participate through membership or by bringing proposals and ideas. Students are encouraged to participate in the governance process (In accordance with [Standard 2A \(www.nwccu.org/accreditation/standards-policies/standards/\)](http://www.nwccu.org/accreditation/standards-policies/standards/) of the NWCCU).

101.6 Bargaining Units

Bargaining units at LCC represent their members regarding salaries, benefits and working conditions. In an effort to strengthen communication and cooperation, these units have significant representation roles in Governance Council and the Union Management Communication Committee and the details of these are evident in current contracts. (In accordance with the NWCCU Collective Bargaining Policy and [Standard 2A \(www.nwccu.org/accreditation/standards-policies/standards/\)](http://www.nwccu.org/accreditation/standards-policies/standards/)).

101.7 Governing Councils

College-wide representation responsibilities are assigned to the Governance Council for Faculty issues, the Union Management Communication Committee for Classified Staff issues and the Associated Students of LCC for student issues. These councils do not address day-to-day functional responsibilities addressed under Decision-Making (Section 100.8), or Bargaining Units (Section 100.6).

101.8 Decision Making

Other councils and committees, of necessity, carry on the day-to-day functional responsibilities of the College and consult as required with governing councils and administration. There is an attempt to make decisions at the lowest possible level with input from appropriate constituents to insure timely and efficient delivery of services to students. Each committee is responsible for maintaining their rules of operational procedures and standards in consultation with the governing councils and administration.

Every year, the committees publish a list of membership and are responsible to maintain appropriate minutes and documentation in compliance with state rules and regulations where applicable.

Historic Information

- Approved: August 24, 2022
- Campus Review: June 1-14, 2022
- Reviewed by UMCC: May 17, 2022
- Reviewed by the Governance Council: May 4, 2022
- Reviewed by the Executive Leadership Team: April 20, 2022
- Approved: April 1, 2019
- Approved: February 23, 2009
- Campus Review: February, 2009
- Reviewed by the Executive Leadership Team: 2008
- Adopted: April 2005 (Replaced Sections 100-200 Revised February 1997)

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 101.1A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/101.1A_June_2024.pdf)	Governance and Administration Decision-Making Councils and Committees	President's Office
NWCCU Standards (www.nwccu.org/accreditation/standards-policies/standards/)	Northwest Commission on Colleges and Universities	Accreditation Liaison Officer
Board Policies (lowercolumbia.edu/publications/board-policies)	LCC Board of Trustees Policies	President's Office

Section 200 - Human Resources

Policy 201 - Personnel Administration

Lower Columbia College, aware of its obligations as an institution of higher education and steward of the public trust, will ensure personnel administration procedures and practices comply with federal, state and local laws and statutes, are based upon sound human resource management principles, satisfy the standards of regional and national accrediting organizations, and promote a work environment of collegiality, respect, and professionalism. The College personnel policies are consistent with the broad principles included in sections of the Community College Act of 1967, as amended, and the Higher Education Personnel Act.

201.1 Classification of Personnel

Because the College is a member of the State system of Community and Technical Colleges, all of its employees are considered state employees. (Replaces policies 300-302 approved 10/89)

201.11 Chief Executive Officer

The Board of Trustees of Community College District 13 shall employ a President who is the Chief Executive Officer of the College as outlined in [Board Policies](http://services4.lowercolumbia.edu/info/webresources/Internal/Policies/policygovernance.pdf). (services4.lowercolumbia.edu/info/webresources/Internal/Policies/policygovernance.pdf)

201.12 Classified Employee

A classified employee occupies a position covered by Washington State Civil Service Law, [RCW 41.06](http://apps.leg.wa.gov/rcw/default.aspx?cite=41.06) (apps.leg.wa.gov/rcw/default.aspx?cite=41.06) , and the [Washington Federation of State Employees collective bargaining agreement](http://ofm.wa.gov/sites/default/files/public/labor/agreements/21-23/wfse_he.pdf). (ofm.wa.gov/sites/default/files/public/labor/agreements/21-23/wfse_he.pdf)

201.13 Administrative Employee

An administrator is an employee who is assigned administrative responsibilities for more than fifty percent of their total assignment consistent with RCW [28B.52.020\(3\)](http://apps.leg.wa.gov/RCW/default.aspx?cite=28B.52.020). ([app.leg.wa.gov/RCW/default.aspx?cite=28B.52.020](http://apps.leg.wa.gov/RCW/default.aspx?cite=28B.52.020))

201.14 Exempt Employee

An exempt employee is one who occupies a position that is exempted from Civil Service status based on [RCW 41.06.070\(2\)](http://apps.leg.wa.gov/RCW/default.aspx?cite=41.06.070) ([app.leg.wa.gov/RCW/default.aspx?cite=41.06.070](http://apps.leg.wa.gov/RCW/default.aspx?cite=41.06.070)) .

201.15 Academic Employee

Any person, who is employed on a full-time, part-time, or temporary basis as a teacher, counselor, or librarian by the College, is considered an academic employee consistent with [RCW 28B.52.020\(2\)](http://app.leg.wa.gov/RCW/default.aspx?cite=28B.52.020). (app.leg.wa.gov/RCW/default.aspx?cite=28B.52.020)

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Reviewed - No Changes Needed: May 8, 2019
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Executive Leadership Team: November, 2008
- Adopted: October, 1989
- Replaces Policy 307

Resource/Reference/ Procedure	Title	Unit Responsibility
Classified ITPS Evaluation Procedure (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/information-technology-professional-structure-procedureLCC_10.19.pdf)	Classified ITPS Evaluation Procedure	
Classified Allocation Procedure (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/ClassifiedAllocationProcedure_2023.pdf)	Classified Allocation Procedure	

Policy 203 - Freedom of Expression

Students, faculty, administrators, and staff shall be intellectually free to express their scholarship and reasoned conclusions by orderly means which do not disrupt the regular and essential operations of the College. We honor the right of expression as a hallmark of learning, and we treasure intellectual freedom even when individual or group points of view are controversial or out of favor with prevailing perspectives.

A complete explanation of freedom of expression can be found in [WAC 132M-126-025](http://app.leg.wa.gov/WAC/default.aspx?cite=132M-126-025). (app.leg.wa.gov/WAC/default.aspx?cite=132M-126-025)

Historic Information

- Approved: July 13, 2022
- Reviewed by the Executive Leadership Team: July 13, 2022
- Reviewed by the Executive Leadership Team: May 8, 2019
- Adopted: April 28, 2014
- Campus Review: March 4-24, 2014
- Reviewed by the Leadership Team: February 24, 2014

Resource/Reference/ Procedure	Title	Unit Responsibility
WAC 132M-126-025 (app.leg.wa.gov/WAC/default.aspx?cite=132M-126-025)		VP of HR and Legal Affairs
NWCCU Standards 2.B.1-2.B.2 (www.nwccu.org/accreditation/standards-policies/standards/)	Northwest Commission on Colleges and Universities	Accreditation Liaison Officer
Procedure 701.1A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/Procedure701.1a.AcceptableUse.071119.pdf)	Employee Acceptable Use: Information Systems and Services	

Policy 205 - Emeritus Titles

Emeritus is a designated honorary status that may be conferred upon a retired employee or in anticipation of the retirement of an employee, effective upon retirement. Conferring of this title is not automatic upon retirement. The title confers lifetime appointments and shall be conferred based upon individual distinction and quality of significant contribution and service to the College. Emeriti will remain in force until death. The emeritus appointment carries no formal associated responsibilities or compensation.

205.1 Qualifications

- Any retired employee may qualify for emeritus status after at least 20 years of continuous service.
- Any employee retired prior to approval of this policy that has not previously been awarded emeritus status may be appointed to such status retroactively to the date of his/her retirement.

- Persons who hold an emeritus title at other institutions normally are not eligible for an emeritus title at Lower Columbia College.

205.2 Privileges and honors attendant to emeritus status

- Listing in college publications as appropriate.
- An identification card denoting emeritus status.
- Library and computer lab privileges.
- Access to college events, performances, athletic events, and college publications as available to all members of the faculty.
- An invitation to college receptions and similar events including commencement.

205.3 Procedure

Upon publication of an employee's intent to retire, the employee, their department or their supervisor may initiate a letter of request for Emeritus status. The letter of request shall include the employee's qualifications for the title. These qualifications should demonstrate the employee's individual distinction and quality of contribution and service to the College. It is expected that the committee will look for a record of achievement that establishes the candidate as an employee of extraordinary distinction. The faculty letter will be submitted to the Sabbatical Committee who will review the documentation and make a recommendation to the President. Other non-faculty recommendations will be reviewed by an emeritus committee, consisting of faculty, classified and exempt employees, appointed and convened as-needed by the president.

Upon recommendation from the President and approval by the Board of Trustees, the employee will be granted emeritus status. However, the Board of Trustees may rescind such status for just cause. The President will publish the employee's appointment to emeritus status to the campus community during commencement.

Historic Information

- Approved: December 7, 2022
- Reviewed by the Governance Council: December 7, 2022
- Reviewed by UMCC: November 30, 2022
- Reviewed by the Executive Leadership Team: November 16, 2022
- Campus Review: October 10-25, 2022
- Reviewed by UMCC: September 29, 2022
- Reviewed by the Governance Council: October 5, 2022
- Reviewed by the Executive Leadership Team: August 17, 2022
- Reviewed - No Changes Needed: May 8, 2019
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by Cabinet and Leadership Team: November, 2008
- Adopted: April, 2003
- Replaces Policy 319

Resource/Reference/ Procedure	Title	Unit Responsibility
Faculty Contract (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/FacultyContractFinal_wsing.pdf)	Faculty Emeritus Nominating Procedure	VP of HR and Legal Affairs, Faculty Negotiating Team

Policy 210 - Designation of Appointing Authority

The Board of Trustees of Community College District 13 delegates full authority to the president to take all personnel actions, consistent with established policies and procedures of Lower Columbia College, and to otherwise act as appointment authority to the College relating to all employees, except the president. (Refer to Resolution 39, and [RCW 28B.50.140\(14\)](http://app.leg.wa.gov/rcw/default.aspx?cite=28B.50.140) (app.leg.wa.gov/rcw/default.aspx?cite=28B.50.140)).

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Reviewed by the Executive Leadership Team: May 8, 2019
- Approved: February 23, 2009
- Adopted: October, 1989
- Replaces Policy 303.2

Policy 215 - Selection of Personnel

Lower Columbia College shall consistently adhere to merit-based personnel selection and appointment standards that ensure excellence in all phases of district operations, satisfy the standards of regional and national accrediting organizations, comply with federal and state laws, affirm and promote diversity, and provide for a globally competent, highly qualified faculty and staff who represent a wide range of educational and professional experience.

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Reviewed by the Executive Leadership Team: May 15, 2019
- Approved: February 23, 2009
- Adopted: October, 1998
- Replaces Policy 303.3-303.4

Resource/Reference/ Procedure	Title	Unit Responsibility
Recruitment Procedure (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/RecruitmentProcedureFT.pdf)	Procedure for Recruitment and Selection of Lower Columbia College Administrator, Exempt, Classified and Faculty Positions (Full-time)	VP of HR and Legal Affairs
HR Background Check Procedure (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/HR_BackgroundChecksProcedure-updated2024.pdf)		VP of HR and Legal Affairs

Policy 220 - Diversity & Equity

Lower Columbia College celebrates and embraces diversity of all kinds, including differing beliefs, cultures, people, and experiences. We commit to institutional and individual changes that recognize, understand, and challenge patterns of social inequity and systemic disparities within our ever-changing world. As part of this commitment, we strive to strengthen practices involving student success, cultural enrichment, diversity education, curricular design, and employee development. We are dedicated to promoting an accessible, inclusive, and safe environment that fosters cultural competency, educational equity, and social justice for all students, staff, faculty, and our local and global communities.

Lower Columbia College's commitment to diversity shall be consistently reflected in its policies, procedures, and faculty/staff professional development efforts to ensure that LCC fosters awareness and understanding of social justice, equity, and inclusion.

Faculty and staff recruitment and hiring procedures shall include processes and outreach efforts designed to enhance the success of applicants from under-represented groups and communities with the objective that full and part-time faculty, classified and exempt staff will reflect the diversity that exists in the communities and the students we serve. Lower Columbia College shall adopt practices that enhance the retention and success of employees and students, particularly those who are new to LCC, or from under-represented groups and communities.

Historic Information

- Reviewed - No Changes Needed: July 13, 2022

- Approved: November 6, 2019
- Approved: February 23, 2009
- Adopted: October, 1989
- Replaces Policy 303.1

Resource/Reference/ Procedure	Title	Unit Responsibility
LCC Diversity & Equity Webpage (lowercolumbia.edu/diversity-equity)		Diversity, Equity, and Inclusion
LCC Diversity, Equity, and Inclusion Strategic Plan (lowercolumbia.edu/diversity-equity/_assets/documents/LCC-Diversity-Equity-Inclusion-Strategic-Plan-2022-2027.pdf)		Diversity, Equity, and Inclusion
LCC HR Classified Training Request (http://internal.lowercolumbia.edu/departments/human-resources/_assets/documents/ClassifiedTrainingRequestForm.pdf)		Human Resources
LCC HR Exempt Professional Development Training Request (http://internal.lowercolumbia.edu/departments/human-resources/_assets/documents/ExemptProfessionalDevelopmentTrainingRequest.PDF)		Human Resources
LCC HR Diversity Plan (http://internal.lowercolumbia.edu/departments/human-resources/_assets/documents/LCC2020HRWorkforceDiversityPlan.docx.pdf)		Human Resources

Policy 221 - Respectful Work Environment

Expecting respect, dignity, and civility at work

At Lower Columbia College, we believe one of the principles of inclusion is creating a work environment anchored to respect, dignity, and civility. This policy outlines the College's firm commitment to ensuring a positive, healthy, and professional work environment in which all people, irrespective of their position, are treated with respect, dignity, and civility.

A truly respectful workplace requires the cooperation and support from each and every employee of Lower Columbia College. We all have a responsibility to set a positive example and behave in a manner that will not offend, embarrass, or humiliate others. Sometimes our actions and behaviors, without intent, can offend others due to a gap between intent and impact. In these situations, it is important that we demonstrate accountability for our behavior and work to build trust and respect in our relationships.

Respectful behavior includes, but is not limited to:

- Engaging others with an open, collaborative and cooperative approach.
- Valuing the diversity and the human rights of others regardless of their race, national or ethnic origin, color, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, veteran status, body shape/size, or any physical or mental disability.
- Recognizing the dignity of a person through courteous conduct.
- Committing to learn and develop an understanding of differing social and cultural norms.
- Taking responsibility for one's actions, displaying humility with mistakes and offering others grace and forgiveness for theirs.
- Emphasizing positivity and commonality rather than opposition or right and wrong.
- Finding ways to be constructive in providing feedback to others.
- Approaching conflict with maturity and a true desire for resolution.

Disrespectful behavior includes, but is not limited to:

- Offensive or inappropriate behavior, remarks, jokes, gestures, material (electronic or otherwise).
- Yelling.
- Demeaning language.
- Aggressive or patronizing behavior.
- Embarrassing or humiliating behavior.
- Intimidation and/or coercion.
- Damaging gossip or rumors.
- Covert behavior (inappropriately withholding information, undermining, underhandedness).
- Microaggressions.
- Behavior that is inconsistent with creating a work environment anchored in respect, dignity, equity, civility and inclusion.

- Reprimanding in the presence of others.
- Bullying.
- Discrimination.
- Harassment.
- Sexual harassment.
- Inappropriate physical contact.

All employees, regardless of position, must read and comply with this policy, and ask questions if anything in the policy is unclear. College employees and volunteers are expected to treat all of the LCC community with dignity, civility, and respect. We also expect employees to speak up when they witness disrespectful behavior, or to report the behavior so it can be addressed. We will take care of each other and create a safe space for everyone at Lower Columbia College.

In addition to the above, all supervisors, managers, and administrators at Lower Columbia College are responsible for:

- Advising employees on how to uphold the values described in this policy and support their efforts to learn. If, as a supervisor, you need assistance, contact Human Resources.
- Leading by example. Creating and maintaining a workplace that demonstrates respect, professionalism, and inclusion.
- Listening to employees when issues are raised. Do not condone or ignore violations of this policy or give employees the impression that you are.
- Addressing behaviors and incidents that are contrary to this policy quickly and at the lowest appropriate level.

Human Resources will coordinate training on these topics for employees. New employees will receive training on this policy upon hire.

The directives indicated here are not optional, and failure to follow them may lead to discipline, up to and including termination. Complaints associated with this policy will be processed in accordance with the procedures set forth by collective bargaining agreements and Human Resources.

All collective bargaining agreements supersede any provisions of this policy with which it conflicts.

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Approved: December 2, 2020
- Campus Review: November 18- December 2, 2020
- Reviewed by UMCC: November 17, 2020
- Reviewed by the Governance Council: November 4, 2020
- Reviewed by the Executive Leadership Team: November 4, 2020

Resource/Reference/ Procedure	Title	Unit Responsibility
Glossary of Terms (lowercolumbia.edu/publications/administrative-policies/_assets/documents/221_glossary-of-terms.pdf)		
LCC Board Policy 1-3: Value System (services4.lowercolumbia.edu/info/webresources/Internal/Policies/policygovernance.pdf)		
Administrative Policy 220 (lowercolumbia.edu/publications/administrative-policies/200/220)		
Diversity-Equity Institutional Plan (drive.google.com/file/d/1rCXft1TL3giBmh5AZZqoqRI81qBGELjG/view)		
Diversity Equity Webpage (lowercolumbia.edu/diversity-equity)		
Administrative Policy 235 (lowercolumbia.edu/publications/administrative-policies/200/235)		
Anti-Harassment Title IX Webpage (lowercolumbia.edu/titleix-sexual-misconduct/about)		
WFSE Collective Bargaining Agreement (Human Resources Webpage) (ofm.wa.gov/sites/default/files/public/labor/agreements/21-23/wfse_he.pdf)		
Faculty Collective Bargaining Agreement		

Resource/Reference/ Procedure	Title	Unit Responsibility
(Human Resources Webpage) (internal.lowercolumbia.edu/departments/human-resources)		
HR Directive 20-02 - Workforce Diversity Plans (www.ofm.wa.gov/sites/default/files/public/shr/Directives/WorkforceDiversityDirective.pdf)		
HR Directive 20-03 - Diversity (www.ofm.wa.gov/sites/default/files/public/shr/Directives/SHR-Directive-20-03.pdf)		

Policy 225 - General Ethics of Employees and Officers/Conflict of Interest

Trustees and employees of Lower Columbia College are governed by the Executive Branch Conflict of Interest Act ([RCW 42 \(apps.leg.wa.gov/rcw/default.aspx?cite=42\)](http://apps.leg.wa.gov/rcw/default.aspx?cite=42)). It shall be the policy of Lower Columbia College that no employees or officers of this district, including student employees, may have a financial interest or engage in any activity that is in conflict with the proper discharge of the employee's or officer's official duties. Furthermore, no district employee or officer may use their official position to secure special privileges for themselves or any other person, and no district employee or officer may receive compensation from any person or entity except the State of Washington for performing their official duties. The statutory requirements of Chapter [42.52 RCW \(apps.leg.wa.gov/rcw/default.aspx?cite=42.52\)](http://apps.leg.wa.gov/rcw/default.aspx?cite=42.52) , as rules and advisory opinions adopted by the State Executive Ethics Board, shall apply to all district employees and officers, as well as personal uses considered de minimis under [WAC 292-110-010 \(apps.leg.wa.gov/wac/default.aspx?cite=292-110-010\)](http://apps.leg.wa.gov/wac/default.aspx?cite=292-110-010) .

Off-duty activities that are a conflict of interest under Chapter [42.52 RCW \(apps.leg.wa.gov/rcw/default.aspx?cite=42.52\)](http://apps.leg.wa.gov/rcw/default.aspx?cite=42.52) , are detrimental to the employee's work performance or district programs, or otherwise constitute violation of this policy may be cause for disciplinary action, up to and including termination.

Employees will report all arrests and/or any court-imposed sanctions or conditions that affect their ability to perform assigned duties to their appointment authority within 24 hours or prior to their scheduled work shift, whichever occurs first.

Lower Columbia College, as a steward of the public trust and consistent with its obligations under Chapter [42.40 RCW \(app.leg.wa.gov/RCW/default.aspx?cite=42.40\)](http://app.leg.wa.gov/RCW/default.aspx?cite=42.40) (State Employee Whistleblower Protection) will protect any employee who has reported improper governmental action from retaliation.

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Reviewed by the Executive Leadership Team: May 15, 2019
- Approved: February 23, 2009
- Adopted: September, 1990
- Replaces Policy 317

Resource/Reference/ Procedure	Title	Unit Responsibility
WAC 292-110-010 (apps.leg.wa.gov/WAC/default.aspx?cite=292-110-010)		VP of HR and Legal Affairs
RCW 42.52 (apps.leg.wa.gov/RCW/default.aspx?cite=42.52)		
LCC Code of Ethics (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/CodeofEthics.pdf)		

Policy 227 - Employment of Family/ Household Members Policy

The purpose of this policy is to provide guidance for the hiring of persons who may be related to or household members of faculty or staff of the College or members of the Board of Trustees for the College.

Lower Columbia College strives to attract and retain the best individuals for each employment opportunity and follow ethics laws related to conflicts of interest. Family relationships shall not be used as the basis or a factor in granting or denying rights, privileges, or benefits of regular job status with the following exceptions, which are bona fide occupational qualifications as described under [RCW 49.60.180 \(app.leg.wa.gov/rcw/default.aspx?cite=49.60.180\)](http://app.leg.wa.gov/rcw/default.aspx?cite=49.60.180) , [WAC 162-12-140 \(apps.leg.wa.gov/wac/default.aspx?ci](http://apps.leg.wa.gov/wac/default.aspx?ci)

[te=162-12-140](#)) , [WAC 162-16-240 \(apps.leg.wa.gov/WAC/default.aspx?cite=162-16-240\)](#) , and [WAC 162-16-250 \(apps.leg.wa.gov/WAC/default.aspx?cite=162-16-250\)](#) .

Employees will not advocate for or hire members of their family/household. Employees may not serve on the selection committee for a position in which their family/household member is interviewing. Employees are expected to exercise good judgment in identifying potential conflicts of interest related to family members that are not included as part of this policy (i.e. aunt, uncle, niece, nephew, cousins). Employees will inform HR of any potential conflicts of interest related to their involvement in the recruitment process.

227.1 Prohibitions

Members of the same family/household may not:

- Hold positions within the College that place them in a supervisory role over their family/household member
- Be in the supervisory chain of command over their family/household member without HR approval
- Have direct supervision of student employees who are members of their family/household without HR approval
- Exercise decision-making authority in granting tenure, scheduling, assigning work, or offering overtime to their family/household member
- Act as auditor or evaluate the work of their family/household member

227.2 Definitions

- Family/household member: includes an employee's current or former spouse or domestic partner, mother, father, child, step-child, adopted child, foster child, child that employee is guardian of, brother, sister, grandparent, grandchild, or any of these same classifications who are in-laws. "Household member" also includes anyone who cohabitates with the employee such as roommates, friends, or other non-relatives.
- Conflict of interest: occurs whenever an employee may have an interest, financial or otherwise, direct or indirect, or engages in a business or transaction or professional activity that is in conflict with the proper discharge of the employee's duties. Supervision of others, including members of an employee's family or household that may result in an interest to the employee is considered a conflict of interest.

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Reviewed by the Executive Leadership Team: June 19, 2019
- Adopted: February 2, 2019

Resource/Reference/ Procedure	Title (if applicable)	Unit Responsibility
Procedure 227.1A (service s4.lowercolumbia.edu/info/webResources2/internal/Policy/Procedure%20227.1A.pdf)		
RCW 49.60.180 (app.leg.wa.gov/rcw/default.aspx?cite=49.60.180)	Unfair practices of employers	VP of HR and Legal Affairs
WAC 162-12-140 (apps.leg.wa.gov/WAC/default.aspx?cite=162-12-140)	Pre-employment inquiries	VP of HR and Legal Affairs
WAC 162-16-240 (apps.leg.wa.gov/WAC/default.aspx?cite=162-16-240)	Bona fide occupational qualification	VP of HR and Legal Affairs
WAC 162-16-250 (apps.leg.wa.gov/WAC/default.aspx?cite=162-16-250)	Discrimination because of marital status	VP of HR and Legal Affairs

Policy 228 - Employee Relationships

As a matter of sound judgment, all employees of Lower Columbia College shall accept responsibility to avoid any apparent or actual conflict of interest between their professional responsibilities as an employee of the College and their personal relationships with students or employees that they supervise, evaluate, or exercise other relationships or power of authority over. Romantic and/or sexual relationships between a faculty member and a student, or a supervisor and subordinate, may potentially pose risks to the faculty member, student, supervisor, subordinate, third parties, and department morale.

In such relationships, voluntary consent by the student or subordinate is suspect because of the inherently unequal nature of the relationship. A romantic and/or sexual relationship between a faculty member and a student or supervisor and subordinate, can lead to a sexual harassment complaint when the student or subordinate perceives they were exploited. In addition, other faculty or staff, supervisors, or students may express concerns about undue access or advantage, favoritism, restricted opportunities, or unfavorable treatment as a result of the relationship. These concerns have a damaging impact to the College whether the favoritism occurred or not. Concerns also arise in cases where the relationship between the faculty member and student, or supervisor and subordinate, remains amicable, as well as in cases that lead to allegations of exploitation. To ensure that the advising, mentoring, evaluation and supervision of students and subordinates is conducted equitably, romantic and/

or sexual relationships between faculty and their students and supervisors and subordinates are prohibited as set forth in this policy.

228.1 Policy

Employees are prohibited from having supervisory authority over a student or employee with whom they currently have a romantic and/or sexual relationship. For purposes of this policy, "currently" is defined as within the last two years, or reasonable anticipation that an evaluative role may exist in the near future.

The term, "supervisory authority" is defined as any supervisory role perceived as a position of power or authority or influence, which is not limited to: instruction, academic advising, club advising, coaching, service on tenure committees, assignment of grades, evaluation and recommendation in an institutional capacity for employment, scholarships or awards. Supervisory authority goes beyond direct supervision. It includes any supervisory authority over a subordinate even if it is a second or third level of supervisory authority.

This policy does not apply to romantic and/or sexual relationships that are prohibited by criminal law under [RCW 9A.44 \(app.leg.wa.gov/rcw/default.aspx?cite=9A.44\)](http://app.leg.wa.gov/rcw/default.aspx?cite=9A.44) or relationships that violate discrimination or sexual harassment laws and policies.

228.2 Professional Guidelines

Some professionals employed by the College (i.e. Counselors, Nursing Faculty, and others) may have more stringent guidelines that they must abide by to maintain their certification. This policy does not preclude or replace any guidelines published by a particular professional association. Professionals that have more stringent rules related to relationships are expected to follow those rules in addition to what is outlined in this policy.

228.3 Relationships without Supervisory Authority

Faculty and staff of Lower Columbia College that engage in romantic and/or sexual relationships with another College employee or student that they do not have supervisory authority over are expected to use good judgment in those relationships and remain professional in their role with the College. These relationships must not negatively impact the employee's work at the College or the College's service to students.

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Reviewed by the Executive Leadership Team: June 19, 2019
- Adopted: January 2, 2019

Resource/Reference/ Procedure	Title (if applicable)	Unit Responsibility
RCW 9A.44 (app.leg.wa.gov/rcw/default.aspx?cite=9A.44)	Sex Offenses	VP of HR and Legal Affairs
Procedure 228.1A (service.s4.lowercolumbia.edu/info/webResources2/internal/Policy/Procedure%20228.1A%20Employee%20Relationships.pdf)	Employee Relationship Procedure	VP of HR and Legal Affairs

Policy 230 - Compensation

Lower Columbia College is committed to recruiting and retaining globally competent, highly qualified faculty and staff at all levels of the organization. Externally competitive and internally consistent reward systems, including salary and benefit structures and non-fiscal reward programs, shall be developed and maintained by administration. Compensation administration shall be objective and non-discriminatory in theory, application and practice.

