

November 26, 2018-11-26

RE: Approach to 2018-2019 Board Policy Review

Dear Board of Education,

As introduced in prior Board meetings, OCCC has entered into a subscription service with OCCA for model Board Policy (BP). The service provides language consistent with federal and Oregon statute, and all BPs are cross-walked with state and federal statute and NWCCU accreditation standards. Part of the service also includes notification to the college when those rules or standards change.

There are initial complexities as the Board moves to revise Board Policy, including a new numbering system (by which future updates will be issued) and misalignment between how OCCC has historically organized its BP and the new model policy. For example, OCCC has tended to address multiple issues within a single policy, and the new policy places issues into separate policies. While both the new and our current system organize policies into "chapters," chapter headings and topic placement within chapters do not fully align. I recommend to the Board the following path forward to accommodate these complexities:

1. The Board approach BP review one to two chapters at a time in the following order with target completion of all by Dec 2020:
 - a. Chapters 1: The College & 2: The Board
 - b. Chapter 6: Business and Fiscal Affairs)
 - c. Chapter 4: Academic Affairs and Chapter 5: Student Services
 - d. Chapter 7: Human Resources
 - e. Chapter 3: General Institution/Other
2. Focus on Board Policies which are legally required or advised, and/or accreditation related.
3. Within a Chapter, use a two-step process, as follows
 - a. Adopt new Board Policies that overlap with issues and areas already addressed in our current policies, and rescind related current policies so that all numbering within the Chapter uses the new BP numbering scheme.
 - b. In subsequent months, consider additional new BP not previously addressed within OCCC Board Policy.

The following Board Policy Review packet follows the above methodology for the new Chapters 1 and 2. It address the first step of the process, the replacement of current Board Policy which overlaps with new Board Policies, and establishes that all the contents of Ch. 1 & 2 use the new numbering scheme and chapter headings. Then, in following months, we will bring forward the remaining recommended policies for Chapters 1 & 2 for Board review. Please note that in this

first step, not every element of existing Board Policies will be picked up in the newly adopted policies due to the differences described above.

Respectfully,

Birgitte Ryslinge, President



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New/Revised Policy, First Read Ch. 1 & Ch. 2

Key: **Revisions to existing policy**
New Policy

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New/Revised Policy, First Read Ch. 1 & Ch. 2

Key: Revisions to existing policy
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Key: Revisions to existing policy
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OREGON COAST

COMMUNITY COLLEGE

Chapter One



BP 1100 The Oregon Coast Community College

References:

ORS 341.415

NOTE: *This policy is legally advised.*

The **College** has been named the **Oregon Coast Community College**.

The name is the property of the **Oregon Coast Community College**. No person shall, without the permission of the Board of Education, use this name or the name(s) of any college(s) or other facilities of the **Oregon Coast Community College**, or any abbreviation of them, to imply, indicate, or otherwise suggest that an organization, product, or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the **Oregon Coast Community College**.

The **Oregon Coast Community College** consists of the following college(s) and education center(s):

South County Center
3120 Crestline Drive
Waldport, OR 97394

Central County Campus
400 SE College Way
Newport, OR 97366

North County Campus
3788 SE High School Drive
Lincoln City, OR 97367

Adopted by Board of Education:

SOUTH COUNTY CENTER
3120 Crestline Drive
Waldport, Oregon 97394
541-563-4502

CENTRAL COUNTY CAMPUS
400 SE College Way
Newport, Oregon 97366
541-265-2283

NORTH COUNTY CENTER
3788 SE High School Drive
Lincoln City, Oregon 97367
541-994-4166



BP 1200 College's Mission (Replaces 110)

References:

NWCCU Standards 1.A, 1.B, and 2.D.5
ORS 341.005, 341.009

NOTE: *This policy is **accreditation-related**. It is also up to the entity to reflect its organizational culture.*

The mission of the **College** is:

At Oregon Coast Community College, we equip students for success by providing educational pathways and supports in response to the diverse needs of our community. Through accessible and engaging programs, we enrich the economic and civic vitality of Lincoln County and beyond.

The Board of Education will evaluate and revise the mission of the **College** on a regular basis.

NOTE: *Institutional mission defines the broad-based educational purposes the entity seeks to achieve and the students it intends to serve, as well as the parameters under which programs can be offered and resources allocated.*

It is the discretion of the Board of Education whether or not to include individual college missions as board policy.

It is the discretion of the Board of Education whether or not it wishes to state a specific time frame for evaluating and revising the mission.

Adopted by the Board of Education:

SOUTH COUNTY CENTER
3120 Crestline Drive
Waldport, Oregon 97394
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400 SE College Way
Newport, Oregon 97366
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NORTH COUNTY CENTER
3788 SE High School Drive
Lincoln City, Oregon 97367
541-994-4166

Policy Number: 110
Adopted: 01/11/1988
Revised: 02/21/2006
Revised: 10/15/2014
Revised: 08/17/2017

Vision, Mission, Values and Core Themes

Vision

Shaping the Future Through Learning

Mission

At Oregon Coast Community College, we equip students for success by providing educational pathways and supports in response to the diverse needs of our community. Through accessible and engaging programs, we enrich the economic and civic vitality of Lincoln County and beyond.

