# **Institutional SOPs**

# **Academic Technology**

• Distance Education [1]

# **Business Office**

- Accounting Procedures Manual [2]
- <u>Budget</u> [3]
- Travel Procedures [4]
- <u>Xerox</u> [5]

#### **Communications and Promotions**

• Communications and Promotions [6]

# Continuing Education & Workforce Development

• Continuing Education & Workforce Development [7]

# **Dean's Office**

• Dean's Office [8]

# **Environmental Health & Safety Office**

• Standard Operation Plan [9]

#### **Human Resources**

- Determining Acceptance on Educational Diplomas, Degrees or Certificates [10]
- <u>FMLA</u> [11]
- GCC Email Accounts [12]
- HR and Payroll [13]
- Leave Sharing Packet [14]
- Leave Sharing Procedure [15]
- Parental Involvement [16]
- Performance Evaluation [17]
- Procedures for Evaluating Employment Applications [18]
- Recruitment Flow Chart [19]
- Tuition Benefit Program [20]

# **Management Information Systems**

• Standard Operating Procedures [21]

#### **Materials Management**

- Buyer II [22]
- Inventory Management [23]
- Supply Expeditor [24]

# Planning and Development

- Facilities [25]
- High School Equivalency [26]

#### Student Financial Aid

• Standard Operating Procedures [27]

# Institutional SOPs Published on GUAM COMMUNITY COLLEGE (https://guamcc.edu)