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Reviewed by the Executive Leadership Team: June 19, 2019
- Approved: February 23, 2009
- Adopted: October, 1989
- Replaces Policies 308 and 310

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 230.1A: Mandatory Direct Deposit (lowercolumbia.edu/publications/administrative-policies/_assets/documents/230.1A_Mandatory_Direct_Deposit.pdf)		VP of HR and Legal Affairs
Procedure 230.2A: Exempt Compensation Review Request Procedure (lowerc		

Resource/Reference/ Procedure	Title	Unit Responsibility
olumbia.edu/publications/administrative-policies/_assets/documents/Procedure230.2AExemptCompensationReviewRequest.pdf)		
Faculty Contract (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/FacultyContractFinal_wsig.pdf)		VP of HR and Legal Affairs
Washington Federation of State Employees collective bargaining agreement (ofm.wa.gov/sites/default/files/public/labor/agreements/21-23/wfse_he.pdf)		
Administrative and (services4.lowercolumbia.edu/info/webResources2/HumanResources/HandbookExemptAdmin_2017.pdf) Exempt Handbook (services4.lowercolumbia.edu/info/webResources2/HumanResources/HandbookExemptAdmin_2017.pdf)		

Policy 235 - Non-Discrimination and Anti-Harassment

Lower Columbia College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment. Lower Columbia College recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, color, national origin, citizenship or immigration status, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, veteran or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the

Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington States Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. To this end, Lower Columbia College has enacted policies prohibiting discrimination against and harassment of members of these protected classes. Any individual found to be in violation of these policies will be subject to disciplinary action up to and including dismissal from the college or from employment.

The following College officials have been designated to handle inquiries regarding this policy:

Name: Vice President of Foundation, HR, & Legal Affairs

Title: Title IX / EEO Coordinator

Office: Administration Building 115

1600 Maple Street, Longview, WA 98632

Phone: (360) 442-2121

e-mail: title9@lowercolumbia.edu

TTY/Relay Service: 7-1-1 or (800) 833-6388

Name: Vice President of Student Services

Title: Title IX / EEO Coordinator

Office: Admissions Center 159

1600 Maple Street, Longview, WA 98632

Phone: (360) 442-2300

e-mail: title9@lowercolumbia.edu

TTY/Relay Service: 7-1-1 or (800) 833-6388

College employees, except those statutorily barred from doing so, have a duty to immediately report information related to sexual harassment to the Title IX Coordinator.

Historic Information

- Approved: July 31, 2024
- Reviewed by UMCC and Governance Council via email: July 30, 2024
- Reviewed by the Executive Leadership Team: July 24, 2024
- Approved: July 13, 2022
- Reviewed by the Executive Leadership Team: July 13, 2022
- Approved: November 25, 2020
- Reviewed by the Governance Council: October 7, 2020
- Reviewed by UMCC: September 15, 2020
- Reviewed by the Executive Leadership Team: September 30, 2020
- Approved: January 26, 2015
- Campus Review: December 2-19, 2014
- Reviewed by the Leadership Team: November 24, 2014
- Reviewed by the Leadership Team: November 25, 2013
- Reviewed by Cabinet: November 20, 2013
- Adopted: February 23, 2009

Resource/Reference/ Procedure	Title	Unit Responsibility
Política 235 (lowercolumbia.edu/publications/administrative-policies/_assets/documents/235_Spanish_August_2024.pdf)	No Discriminación y Anti-Acoso	
Procedure 235.1A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/235.1A_Procedure.pdf)	Discrimination & Harassment Grievance Procedure	VP of HR and Legal Affairs Affirmative Action Officer EEOC Officer
Procedimiento 235.1A (http://services4.lowercolumbia.edu/info/webresources/Internal/Policies/235.1.non-discrimination-procedures-%20Spanish.pdf)	No Discriminación y Anti-Acoso	
Mandatory Reporter Protocol (services4.lowercolumbia.edu/info/webResources2/internal/Policy/Mandatory%20Reporter%20Protocol.pdf)	<i>Title IX</i>	VP of HR and Legal Affairs Affirmative Action Officer EEOC Officer
Procedure 235.2A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/235.2A_Procedure.pdf)	Discrimination & Harassment Title IX Grievance Procedure	VP of HR and Legal Affairs Affirmative Action Officer EEOC Officer
Procedimiento 235.2A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/235.2A_Spanish.pdf)	Discriminación y Acoso – Procedimiento de Queja título IX	
Procedure 235.3A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/235.3A_Procedure_Discrimination_Harassment.pdf)	Discrimination & Harassment Employee Disciplinary Hearing Procedure	VP of HR and Legal Affairs Affirmative Action Officer EEOC Officer

Resource/Reference/ Procedure	Title	Unit Responsibility
sment_Employee_Disc_Procedure.pdf)		
Procedimiento 235.3A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/235.3A_Spanish.pdf)	Discriminación y Acoso – Procedimiento de Audiencia Disciplinaria del Empleado	

Policy 236 - Reasonable Accommodation

It is the policy of Lower Columbia College, being aware of its obligations under Executive Order 96-04, chapter [RCW 49.60 \(apps.leg.wa.gov/rcw/default.aspx?cite=49.60\)](#) , and the [Americans with Disabilities Act of 1990 \(www.ada.gov/\)](#) , as amended by ADA Amendments Act of 2008, Rehabilitation Act of 1973, to ensure qualified persons with disabilities the right to request and, where determined appropriate, receive reasonable accommodation, unless accommodation would impose an undue hardship on the institution, require a fundamental program alteration or would lower academic standards. Reasonable accommodation includes

1. ensuring equal opportunity in application process,
2. enabling a qualified individual with a disability to perform essential functions of job,
3. enabling employee with a disability to enjoy equal benefits and privileges of employment,
4. enabling student with a disability equal access to services, programs, activities and facilities of the College.

This includes good-faith consideration and interactive engagement regarding reasonable accommodation to all employees, candidates for employment and students. Disability and Access Services is the designated office at Lower Columbia College that determines reasonable accommodations and/or services for students with disabilities. Disability and Access Services maintains disability-related documents and verifies disability for students who are requesting reasonable accommodations. Disability and Access Services also assists Human Resource Services in recommending and/or providing accommodations for employees. Any employee or candidate for employment requesting reasonable accommodation may contact Human Resource Services.

Historic Information

- Approved: July 13, 2022
- Reviewed by the Executive Leadership Team: July 13, 2022
- Reviewed by the Executive Leadership Team: June 19, 2019
- Approved Revision: February 24, 2014
- Approved: February 23, 2009
- Adopted: October, 1989

- Replaces Policy 303.1

Resource/Reference/ Procedure	Title	Unit Responsibility
WAC 132M-126 (app.leg.wa.gov/WAC/default.aspx?cite=132M-126)	Grievance Procedure	VP of HR/Legal Affairs and VP of Student Services
The Rehabilitation Act of 1973 (www.dol.gov/agencies/oasam/centers-offices/civil-rights-center/statutes/section-504-rehabilitation-act-of-1973)	Section 504	
CFR Title 34/Education (www2.ed.gov/policy/fund/reg/humansub/part97.html)		
Americans with Disabilities Act of 1990 (www.ada.gov/)	Title 42/Chapter 126 and Title 47/Chapter 5	
Procedure 236.1A (service s4.lowercolumbia.edu/info/webResources2/Internal/Policy/Procedure_236_LCC_Reasonable_Acc_Procedure_02-05-2020.pdf)	Reasonable Accommodation Procedure	
Procedure 236.2A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/236.2A_June_2024.pdf)	Workplace Nursing Mothers Procedure	
RCW 49.60 (apps.leg.wa.gov/rcw/default.aspx?cite=49.60)	Discrimination	
Procedure 235.1A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/235.1A_Discrimination_Harassment_Complaint_Procedures.pdf)	Non-Discrimination and Anti-Harassment Procedure	

Resource/Reference/ Procedure	Title	Unit Responsibility
LCC Policy 430 (lowercolumbia.edu/publications/administrative-policies/400/430)	Reasonable Accommodation	
LCC Policy 655 (lowercolumbia.edu/publications/administrative-policies/600/655)	Service Animals	
LCC Policy 237 (lowercolumbia.edu/publications/administrative-policies/200/237)	Pregnancy Policy	

Policy 237 - Pregnancy

Lower Columbia College (the College) has a responsibility to prevent sex discrimination and ensure equal access to the College's education programs and activities. As required by Title IX of the Educational Amendments of 1972, this policy prohibits discrimination against any student, employee, applicant for employment, or anyone who was participating or attempting to participate in the College's education program or activity (collectively, College Community Members) based on their current, potential, or past pregnancy or related conditions.

Definitions

- Pregnancy or Related Conditions** means:
 - Pregnancy, childbirth, termination of pregnancy, or lactation;
 - Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
 - Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.
- Program** and **Program or Activity** means all of the operations of the College.
- Student** means a person who has gained admission to the College.
- Reasonable Modifications** means changes to the College's policies, practices, or procedures as necessary to prevent sex discrimination and ensure equal access to the College's education program or activity for a student experiencing pregnancy or related conditions. Reasonable modifications are based on a student's individualized needs and are determined in consultation with the student. A modification that the College can demonstrate would fundamentally alter

the nature of its education program or activity is not a reasonable modification.

Reasonable modifications may include, but are not limited to:

- a. breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom;
- b. intermittent absences to attend medical appointments;
- c. access to online or homebound education;
- d. changes in schedule or course sequence;
- e. extensions of time for coursework and rescheduling of tests and examinations;
- f. allowing a student to sit or stand, or carry or keep water nearby;
- g. counseling;
- h. changes in physical space or supplies (for example, access to a larger desk or a footrest);
- i. elevator access;
- j. voluntary leave of absence, or
- k. other changes to policies, practices, or procedures.

Students

Responsibility to Inform Students

The College has the responsibility to promptly and effectively prevent and respond to sex discrimination, including discrimination on the basis of pregnancy or related conditions. When a student informs any College employee, including confidential employees of the student's pregnancy or related conditions, the employee must:

1. Promptly provide the student, verbally or in writing, the Title IX Coordinator's contact information, and
2. Inform that student that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the College's education program or activity.

If the employee reasonably believes that the Title IX Coordinator has already been notified of a student's pregnancy or related condition, they are relieved of their responsibility to inform in this instance. Absent information about conduct that reasonably may constitute sex discrimination, employees should not directly inform the Title IX Coordinator of a student's pregnancy or related conditions. No College employee shall approach a student unprompted and ask about their pregnancy or related condition, or make assumptions about a student's needs or medical status.

Nothing under this policy or Title IX obligates a student to seek reasonable modifications for their pregnancy or related conditions after receiving the Title IX Coordinator's information, nor does it obligate the student to accept offered reasonable modifications.

Title IX Coordinator's Responsibility to Act

When a student informs the Title IX Coordinator or designee of their pregnancy or related condition, the Title IX Coordinator or designee will provide the student with information about the College's Title IX policies and procedures, including information about requesting and receiving reasonable modifications.

Reasonable Modifications

At the student's request, the Title IX Officer or designee will work with the student to identify reasonable modifications to any policy, practice, or procedure necessary to prevent sex discrimination and to ensure equal access to the College's education programs or activities based on the student's individualized needs. A modification that fundamentally alters the nature of an education program or activity is not a reasonable modification. It shall be the responsibility of the College to demonstrate if a particular modification would be a fundamental alteration, and to consult with the student to identify alternative reasonable modifications.

During this process, the Title IX Coordinator or designee shall not inquire about the specific circumstances surrounding a student's pregnancy or related conditions and will maintain the student's privacy at all times unless reasonably necessary to ensure reasonable modifications are implemented promptly and effectively.

Nothing in this policy precludes a student from participating in any part of an education program or activity due to pregnancy or related conditions, including athletics and other extracurricular activities. The College does not engage in prohibited discrimination when it allows a student, based on pregnancy or related conditions, to voluntarily participate in a separate portion of its education program or activity, e.g., allowing a pregnant student who is confined to bed rest to access an in-person course online, provided that the College ensures that the separate portion is comparable to that offered to students who are not pregnant or have related conditions.

A student can voluntarily take a leave of absence from the College's education program or activity to cover, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. Students who elect to take a voluntary leave of absence in relation to pregnancy or a related condition will be reinstated to the same extracurricular status upon returning from leave, unless exact reinstatement would not be administratively possible or practicable under the circumstances.

Appeal of Reasonable Modifications

A student has the right to appeal any reasonable modification to an impartial reviewer in accordance with the following procedure:

If a student becomes dissatisfied with their reasonable modifications or undergoes a change of circumstances that warrants revisions to their reasonable modifications, the student may submit a request to revise their reasonable modifications to the Title IX Coordinator. The Title IX Coordinator will respond to such a request within ten (10) calendar days. If the student disagrees with the Title IX Coordinator's decision, they

may submit a written appeal to the Director of Human Resources or designee within ten (10) calendar days of receiving the Title IX Coordinator's decision. Review of the appeal shall be performed by an impartial employee with authority to modify or reverse the Title IX Coordinator's decision to provide, deny, modify or terminate reasonable modifications applicable to the student seeking review. Challenged reasonable modifications will be reviewed to determine whether they are meeting the purposes of preventing sex discrimination and ensuring equal access to the College's education programs and activities.

Supporting Documentation

The College may in certain instances ask a student seeking reasonable modifications to produce supporting documentation to validate their pregnancy or pregnancy related condition. The College will not require supporting documentation to validate a student's pregnancy or related condition if:

- a student's need for a specific modification is obvious;
- if the student has previously provided sufficient supporting documentation;
- when the reasonable modification because of pregnancy or related conditions at issue is allowing a student to carry or keep water nearby and drink, use a bigger desk, sit or stand, or take breaks to eat, drink, or use the restroom;
- when the student has lactation needs; or
- when the specific modification is available to students for reasons other than pregnancy or related conditions without submitting supporting documentation.

In addition, the College will not require certification from a healthcare provider or any other person to determine if a student who is pregnant or has related conditions is physically able to participate in a class, program, or extracurricular activity unless:

1. The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;
2. The College requires such certification of all students participating in the class, program, or extracurricular activity; and
3. The information obtained is not used as a basis for discrimination prohibited by this Policy.

Employees

Under Title IX, the College treats all employees' pregnancy or related conditions as it does any other temporary medical conditions for all job-related purposes, including commencement, duration and extensions of leave, payment of disability income, accrual of seniority and any other benefit of service, and reinstatement, and under any fringe benefit offered to employees by virtue of employment. Employees who are pregnant or experiencing related conditions have the right to take leave, including voluntary unpaid leave, as outlined in [Policy 250 Leave Administration and Procedures \(lowercolumbia.edu/publications/administrative-policies/200/250\)](http://lowercolumbia.edu/publications/administrative-policies/200/250) and respective collective bargaining agreements.

Under the Pregnant Workers Fairness Act (PWFA) and Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act), the College offers reasonable workplace accommodations for employees affected by pregnancy, childbirth, or related medical conditions. The College will always provide the following reasonable accommodations to employees experiencing pregnancy or related conditions, as needed, without requesting written certification from a healthcare professional:

1. Providing frequent, longer, or flexible restroom breaks;
2. Modifying a no food or drink policy;
3. Providing seating or allowing the employee to sit more frequently;
4. Refraining from lifting more than 17 pounds; and
5. Providing reasonable break time for an employee to express breast milk for two years after the child's birth each time the employee has need to express the milk and providing a clean and private location, other than a bathroom, which may be used by the employee to express breast milk.

The College may provide other reasonable accommodations, some of which may require written certification from a healthcare professional, which may include but are not restricted to:

1. Job restructuring, including modifying a work schedule, job reassignment, changing a workstation, or providing equipment;
2. Providing a temporary transfer to a less strenuous or hazardous position;
3. Scheduling flexibility for prenatal visits; and
4. Providing any further accommodation the employee may need.

Under the PUMP Act, the College is not required to compensate an employee receiving reasonable break time for expressing breast milk for any work time spent for such purpose. However, as the time it takes to express breast milk is highly individualized, employees are encouraged to work with Human Resources and/or the Title IX Coordinator to ensure they have the flexibility to express breast milk as necessary.

Employees who are enrolled in the College's education program or activity are eligible to receive reasonable modifications as outlined in the student section of this policy/procedure in order to sufficiently allow the employee to continue their educational progress as a student.

The College will not retaliate against employees affected by pregnancy or related conditions who request one of these changes, or deny them employment opportunities if they are otherwise qualified, or require them to take leave if an alternative is available. Additionally, pregnant employees with a pregnancy-related disability may have rights in addition to those listed here.

Lactation Space

The College has designated lactation space(s) on campus that are not a bathroom, which may be used by any person on campus for pumping or breastfeeding as needed, regardless of a person's gender identity or gender expression. Any designated lactation

spaces will be kept clean, will be private and accessible, and available for use whenever the building and the space is open for use.

While there is lactation space available for use, the College recognizes that in Washington State, breastfeeding is permitted in any public place. Breastfeeding is not considered “indecent exposure,” and no one may stop another person from breastfeeding, require they cover themselves, move, or leave a public premises because they are breastfeeding. The decision of where to pump or breastfeed is at the person’s discretion, if consistent with Washington State law.

The College also has designated specific refrigerators in the lactation spaces on campus available for the storage of expressed breastmilk. Any breastmilk containers should be labeled and dated, as any unlabeled items may be removed during routine cleaning.

Reporting Policy Violations

If a College Community Member notifies the College of a failure to implement a reasonable modification or make a lactation space available, the College will promptly and effectively take additional steps to comply with their Title IX obligation to ensure that its education program or activity is free from discrimination on the basis of sex, including on the basis of pregnancy or related conditions. If a College Community Member files a complaint regarding the failure to implement a reasonable modification for pregnancy or a related condition or to make a lactation space available, this will constitute a report of sex discrimination, and the investigation procedure outlined in [Procedure 235.2A Discrimination & Harassment Title IX Grievance Procedure \(lowercolumbia.edu/publications/administrative-policies/_assets/documents/235.2A_Procedure.pdf\)](https://www.lowercolumbia.edu/publications/administrative-policies/_assets/documents/235.2A_Procedure.pdf) will be initiated. To report violations of this Policy, contact the College’s Title IX Coordinator or their designee:

TITLE IX/EEO COORDINATOR

Name: Vice President of Foundation, HR, & Legal Affairs

Title: Title IX / EEO Coordinator

Office: Administration Building 115

1600 Maple Street, Longview, WA 98632

Phone: (360) 442-2121

e-mail: title9@lowercolumbia.edu

TTY/Relay Service: 7-1-1 or (800) 833-6388

TITLE IX/EEO DEPUTY COORDINATOR

Name: Vice President of Student Services

Title: Title IX / EEO Coordinator

Office: Admissions Center 159

1600 Maple Street, Longview, WA 98632

Phone: (360) 442-2300

e-mail: title9@lowercolumbia.edu

TTY/Relay Service: 7-1-1 or (800) 833-6388

Historic Information

- Approved: July 31, 2024
- Reviewed by UMCC and Governance Council via Email: July 30, 2024
- Reviewed by the Executive Leadership Team: July 24, 2024

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 235.2A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/235.2A_Procedure.pdf)	Discrimination & Harassment Title IX Grievance Procedure	Human Resources
Procedure 236.2A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/236.2A_June_2024.pdf)	Workplace Nursing Mothers Procedure	Human Resources

Policy 238 - Mandatory Reporting of Child Abuse

It is the policy of Lower Columbia College that all employees report child abuse as described below. The report must be made at first opportunity, and never later than 48 hours after the college employee has reasonable cause to believe that a child has suffered abuse or neglect.

238.1 Reporters

Mandatory reporters are Academic, Administrative, Athletic employees and other employees as required by state or federal law, including student employees if applicable, who have reasonable cause to believe that a child has suffered abuse or neglect. The report must be made to the proper law enforcement agency or the Department of Social and Health Services (DSHS). Contact DSHS at 1-866-ENDHARM (1-866-363-4276). Find common manifestations of child abuse here: <https://www.dcyf.wa.gov/safety/report-abuse>.

All other employees who have reasonable cause to believe that a child has suffered abuse or neglect must report the suspected child abuse or neglect immediately to the Vice President of Human Resources & Legal Affairs, or designee, via phone, in person or email. The Vice President of Human Resources & Legal Affairs, or designee, must

make a report to the proper law enforcement agency or the Department of Social and Health Services.

238.2 Elements of the Report

You must report child abuse as described below. You must make the report at the first opportunity and never later than 48 hours after you have reasonable cause to believe a child suffered abuse or neglect.

The report must include as much detail as possible. It must include the identity of the accused if known. Detail includes:

1. The child's name, address, and age.
2. The name and address of the child's parents, stepparents, guardians, or other persons who have custody of the child.
3. The nature and extent of the alleged:
 - a. Injury or injuries.
 - b. Neglect.
 - c. Sexual abuse.
4. Any evidence of previous injuries, including their nature and extent.
5. Any other information that may help to establish the cause of the child's injury, injuries, or death.
6. The identity of the alleged perpetrator(s).

The reporting requirement doesn't apply to the discovery of abuse or neglect that occurred during childhood if it's discovered after the child becomes an adult. However, if there's reasonable cause to believe other children are or may be at risk of abuse or neglect by the accused, the reporting requirement does apply and you must make a report.

238.3 Definitions

Child

- Anyone under age 18.

Abuse

- Sexual abuse, sexual exploitation, or injury of a child by anyone under circumstances that causes harm to the child's health, welfare, or safety; OR
- The negligent treatment or maltreatment of a child by a person responsible for or who provides care to the child.

Abused Child

- A child subjected to child abuse or neglect.

Allowable Physical Discipline

- Reasonable and moderate physical discipline inflicted by a parent, teacher, or guardian to restrain or correct the child. Any use of force on a child by anyone else is unlawful unless it's:
 - Reasonable and moderate.
 - Authorized in advance by the child's parent or guardian to restrain or correct the child.

238.4 Legal Liability

Anyone who takes part in reporting alleged child abuse or neglect in good faith will not have any legal liability that comes from such reporting. If you, in good faith, cooperate in an investigation of a report of child abuse or neglect, you won't be subject to civil liability that comes from your cooperation. If you, intentionally and in bad faith, knowingly make a false report of alleged abuse or neglect, you will be guilty of a misdemeanor and violating college policy.

238.5 More Information

The College's Vice President of Human Resources & Legal Affairs receives reports and provides guidance on employees' reporting obligations. Contact the Office of Human Resource Services or call (360) 442-2120. Also see [RCW 26.44.030 \(apps.leg.wa.gov/RCW/default.aspx?cite=26.44.030\)](https://apps.leg.wa.gov/RCW/default.aspx?cite=26.44.030) for more information.

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Reviewed by the Executive Leadership Team: June 19, 2019
- Adopted: October 25, 2012

Resource/Reference/ Procedure	Title	Unit Responsibility
RCW 26.44.030 (apps.leg.wa.gov/rcw/default.aspx?cite=26.44.030)		VP of HR and Legal Affairs

Policy 240 - Alcohol & Drug Free Workplace

Lower Columbia College intends to provide an alcohol and drug-free work environment. Each employee is expected to report to work in an appropriate mental and physical condition to perform their assigned duties safely and efficiently in the interests of their fellow employees, students and themselves, and shall refrain from reporting to work under the influence of a controlled substance. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in all facilities, grounds, events

or activities directly or indirectly under the control of Lower Columbia College, or while conducting college business, shall not be tolerated and, pursuant to this policy, shall be prohibited. Lower Columbia College will comply with the Federal Drug-Free Workplace Act, Drug-Free Schools and Communities Act, U.S. Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991, along with other applicable federal, state and local laws and regulations, including but not limited to the enforcement of state underage drinking laws. Marijuana use is illegal under federal law and permitting its use at Lower Columbia College would violate the Drug-Free Schools and Communities Act. If LCC fails to comply with that act, it could become ineligible for federal funding and financial aid programs for its students. Employees or students engaging in prohibited activities shall be subject to disciplinary action, pursuant to applicable rules, regulations and employment contracts, which may result in suspension or termination.

Employees

Violation of this policy by employees may result in disciplinary action being taken in accordance with the rules, regulations, employment contracts, bargaining unit agreements, tenure laws or other policies of the institution. Violation may be reason for discipline, up to and including termination of employment, or participation in evaluation and/or satisfactory participation in an approved drug abuse assistance or rehabilitation program. Lower Columbia College recognizes drug use and/or dependency to be a health, safety and security problem. Employees needing assistance with problems related to drug or alcohol abuse are encouraged to use the Employee Assistance Program and/or employee medical insurance plans as appropriate. Employees shall be encouraged to voluntarily seek expert assistance for alcoholism, drug dependency, or any other job-impairing personal problem. Employees whose job performance or work-related behavior is adversely affected by alcoholism or drug dependency will be encouraged to seek appropriate assistance and support from Human Resources. Any employee suffering from either condition will be given the same consideration that is extended to employees having any other illness, including the use of sick time to pursue a professionally prescribed program of treatment.

Employees must, as a condition of working on any Lower Columbia College contract or grant, abide by the terms of this statement, and notify the employee's supervisor no later than five days after any conviction for a criminal drug statute violation that occurred in the workplace or while conducting college business. Lower Columbia College must report the conviction to the appropriate federal grant/contracting agency with ten days after having received notice.

While use of medically prescribed medications or over the counter medications is not (per se) a violation of this policy, attempting to work while taking medications or drugs, which could interfere with the safe and effective performance of duties or operation of College equipment, may result in discipline, up to and including termination. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified medical practitioner may be required. If the use of the medications impairs the ability

of the employee to perform the essential functions of the job effectively and in a safe manner, other options must be considered through Human Resources.

LCC reserves the right to permit the service of alcoholic beverages on the campus, though it may not be served at an employee or student event during regular work hours of 8:00 a.m. to 4:30 p.m. Monday - Friday. Employees scheduled to work at an event where alcohol is served shall not consume alcohol. Administrative/exempt and faculty, who are salaried employees, are presumed not to be working if the event occurs outside of regular work hours.

Students

If a student violates this code, he or she is subject to discipline pursuant to the [Code of Student Conduct \(lowercolumbia.edu/publications/student-handbook/code-of-student-conduct\)](https://www.lowercolumbia.edu/publications/student-handbook/code-of-student-conduct).

Criminal Sanctions

Violations of this policy may also violate local, state and federal criminal law, and will be referred to the appropriate law enforcement agency for investigation which may result in separate penalties, such as monetary fines or imprisonment. Individuals concerned about specific circumstances should seek the advice of their personal attorney.

Reporting

If an individual observes or believes an employee, contractor, student, visitor or volunteer may be under the influence or in violation of this policy, please report so immediately.

- For employee-related concerns, contact a supervisor immediately. The supervisor should contact Human Resources.
- For student-related concerns, contact Student Conduct Officer/Safety & Security.
- For all other individuals, contact Safety & Security.

All LCC managers and supervisors shall be responsible for reasonable enforcement of this policy and immediately notify Human Resources when they have a reasonable suspicion that an employee is under the influence of a controlled substance while on the job or standby duty. The manager/supervisor shall not direct the employee to go home or otherwise provide transportation from the worksite prior to a Human Resources response. Managers and supervisors will be trained on detecting the signs/symptoms of being affected by controlled substances/alcohol.

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Approved: January 22, 2020
- Approved: February 23, 2009
- Adopted: October, 1989
- Replaces Policy 318

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 240.1 (services4.lowercolumbia.edu/info/webResources2/internal/Policy/240.1A%20Procedure%20Drug%20%20Alcohol%20Testing.pdf)	Drug & Alcohol Testing	
Procedure 240.2B (service s4.lowercolumbia.edu/info/webResources2/Internal/Policy/240.2b_alcohol_and_drug-free_procedure_1-22-20.pdf)	Alcohol & Drug Procedure	
Washington Federation of State Employees collective bargaining agreement (ofm.wa.gov/sites/default/files/public/labor/agreements/21-23/wfse_he.pdf)	Article 22	VP of HR and Legal Affairs
Administrative & Exempt Handbook (http://internal.lowercolumbia.edu/departments/human-resources/_assets/documents/AdministrativeExemptHandbook.pdf?v=1)	Workplace Conduct and Expectation	
Available Assistance for Treatment Washington State Employee Assistance Program (lowercolumbia.edu/red-devil-wellbeing/employee-assistance)		
Drug-Free Schools - (lowercolumbia.edu/publications/student-handbook/drug-free-schools-and-communities-act) Student Resources (lowercolumbia.edu/publications/student-handbook/drug-free-schools-and-communities-act)		

Resource/Reference/ Procedure	Title	Unit Responsibility
free-schools-and-communities-act)		
Drug Free Workplace - Resources (lowercolumbia.edu/red-devil-wellbeing/drug-free-schools-and-communities-act)		
The Higher Education Opportunity ACT of 2008 (www2.ed.gov/policy/highered/leg/hea08/index.html)	Public Law 110-315: 8/14/08	

Policy 243 - Employee Wellness Policy

Lower Columbia College is committed to the wellness of its faculty and staff. Recognizing that employees perform their best when they are healthy and that optimal employee performance is necessary for the college to achieve its mission, the Wellness Committee will provide wellness tools, resources, and activities.

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Reviewed by the Executive Leadership Team: June 19, 2019
- Adopted: June 1, 2015

Resource/Reference/ Procedure	Title	Unit Responsibility
RDW Participation Guidelines (lowercolumbia.edu/publications/administrative-policies/_assets/documents/RDWPparticipationGuidelines.pdf)	Red Devil Wellbeing Participation Guidelines	Red Devil Wellbeing Committee/ Human Resources

Policy 245 - Workplace Safety

Lower Columbia College is committed to health and safety and in maintaining a safe and efficient workplace that complies with all local, state and federal safety and health regulations, programmatic and accreditation standards, and with any special safety

concerns identified at the unit level. Every person in the organization shall be assigned the responsibility for both individual and organizational safety.

