

**University Committee on Administrative Policies (UCAdP)
 Agenda for Thursday, February 22, 2018 (8:30 am - 10:00 am)
 Dolan A202/203**

- I. Welcome, Agenda, and Introductions
- II. Approval of Minutes
- III. Space Policy (continued)
- IV. Assembling a Policy Review Calendar; *existing policies linked below*

from the HR Policies page <http://sites.jcu.edu/hr/pages/resourcespolicies/>

- II-1 Copyright 4/23/16
- II-2 University Vehicles 8/17/17
- II-3 Commercial Motor Vehicle Alcohol & Controlled Substances Testing 8/17/17
- Minors on Campus April 2016

Linked under HR Policies for an Inclusive and Respectful Campus
 Non-Discrimination Policy?

From the ITS Policy page <http://sites.jcu.edu/its/pages/policies/>

- Information Technology Resources Policy August 2015 also HR?
- Sensitive Data and Security Policy August 2015 also HR?
- Desktop Systems Installation Policy
- Canvas End-of-Term Policy December 2015

From Office of Student Engagement Policies page

<http://sites.jcu.edu/studentactivities/pages/student-organizations/policies-2/>

- Audio Support for Events student orgs, not policy
- Hazing Prohibition Policy same as Dean of Students
- Minors on Campus Policy same as HR
- Movie Screening Policy**
- Policy on Student Events with Alcohol student only
- Student Political and Campaign Activities Policy student only
- Protest and Rally Policy student only
- Posting Policy also Dean of Students
- Purchasing Guidelines student only, not policy
- Travel Policy student only
- Speaker Policy student only

From Office of Dean of Students' Community Guidelines

<http://sites.jcu.edu/deanofstudents/pages/community-standards/>

- Academic Honesty UCEP
- Accessibility Services** jurisdiction?
- Alcoholic Beverage Policy primarily student
- Cleaning and Maintenance student
- Conduct System student
- Dress Code student/UCEP
- Drone/Unmanned Aircraft Policy HR
- Drug Policy student/HR
- The Family Educational Rights And Privacy Act UCEP
- Firearms and Other Weapons Policy HR
- Good Samaritan & Amnesty Policy student
- Hate Free Policy HR?
- Hazing Prohibition Policy
- Off Campus Behavior Policy student
- Official Communication student
- Posting Policy and Procedures

Protest and Rally Policy	student
Residence Life Policies	resident students
Sexual Harassment and Interpersonal Violence Policy	also HR
Smoking Policy	HR
Solicitation	

From Facilities Department Forms & Policies

<http://sites.jcu.edu/facilities/home/forms-policies/>

- Contractor Prequalification Form
- Insurance Information
- Key Authorization Form
- Key/Fob Access Control Procedures
- Hot Work Policy and Procedures

From the Business Office's Policies page

<http://sites.jcu.edu/businessoffice/pages/purchasing-and-auxiliary-services/policies/>

Purchasing Policy	3/24/09
Purchasing Card Policy	Sept. 2015
Business Expense Reporting Policy	March 2016
Gift Policy	March 2009
Year-End Purchasing Cutoff Procedures	03/17/2016

From the Regulatory Affairs & Risk Management page

<http://sites.jcu.edu/businessoffice/pages/regulatory-affairs-risk-management/>

Accident Incident Report Policy and Procedure	July 2007
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Carroll Card Policies: <http://sites.jcu.edu/carrollcard/jcu-carroll-card/policies-2014-2015/>

Financial Aid Policies: <http://sites.jcu.edu/aid/pages/financial-aid-forms/>