Failure to follow safety and health guidelines or any conduct that places the employee, other employees, students or members of the public at risk may be cause for disciplinary action, up to and including termination of employment.

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Reviewed by the Executive Leadership Team: June 19, 2019
- Approved: February 28, 2018
- Adopted: October, 1989
- Replaces Policy 309

Resource/Reference/ Procedure	Title	Unit Responsibility
Campus Closure (lowercolumbia.edu/publications/emergency/college-closure-procedure)		VP of HR and Legal Affairs
Emergency Handbook (lowercolumbia.edu/publications/emergency)		

Policy 246 - Workplace Violence

Lower Columbia College is committed to maintaining a work environment that is as free as possible from acts or threats of violence or intimidation. The safety and security of Lower Columbia College students, faculty, staff and visitors are of vital importance.

Violent or threatening behavior directed at students, faculty, staff, visitors, oneself, or property will not be tolerated by Lower Columbia College (LCC). This applies to any acts of violence or threats made on LCC property, at events, or under other circumstances that may negatively affect the College's ability to conduct business.

Employees and visitors may not possess, carry, or store firearms, or other weapons on College property or in privately-owned vehicle on College property unless such items are pre-approved for a class or class-related activity. These items are also prohibited at College events and functions that take place off campus.

Violation of this policy by any employee will result in disciplinary action that may result in termination of employment and/or criminal prosecution. Violations by students will result in discipline through the Student Conduct Code and/or criminal prosecution. Violations

by groups or individuals who are neither employees nor students will result in restriction from College property and/or criminal prosecution.

Historic Information

- Approved: July 13, 2022
- Reviewed by the Executive Leadership Team: July 13, 2022
- Reviewed - No Changes Needed: June 19, 2019
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Executive Leadership Team: November, 2008
- Adopted: July, 1993
- Replaces Policy 806

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 246.1A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/246.1A_Workplace_Violence_Procedures.pdf)	Workplace Violence Procedures	VP of HR and Legal Affairs

Policy 250 - Leave Administration

Lower Columbia College, aware of its obligations under [RCW 50A \(apps.leg.wa.gov/rcw/default.aspx?Cite=50A\)](https://apps.leg.wa.gov/rcw/default.aspx?Cite=50A) and [WAC 192 \(apps.leg.wa.gov/wac/default.aspx?cite=192\)](https://apps.leg.wa.gov/wac/default.aspx?cite=192), [Family Medical Leave Act of 1993 \(www.dol.gov/agencies/whd/fmla\)](https://www.dol.gov/agencies/whd/fmla), [WAC 357-31 \(apps.leg.wa.gov/WAC/default.aspx?cite=357-31\)](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-31), and all related chapters of the [Revised Code of Washington \(apps.leg.wa.gov/RCW/default.aspx?cite=49.60\)](https://apps.leg.wa.gov/RCW/default.aspx?cite=49.60), will provide and administer a program for employee leaves of absence. This program will serve both the well-being of LCC's employees and the organization as a whole. Leave will be administrated in good faith, consistent with the rights and responsibilities provided for by law and in collective bargaining agreements, including those responsibilities placed upon the employee to provide the notice and information necessary for the district to effectively direct its workforce and serve the best interest of students.

Historic Information

- Approved: July 13, 2022
- Reviewed by the Executive Leadership Team: July 13, 2022
- Reviewed - No Changes Needed: June 19, 2019
- Approved: February 23, 2009

- Campus Review: February 1-22, 2009
- Reviewed by the Executive Leadership Team: November, 2008
- Adopted: October, 1989
- Replaces Policies 308.2-308.3

Resource/Reference/ Procedure	Title	Unit Responsibility
Washington Federation of State Employees collective bargaining agreement (ofm.wa.gov/sites/default/files/public/labor/agreements/21-23/wfse_he.pdf)		VP of HR and Legal Affairs
Faculty Contract (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/FacultyContractFinal_wsig.pdf)		
Administrative and Exempt Handbook (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/AdministrativeExemptHandbook.pdf?v=1)		
Procedure 250.1A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/250.1A_Family_Medical_Leave.pdf)	Family Medical Leave Procedure	
Procedure 250.2A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/250.2A_Part_Time_and_Student_Leave_Procedure.pdf)	P/T & Student Leave	
Procedure 250.3A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/250.3A_SharedLeaveProcedure.pdf)	Shared Leave	

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 250.4A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/250.4A_Leave_Procedure_Final.pdf)	Leave Administration	

Policy 251 - Holidays

Lower Columbia College recognizes the following State legal holidays:

- New Year's Day (January 1st)
- Martin Luther King's Birthday (3rd Monday of January)
- Presidents' Day (3rd Monday of February)
- Memorial Day (last Monday of May)
- Juneteenth (June 19th)
- Independence Day (July 4th)
- Labor Day (1st Monday of September)
- Veterans' Day (November 11th)
- Thanksgiving Day (4th Thursday in November)
- Native American Heritage Day (Friday immediately following the 4th Thursday in November)
- Christmas Day (December 25th)

Whenever a holiday falls on a Sunday, the following Monday shall be considered a legal holiday. When a holiday falls on a Saturday, the preceding Friday shall be considered a legal holiday. Eligible employees must be in pay status for their entire work shift on the workday preceding the holiday in order to be credited with holiday pay.

251.1 Holidays for Reasons of Faith or Conscience

College employees are entitled to two unpaid holidays per calendar year for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization. An employee may take their unpaid holidays on the specific days desired unless an employee's absence would impose an undue hardship on the college or the employees are necessary to maintain public safety. Undue hardship is defined by WAC 82-56-020.

Employee seniority will not be impacted by absences authorized under this policy.

Each holiday taken under this policy must be taken as a whole day, i.e. the day may not be divided into hours and taken piecemeal. The employee may choose to use paid leave in lieu of leave without pay if they have paid leave available to them.

Employees shall request the holiday for reason of faith or conscience at least two-weeks in advance of any desired holiday unless the purpose of the holiday was not known until later. Employees shall request unpaid holidays following the same procedure as requesting any other leave.

Historic Information

- Approved: October 26, 2022
- Campus Review: October 10-25, 2022
- Reviewed by the Governance Council: October 5, 2022
- Reviewed by UMCC: August 16, 2022
- Reviewed by the Executive Leadership Team: July 13, 2022
- Reviewed - No Changes Needed: June 19, 2019
- Approved: November 24, 2014
- Campus Review: November 17-December 1, 2014
- Reviewed by the Executive Leadership Team: October 27, 2014

Resource/Reference/ Procedure	Title	Unit Responsibility
RCW 1.16.050 (app.leg.wa.gov/rcw/default.aspx?cite=1.16.050)	"Legal holidays" and "legislatively recognized days"	VP of HR and Legal Affairs
WAC 82-56-020 (apps.leg.wa.gov/WAC/default.aspx?cite=82-56-020)	Definition of Undue Hardship	
WAC 357-31-010 (apps.leg.wa.gov/wac/default.aspx?cite=357-31-010)	Which Employees Qualify for Holiday Compensation	

Policy 252 - Illness

252.1 Life-Threatening Illness

Lower Columbia College recognizes that students and employees with life-threatening illnesses--including, but not limited to, cancer, heart disease, and AIDS--may wish to continue to engage in as many of their normal pursuits, including work, as their conditions allow. As long as these students and employees are able to meet acceptable performance standards and medical evidence indicates that attendance at LCC is not a threat to themselves or others, the College will treat them the same as any other students and employees.

At the same time, Lower Columbia College seeks to provide a safe environment for students and employees. Therefore, precautions will be taken, as needed, to ensure that a student's or employee's condition does not present a health and/or safety threat to any other individuals on the campus.

252.2 Alcoholism and Drug Dependency

Alcohol and drug dependency are defined as illnesses that interfere with an employee's ability to perform assigned work satisfactorily or that adversely affect his/her job behavior.

Employees shall be encouraged to voluntarily seek expert assistance for alcoholism, drug dependency, or any other job-impairing personal problem. Employees whose job performance or work-related behavior is adversely affected by alcoholism or drug dependency will be expected to seek appropriate assistance. Any employee suffering from either condition will be given the same consideration that is extended to employees having any other illness, including the use of sick time to pursue a professionally prescribed program of treatment.

Supervisors are required to identify, document, and attempt to correct all employee job performance and/or work behavior problems, using standard corrective-action procedures. In those instances where such efforts fail to bring about the resolution of any employee's job-related problems, supervisors will consider referral to appropriate agencies for professional assessment and problem-resolving assistance.

The obligation of each employee to work effectively and cooperatively in his/her respective position is affirmed. The responsibility to improve substandard job performance or to correct unacceptable work behavior rests with the individual employee, regardless of the underlying causative factors or circumstances that may be present. Failure to correct unsatisfactory job performance or behavior, for whatever reason, will result in appropriate disciplinary action, including, when necessary, termination.

252.3 Return to Work

LCC is committed to preserving the economic well-being of employees by providing their return to work at the earliest possible date after an on-the-job injury. Until such time as the employee can assume the duties of his/her permanent position, consideration shall be given to alternate work assignments at LCC. Employees eligible to participate in the Return to Work Program must meet the following conditions:

- Be a permanent employee.
- Be receiving compensation under [RCW 51.32.090 \(apps.leg.wa.gov/RCW/default.aspx?cite=51.32.090\)](https://apps.leg.wa.gov/RCW/default.aspx?cite=51.32.090).
- Have a disability which makes him/her temporarily unable to return to his/her previous work but who is capable of carrying out work of a lighter or modified nature as evidenced by a written release from a physician or licensed mental health professional.

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Reviewed - No Changes Needed: June 19, 2019
- Approved: February 23, 2009
- Approved: November, 1992
- Adopted: October, 1989
- Replaces Policies 312 & 313

Policy 253 - Protecting Personal/Confidential Information

Lower Columbia College will protect personal (confidential) information entrusted to it to the maximum extent possible.

Collection, release and retention of confidential information shall be minimized. The College shall critically assess its need for information from employees and will request only that information necessary to carry out its mission. The College will guard the personal information entrusted to it, releasing it only under statutory or court order. Employees shall be notified of any court order for release of their confidential information so they may, if desired, exercise their privilege to object to the disclosure.

Confidential information will be controlled and protected. The commitment to safeguarding confidential information extends to discouraging the routine forwarding of e-mails containing confidential information and, when appropriate to forward, protecting it properly. Confidential or restricted access materials may not be taken off-campus without appropriate prior approval. The security of any confidential or restricted access materials removed from the office with appropriate approval is the responsibility of the employee.

The College will not sell or give confidential information to any unauthorized entity. This includes a prohibition against selling or giving of any lists of employees or members for marketing or campaign purposes.

Employees shall be given opportunities to review and correct their personal information held by the College. Employees may contact Human Resource Services to view their personal information.

As a condition of employment, employees shall provide their social security card upon hire. When an employee legally changes their name, a new social security card must be provided to HR within 60 days. The College will collect and track information using an Employee Identification Number.

Paperwork containing personal information will be disposed of by on-premises shredding or placement in secured containers for the purpose of shredding.

Historic Information

- Approved: October 26, 2022
- Campus Review: October 10-25, 2022
- Reviewed by the Governance Council: October 5, 2022
- Reviewed by UMCC: August 16, 2022
- Reviewed by the Executive Leadership Team: July 13, 2022
- Reviewed - No Changes Needed: June 19, 2019
- Approved: February 28, 2011
- Campus Review: January 21- February 4, 2011
- Reviewed by the Leadership Team: October 25, 2010
- Reviewed by the Executive Leadership Team: October 13, 2010

Policy 258 - Resignation

An employee is expected to submit a written resignation to the President or designee as soon as practical after the decision has been made to resign. Resignations are deemed accepted upon submission by the employee unless mutually revoked by the employee and the President/designee.

Historic Information

- Approved: October 26, 2022
- Campus Review: October 10-25, 2022
- Reviewed by the Governance Council: October 5, 2022
- Reviewed by UMCC: September 29, 2022
- Reviewed by the Executive Leadership Team: August 17, 2022
- Reviewed by the Executive Leadership Team: June 19, 2019
- Approved: February 23, 2009
- Adopted: October, 1989

Resource/Reference/ Procedure	Title	Unit Responsibility
Washington Federation of State Employees collective bargaining agreement (ofm.wa.gov/sites/default/files/public/labor/agreements/21-23/wfse_he.pdf)		VP of HR and Legal Affairs
Faculty Contract (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/2023-2026-		

Resource/Reference/ Procedure	Title	Unit Responsibility
Faculty-Contract-Official-D ocument-revised_05-21-20 24.pdf)		
Administrative and Exempt Handbook (internal.lowerco lumbia.edu/departments/hu man-resources/_assets/do cuments/AdministrativeExe mptHandbook.pdf?v=1)		

Policy 260 - Employment Contracts

Faculty, exempt and executive staff shall be employed under the terms and conditions of an employment contract that stipulates dates of employment, salary for the employment period and any other terms and conditions applicable to that individual's employment.

Employment contracts shall be executed by signature of the employee and the applicable appointing authority. An employee's failure to sign the contract offer by the date specified shall be considered a rejection of the offer.

Nothing herein shall preclude the district from entering into an employment contract of limited duration for interim, acting or other provisional appointments.

Written acceptance of an employment contract conveys that the employee agrees to conform to the rules, policies, and regulations of Lower Columbia College, District 13, and the laws of the State of Washington.

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Reviewed - No Changes Needed: June 19, 2019
- Approved: February 23, 2009
- Adopted: October, 1989
- Replaces Policy 311

Resource/Reference/ Procedure	Title	Unit Responsibility
Washington Federation of State Employees collective bargaining agreement (ofm.		VP of HR and Legal Affairs

Resource/Reference/ Procedure	Title	Unit Responsibility
wa.gov/sites/default/files/public/labor/agreements/21-23/wfse_he.pdf)		
Faculty Contract (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/FacultyContractFinal_wsig.pdf)		
Administrative and Exempt Handbook (services4.lowercolumbia.edu/info/webResources2/HumanResources/HandbookExemptAdmin_2017.pdf)		

Policy 265 - Labor Relations

Lower Columbia College will conduct all labor relations activities in good faith, with the objective of furthering the values and objectives of the Board of Trustees and the best interest of students. The Board of Trustees is authorized to sign agreements on behalf of the district, except where that authority has been specifically delegated. The terms of an approved collective bargaining agreement may amend policy.

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Reviewed - No Changes Needed: June 19, 2019
- Adopted: February 23, 2009

Resource/Reference/ Procedure	Title	Unit Responsibility
Washington Federation of State Employees collective bargaining agreement (ofm.wa.gov/sites/default/files/public/labor/agreements/21-23/wfse_he.pdf)		VP of HR and Legal Affairs
Faculty Contract (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/FacultyContractFinal_wsig.pdf)		

Resource/Reference/ Procedure	Title	Unit Responsibility
nts/human-resources/_assets/documents/2023-2026-Faculty-Contract-Official-Document-revised_05-21-2024.pdf)		
Administrative and Exempt Handbook (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/AdministrativeExemptHandbook.pdf?v=1)		

Policy 266 - Lobbying Activity

The Lower Columbia College Board of Trustees, the College President and Vice Presidents, the Head Start Director/Designee, and those who have the President's written permission are the only people authorized to lobby on behalf of the College.

The terms "lobby" and "lobbying" are defined as "attempting to influence the passage or defeat of any legislation by the legislature of the state of Washington, or the adoption or rejection of any rule, standard, rate or other legislative enactment of any state agency under the state administrative procedure act, chapter 34.05 RCW. Neither "lobby" nor "lobbying" includes an association's or other organization's act of communicating with the members of that association or organization." [RCW 42.17A.005\(34\) \(app.leg.wa.gov/RCW/default.aspx?cite=42.17A.005\)](#) . Lobbying on behalf of oneself or on behalf of another organization or association does not constitute lobbying on behalf of the college.

All lobbying activity on behalf of the College must be documented by including the date of the lobbying, any bill or rule that was the subject of lobbying, the name of the lobbyist, and the name of the legislator, legislative staffer, or agency that was the subject of lobbying. This information must be sent to the Vice President of Foundation, HR, & Legal Affairs for inclusion in the College's lobbying report by using this [Lobbying Reporting Form \(http://internal.lowercolumbia.edu/departments/human-resources/_assets/documents/MonthlyLobbyingForm_Jan21.pdf\)](#) no later than:

- April 1st for activity occurring January through March
- July 1st for activity occurring April through June
- October 1st for activity occurring July through September
- January 2nd for activity occurring October through December

State ethics laws prohibit the use of state resources to directly or indirectly assist a campaign for election of a person to an office or for the promotion of or opposition to a

ballot or proposition. [RCW 42.52.180 \(apps.leg.wa.gov/RCW/default.aspx?cite=42.52.180\)](https://apps.leg.wa.gov/RCW/default.aspx?cite=42.52.180) .

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Approved: May 5, 2021
- Campus Review: April 23- May 3, 2021
- Reviewed by UMCC: April 20, 2021
- Reviewed by the Governance Council: April 7, 2021
- Reviewed by the Executive Leadership Team: March 24, 2021

Resource/Reference/ Procedure	Title	Unit Responsibility
RCW 42.17A.635 (app.leg.wa.gov/RCW/default.aspx?cite=42.17A.635)	Legislative activities of state agencies, other units of government, elective officials, employees.	VP of HR and Legal Affairs
Lobbying Reporting Form (http://internal.lowercolumbia.edu/departments/human-resources/_assets/documents/MonthlyLobbyingForm_Jan21.pdf)		
Lobbying Guidelines (lowercolumbia.edu/publications/administrative-policies/_assets/documents/LobbyingGuidelines.pdf)		
LCC Code of Ethics (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/CodeofEthics.pdf)		
RCW 42.52.180 (apps.leg.wa.gov/RCW/default.aspx?cite=42.52.180)	Use of public resources for political campaigns	
Public Agency Lobbying Instructions (www.pdc.wa.gov/learn/publications/public)	From the Public Disclosure Commission website	

Resource/Reference/ Procedure	Title	Unit Responsibility
-agency-lobbying-instructions)		
Activities That Are Not Lobbying (www.pdc.wa.gov/learn/publications/public-agency-lobbying-instructions/reporting-agency-lobbying-activity/activities)	From the Public Disclosure Commission website	

Policy 267 - Telework

Lower Columbia College encourages and supports telework for positions that are suited for telework to provide flexibility for employees and as a means of achieving administrative efficiencies while following the mission of the College.

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Approved: March 2, 2022
- Campus Review: February 3-18, 2022
- Reviewed by the Governance Council: February 2, 2022
- Reviewed by UMCC: January 18, 2022
- Reviewed by the Executive Leadership Team: January 5, 2022

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 267.1A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/267.1A_Procedure_Telework.pdf)	Telework Procedure	VP of HR and Legal Affairs
Telework Activity Log (http://internal.lowercolumbia.edu/departments/human-resources/_assets/documents/TeleworkActivityLog.pdf)		

Policy 268 - Hazing Prevention

Hazing is prohibited within the Lower Columbia College community. Hazing is any conduct committed as part of a person's recruitment, initiation, pledging, admission into, or affiliation with a student organization, athletic team, or living group (collectively "student groups") or any pastime or amusement engaged in with respect to such a student group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student or other person attending Lower Columbia College, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, regardless of the person's willingness to participate. "Hazing" does not include customary athletic events or other similar contests or competitions. This prohibition applies to conduct that may occur both on and off campus. In compliance with [2SHB 1751 \(2022\) \(lawfilesexternal.wa.gov/biennium/2021-22/Pdf/Bills/Session%20Laws/House/1751-S2.SL.pdf?q=20220623144542\)](https://lawfilesexternal.wa.gov/biennium/2021-22/Pdf/Bills/Session%20Laws/House/1751-S2.SL.pdf?q=20220623144542), the College will implement procedures and programs, including offering students and employees hazing prevention training and programming, implementation of a mandatory reporting procedure, creation of a hazing prevention committee, and publication of a hazing report.

Historic Information

- Approved: September 14, 2022
- Reviewed by the Executive Leadership Team: September 14, 2022
- Campus Review: August 29- September 13, 2022
- Reviewed by UMCC: August 16, 2022
- Reviewed by the Governance Council: July 22, 2022
- Reviewed by the Executive Leadership Team: July 13, 2022

Resource/Reference/ Procedure	Title	Unit Responsibility
RCW 28B.10 (app.leg.wa.gov/RCW/default.aspx?cite=28B.10)		VP of HR and Legal Affairs
2SHB 1751 (2022) (lawfilesexternal.wa.gov/biennium/2021-22/Pdf/Bills/Session%20Laws/House/1751-S2.SL.pdf?q=20220623144542)		VP of Student Services
LCC's Hazing Prevention Webpage (lowercolumbia.edu/disclosure/anti-hazing)	Anti-Hazing (Hazing Prevention)	

Resource/Reference/ Procedure	Title	Unit Responsibility
WAC 132M-126 (app.leg.wa.gov/WAC/default.aspx?cite=132M-126)	Code of Student Conduct	
Procedure 268.1A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/268.1A_Hazing_Prevention.pdf)		

Policy 269 - Employee Affinity Groups

Employee Affinity Groups (EAG) are voluntary associations of Lower Columbia College employees who gather together around a common interest and are formed pursuant to the college's Diversity, Equity, & Inclusion Strategic Plan. EAGs play a vital role in developing and improving employee morale and the campus climate. EAGs support the shared mission, vision and values of the College and break down barriers of rank and work group around shared interests by encouraging collaboration and understanding.

LCC is supportive of a system of Employee Affinity Groups that contribute to the following:

- Foster employee development.
- Contribute to the College's commitment to advancing social equity, while challenging systems of power, privilege and inequities.
- Strengthen networking and cohesiveness across the College, and promote career and professional development.
- Provide important feedback to management and assist with efforts to attract and retain highly qualified candidates for employment at LCC.

Historic Information

- Approved: April 26, 2023
- Reviewed by the Executive Leadership Team: April 26, 2023
- Campus Review: April 11-25, 2023
- Reviewed by the Governance Council: April 5, 2023
- Reviewed by UMCC: March 21, 2023
- Reviewed by the Governance Council: March 1, 2023
- Reviewed by the Executive Leadership Team: January 11, 2023

Resource/Reference/ Procedure	Title	Unit Responsibility
269.1A EAG Procedure	Employee Affinity Group Procedure (lowercolumbia.edu/publications/administrative-policies/_assets/documents/269.1A_Employee_Affinity_Groups.docx.pdf)	VP of HR, Foundation and Legal Affairs and VP of Student Services
EAG Application	Employee Affinity Group Application (lowercolumbia.edu/publications/administrative-policies/_assets/documents/EAG_Application_Updated.pdf)	VP of HR, Foundation and Legal Affairs and VP of Student Services
DEI Strategic Plan	Lower Columbia College Diversity, Equity and Inclusion Strategic Plan (lowercolumbia.edu/diversity-equity/_assets/documents/LCC-Diversity-Equity-Inclusion-Strategic-Plan-2022-2027.pdf)	Lower Columbia College Executive Leadership Team
DEI Webpage	Diversity, Equity and Inclusion webpage (lowercolumbia.edu/diversity-equity)	DEI Committee

Policy 270 - Whistleblower Policy

All LCC employees are encouraged to report improper governmental actions. LCC recognizes the importance and value of employees reporting governmental misconduct without fear of retaliation or reprisal and supports the reporting of misconduct.

A. Who is a Whistleblower?

A whistleblower is a current employee who reports alleged improper governmental action to the State Auditor, Executive Ethics Board, or the Vice President of Foundation, HR, and Legal Affairs or provides information at the request of the State Auditor, Executive Ethics Board, or the Vice President of Foundation, HR, and Legal Affairs. This also includes situations where the employee is perceived by the employer as reporting or providing information, whether they did or not.

Whistleblowers must report in “good faith” meaning the employee has a reasonable basis in fact for reporting or providing the information. An employee who knows or ought

to know they are providing or reporting malicious, false, or frivolous information, or information that is provided with reckless disregard for the truth, or who knowingly omits relevant information is not acting in good faith. An employee must make a reasonable attempt to ascertain the correctness of the information furnished and may be subject to disciplinary actions, including but not limited to, termination, for knowingly furnishing false information.

B. Improper Governmental Action is defined in [RCW 42.40.020 \(app.leg.wa.gov/rcw/default.aspx?cite=42.40.020\)](http://app.leg.wa.gov/rcw/default.aspx?cite=42.40.020) .

C. Protections for Whistleblowers

State law affords whistleblowers protection from reprisal or retaliation.

The identity or identifying characteristics of any person who in good faith provides information in an investigation is confidential at all times, unless the person consents to disclosure by written waiver or by acknowledging their identity as a witness who provides information in an investigation.

A whistleblower who reports improper governmental actions in good faith is entitled to protection from reprisal or retaliatory action. The Whistleblower Act prohibits anyone from using their office or authority to interfere or attempt to interfere with an employee filing a complaint or providing information. This prohibition includes threatening, taking, directing others to take, recommending, processing, or approving any personnel action such as an appointment, promotion, transfer, assignment, including but not limited to duties and office location, reassignment, reinstatement, restoration, reemployment, performance evaluation, determining any material changes in pay, provision of training or benefits, tolerance of a hostile work environment, or any adverse action [RCW 41.06 \(app.leg.wa.gov/rcw/default.aspx?cite=41.06\)](http://app.leg.wa.gov/rcw/default.aspx?cite=41.06) , or other disciplinary action. If a whistleblower believes they have been the subject of retaliation due to their status or actions as a whistleblower, the whistleblower may file a claim with the [Washington Human Rights Commission \(www.hum.wa.gov/\)](http://www.hum.wa.gov/) .

D. Responsibilities

An employee may report improper governmental action to the Vice President of Foundation, HR, & Legal Affairs, directly with the State Auditor, or with the Executive Ethics Board. The report must be provided within one year after the occurrence of the asserted improper governmental action.

Process for Reporting: The complaint should include a description of the improper action, the name of the employee(s) involved, the agency and any other details necessary to conduct an investigation. The complaint should be signed; however, complaints may be filed anonymously. The whistleblower's name will be held in strict confidence. Telephone calls will not be accepted.

Additional information regarding Whistleblower Protection, as well as a form to electronically submit a complaint to the State Auditor's office can be found at: <https://sao.wa.gov/report-concern/how-report-concern/whistleblower-program>

The State Auditor contact information is:

Washington State Auditor's Office

Attention: Whistleblower Program Manager

PO Box 40031 Olympia, WA 98504-0031

Email: whistleblower@sao.wa.gov

If the employee who has reported the improper governmental action wishes to be informed of the results of the State Auditor's investigation, they must include a name, address, and telephone number in the original whistleblower report.

An employee who is contacted by the State Auditor's Office during an investigation of an allegation is expected to cooperate fully in the investigation and is prohibited from destroying any evidence during the course of the investigation.

If the Vice President of Foundation, HR, & Legal Affairs receives a report of improper governmental action, a report will be made to the State Auditor within 15 days.

The Vice President for Foundation, HR, & Legal Affairs shall provide all employees, on an annual basis, a summary of The Whistleblower Act, and the procedures for reporting under The Whistleblower Act.

Historic Information

- Approved: March 20, 2024
- Reviewed by the Executive Leadership Team: March 20, 2024
- Campus Review: February 27- March 12, 2024
- Reviewed by UMCC: February 20, 2024
- Reviewed by the Governance Council: February 16, 2024
- Reviewed by the Executive Leadership Team: January 24, 2024

Resource/Reference/ Procedure	Title	Unit Responsibility
RCW 42.40 (app.leg.wa.gov/rcw/default.aspx?cite=42.40)	State Employee Whistleblower Protection	Washington State Legislature

Policy 271 - Professional Development and Training

Lower Columbia College encourages and supports the growth and development of faculty and staff. The College provides professional development opportunities in a variety of formats, training types, and presentation styles.

A. New Hires

As part of the onboarding process, new faculty and staff are assigned required trainings through our college-supported Learning Management System (LMS) and our college-supported training platform. The trainings cover a wide range of topics including but not limited to: safety, ethics, general information about the College and our policies, diversity, FERPA, data security, accessibility, etc.

B. Supervisors

In compliance with WAC 357-34-055, new supervisors are required to participate in a leadership training offered through the Department of Enterprise Services.

C. Training Topics

Human Resources strives to offer a variety of training topics based on faculty and staff interests and needs while also ensuring alignment with College and wellbeing initiatives. In addition, there are several required trainings offered on a specific schedule. Evaluations are required for all Diversity Equity & Inclusion (DEI) related topics. DEI trainings and evaluations are posted on the [DEI Webpage \(lowercolumbia.edu/diversity-equity\)](https://lowercolumbia.edu/diversity-equity) as required by SB 5227.

Supporting Funding for Professional Development

All full-time faculty and staff are eligible for the tuition waiver program, which allows them to take LCC classes for \$10/class ([Employee Tuition Waiver \(lowercolumbia.edu/registration/employee-tuition-waiver\)](https://lowercolumbia.edu/registration/employee-tuition-waiver)). Human Resources also maintains a list of the tuition waiver amounts for other Washington State colleges on the [Human Resources Webpage \(internal.lowercolumbia.edu/departments/human-resources\)](https://internal.lowercolumbia.edu/departments/human-resources) .

D. Classified Professional Development Fund

Classified employees are eligible for a \$150 reimbursement annually for training opportunities such as workshops, conference registration, college course registration and fees, college course textbooks, and other activities as approved. College departments may also fund professional development activities as department budgets allow. ([Classified Training Request Form \(internal.lowercolumbia.edu/departments/human-resources/_assets/documents/ClassifiedTrainingRequestForm.pdf\)](https://internal.lowercolumbia.edu/departments/human-resources/_assets/documents/ClassifiedTrainingRequestForm.pdf))

E. Exempt Development Fund

Exempt employees are eligible for a \$150 reimbursement annually for training opportunities such as workshops, conference registration, college course registration and fees, college course textbooks, and other activities as approved. College departments may also fund professional development activities as department budgets allow. ([Exempt Professional Development Training Request \(internal.lowercolumbia.edu/departments/human-resources/_assets/documents/ExemptProfessionalDevelopmentTrainingRequest.PDF\)](#))

F. Foundation & Exceptional Faculty Grants

The College Foundation offers two types of grants to LCC employees on an annual basis. Foundation Grants and Exceptional Faculty Grants support projects that promote student learning, or that develop services that promote student learning in alignment with the college's [Mission Areas \(lowercolumbia.edu/strategic-plan\)](#) . Projects should emphasize innovative approaches to teaching and learning and may relate to existing or new programs, courses or services. Grant applications are typically accepted during spring quarter for use the following year. Any full-time or adjunct faculty member may apply for an Exceptional Faculty Grant. Funds must be expended within a one-year period, typically by June 30.

- [Lower Columbia College Foundation Grants \(internal.lowercolumbia.edu/organization/foundation-grants\)](#)
- [Exceptional Faculty Grant Committee \(internal.lowercolumbia.edu/organization/committees/exceptional-faculty-grant\)](#)

G. Faculty Professional Development Fund

Both full-time and adjunct faculty are eligible for professional development funds on an annual basis to pursue professional development opportunities. The program and eligibility are defined in the faculty negotiated agreement and the funds are administered by the Faculty Professional Development Committee.

Historic Information

- Approved: April 24, 2024
- Reviewed by the Executive Leadership Team: April 24, 2024
- Campus Review: April 9-23, 2024
- Reviewed by the Governance Council: April 3, 2024
- Reviewed by UMCC: March 19, 2024
- Reviewed by the Executive Leadership Team: March 6, 2024

Resource/Reference/ Procedure	Title	Unit Responsibility
LCC website	Professional Development webpage (internal.lowercolumbia.edu/departments/human-resources/supervisor-resources/professional-development)	Human Resources
Faculty Collective Bargaining Agreement (CBA)	Collective Bargaining Agreement – Lower Columbia College Faculty Association of Higher Education (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/2023-2026-Faculty-Contract-Official-Documents-revised_05-21-2024.pdf)	Human Resources
Classified Staff Collective Bargaining Agreement (CBA)	Collective Bargaining Agreement, Washington Federation of State Employees of High Education Community College Coalition (ofm.wa.gov/sites/default/files/public/labor/agreements/23-25/wfs_e_he.pdf)	Human Resources
LCC website	Employee Tuition Waiver (lowercolumbia.edu/registration/employee-tuition-waiver)	Registration
Exempt Training Request Form	Exempt Employee Professional Development Training Request form (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/ExemptProfessionalDevelopmentTrainingRequest.PDF)	Human Resources
Classified Training Request Form	Classified Professional Development Training Request form (internal.lowercolumbia.edu/departments	Human Resources

Resource/Reference/ Procedure	Title	Unit Responsibility
	/human-resources/_assets/documents/ClassifiedTrainingRequestForm.pdf)	
Foundation grant application form	Lower Columbia College Foundation Grants (internal.lowercolumbia.edu/organization/foundation-grants)	LCC Foundation
Exceptional faculty grant application form	Exceptional Faculty Grant Committee (internal.lowercolumbia.edu/organization/committees/exceptional-faculty-grant)	LCC Foundation

Policy 272 - General Complaint and Grievance Policy

Suggestions concerning Lower Columbia College, constructive criticism of the College's policies, or reporting alleged violations of college policies is encouraged. However, individuals wishing to express formal concerns or criticisms shall be required to follow this policy to ensure their concern is heard by the appropriate party. This policy does not affect any rights an employee has under their Collective Bargaining Agreements (CBA) if applicable. Concerns shall be initially communicated to persons at the lowest level of authority at which effective action can take place. If there is dissatisfaction on action taken at any level, the concern may automatically be communicated to the next higher level of authority until the grievance is resolved or final disposition has been reached.

Members of the college community, students, visitors, applicants, and employees are encouraged to report discrimination, harassment, or complaints associated with violations of college policy. Employees and students are encouraged to resolve complaints informally using current procedures for students and supervisory channels for employees (see below for further guidance). Formal complaints may be submitted through the "[Make a Report](#)" ([lowercolumbia.edu/students/make-a-report](#)) page or by contacting the Vice President of Foundation, HR, & Legal Affairs/Title IX Coordinator (title9@lowercolumbia.edu). Complaints falling under the jurisdiction of Title IX are referred to the Title IX Coordinator. The Title IX Coordinator will initiate the [Title IX Grievance Procedure](#) ([lowercolumbia.edu/publications/administrative-policies/_assets/documents/235.2A_Procedure.pdf](#)) .

Formal complaints not falling under the jurisdiction of Title IX will be referred as follows:

- Regardless of the complainant, where a student is accused of a policy or code of conduct violation, the complaint will be referred to the Vice President of Student Services. Submitting a student concern through the [Make a Report](#) ([lowercolumbia.edu](#)).

[edu/students/make-a-report](#)) form will route the specific concern to the appropriate personnel, including the Vice President of Student Services.

- Regardless of the complainant, where an employee of the college is accused of a policy violation and the complaint is discrimination or harassment, the complaint will be referred to the [Vice President of Foundation, HR, & Legal Affairs \(services4.lowercolumbia.edu/scripts/staffinfo.exe?specificId=2959\)](#) .
- When the complaint is from a student and the grievance is academic in nature the complaint will follow the established Academic Grievance Resolution Procedures outlined in the [Student Handbook \(lowercolumbia.edu/publications/student-handbook/student-academic-grievance-procedure\)](#) .
- When the complaint is from a student and the complaint is associated with college policies or procedure and no one is accused of a policy violation, the complaint will be referred to the [Vice President of Student Services \(services4.lowercolumbia.edu/scripts/staffinfo.exe?specificId=4037\)](#) .
- When the complainant is an employee and the complaint is associated with a college policy, procedure, dispute, or other circumstance not already covered, the complaint will be referred to the Vice President of Foundation, HR, & Legal Affairs.

The college reserves the right to adjust referrals of complaints in circumstances where normal referrals would result in a conflict of interest for the parties involved. Formal complaints referred are processed under the following guidelines:

When a student is accused of a policy violation. In cases where a student is accused of a violation that includes discrimination or harassment the procedures associated with [Policy 235 Non-Discrimination and Anti-Harassment \(lowercolumbia.edu/publications/administrative-policies/200/235\)](#) will be used to investigate the complaint and may be referred to the [Code of Student Conduct \(lowercolumbia.edu/publications/student-handbook/code-of-student-conduct\)](#) if a violation is found; in cases where a student is accused of another policy violation the Code of Student Conduct will be used to process the complaint.

When an employee is accused of a policy violation. In cases where an employee is accused of a policy violation that includes discrimination or harassment, the procedures associated with [Policy 235 Non-Discrimination and Anti-Harassment \(lowercolumbia.edu/publications/administrative-policies/200/235\)](#) will be used.

When an employee is accused of a violation of a collective bargaining agreement. In cases where an employee is accused of violating a collective bargaining agreement (CBA), the process outlined in that CBA will be followed to resolve the grievance.

When a student has an academic grievance. In cases when a student believes their instructor provided an improper, arbitrary, or capricious academic evaluation as evidenced by the student's final course grade, the complainant shall follow the [Student Academic Grievance Procedures \(lowercolumbia.edu/publications/student-handbook/student-academic-grievance-procedure\)](#) .

When a student has a policy grievance. In cases when a student is the complainant and the complaint is associated with a college policy other than Title IX, discrimination,

or harassment, the complaint will be processed at the discretion of the Vice President of Student Services.

When an employee has a policy or other grievance. In cases when an employee is the complainant and the complaint is associated with a college policy other than Title IX, discrimination, or harassment, the case will be processed at the discretion of the Vice President of Foundation, HR, & Legal Affairs. In no way does this process impact the rights or timelines an employee has under their applicable Collective Bargaining Agreements (CBA). As a general rule, complaints should follow the process below, before escalating to the Vice President of Foundation, HR, & Legal Affairs:

1. Employee complaints are first addressed through supervisor channels beginning at the lowest level of supervision. Complaints should be addressed in a timely manner. Generally, for a complaint to be addressed and resolved in a timely manner, the complaint should be expressed within 10 working days of the event or circumstance.
 - a. Faculty employees should consult first with the Department Chair of the program followed by the program Dean and the Vice President of Instruction.
 - b. Staff should address their concerns with their immediate supervisor, followed by the second level supervisor and Vice President level of the department.

OTHER DISCRIMINATION COMPLAINT OPTIONS Discrimination complaints may also be filed with the following federal and state agencies:

- Washington State Human Rights Commission, <http://www.hum.wa.gov/index.html>
 - US Dept of Education Office for Civil Rights, <http://www2.ed.gov/about/offices/list/ocr/index.html>
 - Equal Employment Opportunity Commission, <http://www.eeoc.gov/>
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Historic Information

- Approved: June 26, 2024
- Reviewed by the Executive Leadership Team: June 26, 2024
- Campus Review: June 4-18, 2024
- Reviewed by the Governance Council: May 20, 2024
- Reviewed by UMCC: April 16, 2024
- Reviewed by the Executive Leadership Team: April 10, 2024

Resource/Reference/ Procedure	Title	Unit Responsibility
Faculty Collective Bargaining Agreement (CBA)	Collective Bargaining Agreement – Lower Columbia College Faculty	Human Resources

Resource/Reference/ Procedure	Title	Unit Responsibility
	Association of Higher Education (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/2023-2026-Faculty-Contract-Official-Documents-revised_05-21-2024.pdf)	
Classified Staff Collective Bargaining Agreement (CBA)	Collective Bargaining Agreement, Washington Federation of State Employees of High Education Community College Coalition (ofm.wa.gov/sites/default/files/public/labor/agreements/23-25/wfs_e_he.pdf)	Human Resources
Student Handbook	Student Academic Grievance Procedures (lowercolumbia.edu/publications/student-handbook/student-academic-grievance-procedure)	VP of Student Services
LCC Administrative Policies	Policy 235 Non-Discrimination and Anti-Harassment (lowercolumbia.edu/publications/administrative-policies/200/235)	Human Resources
Student Handbook	Code of Student Conduct (lowercolumbia.edu/publications/student-handbook/code-of-student-conduct)	VP of Student Services

Section 300 - Instruction

Policy 305 - Degrees and Certificates

Lower Columbia College offers applied bachelor's and associate degrees as well as certificates in accordance with requirements of the State of Washington and the Northwest Commission on Colleges and Universities. Specific degree and certificate requirements are found in the current Lower Columbia College catalog.

305.1 Degrees and Graduation Requirements

- Degree and graduation GPA only includes courses taken at Lower Columbia College that count toward the student's degree plan and must be a minimum of 2.00.
- A maximum of 15 "Pass" credits may be used toward completion of associate degree requirements except when earned as non-traditional credits or when pass/fail courses are required by a specific program.
- Courses taken pass/fail may only be used to satisfy elective credit degree requirements

305.2 General Requirements

- A minimum of 90 credits must be earned in courses numbered 100 and above; a maximum of three physical education credits may be included in the 90; and a maximum of 15 credits in Cooperative Work Experience and/or Independent Study;
- A minimum of 24 credits, exclusive of credits by examination and academic credit for prior learning, must be earned at Lower Columbia College.
- A minimum of five credits of course work from the approved diversity list must be completed satisfactorily

305.3 Course Requirements

Course requirements in each degree program shall be consistent with the mission, vision and values of the College. Such requirements shall promote the larger purposes of college level education--to help students develop into individuals who can reason clearly, communicate effectively, think critically, and demonstrate effective interpersonal skills.

- Each degree shall incorporate reading, writing, and quantitative skills development consistent with its purpose.

305.4 Honors at Graduation

Upon graduation, Lower Columbia College students receive honors based upon their grade point average. This grade point average calculation includes only those courses completed at Lower Columbia College that count toward the student's degree plan:

- **Honors** – 3.5 to 3.79 GPA

- **Highest Honors** – 3.8 to 4.0 GPA

305.5 Second Associate Degree

Students may earn a second associate degree by completing an additional 45 quarter credits beyond those earned for the first degree. All degree requirements apply.

305.6 Waiver of Graduation Requirements

Petitions to have any graduation requirements waived shall be considered by the Academic Standards Committee on their individual merits.

305.7 Applications for Credentials

Candidates for credentials must complete and submit the application forms provided by the College within published deadlines..

Historic Information

- Reviewed - No Changes Needed: February 22, 2023
- Reviewed by the Executive Leadership Team: March 4, 2020
- Approved: February 18, 2020
- Adopted: February 23, 2009 (Replaces Policies 405-405.3 Approved 7/89 and 3/97)

Resource/Reference/ Procedure	Title	Unit Responsibility
LCC Catalog (lowercolumbia.edu/publications/catalog-archive)		VP Instruction

Policy 307 - High School Diploma

Lower Columbia College may issue the high school diploma under the authority of [RCW 28B.50.535 \(apps.leg.wa.gov/rcw/default.aspx?cite=28B.50.535\)](http://apps.leg.wa.gov/rcw/default.aspx?cite=28B.50.535) and in compliance with [Chapter 180-51 WAC \(apps.leg.wa.gov/WAC/default.aspx?cite=180-51\)](http://apps.leg.wa.gov/WAC/default.aspx?cite=180-51) .

Historic Information

- Reviewed - No Changes Needed: February 22, 2023
- Reviewed by the Executive Leadership Team: March 4, 2020
- Reviewed by the Cabinet and Leadership Team: November, 2008
- Approved: February 23, 2009
- Adopted: July, 1989
- Replaces Policy 405.4

Resource/Reference/ Procedure	Title	Unit Responsibility
RCW 28B.50.535 (apps.leg.wa.gov/rcw/default.aspx?cite=28B.50.535)	Community or technical college — Issuance of high school diploma or certificate	VP Instruction
WAC 180-51 (apps.leg.wa.gov/WAC/default.aspx?cite=180-51)	High School Graduation Requirements	VP Instruction

Policy 310 - Grading Policy

Lower Columbia College's grading system provides a method to indicate a student's performance and achievement in a variety of skills and programs. The system provides for a permanent record of grade evaluations, which reflect successful course and program completion. The College operates on a quarter system. The quarter hour of credit equals one unit of instruction.

Instructors shall distribute a written course grading plan to all enrolled students at the beginning of each quarter. Instructors are not obligated to use grading options, such as + or – in any specific course.

Grades at Lower Columbia College are reported in numerical fractions to the nearest tenth. The numerical grades are based on the letter grade system and general equivalents are as follows:

Numeric Grade	Letter Grade Equivalent
4.0	A
3.7	A-
3.3	B+
3.0	B
2.7	B-
2.3	C+
2.0	C
1.7	C-
1.3	D+

Numeric Grade	Letter Grade Equivalent
1.0	D
0.0	F
n/a	I
n/a	N
n/a	P
n/a	W

Grade Symbols:

- **I (Incomplete):** Excluded from GPA/no credit. Incomplete grades may be issued only to those students whose work to date is passing, but not completed, at the end of the quarter. An instructor may submit a replacement grade up to one year from the date an incomplete grade was issued.
- **N (Audit):** Excluded from GPA/no credit. A student may enroll for no credit in any course as an auditor upon registration and payment of the regular fees. During the course of a quarter, a student may also change to audit status observing all of the required procedures for a change of registration. Auditors are exempt from taking examinations but may participate in course work.
- **Passing or Failing**
 - P = Excluded from GPA. Credit awarded for satisfactory completion equivalent to a passing grade. Satisfactory grade is defined as "D letter grade or higher.
 - F = 0.0 grade points for failing a course.
- **W (Withdrawal):** Excluded from GPA/no credit. Students may initiate an official withdrawal prior to the last day to withdraw as published in the quarterly class schedule. Official withdrawals are the sole responsibility and prerogative of the student and must be initiated by the student.

310.1 Academic Standing

These standards are used to identify students who experience academic difficulty and to provide additional support and assistance to improve academic standing. The policy also determines academic suspension in cases where students are unable to achieve satisfactory performance.

Students must earn a cumulative GPA of 2.0 or higher in the courses required for a degree or certificate in order to earn a credential at Lower Columbia College. Students must also maintain a quarterly GPA of 2.0 or higher each quarter. Students who fall below this minimum quarterly GPA will be alerted at the end of the quarter regarding their academic standing. As necessary, additional information about resources and support for improving academic standing will be provided. If a student is academically suspended, they will receive information about academic reinstatement.

- **Good Standing:** Quarterly GPA above 2.0

- Academic Concern: First quarter of a quarterly GPA below 2.0
- Academic Notice: Second consecutive quarterly GPA below 2.0
- Academic Suspension: Third consecutive quarterly GPA below 2.0

Students not in good academic standing may be required by the college to enroll in College Success or other courses as determined by the college to assist with academic success.

Students on academic suspension shall not be allowed to enroll in credit-bearing courses at the college for two consecutive quarters. Students who are academically suspended must petition for reinstatement to the Vice President of Student Services at least six weeks prior to the quarter the student is eligible to re-enter the college. Students returning from academic suspension who earn a quarterly GPA above 2.0 will return to good standing. Students returning from academic suspension who earn a quarterly GPA below 2.0 will return to academic suspension and must follow the academic standing policy to request reinstatement.

NOTE: Individual college programs and services, including but not limited to high school completion, financial aid, veteran programs, College and Career Preparation, Running Start, and certain professional/technical programs may have different academic standard requirements and appeal procedures. Students in these programs should contact their program advisor or specific department for information regarding those requirements.

Historic Information

- Approved: April 11, 2023
- Reviewed by the Executive Leadership Team: April 11, 2023
- Campus Review: March 28-April 11, 2023
- Reviewed by UMCC: March 21, 2023
- Reviewed by the Governance Council: March 1, 2023
- Reviewed by the Executive Leadership Team: February 22, 2023
- Reviewed by the Executive Leadership Team: March 4, 2020
- Reviewed by the Executive Leadership Team per SBCTC Policy: June 29, 2016
- Revised by the Leadership Team: November 30, 2015
- Approved by the Leadership Team: November 25, 2013
- Approved: February 23, 2009
- Approved: July, 1989
- Replaces Policies 403-403.4

Resource/Reference/ Procedure	Title	Unit Responsibility
LCC Catalog (lowercolumbia.edu/publications/catalog-archive)		VP Instruction
Academic Standards Committee Guidelines (services4.lowercolumbia.edu/info/webResources2/Internal/Committees/AcademicStandards/2015ASC-OperationalGuidelines.pdf)		VP Student Services

Policy 315 - Academic Calendar

Every year, the appointed Calendar Committee shall prepare a draft academic calendar which best meets the needs of students and instruction. These calendars will be presented to the Executive Leadership Team and Governance Council for approval.

Historic Information

- Approved: April 11, 2023
- Reviewed by the Executive Leadership Team: April 11, 2023
- Campus Review: March 28-April 11, 2023
- Reviewed by UMCC: March 21, 2023
- Reviewed by the Governance Council: March 1, 2023
- Reviewed by the Executive Leadership Team: February 22, 2023
- Reviewed by the Executive Leadership Team: March 4, 2020
- Reviewed by the Leadership Team: October, 2008
- Approved: February 23, 2009
- Adopted: July, 1989
- Replaces Policy 406

Resource/Reference/ Procedure	Title	Unit Responsibility
LCC Academic Calendar (lowercolumbia.edu/calendar/academic)	Student Academic Calendar	VP for Student Services

Policy 320 - Use of Human Subjects

It is the policy of the College to act in an ethically responsible manner when conducting research involving human subjects. To that end, an Institutional Review Board has been established to provide a process to ensure that the normal and prudent policies established for the protection of human subjects is followed at Lower Columbia College.

This policy applies to any and all research (i.e., activities that are procedures, demonstrations, and/or experiments which use human subjects) conducted by College faculty, staff, or students as well as to any non-College entities performing research upon College faculty, staff, or students with the expressed consent of the College. Persons conducting such research are known, for the purpose of this document, as investigators.

320.1 Basic Principles

The basic principles adhered to by the College are drawn from the *Belmont Report*, written by the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research in 1979.

- a. **Autonomy:** The investigator has an obligation to each participant to treat them as a person fully capable of making an informed decision regarding his or her participation in the research. Each participant must be given a full disclosure of the nature of the study, including any risks or benefits. To ensure the autonomy of the subject, the College requires a signed informed consent form from each participant in the study unless the study meets the exception criteria outlined in the section on exemptions.
- b. **Beneficence:** The investigator has an obligation to each participant to attempt to maximize benefits for each participant and/or society, while minimizing the risk of harm to each participant.
- c. **Participants (i.e. avoiding unfair coercion).** The investigator is also obligated to provide for equitable distribution of benefits and burdens among the selected population.

320.2 Specific Requirements

The investigator shall present to the Institutional Review Board (IRB) a description of his or her research project's goals, objectives, and procedures to (Lower Columbia College: Institutional Review Board), along with documentation addressing each of the following (taken from Ethics in Medicine at the University of Washington)

1. **Disclosure:** The potential participant must be as fully informed as possible of the nature and purpose of the research, the procedures to be used, and the expected benefits to the participant and/or society, the potential of reasonably foreseeable risks, stresses, and discomforts, and alternatives to participating in the research. There should also be a statement that describes procedures in place to ensure the confidentiality or anonymity of the participant. The informed consent document must also disclose what compensation and medical treatment are available in the case of

a research-related injury. The document should make it clear whom to contact with questions about the research study, about research subjects' rights, and in case of injury.

2. **Understanding:** The participant must understand what has been explained and must be given the opportunity to ask questions and have them answered by one of the investigators. The informed consent document must be written in lay language, avoiding any technical jargon.
3. **Voluntariness:** The participant's consent to participate in the research must be voluntary, free of any coercion or promises of benefits unlikely to result from participation.
4. **Competence:** The participant must be competent to give consent. If the participant is not competent due to mental status, disease, or emergency, a designated surrogate may provide consent if it is in the best interest of the participant.
5. **Consent:** The potential human subject must authorize his/her participation in the research study, preferably in writing

320.3 Exemptions

Some research with human subjects is exempt from the requirements of this document if it meets the following criteria (taken from Belmont Report referenced above in 320.1).

1. Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
2. Research involving the use of educational tests (cognitive, diagnostics, aptitude, achievement), survey procedures, interview procedures or observation of public behavior unless (i) information obtained is recorded in such a manner that human subjects can be identified directly or indirectly through identifiers linked to the subjects; and (ii) any disclosure of the human subject's responses outside of the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.

Investigators must request approval for all proposed projects from the [Institutional Review Board \(lowercolumbia.edu/disclosure/institutional-review-board\)](https://lowercolumbia.edu/disclosure/institutional-review-board) (IRB). The Institutional Review Board will consider all requests and may approve the project, decline to approve the project, or grant a Certificate of Exemption indicating that the criteria detailed in 320.3 has been met.

Historic Information

- Reviewed - No Changes Needed: February 22, 2023
- Reviewed by the Executive Leadership Team: March 4, 2020
- Approved: February 23, 2009
- Reviewed by the Cabinet and Leadership Team: November, 2008
- Adopted: June, 2005
- Replaces Policy 408

Resource/Reference/ Procedure	Title	Unit Responsibility
Institutional Review Board (lowercolumbia.edu/disclosure/institutional-review-board)		

Section 400 - Student Services and Information

Policy 401 - Admissions

401.1 General Admission

In accordance with [WAC 131-12-010 \(app.leg.wa.gov/WAC/default.aspx?cite=131.12.010\)](http://app.leg.wa.gov/WAC/default.aspx?cite=131.12.010), Lower Columbia College has an open admission policy that grants admission to the college when, as determined by the chief administrative officer of the college or their designee, the applicant:

1. Is competent to profit from the curriculum offerings of the college; and
2. Would not, by their presence or conduct, create a disruptive atmosphere within the college inconsistent with the purposes of the institution; and
3. Is eighteen years of age or older; or
4. Has earned a high school diploma or recognized equivalent; or
5. Has applied for admission under the provisions of a student enrollment options program or other local student enrollment options programs. Special programs, also referred to as student enrollment options programs under WAC 131-12-010, and International Programs, may allow applicants under the age of 18 to be admitted to Lower Columbia College. Such special programs include, but are not limited to, Running Start, Open Doors, and International Programs.

Applicants under the age of 18 who are not enrolled in a special program may be admitted to Lower Columbia College if they are deemed able to benefit from the curricular offerings. Admission may be to individual courses or to a program as determined by the Vice President of Student Services or designee.

Some programs may require satisfactory completion of certain prerequisites prior to admission and some may have special admission policies. A few selective programs have large numbers of students seeking admission, so there is no guarantee upon immediate admission.

Students who have not attended the college for two years or longer must reapply for admission to the college. Service members and reservists shall be readmitted to the college if they are temporarily unable to attend class or have to suspend their studies due to service requirements.

401.2 Recruitment Practices of Service Members

Lower Columbia College refrains from providing any commission, bonus or other incentive payment based directly or indirectly on securing enrollment or federal financial aid, including Tuition Assistance funds, to any persons or entities engaged in any

student recruitment, admissions activities, or making decisions regarding the award of student financial assistance.

The college also refrains from high-pressure recruitment tactics for the purposes of securing service member enrollments.

Historic Information

- Approved: January 31, 2024
- Campus Review: January 11-25, 2024
- Reviewed by the Governance Council: December 6, 2023
- Reviewed by UMCC: November 21, 2023
- Reviewed by the Executive Leadership Team: November 15, 2023
- Approved: April 28, 2021
- Campus Review: April 13-27, 2021
- Reviewed by the Governance Council: April 7, 2021
- Reviewed by UMCC: March 16, 2021
- Reviewed by the Executive Leadership Team: March 10, 2021
- (Replaces Policies 402 – 402.2, Approved: July, 2009)
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Executive Leadership Team: November, 2008

Resource/Reference/ Procedure	Title	Unit Responsibility
WAC 131-12-010 (app.leg.wa.gov/WAC/default.aspx?cite=131.12.010)	Minimum standards for admission to a community or technical college	VP Student Services/ Registrar

Policy 420 - Student Services, Programs and Activities

The Board of Trustees subscribes to the open admission philosophy essential to achieving the goals of a comprehensive community college. The Board further recognizes its responsibility to establish student services and programs that enhance the personal, cultural, intellectual, recreational, athletic, social activities, and academic development of all students of the College.

420.1 Advising

Educational advising is a key element that contributes to each student's ultimate successful attainment of their educational goals. Students and advisors meet regularly to ensure students stay on the path to success.

420.2 Counseling

The counseling program is a key component of the educational process. The program concerns itself primarily, but not exclusively, with personal support and development, career decision making, and academic planning.

420.3 Financial Aid

The Washington State Board for Community and Technical Colleges authorizes community and technical colleges to employ qualified persons to administer its student financial aid programs in accordance with federal and state regulations and institutional policies. The Financial Aid Office shall attempt to remove the financial barriers to post-secondary education for students with unmet financial need by utilizing a combination of federal, state, institutional, and community funding resources.

420.4 Student Government and Activities

Co-curricular and extra-curricular programs are a key component of students' success and goal completion. The College recognizes the Associated Students of Lower Columbia College (ASLCC) Executive Council as the student government organization at the College whose purpose is to direct and manage the affairs of the student body at Lower Columbia College and to represent students in dealing with the College administration, staff, the community, and the State in matters affecting students except as limited by board policy, college rules and regulations, and the rules and laws of the State of Washington.

420.5 Freedom of Expression

Students, faculty, administrators and staff shall be intellectually free to express their scholarship and reasoned conclusions by orderly means which do not disrupt the regular and essential operations of the College. We honor the right of expression as a hallmark of learning, and we treasure intellectual freedom even when individual or group points of view are controversial or out of favor with prevailing perspectives. A complete explanation of freedom of expression can be found in policy 440 "Code of Student Conduct," and in [WAC 132M-126 \(app.leg.wa.gov/WAC/default.aspx?dispo=true&cite=132M\)](http://app.leg.wa.gov/WAC/default.aspx?dispo=true&cite=132M) .

420.6 Field Trips

The College shall provide for and encourage participation in field trips, courses involving travel, and non-classroom activities, which may include student government, clubs, organizations, intramural sports, intercollegiate sports, and attendance at professional productions within the limitations of the resources available. No such activities shall take place without prior consent of the President or President's designee, and completion of an [Informed Acknowledgment of and Consent to Field Trip Hazards and Risk form \(internal.lowercolumbia.edu/employee-tools/forms/_assets/documents/informed-acknowledgment-consent_November2023.pdf\)](http://internal.lowercolumbia.edu/employee-tools/forms/_assets/documents/informed-acknowledgment-consent_November2023.pdf) .

Historic Information

- Approved: January 31, 2024
- Campus Review: January 11-25, 2024
- Reviewed by the Governance Council: December 6, 2023
- Reviewed by UMCC: November 21, 2023
- Reviewed by the Executive Leadership Team: November 15, 2023
- Approved: April 28, 2021
- Campus Review: April 13-27, 2021
- Reviewed by the Governance Council: April 7, 2021
- Reviewed by UMCC: March 16, 2021
- Reviewed by the Executive Leadership Team: March 10, 2021
- (Replaces Policies 500 – 502.5, Approved: July, 2009)
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Executive Leadership Team: 2008

Resource/Reference/ Procedure	Title	Unit Responsibility
WAC 132M-126 (app.leg.wa.gov/WAC/default.aspx?cite=132M-126)	Code of Student Conduct	VP Student Services
Informed Acknowledgment of and Consent to Trip Hazards and Risk Form (lowercolumbia.edu/publications/administrative-policies/_assets/documents/informed-acknowledgement-consent-field-trip-form.pdf)		VP Student Services
Procedure 420.6A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/420.6A_Field_Trip_Procedure_Final_Jan_2024.pdf)	Field Trip Procedure	VP Student Services

Policy 430 - Reasonable Accommodation

It is the policy of Lower Columbia College, being aware of its obligations under Executive Order 96-04, chapter [RCW 49.60](http://apps.leg.wa.gov/RCW/default.aspx?cite=49.60), (apps.leg.wa.gov/RCW/default.aspx?cite=49.60) and the [Americans with Disabilities Act of 1990 \(www.ada.gov/pubs/ada\)](http://www.ada.gov/pubs/ada).

[htm](#)) , as amended by ADA Amendments Act of 2008, Rehabilitation Act of 1973, to ensure qualified persons with disabilities the right to request and, where determined appropriate, receive reasonable accommodation, unless accommodation would impose an undue hardship on the institution, require a fundamental program alteration or would lower academic standards:

Reasonable accommodation includes:

1. ensuring equal opportunity in application process,
2. enabling qualified individual with disability to perform essential functions of job,
3. enabling employee with disability to enjoy equal benefits and privileges of employment,
4. enabling student with disability equal access to services, programs, activities and facilities of the College.

This includes good-faith consideration and interactive engagement regarding reasonable accommodation to all employees, candidates for employment and students. Disability and Access Services is the designated department at Lower Columbia College that determines reasonable accommodations and/or services for students with disabilities. Disability and Access Services maintains disability-related documents and verifies disability for students who are requesting reasonable accommodations. Disability and Access Services also assists Human Resource Services in recommending and/or providing accommodations for employees. Any employee or candidate for employment requesting reasonable accommodation may contact Human Resource Services.

Historic Information

- • • Reviewed - No Changes Needed: October 4, 2023
- Approved: April 28, 2021
- Campus Review: April 13-27, 2021
- Reviewed by the Governance Council: April 7, 2021
- Reviewed by UMCC: March 16, 2021
- Reviewed by the Executive Leadership Team: March 10, 2021
- Approved: February 24, 2014
- Campus Review: February 3-18, 2014
- Reviewed by the Executive Leadership Team: November 20, 2013

Resource/Reference/ Procedure	Title	Unit Responsibility
WAC 132M-300 (apps.leg.wa.gov/wac/default.aspx?dispo=true&cite=132M)	Grievance Procedure	Director of HR/Legal Affairs and VP of Student Services

Resource/Reference/ Procedure	Title	Unit Responsibility
The Rehabilitation Act of 1973 (www2.ed.gov/policy/speced/reg/narrative.html)	Section 504	
CFR Title 34/Education (www2.ed.gov/policy/fund/reg/humansub/part97.html)		
Americans with Disabilities Act of 1990 (www.ada.gov/pubs/ada.htm)	Title 42/Chapter 126 and Title 47/Chapter 5	
RCW 49.60 (apps.leg.wa.gov/rcw/default.aspx?cite=49.60)	Discrimination	
LCC Policy 236 (lowercolumbia.edu/publications/administrative-policies/200/236)	Reasonable Accommodation	
LCC Policy 655 (lowercolumbia.edu/publications/administrative-policies/600/655)	Service Animals	
LCC Policy 237 (lowercolumbia.edu/publications/administrative-policies/200/237)	Pregnancy Policy	

Policy 435 - Student Academic Grievance

The Academic Grievance policy protects student freedom of expression in the classroom and protects each student from improper, arbitrary, or capricious academic evaluation as evidenced by the student's final course grade.

Historic Information

- Approved: October 4, 2023
- Reviewed by the Executive Leadership Team: October 4, 2023
- Reviewed - No Changes Needed: January 29, 2020
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Executive Leadership Team: November, 2008

Resource/Reference/ Procedure	Title	Unit Responsibility
LCC Student Academic Grievance Resolution Procedures (lowercolumbia.edu/publications/student-handbook/student-academic-grievance-procedure/)		VP Student Services

Policy 440 - Code of Student Conduct

Lower Columbia College exists for the development of students and to provide a variety of educational opportunities, and the opportunity to examine cultural, social, and recreational aspects of society. Lower Columbia College must maintain conditions conducive to the effective performance of its functions. Consequently, Lower Columbia College has special expectations regarding the conduct of students. Student conduct that detracts from, or interferes with, the accomplishment of college purposes is not acceptable.

Admission to Lower Columbia College carries with it the presumption that students will conduct themselves as responsible members of the college community. This includes an expectation that students will obey the law, will comply with rules, regulations, policies and procedures of the college, will maintain a high standard of integrity and honesty, and will respect the rights, privileges and property of other members of the college community. Lower Columbia College expects an environment of integrity, respect, collaboration, cooperation, diversity, and innovation that fosters personal growth, academic excellence and accountability. The rules governing student conduct and disciplinary action are set forth in the “Code of Student Conduct” WAC 132M-126

Historic Information

- Reviewed - No Changes Needed: October 4, 2023
- Reviewed - No Changes Needed: January 29, 2020
- Approved: June 01, 2015
- At a public hearing on May 20, 2015, the Lower Columbia College Board of Trustees approved repealing WAC 132M-121 and replacing it with WAC 132M-125 after full campus review.
- Approved: February 23, 2009 (Replaces Policy 600)
- Campus Review: February 1-22, 2009
- Reviewed by the Executive Leadership Team: November, 2008

Resource/Reference/ Procedure	Title	Unit Responsibility
WAC 132M-126 (apps.leg.wa.gov/wac/default.aspx?cite=132M-126)	Code of Student Conduct	VP Student Services

Policy 450 - Access to Student Records

When a student enrolls at the College, there is an assumption of trust placed in the College as custodian of this data. The College policy is to maintain and protect student records in compliance with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. §1232(g). Requests for access to student records shall be directed to the College Registrar.

Historic Information

- Reviewed - No Changes Needed: October 4, 2023
- Approved: April 28, 2021
- Campus Review: April 13-27, 2021
- Reviewed by the Governance Council: April 7, 2021
- Reviewed by UMCC: March 16, 2021
- Reviewed by the Executive Leadership Team: March 10, 2021
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- (Replaces Policy 605-605.8 Revised 9/93)

Resource/Reference/ Procedure	Title	Unit Responsibility
SBCTC Policy Manual Chapter 3: Confidentiality of Student Records and Data (www.sbctc.edu/colleges-staff/policies-rules/policy-manual/chapter-3.aspx)		VP Student Services, Registrar

Policy 460 - Tuition and Fees

The Board shall annually establish tuition and fees in accordance with state law and State Board for Community and Technical College requirements. Tuition and fees will be published on the LCC website. The term “tuition” as used in this policy consists of operating fees, building fees, services and activities fees, and other fees established through student referendum or legislative action. The term “fees” consists of lab and

course fees, miscellaneous use fees and fines, waiver fees, and other special fees established by the Board.

Historic Information

- Reviewed - No Changes Needed: October 4, 2023
- Approved: April 28, 2021
- Campus Review: April 13-27, 2021
- Reviewed by the Governance Council: April 7, 2021
- Reviewed by UMCC: March 16, 2021
- Reviewed by the Executive Leadership Team: March 10, 2021
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Executive Leadership Team: November, 2008
- (Replaces Policies 402.6-402.66 Revised 7/89)

Resource/Reference/ Procedure	Title	Unit Responsibility
RCW 28B.15 (apps.leg.wa.gov/rcw/default.aspx?cite=28B.15)	College and University Fees	VP Student Services, Registrar
Tuition and Fees (lowercolumbia.edu/tuition/)	Tuition and Fees	Finance Office

Policy 463 - Tuition and Fee Waivers

The Board may establish tuition and fee waivers as authorized by state law and by the State Board for Community and Technical Colleges. This will be done under regular district fiscal processes. Information regarding specific waivers will be available from the Registrar or the Financial Aid office, and will be posted on the LCC website.

Upon applicant's request, individual determinations on tuition and fee waivers will be reviewed by the College Registrar. Disputes will be reviewed by the Vice President of Student Services, who will issue a final ruling.

Historic Information

- Reviewed - No Changes Needed: October 4, 2023
- Approved: April 28, 2021
- Campus Review: April 13-27, 2021
- Reviewed by the Governance Council: April 7, 2021
- Reviewed by UMCC: March 16, 2021
- Reviewed by the Executive Leadership Team: March 10, 2021

- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Executive Leadership Team: November, 2008
- (Replaces Policy 402.63 Revised 7/89)

Resource/Reference/ Procedure	Title	Unit Responsibility
RCW 28B.15 (apps.leg.wa.gov/rcw/default.aspx?cite=28B.15)	College and University Fees	VP Student Services, Registrar
SBCTC Tuition Waiver and Residency Classification (www.sbctc.edu/colleges-staff/programs-services/tuition-fees/tuition-waivers/)		VP Student Services, Registrar

Policy 464 - Tuition and Fee Waiver: State Employees

Under the Employee Tuition and Fee Waiver Law ([RCW 28B.15.558 \(apps.leg.wa.gov/RCW/default.aspx?cite=28B.15.558\)](http://apps.leg.wa.gov/RCW/default.aspx?cite=28B.15.558)), Lower Columbia College is authorized to and may waive all tuition and fees for eligible employees taking courses at Lower Columbia College. The employees shall pay the registration fee established by the board of Trustees. Such enrollment shall be on a space-available basis.

Additionally, Lower Columbia College shall offer a tuition and fee waiver program to eligible state employees. Enrollment shall be on a space-available basis and shall be subject to procedures established by the College.

Historic Information

- Reviewed - No Changes Needed: October 4, 2023
- Approved: April 28, 2021
- Campus Review: April 13-27, 2021
- Reviewed by the Governance Council: April 7, 2021
- Reviewed by UMCC: March 16, 2021
- Reviewed by the Executive Leadership Team: March 10, 2021
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Executive Leadership Team: November, 2008
- (Replaces Policy 307.2 Adopted 10/89 and Policy 307.3 Adopted 9/90)

Resource/Reference/ Procedure	Title	Unit Responsibility
RCW 28B.15.558 (apps.leg.wa.gov/RCW/default.aspx?cite=28B.15.558)	Waiver of tuition and fees for state employees and educational employees	VP Student Services Registrar
LCC Faculty Contract (services4.lowercolumbia.edu/info/webResources2/HumanResources/FacultyContract-HR.pdf)		VP of Foundation, HR and Legal Affairs
LCC Classified Employee Contract (ofm.wa.gov/sites/default/files/public/labor/agreements/21-23/wfse_he.pdf)		VP of Foundation, HR and Legal Affairs
LCC Administrative and Exempt Handbook (services4.lowercolumbia.edu/info/webResources2/HumanResources/HandbookExemptAdmin_Jan15.pdf)		VP of Foundation, HR and Legal Affairs
LCC Tuition Waiver (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/TuitionWaiver_LCC.pdf)	LCC Tuition Waiver Form	VP of Foundation, HR and Legal Affairs

Policy 465 - Tuition and Fee Refunds

Tuition and fee refunds for students, including those receiving financial aid, will be governed by applicable state law as published in the college catalog and on the college website.

A refund of fees and tuition will be made to students officially withdrawing from the college according to the following schedule:

- (a) One hundred percent. Withdrawal prior to the sixth day of instruction of the quarter.
- (b) One hundred percent. Withdrawal as a result of classes being canceled by the college.
- (c) Fifty percent. Withdrawal on or after the sixth day of instruction of the quarter and within the first twenty calendar days of the quarter.
- (d) No refunds will be made after the twentieth calendar day of the quarter. Exceptions may be made for students inducted into military service and for medical reasons.

Refunds for short courses and courses starting after the first week of the quarter shall be determined by the College Registrar.

Students dismissed for disciplinary reasons are not eligible for refunds.

Historic Information

- Reviewed - No Changes Needed: October 4, 2023
- Approved: April 28, 2021
- Campus Review: April 13-27, 2021
- Reviewed by the Governance Council: April 7, 2021
- Reviewed by UMCC: March 16, 2021
- Reviewed by the Executive Leadership Team: March 10, 2021
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Executive Leadership Team: November, 2008
- (Replaces Policies 402-402.66)

Resource/Reference/ Procedure	Title	Unit Responsibility
RCW 28B.15.605 (apps.leg.wa.gov/RCW/default.aspx?cite=28B.15.605)	Refunds or cancellation of fees	VP Student Services, Registrar
RCW 28B.10.270 (app.leg.wa.gov/RCW/default.aspx?cite=28B.10.270)	Rights of Washington national guard and other military reserve students called to service	Registrar

Policy 468 - Last Day to Withdraw from Classes

Withdrawal from a course must be received by Registration by the final withdrawal day. The last day to withdraw from a fall, winter or spring class is the last day of the eighth week of instruction. For courses shorter than 10 weeks, including summer quarter courses, the last day to withdraw is 80% of the length of the course.

Late withdrawal requests submitted after grades are recorded are reviewed for approval by the Academic Standards Committee, which considers requests for late withdrawal for reasons that include valid, verifiable proof that withdrawal beyond the deadline date was due to a significant and unanticipated personal emergency or circumstance.

Historic Information

- Approved: January 31, 2024
- Campus Review: January 11-25, 2024
- Reviewed by the Governance Council: December 6, 2023
- Reviewed by UMCC: November 21, 2023
- Reviewed by the Executive Leadership Team: November 15, 2023
- Approved: May 4, 2022
- Campus Review: April 20-May 3, 2022
- Reviewed by UMCC: April 19, 2022
- Reviewed by the Governance Council: April 6, 2022
- Reviewed by the Executive Leadership Team: March 23, 2022
- Approved: April 28, 2021
- Campus Review: April 13-27, 2021
- Reviewed by the Governance Council: April 7, 2021
- Reviewed by UMCC: March 16, 2021
- Reviewed by the Executive Leadership Team: March 10, 2021
- Adopted: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Executive Leadership Team: November, 2008

Resource/Reference/ Procedure	Title	Unit Responsibility
LCC Academic Standards Committee (internal.lowercolumbia.edu/organization/committees/academic-standards)	Operational Guidelines	VP Student Services, Registrar

Policy 470 - Residency Status

Lower Columbia College shall classify its students as residents or non-residents according to state rules and regulations.

The Vice President of Student Services shall develop regulations and procedures to assure that the residency of all students enrolled in credit classes is determined. Residency requirements shall be made available to students in the Registration office. Residency determinations shall be made by the College Registrar.

Historic Information

- Reviewed - No Changes Needed: October 4, 2023
- Approved: April 28, 2021

- Campus Review: April 13-27, 2021
- Reviewed by the Governance Council: April 7, 2021
- Reviewed by UMCC: March 16, 2021
- Reviewed by the Executive Leadership Team: March 10, 2021
- Adopted: February 23, 2009
- (Replaces Policy 402.3 Approved 7/89)
- Campus Review: February 1-22, 2009
- Reviewed by the Executive Leadership Team: November, 2008

Resource/Reference/ Procedure	Title	Unit Responsibility
RCW 28B.15 (apps.leg.wa.gov/RCW/default.aspx?cite=28B.15)	College and University Fees	VP Student Services, Registrar
SBCTC Policy 3.20.40 (www.sbctc.edu/colleges-staff/policies-rules/policy-manual/chapter-3.aspx)	Residency Status	Registrar

Policy 475 - Missing Student Notification for Students Residing in Campus Housing

In compliance with the Higher Education Reauthorization Act of 2008, the purpose of this policy is to provide procedures for reporting, investigating, and notifying authorities if a student who resides on campus is believed to be missing.

Definition of Missing Residential Student

A residential student will be considered missing if any person has reason to believe that a resident student's absence is contrary to their behavior and has not been seen in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, and reliability. Before presuming that a person is missing, reasonable measures should be taken to determine that no one familiar with the person has seen or heard from the person for an unusual period of time or is aware of where they may be. If a person's absence has occurred under circumstances that are considered suspicious or there are concerns for their safety, the person shall be considered missing immediately.

Missing Student Emergency Contact

In addition to registering an emergency contact, all students living in campus student housing shall have the opportunity to identify a missing student contact to be used

in the event the student is reported missing. That person shall be the first contact in the event that the student would be officially reported missing during their time at the College. Missing student contact information will be registered confidentially and will be accessible only to authorized College officials and may not be disclosed except to law enforcement personnel for the purpose of locating the student. In the absence of a designated confidential contact, the student's emergency contact shall be utilized as the confidential contact.

For students under the age of 18 and not emancipated, the College is required to notify the custodial parent or guardian not later than 24 hours after a student is determined to be missing.

Students can register a contact when signing their housing agreement or at any time by contacting the Safety and Security Office at 360.442.2911.

Reporting a Missing Residential Student

Any individual who believes a student living in on-campus student housing may be missing should immediately contact Lower Columbia College's Safety and Security Office at 360.442.2911 or the Vice President of Student Services at 360-442-2300. Any missing student report must be referred immediately to LCC's Safety and Security Office.

Investigation of a Missing Residential Student

The College has 24 hours after receiving a report that the student is missing to initiate specific missing student notification procedures. However, the College can initiate their procedures for a missing student before 24 hours has passed.

Upon receiving a report of a missing student, the Director of Safety and Security or their designee shall immediately investigate and make a determination that a student who is the subject of a missing report has been missing for more than 24 hours and has not returned to campus.

Notification

After investigating a missing person report, should Lower Columbia College Safety and Security determine that the student has been missing for more than 24 hours, the Director of Safety and Security or their designee will notify the following:

- The Longview Police Department
- The student's missing person contact
- The student's parent or legal guardian (if the person is under the age of 18 and is not an emancipated individual)
- The appropriate Consulate in case the student is an international student

Historic Information

- Reviewed - No Changes Needed: October 4, 2023

- Approved: April 28, 2021
- Campus Review: April 13-27, 2021
- Reviewed by the Governance Council: April 7, 2021
- Reviewed by UMCC: March 16, 2021
- Reviewed by the Executive Leadership Team: March 10, 2021
- Adopted: March 18, 2020
- Campus Review: March 3-17, 2020
- Reviewed by UMCC: February 18, 2020
- Reviewed by the Governance Council: February 5, 2020
- Reviewed by the Executive Leadership Team: November 27, 2019

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 475.1A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/475.1A_Procedure.pdf)	Missing Student Notification Procedure	VP Student Services

Policy 476 - Deceased Student Notification

In the event of a student death, the College shall follow the Deceased Student Notification Procedure to ensure a timely, professional and caring response to assist those dealing with the incident, coordinate with external individuals and agencies, provide appropriate communication to the campus, and assist with post-incident support and resolution.

Historic Information

- Reviewed - No Changes Needed: October 4, 2023
- Approved: April 28, 2021
- Campus Review: April 13-27, 2021
- Reviewed by the Governance Council: April 7, 2021
- Reviewed by UMCC: March 16, 2021
- Reviewed by the Executive Leadership Team: March 10, 2021

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 476.1 (lowercolumbia.edu/publications/administrative-policies/_assets/documents/476.1_Deceased_Student_Notification_Procedure.pdf)	Deceased Student Notification Procedure	VP Student Services

Resource/Reference/ Procedure	Title	Unit Responsibility
nistrative-policies/_assets/documents/476.1_Deceased_Student_Notification.pdf		

Policy 480 - Student Absence for Reasons of Faith or Conscience

Lower Columbia College will grant reasonable accommodations so that grades are not impacted for students who are absent for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization. Such absences must be requested in writing within the first two weeks of the course and may not incur additional fees for students. Faculty must include the approved language referenced in this policy in their syllabi. This policy and the associated procedure will be posted on the college website. Students who have concerns about approval or a grade impact may utilize the student grievance procedure for concerns not directly related to grades, or to the grade appeal process in cases impacting a final grade.

Each holiday taken under this policy must be taken as a whole day, i.e. the day may not be divided into hours and taken piecemeal.

Lower Columbia College recognizes the following State legal holidays:

- New Year's Day (January 1st)
- Martin Luther King, Jr. Day (third Monday of January)
- President's Day (third Monday of February)
- Memorial Day (last Monday of May)
- Juneteenth (June 19th)
- Independence Day (July 4th)
- Labor Day (first Monday in September)
- Veterans' Day (November 11th)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving Day (Friday immediately following the fourth Thursday in November)
- Christmas Day (December 25th)

Whenever a holiday falls on Sunday, the following Monday shall be considered a legal holiday. When a holiday falls on Saturday, the preceding Friday shall be considered a legal holiday.

Historic Information

- Reviewed - No Changes Needed: October 4, 2023
- Reviewed - No Changes Needed: March 10, 2021

- Approved: November 24, 2019
- Updated: August 14, 2019
- Reviewed by the Executive Leadership Team: June 12, 2019

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 480.1A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/480.1a_procedure_effective_8-14-19.pdf)	Student Absence for Reasons of Faith or Conscience (lowercolumbia.edu/publications/administrative-policies/_assets/documents/Faith-Conscience-Leave-Request-Form.pdf)	VP Student Services
RCW 28B.10.039 (apps.leg.wa.gov/rcw/default.aspx?cite=28B.10.039)		
2019 Senate Bill 5166 (apps.leg.wa.gov/billssummary?BillNumber=5166&Initiative=false&Year=2019)		

Policy 490 - Student Email as Official Communication

A valid email address is required for all students. Lower Columbia College (LCC) email addresses are generated upon receipt and processing of admissions applications. Students have the option of using the LCC email or an alternative address as their “preferred” email address in ctcLink. The College will use the “preferred” email address for official communications with all students. If a student does not enter and/or designate an email address in ctcLink as “preferred,” all official communications will be sent to their LCC email address.

The College expects that every student will receive and read email on a frequent and consistent basis. A student's failure to receive and read College communications in a timely manner, understanding that the College is not responsible for the handling of email by outside service providers, does not absolve that student from knowing and complying with the content of such communication. It is the responsibility of the student to alert college staff when experiencing email account issues.

All use of email will be consistent with other LCC policies and agreements.

Students who are not in possession of a personal computer and/or other mobile device with Internet access can use computers available in the open computer labs at the College, and/or check out a device from the Library/Learning Commons if available.

Historic Information

- Reviewed - No Changes Needed: October 4, 2023
- Approved: February 3, 2021
- Campus Review: January 7-21, 2021
- Reviewed by UMCC: December 15, 2020
- Reviewed by the Governance Council: December 2, 2020
- Reviewed by the Executive Leadership Team: November 18, 2020

Resource/Reference/ Procedure	Title	Unit Responsibility
Acceptable Use of Information Systems and Services (services4.lowercolumbia.edu/info/webResources2/internal/Policy/Procedure701.1a.AcceptableUse.071119.pdf)		VP Student Services

Section 500 - Business and Finance

Policy 501 - Budget Philosophy

College budgets are intended to represent, in fiscal terms, the educational and support plans of the College to meet its goals and objectives. The budgets will include all funds the College expects to receive for the budget year plus any carry-forward funds which may be available from the prior year's operations.

Historic Information

- Reviewed - No Changes Needed: October 23, 2024
- Reviewed - No Changes Needed: January 26, 2022
- Reviewed by the Executive Leadership Team : August 31, 2020
- Adopted: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Executive Leadership Team: November, 2008
- Adopted: September, 1989
- Replaces Policy 701

Policy 503 - Budget Development

The President or their designee shall submit the annual operating budget to the Board of Trustees for review and approval, in accordance with statute, the Office of Financial Management, and the State Board for Community and Technical Colleges.

Historic Information

- Reviewed - No Changes Needed: October 23, 2024
- Approved: March 16, 2022
- Campus Review: February 22-March 8, 2022
- Reviewed by UMCC: February 15, 2022
- Reviewed by the Governance Council: February 2, 2022
- Reviewed by the Executive Leadership Team: January 26, 2022
- Reviewed by the Executive Leadership Team: August 31, 2020
- Adopted: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Executive Leadership Team: November, 2008
- Adopted: September, 1989
- Replaces Policy 702

Policy 505 - Budget Administration

The President is responsible for administration of the budget as approved by the Board. The President may delegate the administration of selected portions of the approved

budget to the appropriate staff. The delegation of the budget shall be administered according to established procedures.

Historic Information

- Reviewed - Minor Changes Made: October 23, 2024
- Reviewed - No Changes Needed: January, 2022
- Reviewed - No Changes Needed: August 31, 2020
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Cabinet and Leadership Team: November, 2008
- Adopted: September, 1989
- Replaces Policy 703

Resource/Reference/ Procedure	Title	Unit Responsibility
State Administrative and Accounting Manual (SAAM) (www.ofm.wa.gov/accounting/saam)		VP Administration/Director of Finance
ctcLink Accounting Manual (CLAM) (www.sbctc.edu/colleges-staff/programs-services/accounting-business/clam/chart-of-accounts/accounts/expenditure-accounts)		VP Administration/Director of Finance

Policy 510 - Finance Administration

The College shall handle its financial affairs in accordance with the provisions of the most current policies, regulations, and procedures as outlined by the Office of Financial Management of Washington State, Washington State Board for Community and Technical Colleges Policy Manual (SBCTC), and the most current State Administrative and Accounting Manual (SAAM).

510.1 Insurance

The College is self-insured under the self-insurance provisions of [RCW 4.92 \(apps.leg.wa.gov/RCW/default.aspx?cite=4.92\)](http://www.wa.gov/RCW/default.aspx?cite=4.92) for most operations. When specific insurance coverage for an event is needed, the College will obtain advice and approval from the Department of Enterprise Services Risk Management Department.

510.2 Purchasing

Lower Columbia College shall follow the established purchasing procedures as defined in the [Washington Purchasing Manual \(des.wa.gov/sites/default/files/public/documents/ContractingPurchasing/Washington-Purchasing-Manual.pdf\)](http://des.wa.gov/sites/default/files/public/documents/ContractingPurchasing/Washington-Purchasing-Manual.pdf) . In accordance with [RCW 28B.10.029 \(apps.leg.wa.gov/rcw/default.aspx?cite=28B.10.029\)](http://apps.leg.wa.gov/rcw/default.aspx?cite=28B.10.029) , Lower Columbia College has independent authority relative to the purchase and disposal of all material, supplies, services, and equipment needed for college operations.

510.3 Printing/Copywriting

Lower Columbia College will provide a printing resource for the College, considering the requests of faculty and staff to be of the foremost importance. Lower Columbia College will abide by all laws of the [United States \(http://www.rbs2.com/copyr.htm#anchor111111\)](http://www.rbs2.com/copyr.htm#anchor111111) and of the State of Washington relative to duplicating copyrighted material.

510.4 Contract for Goods and Services

Authority to contract with commercial or the public sector for goods and services is delegated to the President or designee under the DES Direct buy authority ([DES-125-03 \(www.des.wa.gov/sites/default/files/public/documents/About/Procurement_reform/Policies/DES-125-03DirectBuy.pdf\)](http://www.des.wa.gov/sites/default/files/public/documents/About/Procurement_reform/Policies/DES-125-03DirectBuy.pdf)) or under the independent purchasing authority for higher education found in [RCW 28B.10.029 \(app.leg.wa.gov/rcw/default.aspx?cite=28B.10.029\)](http://app.leg.wa.gov/rcw/default.aspx?cite=28B.10.029)

510.5 Capital Expenditures and Real Property Transactions

Public works projects, capital expenditures, and real property transactions shall be conducted in accordance with [SBCTC chapter 6. \(www.sbctc.edu/colleges-staff/policies-rules/policy-manual/chapter-6.aspx\)](http://www.sbctc.edu/colleges-staff/policies-rules/policy-manual/chapter-6.aspx)

510.6 Expenditures for Coffee and Light Refreshments

These expenditures will comply with the Office of Financial Management System Administrative and Accounting Manual (SAAM) and with the LCC Business Practices [510.1A. \(services4.lowercolumbia.edu/info/webResources2/Internal/Policy/510.1A%20Procedure%20Business%20Practices.pdf\)](http://services4.lowercolumbia.edu/info/webResources2/Internal/Policy/510.1A%20Procedure%20Business%20Practices.pdf)

510.7 Fundraising Guidelines

[Guidelines for fundraising endeavors \(services4.lowercolumbia.edu/info/webresources2/Internal/Forms/LCC-Fundraising-Guidelines-Foundation.pdf\)](http://services4.lowercolumbia.edu/info/webresources2/Internal/Forms/LCC-Fundraising-Guidelines-Foundation.pdf) are available on the LCC Faculty and Staff Forms webpage.

Historic Information

- Reviewed - Minor Changes Made: October 23, 2024
- Approved: March 16, 2022
- Campus Review: February 22-March 8, 2022
- Reviewed by UMCC: February 15, 2022
- Reviewed by the Governance Council: February 2, 2022
- Reviewed by the Executive Leadership Team: January 26, 2022
- Reviewed - No Changes Needed: August 31, 2020
- Approved: February 23, 2009
- Reviewed by the Cabinet and Leadership Team: November, 2008
- Adopted: August, 1989
- Replaces Policies 704.1-704.7

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 510.1A (services4.lowercolumbia.edu/info/webResources2/Internal/Policy/510.1A%20Procedure%20Business%20Practices.pdf)	Business Practices	VP Administration/Director of Finance
State Administrative and Accounting Manual (SAAM) (ofm.wa.gov/accounting/saam)		VP Administration/Director of Finance
LCC Fundraising Guidelines (services4.lowercolumbia.edu/info/webResources2/Internal/Forms/LCC-Fundraising-Guidelines-Foundation.pdf)		VP of Foundation
DES-125-03 (www.des.wa.gov/sites/default/files/public/documents/About/Procurement_reform/Policies/DES-125-03DirectBuy.pdf)		
RCW 28B.10.029 (app.leg.wa.gov/rcw/default.aspx?cite=28B.10.029)		

Resource/Reference/ Procedure	Title	Unit Responsibility
SBCTC Chapter 6 (www.sbctc.edu/colleges-staff/policies-rules/policy-manual/chapter-6.aspx)		

Policy 515 - Auxiliary Enterprises

Auxiliary Enterprises

The College believes the operation of auxiliary enterprises to be helpful in meeting the educational mission of the College. An auxiliary enterprise is an activity where the costs of providing goods and services to the general public or to the internal college community are recovered through user charges. All such activities shall conform to the provisions of the commercial activities statute [RCW 28B.63 \(app.leg.wa.gov/rcw/default.aspx?cite=28B.63\)](http://app.leg.wa.gov/rcw/default.aspx?cite=28B.63) , and will operate as proprietary funds under the guidelines set forth by the [Office of Financial Management \(ofm.wa.gov/accounting/saam\)](http://ofm.wa.gov/accounting/saam) .

Commercial Activities

The primary mission of the Lower Columbia College is to serve the comprehensive educational and public service needs within its service district. In carrying out this mission, it is often necessary and appropriate to provide goods, services or facilities for fees in order to enhance, promote and support its educational training and public service functions. All such activities must be conducted pursuant to [RCW 28B.63 \(apps.leg.wa.gov/RCW/default.aspx?cite=28B.63\)](http://apps.leg.wa.gov/RCW/default.aspx?cite=28B.63) and appropriate board policies.

Historic Information

- Reviewed - No Changes Needed: October 23, 2024
- Approved: March 16, 2022
- Campus Review: February 22- March 8, 2022
- Reviewed by UMCC: February 15, 2022
- Reviewed by the Governance Council: February 2, 2022
- Reviewed by the Executive Leadership Team: January 26, 2022
- Reviewed - No Changes Needed: August 31, 2020
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Cabinet and Leadership Team: November, 2008
- Adopted: August, 1989
- Replaces Policies 705 – 705.2

Resource/Reference/ Procedure	Title	Unit Responsibility
WAC 132M-141 (app.leg.wa.gov/WAC/default.aspx?cite=132M-141)	Rental of College Facilities	VP of Administration/ Director of Finance
Facilities Rental Information (lowercolumbia.edu/rental/)		VP of Administration/ Facilities Rental Coordinator
Administrative Procedure 515.1A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/515.1A.docx.pdf)	Sales to Students, Faculty, Staff and Invited Guests	VP of Administration/ Facilities Rental Coordinator
Administrative Procedure 515.2A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/515.2A.docx.pdf)	Sales to Persons other than Students, Faculty, Staff and Invited Guests	VP of Administration/ Facilities Rental Coordinator

Policy 530 - Bank Selection

Selection of the bank depository for College funds which may be withdrawn by the proper instrument signed on behalf of Lower Columbia College by an authorized officer shall be made on a competitive basis. The basis for selection will be cost and a bank's ability to provide required services. Only banks meeting requirements as a public depository will be considered.

Historic Information

- Reviewed - No Changes Needed: October 23, 2024
- Reviewed - No Changes Needed: January 26, 2022
- Reviewed - No Changes Needed: August 31, 2020
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Cabinet and Leadership Team: November, 2008
- Adopted: August, 1989
- Replaces Policy 706.1

Policy 532 - Investments

Lower Columbia College shall invest funds in a manner which provides maximum security with the highest investment return, while meeting the daily cash flow demands of the College and conforming to all state laws governing the investment of public funds.

The VP of Administration or designee shall invest district funds and is responsible for the investment program. The VP of Administration or designee will take necessary actions to ensure the prudent investment of district funds. The VP of Administration or designee shall provide consistent periodic reporting to the President.

Historic Information

- Reviewed - No Changes Needed: October 23, 2024
- Approved: March 16, 2022
- Campus Review: February 22- March 8, 2022
- Reviewed by UMCC: February 15, 2022
- Reviewed by the Governance Council: February 2, 2022
- Reviewed by the Executive Leadership Team: January 26, 2022
- Reviewed - No Changes Needed: August 31, 2020
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Cabinet and Leadership Team: November, 2008
- Adopted: August, 1989
- Replaces Policy 706.2

Policy 535 - Use of Debt

Lower Columbia College may incur debt in accordance with [RCW 28B.50.140 \(6\)](https://apps.leg.wa.gov/RCW/default.aspx?cite=28B.50.140) (apps.leg.wa.gov/RCW/default.aspx?cite=28B.50.140) and [RCW 39.94](https://apps.leg.wa.gov/RCW/default.aspx?cite=39.94) (apps.leg.wa.gov/RCW/default.aspx?cite=39.94) . The College's debt shall be effectively managed to ensure adequate resources are available to meet debt service requirements of short-term and long-term indebtedness.

Historic Information

- Reviewed - No Changes Needed: October 23, 2024
- Approved: March 16, 2022
- Campus Review: February 22- March 8, 2022
- Reviewed by UMCC: February 15, 2022
- Reviewed by the Governance Council: February 2, 2022
- Reviewed by the Executive Leadership Team: January 26, 2022
- Reviewed by the Executive Leadership Team: August 31, 2020
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009

Policy 540 - Travel

Lower Columbia College shall have an effective system for the management and control of travel related costs to ensure that travel related costs are directly related to College business; obtained at the most economical price; and critical and necessary for LCC business.

Historic Information

- Reviewed: No Changes Needed: October 23, 2024
- Reviewed - No Changes Needed: January 26, 2022
- Reviewed - No Changes Needed: August 31, 2020
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009

Resource/Reference/ Procedure	Title	Unit Responsibility
Washington Administrative and Accounting Manual (SAAM) (www.ofm.wa.gov/sites/default/files/public/legacy/policy/10.htm)		VP Administration/Director of Finance
Procedure 540.1A TRAVEL (services4.lowercolumbia.edu/info/webResources2/internal/Policy/540.1A%20Procedure%20Travel.pdf) : <ul style="list-style-type: none"> • Prior Approval • Travel Advance • Travel Expense Voucher • Motor Pool • Airline Reservations 		VP Administration/Director of Finance

Section 600 - Facilities and Safety

Policy 601 - Facilities Philosophy

Lower Columbia College, recognizing the importance of providing and maintaining quality facilities and infrastructure that enhances the delivery of education and support services to our community, will provide for and operate its facilities in a safe, secure, effective and efficient manner. This includes establishing and implementing standards that ensure consistency, operational efficiency, safety, security, maintainability, and maximum utilization of those working and learning environments. These standards represent best use of state resources and are aligned with Lower Columbia College's mission and values.

Historic Information

- Reviewed - No Changes Needed: October 9, 2024
- Reviewed - No Changes Needed: January 26, 2022
- Reviewed - No Changes Needed: August 31, 2020
- Approved: October 27, 2014
- Campus Review: March 31 - April 21, 2014
- Reviewed by the Leadership Team (via email): March 3-17, 2014
- Reviewed by Cabinet: March 5, 2014

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 601.1A (service s4.lowercolumbia.edu/info/webresources/internal/policies/601.1%20Procedure%20Security%20Cameras.pdf)	Security Cameras: Approved Use and Design Standards	VP of Administration; and Director of HR and Legal Affairs
Security Camera Installation Request Form (services4.lowercolumbia.edu/info/webResources2/Internal/Forms/security-camera-request.pdf)	Security Camera Installation Request Form	VP of Administration; and Director of HR and Legal Affairs
Security Camera System Administrator, Authorized User & Operator Code of Conduct Form (services4.lowercolumbia.edu/info/webResources2/Internal/Forms/security-camera-request.pdf)	Security Camera System Administrator, Authorized User & Operator Code of Conduct Form	VP of Administration; and Director of HR and Legal Affairs

Resource/Reference/ Procedure	Title	Unit Responsibility
esources2/Internal/Forms/security-camera-code-of-conduct.pdf)		

Policy 605 - Facilities Use

Lower Columbia College will provide for the use of district facilities over and above scheduled educational use to faculty, staff, and community groups and individuals, provided that the purpose of such use is in keeping with the best interests of the college and the public interest. Such use shall be subject to all state laws, rules, policies of the Board of Trustees, and to administrative procedures. Refer to [WAC 132M-139 \(apps.leg.wa.gov/wac/default.aspx?cite=132M-139\)](#) and [WAC 132M-141 \(apps.leg.wa.gov/wac/default.aspx?cite=132M-141\)](#).

Historic Information

- Reviewed - No Changes Needed: October 9, 2024
- Reviewed - No Changes Needed: January 26, 2022
- Reviewed - No Changes Needed: August 31, 2020
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Cabinet and Leadership Team: November, 2008
- Adopted: September, 1999
- Replaces Policy 801

Resource/Reference/ Procedure	Title	Unit Responsibility
WAC 132M-139 (apps.leg.wa.gov/wac/default.aspx?cite=132M-139)	Use of Facilities – Expressive Activities.	VP of Administration
WAC 132M-141 (apps.leg.wa.gov/wac/default.aspx?cite=132M-141)	Facility rental and Use Fees	
Guidelines for use of Facilities for Expressive Activities (lowercolumbia.edu/safety/campus-safety/_assets/documents/expressive-activities.pdf)		

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 605.1A (service s4.lowercolumbia.edu/info/webResources2/Internal/Policy/605-1a_campus_posting_procedure.pdf)	Campus Posting Procedure	

Policy 606 - Facilities Scheduling, Procedures and Fees

Lower Columbia College shall establish scheduling, procedures and user fees for the use of college facilities.

Historic Information

- Reviewed - No Changes Needed: October 9, 2024
- Reviewed - No Changes Needed: January 26, 2022
- Reviewed by the Executive Leadership Team: August 31, 2020
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Cabinet and Leadership Team: November, 2008
- Approved: September, 1993
- Replaces Policy 801-8-1.5

Resource/Reference/ Procedure	Title	Unit Responsibility
Facilities Use Procedures	TBD	VP Administration/Facilities Rental Coordinator
WAC 132M-141 (apps.leg.wa.gov/wac/default.aspx?cite=132M-141)	Facility rental/use fees	

Policy 610 - Employee Use of Facilities and Equipment

The use of college facilities or equipment by district employees for district-related work shall normally occur during approved operational hours. Any college facility or equipment used outside the normal operational hours for college-related work must be

approved by an appropriate administrator. Such use shall comply with the state ethics law, Chapter 42.52. RCW, and college policies and procedures.

Use of facilities and equipment outside the employee's normal work area may be permitted with the approval of the appropriate administrator provided that such employee has demonstrated satisfactory familiarity with the operation and safety feature of the equipment and further that such use is in accordance with the above referenced laws, and college policies and procedures.

Historic Information

- Approved: March 16, 2022
- Campus Review: February 22-March 8, 2022
- Reviewed by UMCC: February 15, 2022
- Reviewed by the Governance Council: February 2, 2022
- Reviewed by the Executive Leadership Team: January 26, 2022
- Reviewed by the Executive Leadership Team: August 31, 2020
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Cabinet and Leadership Team: November, 2008
- Approved: September, 1993
- Replaces Policy 801-801.5

Resource/Reference/ Procedure	Title	Unit Responsibility
Facilities Use Procedures	TBD	VP of Administration/ Facilities Rental Coordinator
Procedure 701.1A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/Procedure701.1a.AcceptableUse.071119.pdf)	Information Systems and Services Employee Use Policy	VP of Administration/ Director of Information Services
LCC Code of Ethics (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/CodeofEthics.pdf)		

Policy 620 - Campus Parking

Students, faculty, staff and visitors using Lower Columbia College's parking facilities shall not park in designated "no parking" areas, such as fire lanes, driveways, walkway entrances, loading zones, or any area marked with yellow paint. Further, no one without a reserved parking sticker shall park in any space marked as "reserved."

Private vehicles shall not be parked in areas designated for motor pool, and individuals shall not park in handicapped spaces without proper stickers visible in their vehicles.

Vehicles which are found in violation of the above restrictions shall be subject to citation, stationary abduction, or towing.

Historic Information

- Reviewed - No Changes Needed: January 26, 2022
- Reviewed by the Executive Leadership Team: August 31, 2020
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Cabinet and Leadership Team: November, 2008
- Approved: September, 1993
- Replaces Policy 802

Resource/Reference/ Procedure	Title	Unit Responsibility
WAC 132M-116-010 (apps. leg.wa.gov/WAC/default.aspx?cite=132M-116-010)	Parking Regulations	VP Administration/Director of Facilities

Policy 625 - Motor Pool

The policy of Lower Columbia College will have passenger and fleet vehicles (referred to as motor pool) available and maintain in safe and operable condition. Motor pool vehicles will be operated by licensed drivers on official business for the College or college-related functions. The College motor pool consists of passenger vehicles and vans intended for general transportation, and trucks and specialized motor-operated equipment intended for general maintenance of and repairs to campus facilities.

Historic Information

- Reviewed - No Changes Needed: January 26, 2022
- Approved: August 31, 2020
- Reviewed by the Executive Leadership Team: August 31, 2020
- Approved: February 23, 2009

- Campus Review: February 1-22, 2009
- Reviewed by the Cabinet and Leadership Team: November, 2008
- Adopted: January, 1989
- Replaces Policy 803

Resource/Reference/ Procedure	Title	Unit Responsibility
State Administrative and Accounting Manual (SAAM) (www.ofm.wa.gov/accounting/saam/contents)	Transportation	VP Administration/Director of Facilities

Policy 630 - Naming Campus Buildings

The Board of Trustees will approve naming campus buildings based on guidelines it has adopted. Refer to [Board of Trustees Policy Governance, section 2.3 \(services4.lowercolumbia.edu/info/webresources/Internal/Policies/policygovernance.pdf\)](http://services4.lowercolumbia.edu/info/webresources/Internal/Policies/policygovernance.pdf) .

Historic Information

- Reviewed - No Changes Needed: January 26, 2022
- Reviewed by the Executive Leadership Team: August 31, 2020
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009

Resource/Reference/ Procedure	Title	Unit Responsibility
Board of Trustees Policy Governance, section 2.3 (services4.lowercolumbia.edu/info/webresources/Internal/Policies/policygovernance.pdf)		

Policy 635 - Campus Smoke and Tobacco Free Policy

Lower Columbia College prohibits smoking or other tobacco use, distribution or sale of tobacco, including any smoking device, or carrying of any lighted smoking instrument

within the perimeter of college campus. This includes all college sidewalks, parking lots, landscaped areas, sports fields and college buildings. Use of tobacco is also prohibited at events on college premises, or in college-owned, rented or leased vehicles.

For the purpose of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, electronic cigarette, cigar, pipe, clove cigarette, and any other smoking product; and smokeless or spit tobacco, also known as dip, chew or snuff, in any form.

Smoking materials must be extinguished and properly disposed of prior to entering college property or exiting a vehicle. Improper disposal includes but is not limited to: spitting smokeless tobacco product, littering (e.g., discarding cigarette butts, throwing cigarette butts out of windows, leaving spit container).

All college employees, students and visitors are required to comply with this policy, which shall remain in force at all times.

Historic Information

- Reviewed - No Changes Needed: January 26, 2022
- Reviewed by the Executive Leadership Team: August 31, 2020
- Approved: June 20, 2014
- Reviewed by the Executive Leadership Team (via email): June 9-20, 2014
- Demand to Bargain (WFSE) - No Changes: May 19, 2014
- Approved by Leadership Team (Depending on Demand for Bargain): April 28, 2014
- Campus Review: March 4-24, 2014
- Reviewed by the Leadership Team: November 25, 2013 & February 24, 2014
- Reviewed by the Cabinet: November 20, 2013 & February 5, 2014
- Approved: January, 2009
- Reviewed by the Cabinet and Leadership Team: December, 2008
- Campus Review: December 5-19, 2008

Policy 645 - Children on Campus

In order to provide an effective educational environment for adults and to ensure the safety of children on campus, Lower Columbia College has adopted the following policy concerning the presence of children on campus.

Persons who do not meet the criteria for adults under the law (adults are defined as over the age of 18 years or an emancipated minor) are restricted from campus or any facility used by the college unless they are:

1. enrolled in a college class,
2. studying for a college class,
3. participating in a college event designated to include children, or
4. accompanying an adult student or College employee engaged in College business, such as registering for classes, paying tuition, attending class with the instructor's permission, or meeting with College personnel.

However, the following restrictions apply:

1. Children must be under the orderly and effective control of a parent or legal guardian at all times and must not disrupt students, staff, or class activities. Children without supervision may disrupt the educational process and possibly create a safety hazard for themselves or for others on the college campus.
2. Children are prohibited from hazardous areas or other areas with significant risk of injury including, but not limited to, the chemistry labs, machine shops, weight room, and ceramics lab.
3. Children are prohibited in areas where they might present a threat to equipment or materials.

Historic Information

- Reviewed - No Changes Needed: January 26, 2022
- Reviewed by the Executive Leadership Team: August 31, 2020
- Approved: June 13, 2012
- Approved: February 23, 2009
- Approved: June, 1990
- Replaces Policy 805

Policy 650 - Pets on Campus

To provide an effective learning environment, a safe and healthy campus, and to prevent damage to buildings and grounds, Lower Columbia College does not allow pets in college buildings unless for an approved instructional purpose. A pet is an animal kept for ordinary use and companionship and does not include a Service Animal or an approved Emotional Support Animal (See [Policy 655 \(lowercolumbia.edu/publication/s/administrative-policies/600/655\)](https://www.lowercolumbia.edu/publication/s/administrative-policies/600/655)). Lower Columbia College allows pets on college grounds for brief and infrequent duration, so long as any pet on college grounds is properly attended, leashed, and restrained. The handler is responsible for ensuring clean-up of all animal waste in a safe and sanitary manner.

Historic Information

- Reviewed - No Changes Needed: January 26, 2022
- Reviewed by the Executive Leadership Team: August 31, 2020
- Approved: November 14, 2018
- Campus Review: October 19 - November 2, 2018
- Reviewed by UMCC: October 16, 2018 & November 19, 2018
- Reviewed by the Governance Council: October 3, 2018 & November 7, 2018
- Reviewed by the Executive Leadership Team: August 20, 2018
- Approved: August, 2008
- Replaces Policy 810

Resource/Reference/ Procedure	Title	Unit Responsibility
WAC 110-300A-5170 (app. leg.wa.gov/WAC/default.aspx?cite=110-300A-5170)	Animals in Child Care Centers	Head Start/ELC
Policy 655 (lowercolumbia.edu/publications/administrative-policies/600/655)	Service Animal Policy	HR and DAS

Policy 655 - Service Animals

Lower Columbia College provides individuals with disabilities, who require the assistance of a service animal, with equal opportunity to access College property, courses, programs, and activities. This policy complies with [Americans with Disabilities Act \(uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title2-section1311&num=0&edition=prelim\)](http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title2-section1311&num=0&edition=prelim) (ADA) of 1990 as amended; Section 504 of the Rehabilitation Act of 1973; Washington Law against Discrimination [Chapter 49.60 RCW \(apps.leg.wa.gov/rcw/default.aspx?cite=49.60\)](http://apps.leg.wa.gov/rcw/default.aspx?cite=49.60).

655.1 Definitions

Disability

A disability is a physical or mental condition that substantially limits one or more major life activities; or is the presence of a sensory, mental, or physical impairment that is medically cognizable or diagnosable; or exists as a record or history; or is perceived to exist whether or not it exists in fact.

Service Animal

A Service Animal means any animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Except as provided below (Section 7) Washington State Law does not restrict the type of animal that can serve as a service animal, as long as the animal is trained to do work or perform tasks for an individual with a disability. The work or tasks performed must be directly related to the handler's disability. Tasks performed can include, among other things, pulling a wheelchair, retrieving dropped items, alerting a person to sound, reminding a person to take medication, or pressing an elevator button. The crime deterrent effects of an animal's presence and the provision of emotional support, wellbeing, comfort or companionship do not constitute work or tasks for the purposes of this definition.

Service Animal in Training

A Service Animal in Training is an animal that is being trained for the purpose of assisting or accommodating an individual with a disability. Service animals in training

may be permitted, but are not entitled to, the same access as service animals under the ADA and should be directed to Disability and Access Services where access will be evaluated similar to any other request for accommodation.

Emotional Support Animal

An Emotional Support Animal is an animal that can provide therapeutic benefit to those suffering with psychiatric conditions but are not trained to perform a specific job or task to assist or accommodate an individual with a disability. An emotional support animal is not considered a service animal under the ADA and should be directed to Disability and Access Services where access will be evaluated similar to any other request for accommodation.

Pet

A pet is an animal kept for ordinary use and companionship. A pet is not considered a service animal and is not covered by this policy or allowed on college premises.

Handler

Handler means a qualified individual with a disability that a service animal assists with work or tasks for the benefit of the person with the disability.

655.2 Where Service Animals are Allowed

Generally, handlers of service animals are permitted to be accompanied by their service animal in all areas of the College's facilities and programs where the handler is allowed to go. Such areas include public areas, public events, classrooms, and other areas where the College programs or activities are held. Limited exceptions for service animal access are noted in section 6 below.

655.3 Assessing Service Animal Status

Allowable Inquiries

If the disability which requires the use of a service animal is not readily apparent, LCC staff is permitted to ask the following:

- Is the animal a service animal required because of a disability, and
- What work or task has the animal been trained to perform?

Non-allowable Inquiries

LCC staff will not require documentation or demonstration to prove that the service animal has been certified, trained or licensed as a service animal.

LCC staff will not ask about the nature of the handler's disability or for medical documentation of their disability.

Procedure

If the handler states that the animal is required because of a disability and that the animal has been trained to do work or task for the handler, then the service animal must be admitted.

See Section 655.6 below for areas where a service animal may be excluded.

If there is any doubt that an animal is a service animal, college personnel, should admit the animal then consult with Disability and Access Services regarding future access.

Registration (Students)

While not required for service animals, students who would like to register as a student with a disability or request reasonable accommodation should contact Disability and Access Services.

DAS can assist the student by providing advance notice to college personnel, such as faculty, advisors, campus services, and security.

Disability and Access Services

- Physical Address: Admission Building 143
- Mailing Address: 1600 Maple St.
- Longview, WA 98632
- lowercolumbia.edu/disability
- (360) 442-2340

Registration (Employees)

While not required for service animals, employees may request disability accommodations through Human Resource Services.

Human Resources

- Physical Address: Administrative Building, first floor
- Mailing Address: 1600 Maple St.
- Longview, WA 98632
- hr@lowercolumbia.edu
- (360) 442-2120

Advanced Notification (Visitors)

Visitors (excluding student, faculty, staff and employees) to the college who require the use of a service animal are not required to provide advance notice to anyone on campus prior to their visit.

655.4 Handler Responsibilities

Control

The care and supervision of a service animal is the responsibility of the handler. The handler must maintain control of the animal at all times. The ADA also provides that service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work, or the individual's disability prevents using these devices. In that case, the handler must maintain control of the animal through voice, signal, or other effective controls.

Cleanliness

The service animal must be housebroken and the handler is responsible for ensuring the clean-up of all animal waste in a safe and sanitary manner. If the handler is unable to collect and dispose the waste, the handler must contact Disability and Access Services to make arrangements for necessary assistance.

Health

The service animal must comply with local, county, and/or state vaccination and licensing requirements. It is recommended the animal have an ID tag.

Ensure

Ensuring the service animal does not disturb or disrupt normal academic or administrative functions.

Damage or Injury

The handler is responsible for any damage or injury caused by the service animal.

655.5 Removal of Service Animals

College personnel may ask the handler to remove the service animal from college premises in these instances:

Disruption

A handler may be directed to remove an animal that is out of control or disruptive, if the handler is given the opportunity to get the animal under control and the disruption continues.

Lack of Cleanliness/Health

A handler may be directed to move an animal that is not housebroken, is not vaccinated as required by local ordinances, or if the handler fails to collect and properly dispose of the animal's waste.

Threatening or Unsafe Behavior

The College retains the right to immediately remove or suspend the service animal from the grounds and/or facilities if it is a direct threat to the health and safety of others, or if the animal causes substantial damage to college property.

If a service animal is excluded or removed from college premises, LCC will work with the handler to determine reasonable alternative opportunities to participate in the service, program or activity without having the service animal on the premises.

655.6 Restrictions on Access

Service animals are allowed to accompany their handler everywhere except for the following locations that would pose health, environmental, or safety risks:

1. Teaching laboratories where the service animal's presence may pose a safety risk
2. Mechanical Rooms
3. Custodial closets
4. Areas where protective clothing is necessary
5. Medically sensitive patient and clinic areas where the service animal's presence may compromise a need for a sterile environment

If a service animal is restricted from certain areas, DAS is available to assist in determining reasonable accommodation for the handler. For example, if a student cannot bring their service animal to a lab class, they may be permitted to take an online lab option.

In accordance with RCW 49.60.218, only service animals that are dogs or miniature horses are permitted in college food establishments.

655.7 LCC Responsibilities

1. Allow a service animal to accompany the handler at all times and everywhere on campus, except where service animals are specifically prohibited due to health, environmental, and safety hazards.
2. Refrain from petting, feeding, or deliberately startling the service animal.
3. Immediately report disruptive behavior of a service animal, ill health of a service animal, mistreatment of a service animal, and/or damage or injury caused by a service animal to Campus Security at [\(360\) 442-2911](tel:3604422911). No attempt should be made to separate the handler from his/her service animal.
4. If it is determined this policy has been violated by an owner of a service animal, depending on the seriousness of the animal's conduct or repeated conduct, service animals may be excluded from college property temporarily or permanently. This decision will be made following an investigation. If a service animal is excluded, DAS or HR offices are available to assist in evaluating reasonable accommodations for the owner.
 - Owners who violate this policy or disregard an instruction to remove or exclude a service animal from college property may be subject to additional penalties, including banning from any college property, assessment of the

costs of injury or damage caused by the service animal, or other fines or penalties under applicable city, county, or state rules, regulations, or laws.

- Violations of this policy by an owner who is an LCC student or employee may be referred for corrective or disciplinary action.

5. Any questions regarding service animals and their handlers should be directed to Disability and Access Services at (360) 442-2340.

655.8 Conflicting Disabilities

An individual who experiences an allergic reaction to a service animal should contact Disability and Access Services (students) or Human Resources (employees) to request accommodations. The needs of both the individual with the service animal and individual with the allergy will be addressed to resolve the conflict as quickly as possible.

655.9 Grievance and Appeal Process

Discrimination Grievance

Any student, applicant, employee, or visitor who believes they have been the subject of discrimination based on disability protected class status may file a grievance with the Title IX/EEO coordinator according to LCC's [Discrimination and Harassment Complaint Procedure \(services4.lowercolumbia.edu/info/webResources2/internal/Policy/235.1A-Procedure-Discrimination-Harassment-Complaint-Procedures.pdf\)](https://services4.lowercolumbia.edu/info/webResources2/internal/Policy/235.1A-Procedure-Discrimination-Harassment-Complaint-Procedures.pdf).

Accommodation Appeal Procedure

If a student believes that Disability and Access Services has not provided appropriate academic accommodations, the student has the right to file an appeal with the 504/ADA coordinator through the [Academic Adjustment and Auxiliary Aids Appeal Procedure](https://lowercolumbia.edu/disability/adjustments-aids-appeal-procedure). (lowercolumbia.edu/disability/adjustments-aids-appeal-procedure)

Other Discrimination Complaint Resources

Discrimination complaints may also be filed with the following federal and state agencies:

1. [Washington State Human Rights Commission \(www.hum.wa.gov/file-complaint\)](http://www.hum.wa.gov/file-complaint)
2. [US Department of Education Office for Civil Rights \(www2.ed.gov/about/offices/list/ocr/complaintprocess.html?src=image\)](http://www2.ed.gov/about/offices/list/ocr/complaintprocess.html?src=image)
3. [Equal Employment Opportunity Commission \(www.eeoc.gov/employees/charge.cfm\)](http://www.eeoc.gov/employees/charge.cfm)

655.10 Contacts

- Disability and Access Services, Admissions Building (360) 442-2340
- Section 504/ADA Coordinator, Administrative Building, (360) 442-2121

- Human Resources Manager, Administrative Building, (360) 442-2124
- Campus Safety & Security, Student Center, (360) 442-2911
- Vice President of Student Services, Admissions, (360) 442-2301

Historic Information

- Reviewed - No Changes Needed: January 26, 2022
- Reviewed by the Executive Leadership Team: August 31, 2020
- Approved: November 14, 2018
- Campus Review: October 19 - November 2, 2018
- Reviewed by UMCC: October 16, 2018 & November 19, 2018
- Reviewed by the Governance Council: October 3, 2018 & November 7, 2018
- Reviewed by the Executive Leadership Team: August 20, 2018

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 655.1A (service s4.lowercolumbia.edu/info/webResources2/internal/Policy/655.1A%20Service%20Animals.pdf)	Service Animals in Training	HR/DAS
WAC 110-300A-5170 (app. leg.wa.gov/WAC/default.aspx?cite=110-300A-5170)	Animals in Child Care Centers	Head Start/ELC

Policy 660 - Dangerous Waste Disposal

Lower Columbia College follows a comprehensive [Dangerous Waste Management Plan \(services4.lowercolumbia.edu/info/webResources2/Internal/Policy/dangerous-waste-management-plan-2017%20\(3\).pdf\)](https://services4.lowercolumbia.edu/info/webResources2/Internal/Policy/dangerous-waste-management-plan-2017%20(3).pdf) which meets or exceeds the requirements of [WAC 173-303 \(apps.leg.wa.gov/WAC/default.aspx?cite=173-303\)](https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303).

All employees involved in dangerous waste generation, handling, storage and shipment complete training according to local, state and federal regulations.

Historic Information

- Reviewed - No Changes Needed: January 26, 2022
- Reviewed by the Executive Leadership Team: August 31, 2020
- Approved: April 24, 2017
- Reviewed by the Executive Leadership Team: March 16, 2017
- Reviewed by the Leadership Team: March 15, 2017
- Reviewed by UMCC: March 21, 2017
- Campus Review: April 7-21, 2017

Resource/Reference/ Procedure	Title	Unit Responsibility
WAC 173-303 (apps.leg.wa.gov/WAC/default.aspx?cite=173-303)	Dangerous Waste Regulations	HR Adm/Safety
LCC Dangerous Waste Management Plan (services4.lowercolumbia.edu/info/webResources2/Internal/Policy/dangerous-waste-management-plan-2017%20(3).pdf)		HR Adm/Safety
Laboratory Waste Management Plan (docs.google.com/document/d/1TFqfGj-m4zD45geTGJoBleHavGgNPZeAspdH2C_MwY/edit#heading=h.719ip5dxvo3t)		HR Admin/Safety

Policy 665 - Security Programs

Lower Columbia College (LCC) recognizes the importance of having programs designed to inform students and employees about campus security procedures and practices. LCC maintains and follows a comprehensive Crime Prevention Education and Security Awareness Program that encourages students and employees to be responsible for their own security and the security of others.

The Crime Prevention Education and Security Awareness Program includes quarterly activities such as electronic and in-person outreach events and an annual Safety Week.

Historic Information

- Reviewed - No Changes Needed: January 26, 2022
- Reviewed - No Changes Needed: August 31, 2020
- Approved: March 18, 2020
- Campus Review: March 3-17, 2020
- Reviewed by UMCC: February 18, 2020
- Reviewed by the Governance Council: February 5, 2020
- Approved: January 22, 2020

Resource/Reference/ Procedure	Title	Unit Responsibility
Campus Safety Information (lowercolumbia.edu/safety)	LCC Safety and Security Information	

Policy 667 - Notification of Convicted Sexual Offenders

The Lower Columbia College Safety and Security Department considers the protection of our campus community to be of the utmost importance. The [1990 Community Protection Act \(www.dshs.wa.gov/bha/community-protection-act-1990\)](http://www.dshs.wa.gov/bha/community-protection-act-1990) attempts to provide adequate notice to the community regarding sex offenders attending or working on campus.

1. Authority

Public agencies are authorized to release information to the public regarding sex offenders and kidnapping offenders when the agency determines that disclosure of the information is relevant and necessary to protect the public and to counteract the danger created by a particular offender.

This applies to any information regarding:

- Any person convicted of a sex offense as defined in [RCW 9A.44.130 \(app.leg.wa.gov/rcw/default.aspx?cite=9a.44.130\)](http://app.leg.wa.gov/rcw/default.aspx?cite=9a.44.130) or a kidnapping offense as defined by [RCW 9A.40 \(app.leg.wa.gov/RCW/default.aspx?cite=9A.40\)](http://app.leg.wa.gov/RCW/default.aspx?cite=9A.40) ;
- Any person under the jurisdiction of the [Indeterminate Sentence Review Board \(ISRB\) \(www.doc.wa.gov/corrections/isrb/default.htm\)](http://www.doc.wa.gov/corrections/isrb/default.htm)) as the result of a sex or kidnapping offense;
- Any person committed as a sexually-violent predator under chapter [RCW 71.09 \(app.leg.wa.gov/rcw/default.aspx?cite=71.09\)](http://app.leg.wa.gov/rcw/default.aspx?cite=71.09) or as a sexual psychopath under chapter [RCW 71.06 \(app.leg.wa.gov/RCW/default.aspx?cite=71.06\)](http://app.leg.wa.gov/RCW/default.aspx?cite=71.06) ;
- Any person found not guilty of a sex or kidnapping offense by reason of insanity under chapter [RCW 10.77 \(apps.leg.wa.gov/RCW/default.aspx?cite=10.77\)](http://apps.leg.wa.gov/RCW/default.aspx?cite=10.77) ; and
- Any person found incompetent to stand trial for a sex or kidnapping offense and subsequently committed under chapter [RCW 71.05 \(apps.leg.wa.gov/rcw/default.aspx?cite=71.05\)](http://apps.leg.wa.gov/rcw/default.aspx?cite=71.05) or [RCW 71.34 \(apps.leg.wa.gov/RCW/default.aspx?cite=71.34\)](http://apps.leg.wa.gov/RCW/default.aspx?cite=71.34) or [RCW 4.24.550\(1\) \(apps.leg.wa.gov/RCW/default.aspx?cite=4.24.550\)](http://apps.leg.wa.gov/RCW/default.aspx?cite=4.24.550)).

In accordance with the [Megan Nicole Kanka and Alexandra Nicole Zapp Community Notification Program \(34 U.S.C. § 20923\) \(uscode.house.gov/view.xhtml?req=granuloid:USC-prelim-title34-section20923&num=0&edition=prelim\)](http://uscode.house.gov/view.xhtml?req=granuloid:USC-prelim-title34-section20923&num=0&edition=prelim) , and the "Campus Sex Crimes Prevention Act" of 2000 (www.federalregister.gov/documents/2002/10/25/02-27257/guidelines-for-the-campus-sex-crimes-prevention-act-amendment-to-the-jacob-wetterling-crimes-against) , the Lower Columbia College Safety and Security Department

provides a link to the [Cowlitz County Sheriff's Office Sex Offender webpage](http://www.cowlitz.wa.us/979/Registered-Sex-Offenders). (www.cowlitz.wa.us/979/Registered-Sex-Offenders) This act requires institutions of higher education to issue an annual statement advising the college community where law enforcement information regarding registered sex offenders may be obtained. It also requires a registered sex offender to notify each institution of higher education in the state that they are employed, carries a vocation, or are a student.

Registered sex offenders and kidnapping offenders must give notice to the Cowlitz County Sheriff's Office within three business days, prior to arriving at the College to attend classes, prior to starting work at the College or after any termination of enrollment or employment at the College per [RCW 9A.44.130\(1\)](http://app.leg.wa.gov/rcw/default.aspx?cite=9A.44.130). (app.leg.wa.gov/rcw/default.aspx?cite=9A.44.130)

Pursuant to the [Community Protection Act of 1990](http://www.dshs.wa.gov/bha/community-protection-act-1990), (www.dshs.wa.gov/bha/community-protection-act-1990) the Cowlitz County Sheriff's Office is the lead agency for compiling and maintaining information on sex offenders residing in Cowlitz County.

Using this public information to threaten, intimidate, or harass kidnap and/or sex offenders will not be tolerated by law enforcement agencies of Cowlitz County. Additionally, any student violating this provision could be subject to the Lower Columbia College Student Code of Conduct.

2. Immunity

A College official or employee is immune from civil liability for damages for a release of relevant and necessary information unless it is shown that the College official or employee acted with gross negligence or in bad faith. (RCW 4.24.550).

Historical Information

- Reviewed - No Changes Needed: January 26, 2022
- Reviewed - No Changes Needed: August 31, 2020
- Approved: March 18, 2020

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 667.1A (service s4.lowercolumbia.edu/info/webResources2/Internal/Policy/Procedure_667.1A_Feb._20.pdf)	Notification of Convicted Sexual Offenders	

Policy 670 - Emergency Response and Evacuation

In the event of an emergency, Lower Columbia College (LCC) will follow the procedures outlined in The Emergency Operations Plan (EOP). The EOP is a comprehensive guide intended to inform and prepare the LCC community for emergencies. The goal in establishing the EOP is to improve the ability of the College to protect lives and property through effective use of College and community resources in emergencies.

The EOP will:

1. specify the procedures the College will use to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on the campus;
2. include a description of the process the College will use to confirm that there is a significant emergency or dangerous situation, determine the appropriate segment(s) of the campus community to receive a notification, determine the content of the notification, and initiate the notification system;
3. state that the College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency;
4. include a list of the person(s) or organization(s) responsible for carrying out the actions in subsection 2;
5. state the College's procedures for disseminating emergency information to the larger community; and
6. state the College's procedures to test the emergency response and evacuation procedures on at least an annual basis.

Whenever an emergency affecting the College reaches proportions that cannot be handled using routine measures, the College President or designee may declare a state of emergency, and these contingency guidelines may be implemented.

This EOP is flexible in order to facilitate effective management of various and sudden emergencies. This flexibility allows LCC to accommodate the individual magnitude of severity that each emergency may present.

The procedures outlined in the EOP apply to all employees of Lower Columbia College District 13. Exception is given to those employees working at sites governed by other State or Federal agencies including school districts. Those employees are expected to follow direction and procedures as dictated by the specific site.

The goals of planning for emergency response actions are guided by Lower Columbia College's overriding emergency priorities, to:

1. Safeguard life

2. Stabilize incident
3. Secure critical infrastructure and facilities
4. Assure minimum disruption of educational programs

All personnel assigned specific responsibilities are expected to understand and know the policies and procedures outlined in the EOP.

Historic Information

- Reviewed - No Changes Needed: January 26, 2022
- Reviewed - No Changes Needed: August 31, 2020
- Approved: March 18, 2020

Resource/Reference/ Procedure	Title	Unit Responsibility
Emergency Operations Plan (services4.lowercolumbia.edu/info/webresources/institutional-research/emergency-operations-plan.pdf)		

Policy 671 - Fire Safety

Lower Columbia College (LCC) recognizes that the campus community has the right to personal safety and security.

In the event of a fire on campus, including student housing, the building fire alarm should be activated and 911 should be called, followed by campus security (360) 442-2911. Campus security can help ensure affected buildings are evacuated. Students and employees should familiarize themselves with the locations of fire alarm pull stations, fire extinguishers, exits and designated meeting places to be used during an alarm.

Campus Safety and Security will prepare educational materials and programs regarding fire safety for the campus community. If a fire occurs, building occupants should evacuate immediately to their pre-determined aggregation point and call 911.

Fire extinguishers, smoke detectors, heat detectors, sprinkler heads and pull stations are installed for the protection of building occupants and are wired directly to a 24 hour monitoring service.

Tampering with fire protection systems or initiating a false alarm may result in disciplinary action.

This policy extends to all LCC student occupied housing facilities.

LCC will prepare an annual fire safety report, report fire statistics, and maintain a fire log, as required by 34 C.F.R. § 668.49.

Lower Columbia College maintains and practices fire safety according to the procedures listed below.

Historic Information

- Reviewed - No Changes Needed: January 26, 2022
- Reviewed - No Changes Needed: August 31, 2020
- Approved: March 18, 2020

Resource/Reference/ Procedure	Title	Unit Responsibility
Clery Annual Security and Fire Safety (lowercolumbia.edu/publications/student-handbook/clery-asfr) Report Statement (lowercolumbia.edu/publications/student-handbook/clery-asfr)	Student Handbook	Safety and Security
Fire Procedure (lowercolumbia.edu/publications/emergency/fire)	Emergency Handbook	Emergency Planning Council

Policy 672 - Lost and Found Property

The purpose of the Lost and Found Property policy is to:

1. Arrange for the return of lost property to its rightful owner whenever possible.
2. Provide a reasonably secure holding facility for found property and a central location where persons may attempt to recover lost items.
3. Provide guidelines for handling and disposing of found property that are fair, lawful, and uniformly applied.

Lost and found property processing is the responsibility of the Safety & Security Department. The receiving employee in Safety & Security will determine the classification of the found property whether personal effects, disposable items, usable items, or valuable items.

Reasonable effort will be made to locate and notify the owner of found property. Found property in custody of Safety & Security will be held for at least 30 days for the owner to claim. There may be instances where next of kin may claim or accept the property on behalf of the owner.

If unclaimed, usable items and valuable property may be returned to the finder. All unclaimed personal effects and disposable property will be destroyed unless a situation warrants otherwise. Finders of usable or valuable property may claim the item by presenting their receipt to Safety/Security after the 30-day waiting period but prior to 40 days from the date of finding.

After a minimum of 40 days, the College may dispose of found property as follows:

1. **Personal Effects** - Personal property items are those that could only be useful to the owner such as wallets, purses, credit cards, checkbooks, keys, and other personal items. If unclaimed after 40 days, these items will be destroyed.
2. **Disposable Items** - As with personal effects, disposable items such as notebooks, folders, paperwork, and cosmetics, will be destroyed if unclaimed after 40 days.
3. **Usable Items** - If, after 40 days, the item remains unclaimed by either the owner or finder, usable items, such as calculators, umbrellas, clothing, briefcases, tools, and books, will be either converted to College use or donated to a charitable organization. If the item is a digital storage device it will be destroyed.
4. **Valuable Items** - Valuable items such as jewelry or money left unclaimed for 40 days will be converted to College use or donated to a charitable organization. If the item is a digital storage device it will be destroyed.

Historic Information

- Reviewed by UMCC: October 15, 2024
- Reviewed by the Executive Leadership Team: October 9, 2024
- Approved: March 20, 2024
- Campus Review: February 27- March 12, 2024
- Reviewed by UMCC: February 20, 2024
- Reviewed by the Governance Council: February 16, 2024
- Reviewed by the Executive Leadership Team: January 24, 2024

Resource/Reference/ Procedure	Title	Unit Responsibility
Safety & Security Webpage (lowercolumbia.edu/safety/)	Safety & Security	Director of Student Conduct and Security Services

Section 700 - Information Systems and Services

Policy 701 - Acceptable Use of Information Systems and Services

Lower Columbia College Information Systems and Services include, but are not limited to, all local and wide area networks, Internet access, electronic publishing systems, lowercolumbia.edu, e-mail systems, administrative data processing systems, desktop computers, student labs, telephone systems, video systems, and all other current or future information systems.

The purpose of this policy is to protect the integrity and usability of College information systems and services and to ensure their continued availability for student learning and conduct of college business. This policy applies to all users of any of the College's information systems or services.

Users of any of the College's information systems or services agree to comply with applicable state, federal, and local laws, WAC code, and college policies and procedures.

Historic Information

- Approved: March 16, 2022
- Campus Review: February 22-March 8, 2022
- Reviewed by UMCC: February 15, 2022
- Reviewed by the Governance Council: February 2, 2022
- Reviewed by the Executive Leadership Team: January 26, 2022
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Executive Leadership Team: November, 2008
- Adopted: February, 2008

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 701.1A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/701.1A_Employee_Acceptable_Use.docx.pdf)	Information System and Services – Employee Acceptable Use	VP Administration/Director of Information Services

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 701.2A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/701.2_LCC_Student_Text_Messaging.docx.pdf)	LCC Student Text Messaging	VP Student Services
RCW 42.52.160(3) (apps.leg.wa.gov/RCW/default.aspx?cite=42.52)	Ethics in Public Service	

Policy 705 - E-Mail Retention

This policy is intended to help employees and students of Lower Columbia College determine what information sent or received by email should be retained and for how long, and is meant to address typical records that may be contained in email and does not necessarily reference other types of records, such as paper or other types of electronic files or data. Those records are covered in depth by the State Board for Community and Technical College record retention policy.

The policy includes, but is not limited to, records that are either stored or shared via electronic mail; including instant messaging for official business.

All employees must familiarize themselves with this email retention policy and the specific retentions relating to their department or division. Questions about the proper classification of a specific piece of information should be addressed to the Director of Human Resources.

This email retention policy is secondary to the SBCTC retention policy; any current public record requests for specific public records; and any litigation hold notices for records in response to potential litigation. The sender is responsible for retaining emails within the College. The recipient is responsible for retaining emails that originate outside the College.

Email retention is generally subject to the following retention periods (see the State Board record retention schedule):

705.1 Transitory administrative records

Records which have no administrative, legal, fiscal, or archival requirement for their retention. These records include personal messages and announcements not related to business; information-only copies; copies of published materials; duplicate copies; preliminary drafts; internal requests for information; transmittal memos; reservations and confirmations; routine college admission letters.

- Retain until administrative need is satisfied.

705.2 Routine correspondence

Routine correspondence concerning day-to-day office administration and activities. These records include intra-agency correspondence; routine correspondence with other agencies; and correspondence with the public on routine matters. This category does not include executive level correspondence or correspondence concerning policies and procedures.

- Retain for 30 days.

705.3 Executive level documentation

These records include correspondence and memos at the executive level to and from public officials, the public, and others, concerning policy issues, concerns, actions, or issues.

- Retain for 4 years in Chief Executive's Office.

705.4 Non-executive level planning and working files

These records include project design plans, survey forms, charges, diagrams, statistics, preliminary analysis reports, research materials, drafts, and other documentation related to management studies, non-fiscal audits, surveys, and planning studies.

- Retain for 2 years in originating office or designated office.

705.5 Encrypted Communications

E-mail, and any attachments, containing confidential information shall be encrypted from the sending device to the receiving device. The ability to un-encrypt sender's message through authorized process; sending organization must be able to un-encrypt and retrieve originating version of sent message.

Encrypted communications of confidential information should be stored in a manner consistent with College policy, but in general, information should be stored in a decrypted format unless it is confidential personnel, business, protected health or financial information. Please check with the College's Information Services to obtain the appropriate licensed encryption software.

705.6 Retention Mailboxes

Employees shall retain specific types of email records with longer retention period by copying or blind copying their correspondence to the following mailboxes. After the expiration period, the records may be transferred to archives.

Retention Mailboxes:

- **Accreditation email:** accreditation@lowercolumbia.edu (retention period 6 years)

- **Alumni fundraising:** Alumni@lowercolumbia.edu (6 years after completion of project)
- **Attorney General correspondence:** Attorneygeneral@lowercolumbia.edu (6 years)
- **Audit files:** Audits@lowercolumbia.edu (3 years from completion of internal or external audit)
- **Business records and contracts:** Businessrecords@lowercolumbia.edu (6 years following termination of contract)
- **Chief Executive Officer level correspondence:** Admin@lowercolumbia.edu (4 years)
- **Facilities requests:** Facilitiesuse@lowercolumbia.edu (date of approval/non-approval plus 1 year)
- **Formal student complaints:** Studentcomplaints@lowercolumbia.edu (1 year following disposition of complaint)
- **Legal issues:** Legalissues@lowercolumbia.edu (6 years, then archive)
- **Legislative contacts and lobbying:** Legislative@lowercolumbia.edu (End of session plus 4 years)
- **Newsletters:** Newsletters@lowercolumbia.edu (2 years)
- **Personnel records:** Personnel@lowercolumbia.edu (up to 6 years after termination of employment)
- **Planning and working files:** (administrative level) Planningfiles@lowercolumbia.edu (2 years)
- **Policies and procedures:** Policies@lowercolumbia.edu (6 years or until superseded)
- **Public disclosure requests and responses:** Publicrecordrequests@lowercolumbia.edu (final disposition plus 1 year)
- **Public information requests and responses:** Publicinformationrequests@lowercolumbia.edu (response plus 1 year)
- **Rule making correspondence:** Rulemaking@lowercolumbia.edu (until superseded plus 6 years)
- **Student government agenda and minutes:** ASG@lowercolumbia.edu (3 years then archive)
- **Student clubs agenda and minutes:** Studentclubs@lowercolumbia.edu (3 years then archive)

Historic Information

- Reviewed - No Changes Needed: January 26, 2022
- Approved: November 30, 2009
- Campus Review: October 26 - November 6, 2009
- Reviewed by the Cabinet and Leadership Team: May, 2009

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 705.1 (services4.lowercolumbia.edu/info/webresources/internal/policies/705.1A%20Procedure.pdf)	E-Mail Retention Procedures	VP Administration/Director of Information Services
SBCTC Policy Manual: Chapter 7 - Public Information and Public Records (www.sbctc.edu/colleges-staff/policies-rules/policy-manual/chapter-7.aspx)	State Board for Community and Technical Colleges (SBCTC)	

Policy 720 - Accessible Technology

Lower Columbia College provides equal opportunity to its educational and administrative services, programs, and activities in accordance with federal and state law. Equal opportunity includes appropriate and effective access to technology for students, employees, and community members.

This policy applies to the procurement, development and implementation of instructional, administrative, and communications technologies and content, unless it creates an undue burden on the college. It encompasses, but is not limited to, college websites, learning management tools, student information systems, training materials, instructional materials and assessment tools.

Ensuring equal and effective electronic and information technology access is the responsibility of all college administrators, faculty, and staff.

Historic Information

- Reviewed - No Changes Needed: January 26, 2022
- Adopted: May 22, 2017

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 720.1A (service s4.lowercolumbia.edu/info/webResources2/internal/Policy/720.1A%20Procedure%20for%20posting%20Documents%20%20and%20Forms%20to%20Web.pdf)	Posting Documents to the Website	Effectiveness and College Relations web team

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 720.2A (service s4.lowercolumbia.edu/info/webResources2/Internal/Policy/720.2Accessibility-procedures-procurement.pdf)	Accessible Technology Procurement Procedure	Director of Information Technology Services
WA RCW 28B.10.912 (apps.leg.wa.gov/rCW/default.aspx?cite=28B.10.912)	Students with disabilities	
WA RCW 49.60 (apps.leg.wa.gov/rcw/default.aspx?cite=49.60)	Discrimination-Human Rights Commission	
WA OCIO Policy 101 (ocio.wa.gov/policy/technology-policies-and-standards)	Technology Policies and Standards	
WaTech USER-01 Digital Accessibility Policy (watech.wa.gov/policies/digital-accessibility-policy)	USER-01	
SBCTC Policy 3.20.30b (www.sbctc.edu/colleges-staff/policies-rules/policy-manual/chapter-3.aspx)	SBCTC Accessible Technology	
Americans with Disabilities Act of 1990 (ADA) (www.ada.gov/)	Americans with Disabilities Act of 1990 (ADA)	
Amendments Act of 2008 (www.eeoc.gov/statutes/ada-amendments-act-2008)	Amendments Act of 2008	
Section 504 of the Rehabilitation Act of 1973 (www.dol.gov/agencies/oasam/centers-offices/civil-rights-center/statutes/section-504-rehabilitation-act-of-1973)	Section 504 of the Rehabilitation Act of 1973	
Section 508 of the 1973 Rehabilitation Act (www.se	Section 508 of the 1973 Rehabilitation Act	

Resource/Reference/ Procedure	Title	Unit Responsibility
www.wa.gov/management/laws-and-policies		
WCAG 2.2 Level AA (www.w3.org/TR/WCAG22/)	Web Content Accessibility Guidelines	

Policy 725 - Use of Electronic Signatures and Submission

This policy is designed to provide reasonable assurance for the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures and submissions are used and accepted; and to promote the use of electronic signatures and submissions throughout Lower Columbia College (LCC).

This policy and its procedures apply to all LCC employees participating in the approval, selection, acquisition, and implementation of an electronic signature solution.

725.1 Background

The use of electronic records and electronic signatures can significantly reduce costs, simplify transactions and speed up transaction time. Lower Columbia College (LCC) intends to promote electronic transactions and remove barriers that might prevent electronic transactions throughout the college. Changes to Washington law make it clear that organizations are allowed and encouraged to use and accept electronic signatures to authenticate electronic transactions. Unless otherwise specified by law, electronic signatures have the same force and effect as that of a handwritten signature.

State agencies must meet the following requirements in order to use and accept electronic signatures or electronic submissions:

State agencies are required to put in place by policy or rule, the methods and process for using or accepting electronic submissions or electronic signatures.

Electronic records and signatures must be consistent with policy, standards and guidelines provided by the state's chief information officer.

To the fullest extent allowed by law, Lower Columbia College (LCC) encourages electronic transactions and recognizes electronic records and signatures. The use and acceptance of electronic signatures and electronic submissions/records shall be consistent with the guidance and requirements put in place by the Office of the Chief Information Officer (OCIO), if any.

The Vice President of Administrative Services in consultation with the Director of IT Services and the Finance Director shall approve specific methods and processes for electronic signatures and submissions. These approval authorities may be delegated at the discretion of the VP of Administrative Services.

The approval of solutions shall be coordinated through the IT Services department. The VP of Administrative Services shall determine a suitable review and approval process to be used when determining which solution(s) are suitable for a particular type of record or transaction. Where appropriate, a team approach shall be used.

Approved solutions shall be listed in the related procedures.

725.2 Definitions

Electronic Signature

An electronic signature is a sound, symbol, or process attached or associated with an electronic record and executed or adopted by a person with the intent to sign the record. The integrity and authenticity of a record with an electronic signatures needs to be preserved over time. Signatures are used when:

- required by law, or
- the significance of a transaction needs to be emphasized, or
- the transaction needs to be bound to a person

In practice, electronic signatures emphasize one or more of the following four parts:

- the identification and authentication of the signer, or
- the intent to sign, or
- the association of the signature to the record, or
- the authenticity and integrity of the record

Authentication

The assurance that an electronic signature is that of the person purporting to sign a record or otherwise conducting an electronic transaction.

Authorization

When an individual has both verified permission and the requisite authority to sign a record, access specific college services, or perform certain operations, including executing binding agreements.

Electronic Record

A record created, generated, communicated, sent, received, or stored by electronic means.

Nonrepudiation

Nonrepudiation is the assurance that someone cannot deny something. Typically, nonrepudiation refers to the ability to ensure that a party to a contract or a communication cannot deny the authenticity of their signature on a document or the sending of a message that they originated.

Record Integrity

Integrity refers to the assurance that a record is preserved without any alteration that would impair its use as an authentic record. Both accuracy and the completeness of the electronic record must be preserved.

Click Through or Click Wrap

In this type of electronic signature, a signer is asked to affirm his or her intent or agreement by checking a box or clicking a button. The Click Through/Click Wrap approach is commonly used for low risk, low value consumer transactions.

Password or Personal Identification Number (PIN)

When using a password or PIN for an e-signature, a person is required to enter identifying information, which may include an identification number, the person's name and a "shared secret" such as a PIN or password. A password/PIN is more secure than the click through/click wrap method.

Digitized Signature

A digitized signature is a graphical image of a handwritten signature. This approach may use specialized hardware or software for additional security. A digitized signature is more secure than the password/PIN method.

Digital Signatures

A "digital signature" is created when the signer uses a private signing key to create a unique mark (called a "signed hash") on an electronic document. The recipient of the document uses the signer's public key to validate the authenticity of the private key and to verify that the document was not altered after signing. A digital signature is more secure than the digitized signature method.

Hybrid Approaches

Hybrid electronic signature solutions are available by combining techniques from various approaches to provide increased security, authentication, record integrity and non-repudiation.

Historic Information

- Reviewed - No Changes Needed: January 26, 2022
- Approved: February 7, 2018
- Reviewed by the Governance Council: February 7, 2018
- Campus Review: January 18 - February 2, 2018
- Reviewed by UMCC: January 16, 2018
- Reviewed by the Operations Council: December 11, 2017
- Reviewed by the Governance Council: December 6, 2017
- Reviewed by the Cabinet: November, 2017

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 725.1A (service s4.lowercolumbia.edu/info/webResources2/internal/Policy/725.1A%20Procedure-%20eSignatures%20and%20submissions.pdf)	Use of Electronic Signatures and Submission Procedures	VP Administration and Director of Information Technology Services
Electronic Signatures in Global and National Commerce Act (www.fdic.gov/regulations/compliance/manual/10/x-3.1.pdf)	E-Sign Act	
Title IV of the Higher Education Act of 1965 (www2.ed.gov/policy/highered/reg/hearulemaking/2018/reghistory.pdf)	Higher Education Act	
Standards for Electronic Signatures in Electronic Student Loan Transactions (ifap.ed.gov/sites/default/files/attachments/dpcletters/gen0106Arevised.pdf)	US Dept. of Education	
Washington DES Laws, Rules, and Policies website (des.wa.gov/about/policies-laws-rules)		
Washington OCIO Electronic Signature Guidelines (ocio.wa.gov/policy/electronic-signature-guidelines)		
RCA 1.80 Uniform Electronic Transactions Act (app.leg.wa.gov/RCW/default.aspx?cite=1.80&full=true)		

Policy 730 - Data Governance

College data are assets maintained to support the mission and vision of Lower Columbia College (LCC). The Data Governance Policy formalizes the process for managing the availability, consistency, integrity, quality, security, and usability of information. Appropriate governance for the management and use of data ensures institutional capacity for making data-informed decisions as well as the legal, ethical, and strategic use of data resources, all of which are critical to the college's operations and planning priorities.

Description

“College data” refers to any data elements relevant to the operations, planning, and management priorities of Lower Columbia College. This includes data used in official college, administrative, or compliance reports. To support effective management and data-informed decisions, college data must be accessible, relevant, accurate, and reliable.

Governance

Lower Columbia College's Data Governance Committee has the responsibility for managing and maintaining standards for college data. The mission of the Data Governance Committee is to support the accuracy and validity of data collection, reporting, and analysis at Lower Columbia College and to provide guidance for maintaining the confidentiality, integrity, and availability of data throughout its life cycle. This includes, but is not limited to, developing related policies, procedures and standards; resolving data conflicts; evaluating staff requests for access to information; promoting data security; developing common data definitions and standards for use; facilitating communication among data users; encouraging best practices; and ensuring that all legal and regulatory requirements regarding the collection, use, storage, release, retention, and destruction of data are met. The committee will oversee the following components of data management:

- Data access
- Data classification
- Data compliance and regulatory control
- Data security
- Data storage
- Meta-data management

Historic Information

- Reviewed - No Changes Needed: January 26, 2022
- Adopted: January 22, 2020

Resources/Reference/ Procedure	Title (if applicable)	Unit Responsibility
LCC Committees/ Governance (internal.lower columbia.edu/organization/ committees/data-governan ce)	Data Governance Committee	Effectiveness and College Relations
SBCTC Data Governance (www.sbctc.edu/colleges-st aff/commissions-councils/d gc/default.aspx)	College Resources	Effectiveness and College Relations

Section 800 - Marketing, Media, and Communications

Policy 805 - Web Publishing and Marketing

Lower Columbia College's websites are essential for providing access to accurate and timely information for internal and external audiences.

The Office of Effectiveness and College Relations (ECR) is responsible for overseeing the development and maintenance of Lower Columbia College websites containing "lowercolumbia.edu," along with designated web editors across the institution. ECR is also responsible for overseeing LCC's official presence in other locations on the Internet, including social media.

All content posted on websites containing "lowercolumbia.edu," and other LCC locations on the Internet, including social media must comply with college policies and applicable federal, state and local laws. Any content posted on LCC websites, including, but not limited to links to external websites, documents, and other content, that violate the Lower Columbia College Web Publishing Policy and Procedure and other relevant policies and procedures will be removed until the content is brought into compliance.

Historic Information

- Reviewed by the Executive Leadership Team: January 15, 2025
- Approved: April 28, 2021
- Campus Review: April 13 – 27, 2021
- Reviewed by the Governance Council: April 7, 2021
- Reviewed by UMCC: March 16, 2021
- Reviewed by the Executive Leadership Team: March 3, 2021
- Approved: February 28, 2011
- Campus Review: January 21 - February 4, 2011
- Reviewed by the Leadership Team: October 25, 2010
- Reviewed by the Cabinet: October 6, 2010

Resource/Reference/ Procedure	Title	Unit Responsibility
805.1A	Web Publishing and Marketing Procedure (lowercolumbia.edu/publications/administrative-policies/_assets/documents/805.1A-web)	VP Effectiveness & College Relations

Resource/Reference/ Procedure	Title	Unit Responsibility
	-publishing-marketing-procedure.pdf)	
	College Branding resources (including LCC Brand and Style Guide) (internal.lowercolumbia.edu/departments/effectiveness-college-relations)	Effectiveness and College Relations

Policy 810 - Employee Social Media Management

810.1 Introduction

The purpose of this policy is to define the terms and circumstances under which Lower Columbia College employees, including faculty, staff, and student employees, may use social media to represent LCC, communicate college policy, or represent an official college position.

The term "social media" refers to any Web-based and mobile technologies that enable individuals or entities to disseminate or receive information, communicate, or otherwise interact. The term includes email, texting, messaging, social networking, blogging, micro-blogging, photo/video/multi-media file sharing, bulletin boards, and so on, through providers including but not limited to Facebook, LinkedIn, Twitter, and YouTube.

[Washington State laws and regulations pertaining to records retention \(www.sos.wa.gov/archives/\)](http://www.sos.wa.gov/archives/) apply to all social media sites and/or pages posted on behalf of a college unit, department, or division.

810.2 For All Employees

As an employee of the college, you are personally responsible for any social media activity you conduct using a college email address or on a college website, and/or which can be traced back to a college domain, and/or which uses the college's Information Systems.

You must observe and follow (i) existing [college policies and procedures \(lowercolumbia.edu/publications/administrative-policies\)](#) , (ii) applicable [employee handbooks and collective bargaining agreements \(internal.lowercolumbia.edu/departments/human-resources\)](#) , (iii) the college's [Acceptable Use of Information Systems and Services Policy \(lowercolumbia.edu/publications/administrative-policies/700/701\)](#) , (iv) the college's [Non-Discrimination and Anti-Harassment Policy \(lowercolumbia.edu/publications/administrative-policies/200/235\)](#) , (v) the college's [Mission, Vision, and Core Values \(Board](#)

[Policy \(lowercolumbia.edu/publications/board-policies\)](http://lowercolumbia.edu/publications/board-policies) (vi) the policies of the particular online/social networking venue governing the use and activity conducted on their sites, which are sometimes referred to as "Terms of Use," and (vii) applicable local, state and federal laws and regulations including but not limited to [FERPA \(www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html\)](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html) , [RCW 42.52 regarding ethics in public service \(apps.leg.wa.gov/rcw/default.aspx?cite=42.52&full=true\)](http://apps.leg.wa.gov/rcw/default.aspx?cite=42.52&full=true) , and [WAC 292-110-010 regarding use of state resources. \(apps.leg.wa.gov/WAC/default.aspx?cite=292-110-010\)](http://apps.leg.wa.gov/WAC/default.aspx?cite=292-110-010)

When posting to social media sites, you must honor the copyright and intellectual property rights of others, including the college. For guidance, consult [LCC's Copyright Compliance Resources \(lowercolumbia.edu/library/copyright\)](http://lowercolumbia.edu/library/copyright) .

810.3 For Employees Posting on Behalf of a College Unit, Department or Division

If you are creating, managing, or posting to a social media site on behalf of a Lower Columbia College division, department, or unit, you are considered to be acting in an official capacity, and the following rules apply:

- Social media accounts representing an official Lower Columbia College entity (e.g., a department or unit) are considered college-sponsored social media. Creating a college-sponsored social media site requires approval from the senior administrator in that area (e.g., president, vice president, or dean).
- Departments or college units with a social media presence or would like to start one must notify the Office of Effectiveness & College Relations (ECR). ECR will maintain a list of college-sponsored social media pages and sites on the LCC website. ECR must have administrative rights to all official LCC social media platforms, and will maintain a database of user access.
- All college-sponsored social media sites must designate an employee responsible for monitoring the site. Sites must be monitored to ensure that content is current and accurate and that posted comments are addressed in a timely fashion. Out-of-date or unmonitored social media sites should be removed.
- Aside from ECR, no individual Lower Columbia College unit should construe its social media site as representing the college as a whole. Consider this when naming college-sponsored pages or accounts, selecting a profile picture or icon, and selecting content to post. Names, profile images, and posts for college-sponsored social media should be clearly linked to the particular department or unit rather than the institution as a whole. Reposts of other official college-sponsored posts are strongly encouraged.
- Units that wish to use the college logo or other graphics in college-sponsored social media must consult with and obtain permission from ECR prior to use.
- All social media sites and content created by college employees on behalf of the college remain the property of Lower Columbia College.

810.4 Managing Visitor Posts and Comments

The purpose of the college's official social media accounts is to provide students, fans, followers, and friends with information about our programs, departments, groups, and events.

The college is dedicated to providing a meaningful educational experience for all our students and we value diversity and inclusion within our community. Visitor posts and comments that are shared on our official accounts do not necessarily represent the school's views, but we recognize that a thriving academic community is not possible without our students, fans, followers, and friends sharing their thoughts freely with one another on our official social media accounts.

To ensure the interactions on our official social media accounts further meaningful dialogue, we reserve the right to monitor the conversations by hiding comments and/or posts that are or contain:

- Off-topic content, including, but not limited to, spam and similar comments promoting a product, service, or entity unrelated to the discussion;
- Personal attacks on individuals, threats, or discriminatory harassment;
- Illegal activity or encouragement of illegal activity;
- Information that could compromise the safety of the college's staff or students;
- Political statements, including comments that endorse or oppose political candidates or ballot propositions;
- Profanity and/or obscenity.

Historic Information

- Reviewed by the Executive Leadership Team: January 15, 2025
- Approved: March 24, 2021
- Campus Review: March 9-23, 2021
- Reviewed by UMCC: February 16, 2021
- Reviewed by the Governance Council: February 3, 2021
- Reviewed by the Executive Leadership Team: January 20, 2021
- Approved: May 22, 2017
- Campus Review: May 5-19, 2017
- Reviewed by the Governance Council: May 3, 2017
- Reviewed by the Leadership Team: April 24, 2017
- Reviewed by the Cabinet: January - March 22, 2017
- Reviewed by UMCC: March 21, 2017
- Reviewed by the Leadership Team: March 16, 2017
- Reviewed by the Governance Council: February 1, 2017
- Reviewed by the Cabinet: April – December, 2016
- Reviewed by the Leadership Team: April 25, 2016; May 23, 2016; October 31, 2016
- Campus Review: November 28 – December 12, 2016

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 810.1A (service s4.lowercolumbia.edu/info/webResources2/internal/Policy/810.1A%20Procedure%20Facebook%20for%20Social%20Media.pdf)	Facebook Procedure for Social Media Management	College Relations
LCC Acceptable Use Policy	Acceptable Use of Information Systems and Services Policy (lowercolumbia.edu/publications/administrative-policies/700/701)	Information Services
Employee handbooks	Employee handbooks and collective bargaining agreements (internal.lowercolumbia.edu/departments/human-resources)	Human Resources
Non-Discrimination and Anti-Harassment Policy	Non-Discrimination and Anti-Harassment Policy (lowercolumbia.edu/publications/administrative-policies/200/235)	Administration
LCC Mission, Vision and Core Values	Mission, Vision, and Core Values (Board) Policy (lowercolumbia.edu/publications/board-policies)	Lower Columbia College Board of Trustees
Family Educational Rights and Privacy Act	FERPA (studentprivacy.ed.gov/ferpa)	Administration
State ethics laws	RCW 42.52 regarding ethics in public service (apps.leg.wa.gov/rcw/default.aspx?cite=42.52&full=true)	State of Washington
State laws regarding use of state resources	WAC 292-110-010 regarding use of state resources (apps.leg.wa.gov/WAC/default.aspx?cite=292-110-010)	State of Washington
Information about Copyright laws	LCC's Copyright Compliance Resources (lo	Library and Learning Commons

Resource/Reference/ Procedure	Title	Unit Responsibility
	wercolumbia.edu/library/copyright)	
Washington State laws regarding archiving	Washington State Archives (www.sos.wa.gov/archives/)	Archive Department, State of Washington
Facebook terms and policies	Facebook Terms and Policies (www.facebook.com/policies)	Facebook
Facebook business resources	Facebook Business Resources (www.facebook.com/business/)	Facebook
Managing Facebook pages	About Facebook Pages (www.facebook.com/help/282489752085908?helpref=popular_topics)	Facebook

Policy 815 - Media

Lower Columbia College (LCC) wants to cooperate with inquiries from the news media and accurately communicate in a manner consistent with our mission, vision, and values. It is essential that any comments to the media are as current and accurate as possible.

Lower Columbia College designates the Public Information Officer (PIO) as the first point of contact for all media inquiries regarding official LCC business, excluding Athletics. LCC employees will refer media inquiries to the PIO, a role typically housed in College Relations. LCC employees are not authorized to speak without permission from the PIO.

Historic Information

- Reviewed by the Executive Leadership Team: January 15, 2025
- Approved: September 27, 2023
- Campus Review: September 12-26, 2023
- Reviewed by UMCC: June 20, 2023
- Reviewed by the Governance Council: June 7, 2023
- Reviewed by the Executive Leadership Team: May 24, 2023

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 815.1A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/815.1A-Media-Procedure.docx.pdf)	Media Procedure	College Relations
Effectiveness and College Relations webpage (internal.lowercolumbia.edu/departments/effectiveness-college-relations)	List of individuals with PIO responsibilities (primary and alternate PIOs)	College Relations

Policy 820 - Plain Language

Purpose

This policy aims to ensure that Lower Columbia College employees prepare clear, concise, inclusive content that is easy to understand for the intended audiences.

Washington state agencies are expected to produce clear communications that improve a person's ability to understand how to access services, comply with requirements, and participate in state government (Governor's Executive Order 23-02).

This policy is not intended to address curriculum and related materials. However, faculty are encouraged to consider plain language principles when communicating with students to promote equity.

Background

Plain language writing and design strategies are proven techniques for improving communication and reducing misunderstandings and frustration. Benefits of plain language include:

- Achieving better services and results for students and other college stakeholders.
- Improving stakeholders' ability to understand and comply with requirements or action items.
- Making Lower Columbia College's operations more efficient and cost-effective.
- Improving Lower Columbia College's ability to meet accessibility standards and provide culturally appropriate translations.
- Advancing equity.
- Supporting transparency.

Plain language supports Washington state's Pro-Equity Anti-Racism (PEAR) efforts. It demonstrates Lower Columbia College's commitment to ensuring all people in Washington have equitable access to public information and opportunities to participate in higher education. This includes but is not limited to enrollment, procurement, and

contracting opportunities, employment opportunities, rule-making or public comment opportunities, and grants or benefits programs.

Scope

This policy applies to written and online content, excluding curriculum and related materials, that includes information or action items that need to be understood regardless of the audience's level of familiarity with the subject matter, cultural background, socioeconomic status, and other factors.

At Lower Columbia College, these communications include the following:

- Letters and other correspondence
- Contract language developed by Lower Columbia College (excluding collective bargaining agreements)
- Forms, instructions, and applications
- Talking points, FAQs, telephone and other audio scripts, and Q&A documents
- Reports
- Publications including but not limited to:
 - Brochures
 - Fliers
 - Fact sheets
 - Booklets
 - Posters
 - Announcements
 - News releases
 - Advertisements
 - Newsletters
- Email
- Webpages
- Blog and social media posts
- Presentations and meeting materials
- Any other written, printed, or published material

This policy strongly encourages the use of plain language principles in internal communications as well.

This policy excludes Washington Administrative Code (WAC) and Revised Code of Washington (RCW) language that follows requirements of the Office of the Code Reviser. However, Lower Columbia College should provide WAC or RCW explanations in plain language when the college refers to these laws in publications, forms, letters, and other communications. Exceptions related to external compliance, such as institutional and programmatic accreditation, may also be necessary.

Definitions

- Audience: The intended recipients of a specific communication.
- Culturally appropriate: Accounting for a set of values, beliefs, norms, perceptions, experiences, and customs that a group of people share.

- **Culturally sensitive:** Being aware of people's lived experiences and recognizing that words have different meanings for everyone. Approaching the language we use with care, humility, intention, and inclusiveness.
- **Stakeholders:** Individuals and organizations with whom Lower Columbia College serves and works.
- **Plain language:** The result of a process that creates or revises documents and online content to reflect plain language writing and design principles.
- **User testing:** The process of making content easier for the audience to understand by testing it with recommended technology tools and/or members of the intended audience and incorporating that feedback.

Requirements

1. Employees of Lower Columbia College are expected to use plain language principles in written communications with internal and external constituents, other individuals, and organizations we communicate with about Lower Columbia College's programs, activities, and decisions, with the exceptions noted above, including curriculum and related materials. User-testing, while not required, is encouraged where feasible, cost-effective, and sensible. Plain language principles include:
 1. Write for your audience, not for yourself. Organize information based on what your audience needs to know and the questions they are most likely to ask.
 2. Use common words, short sentences, and short paragraphs.
 3. Avoid jargon and legal or technical language.
 4. Use unambiguous language that is culturally appropriate for the intended audience.
 5. Use active voice writing to make it clear who is responsible for what. Note: Some cultures prefer passive voice; it is important to understand the audience's preference. However, research shows active voice helps the reader more than passive voice.
 6. Layout and design that helps the reader understand important information on the first try. This includes adequate white space, bulleted lists, helpful headings, and other proven techniques.
2. Lower Columbia College employees in the following areas/roles are recommended to complete the plain language training at the Department of Enterprise Services or equivalent training:
 1. Executive leadership team
 2. Contracts management
 3. Human Resources
 4. College Relations
 5. Department directors
3. Supervisors and managers should consider plain language training for all employees and support employee professional development in plain language principles.

4. All employees are encouraged to continually review their documents and content subject to this policy to improve upon their writing and design.

Historic Information

- Reviewed by the Executive Leadership Team: January 15, 2025
- Adopted: May 8, 2024
- Campus Review: April 23 - May 7, 2024
- Reviewed by UMCC: April 16, 2024
- Reviewed by the Governance Council: April 3, 2024
- Reviewed by the Executive Leadership Team: February 28, 2024

Resource/Reference/ Procedure	Title	Unit Responsibility
Governmental resources on plain language	plainlanguage.gov (www.plainlanguage.gov/)	
Department of Enterprise Services	Writing Documents in Plain Talk* (des.wa.gov/services/training/courses?courseid=1252)	
Reading level checkers	Gunning Fog Index (http://gunning-fog-index.com/) Edit Central's Readability Calculators (www.webfx.com/tools/read-able/) Juicy Studios readability test (juicystudio.com/services/readability) Readability Analyzer (datayze.com/readability-analyzer) Online Utility Readability Calculator (www.online-utility.org/english/readability_test_and_improve.jsp) Get Your Document's Readability and Statistics (Microsoft Word) (support.microsoft.com/en-us/office/get-your-document-s-readability-and-level-statistics-85)	

Resource/Reference/ Procedure	Title	Unit Responsibility
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Branding guidelines	LCC Brand and Style Guide (services4.lowercolumbia.edu/info/webresources2/Internal/Departments/CollegeRelations/LCC_Brand_Style_Guide.pdf)	Effectiveness and College Relations

**Note: In November 2023, Executive Order 23-02 took effect, replacing Executive Order 05-03. DES is reviewing this curriculum to ensure it meets learning requirements outlined in the new executive order. DES will update this course description when it is determined if the current course meets the updated learning requirements.*

Policy 825 - College Branding

Lower Columbia College (LCC) owns the trademark for the college name and the 'Mountains and Rivers' logo. Unauthorized individuals are prohibited from using the LCC name, logo, or other established branding elements. Unauthorized use may result in action taken via the Code of Student Conduct, employee discipline up to and including termination, or criminal or civil legal action.

LCC adheres to consistent college branding standards to promote brand identity, enhance our reputation, and maximize enrollment. An organization's name, logo, and other visual design elements in print and digital forms make up a brand identity. Brand identity is among any organization's most valuable assets and is highly correlated with reputation. Reputation enhances the size of the audience, which is necessary for maximizing enrollment.

Brand identity also represents the college's mission and vision. We are committed to helping students, faculty, and staff understand its importance and the role it plays in supporting the college's reputation and mission in our community. We model legal and ethical best practices for our students, staff, and community by enforcing adherence to policy standards.

Students and employees creating content or materials on behalf of the college must follow the guidelines in the LCC Brand and Style Guide. Effectiveness and College Relations must approve any deviations or exceptions in writing in advance. Before beginning the development process, authorized individuals are encouraged to review the Brand and Style Guide and consult with Effectiveness and College Relations regarding any questions or concerns. This proactive approach ensures alignment with the college's branding standards while fostering best practices, collaboration, and clear communication.

This policy does not apply to producing materials used exclusively for classroom instruction.

Historic Information

- Adopted: April 16, 2025
- Campus Review: February 6 - 20, 2025
- Reviewed by the Governance Council: February 5, 2025
- Reviewed by UMCC: December 17, 2024
- Reviewed by the Executive Leadership Team: November 20, 2024

Resource/Reference/ Procedure	Title	Unit Responsibility
Branding guidelines	LCC Brand and Style Guide (services4.lowercolumbia.edu/info/webresources2/Internal/Departments/CollegeRelations/LCC_Brand_Style_Guide.pdf)	Effectiveness and College Relations
LCC logos	Logos webpage (internal.lowercolumbia.edu/departments/effectiveness-college-relations/logos)	Effectiveness and College Relations
Branded Presentation Slide Backgrounds (optional use)	Slide backgrounds webpage (internal.lowercolumbia.edu/departments/effectiveness-college-relations/presentation-slides)	Effectiveness and College Relations
College Zoom backgrounds (optional use)	Zoom backgrounds webpage (internal.lowercolumbia.edu/departments/effectiveness-college-relations/zoom-backgrounds)	Effectiveness and College Relations

Administrative Policy Review Cycle

Review Cycle

Policy sections to be reviewed every three years. Note: no policies will be reviewed during summer quarter.

Section 1: Governance & Administration and Section 2: Human Resources

Review Period: March 2022- July 2022

Policy Number	Date Review Completed/Review Status
Policy 101	8/24/22
Policy 201	7/13/22
Policy 203	7/13/22
Policy 205	12/7/22
Policy 210	7/13/22
Policy 215	7/13/22
Policy 220	7/13/22
Policy 225	7/13/22
Policy 227	7/13/22
Policy 228	7/13/22
Policy 230	7/13/22
Policy 235	7/31/24
Policy 236	7/13/22
Policy 237	7/31/24
Policy 238	7/13/22
Policy 240	7/13/22
Policy 243	7/13/22
Policy 245	7/13/22

Policy Number	Date Review Completed/Review Status
Policy 246	7/13/22
Policy 250	7/13/22
Policy 251	10/26/22
Policy 252	6/19/19 (superseded by Policy 240)
Policy 253	10/26/22
Policy 256	6/19/19 (deleted)
Policy 258	10/26/22
Policy 260	7/13/22
Policy 265	7/13/22
Policy 266	7/13/22
Policy 267	7/13/22
Policy 268	9/14/22
Policy 269	4/26/23
Policy 270	3/20/24
Policy 271	4/24/24
Policy 272	6/26/24

Section 3: Instruction

Review Period: October 2023- February 2023

Policy Number	Date Review Completed/Review Status
Policy 305	2/1/23
Policy 307	2/1/23
Policy 310	4/11/23
Policy 315	4/11/23
Policy 320	2/1/23
Policy 325	6/19/19 - Redacted and Replaced by Policy 420.6

Section 4: Student Services

Review Period: March 2023- July 2023

Policy Number	Date Review Completed/Review Status
Policy 401	2/8/24
Policy 420	2/8/24
Policy 425	Repealed and Superseded by Policy 235
Policy 430	4/28/21
Policy 435	10/4/23
Policy 440	1/29/20
Policy 450	4/28/21
Policy 460	4/28/21
Policy 463	4/28/21
Policy 464	4/28/21
Policy 465	4/28/21
Policy 468	2/8/24
Policy 470	4/28/21
Policy 475	4/28/21
Policy 476	4/28/21
Policy 480	10/4/23
Policy 490	2/3/21

Section 5: Business & Finance

Review Period: October 2023 - February 2024

Policy Number	Date Review Completed/Review Status
Policy 501	In Review
Policy 503	In Review
Policy 505	In Review
Policy 510	In Review

Policy Number	Date Review Completed/Review Status
Policy 515	In Review
Policy 520	3/16/22 Deleted and Combined with Policy 515
Policy 522	3/16/22 Redacted and Replaced by Procedure 515.1A
Policy 524	3/16/22 Redacted and Replaced by Procedure 515.2A
Policy 530	In Review
Policy 532	In Review
Policy 535	In Review
Policy 540	In Review

Section 6: Facilities

Review Period: March 2024 - July 2024

Policy Number	Date Review Completed/Review Status
Policy 601	10/9/24
Policy 605	10/9/24
Policy 606	10/9/24
Policy 610	10/9/24
Policy 620	10/9/24
Policy 625	10/9/24
Policy 630	10/9/24
Policy 635	10/9/24
Policy 645	10/9/24
Policy 650	10/9/24
Policy 655	10/9/24
Policy 660	10/9/24
Policy 665	10/9/24
Policy 667	10/9/24

Policy Number	Date Review Completed/Review Status
Policy 670	10/9/24
Policy 671	10/9/24
Policy 672	In Review

Section 7: Information Systems & Services and Section 8: Marketing, Media, and Communications

Review Period: October 2024 - February 2025

Policy Number	Date Review Completed/Review Status
Policy 701	3/16/22
Policy 705	3/16/22
Policy 720	3/16/22
Policy 725	3/16/22
Policy 730	3/16/22
Policy 805	1/15/2025
Policy 810	1/15/2025
Policy 815	1/15/2025
Policy 820	1/15/2025

Review Process

- The Executive Leadership Team (ELT) will review policy sections to determine if revisions are necessary. The policies identified as needing revisions will go through the revision process.
- The ELT will ensure that all policies are consistent, fair, and equitably applied to employees and students.

Revision Process

Step 1: During the review process, The Executive Leadership Team will identify which existing policies/procedures are in need of revision.

Step 2: A draft of the suggested revised policy/procedure will be taken to the following constituency groups:

- Governance Council
- Union Management Team (UMCC)

Step 3: Once the Step 2 review is complete, the draft policy/procedure will be made available to the campus community for input.

Step 4: Results of the campus input will be shared with Governance Council and UMCC.

Step 5: The Executive Leadership Team will then recommend approval, or further revision, to the President for final adoption.

Non-Discrimination and Anti-Harassment Information

Lower Columbia College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment. Lower Columbia College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, citizenship or immigration status, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, veteran or military status, or use of a trained guide dog or service animal as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State's Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. All inquiries regarding compliance with Title IX, access, equal opportunity and/or grievance procedures should be directed to Vice President of Foundation, HR & Legal Affairs, 1600 Maple Street, PO Box 3010, Longview, WA 98632, title9@lowercolumbia.edu, Phone number, (360) 442-2120, Phone number/TTY (800) 833-6388. The notice of nondiscrimination is located at <https://lowercolumbia.edu/disclosure/non-discrimination/>.

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