Values

The Board of Education, administration, faculty, staff and students of Oregon Coast Community College commit to these values:

- **Accountability**: We accept responsibility for our actions and commit to transparent practices.
- **Collaboration**: We purposefully build partnerships to achieve common goals.
- **Excellence**: We hold ourselves to the highest standards and are committed to continuously improving the work we do.
- **Inspiration**: We show curiosity, illuminate new possibilities and ignite the joy of thinking well.
- **Integrity**: We act with honesty and authenticity to foster a culture of ethics and respect that embodies our work and serves the community.
- **Learning**: We celebrate the life-long process of developing valuable knowledge and skills.
- **Sustainability**: We are responsible stewards of our financial, material, natural and human resources.
- **Equity**: We embrace diversity and address the inequities and barriers that prevent people from learning and working to their full potential.

Core Theme: Student Success

Objective: OCCC will improve post-secondary educational attainment across Lincoln County and close achievement gaps for underserved populations in our community.

At Oregon Coast Community College, we equip students for success in college and in life by providing exemplary teaching, student development programs and support services. Students receive customized and relevant advising and enriched supports to maximize completion and success. In response to the diverse needs and histories of our community we are institutionalizing a philosophy of student success and strengthening the College’s policies, processes, and business practices to facilitate access and completion.

Core Theme: Educational Pathways

Objective: OCCC will offer rigorous and engaging academic programs and educational options comprised of clear pathways to transfer, employment and self-development that enrich individual lives and promote the economic and civic vitality of Lincoln County and beyond.

At Oregon Coast Community College, we assess the needs of individuals and employers, and respond by designing pathways and partnerships that address community and regional priorities. We create bridges into our pathways from high school, adult education, non-credit, and other feeders. Educational pathways are accessible through place and modality, and facilitate transitions to transfer or employment. We strengthen the economy and workforce through our business development, career technical and transfer programs. By narrowing achievement gaps in post-secondary education and raising post-secondary educational attainment, we advance the economic and civic vitality of Lincoln County and beyond.

END OF POLICY



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OREGON COAST

COMMUNITY COLLEGE

Chapter Two



BP 2010 Board of Education Membership (replaces 201)

References:

NWCCU Standard 2.A.4

ORS 341.275, ORS 341.326

NOTE: *This policy is **accreditation-related** and **legally advised**.*

The Board of Education shall be composed of seven members who serve terms of 4 years. A person shall be qualified to be a candidate for election to the board if the person is an elector who resides in the district. If the district is zoned and the position sought is one elected or nominated by zone, the person also must reside in the zone from which the person is nominated. A board member must qualify for office by taking an oath of office.

No person who is an employee of the community college district shall be eligible to serve as a member of the board for the district by which the employee is employed.

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Policy Number: 201
Adopted: 08/24/1987
Revised: 11/18/1991
Revised: 01/15/2014

GOVERNANCE

Oregon Coast Community College (Lincoln County) is a comprehensive, two-year publicly-funded, educational institution governed by a local Board of Education. The Board of Education derives its authority from the expressed will of the electorate, the provisions of the Constitution of the State of Oregon, the Oregon Revised Statutes (ORS), and the Rules and Regulations of the Higher Education Coordinating Commission, and its own policies and procedures.

END OF POLICY

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Legal References:

ORS 341.326

ORS 326.370

Revised policy was approved by OCCC Board of Education on January 15, 2014

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BP 2100 Board of Education Elections (replaces 209)

References:

ORS 341.326, ORS 341.327, ORS 255.335

NOTE: *Although this policy is **recommended as good practice**, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture.*

The term of office of each Board of Education member shall be 4 years, commencing on July 1 following the election. The term of a Board of Education member expires June 30 following the regular district election at which a successor is elected. Elections shall be held every 2 years, in odd numbered years. Terms of Board of Education members are staggered so that, as nearly as practical, one-half of the Board of Education members shall be elected at each Board of Education member election.

Adopted by Board of Education:

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Policy Number: 209
Adopted: 01/08/1990
Revised: 02/21/2006
Revised: 03/19/2014

BOARD ORGANIZATION

In order to carry out its duties and responsibilities, the Board has established the following organizational positions, duties and processes:

1. BOARD OFFICERS

After July 1st of each year, the Board shall meet and elect a Chair and a Vice-Chair from its members.¹

2. DUTIES OF BOARD OFFICERS

The duties of the Chair are as follows:

- a. To preside at all meetings of the Board;
- b. To appoint or provide for all Board committees;
- c. To call special meetings of the Board as required;
- d. To perform such other duties as may be prescribed by law or by action of the Board.

The duties of the Vice-Chair are as follows:

- a. To preside at Board meetings in the absence of the Chair;
- b. To fulfill the duties of the Chair as needed.

3. DUTIES OF THE CLERK OF THE BOARD

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The Clerk of the Board shall be the College President. In turn, the Clerk of the Board shall assign appropriate activities to the Secretary of the Board. The duties of the President shall include but not be exclusive of the following:

- a. Sign the minutes of all special and regular meetings of the Board of Education, and sign all other official documents of the Board;
- b. Serve as the custodian of College funds, or delegates the function of custodian;
- c. Have charge of all records, proceedings and documents of the Board of Education;
- d. Furnish and file all financial reports as requested by the Board and as required by law.

4. DUTIES OF THE SECRETARY TO THE BOARD

The duties of the Secretary to the Board shall include but not be exclusive of the following:

- a. Record, or have recorded, the minutes of the meetings of the Board and transmit a copy of the minutes of the previous meeting(s) to each member of the Board and to the President before each regular meeting;
- b. Maintain a record of Oregon statutes and regulations;
- c. Maintain up-to-date copies of Board policies and procedures for Board members and President;
- d. Maintain an official copy of Board policies and procedures which will be available in the Clerk's office for staff and public inspection.
- e. Distribute the agenda to Board members, meeting attendees in a timely manner.

END OF POLICY

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Legal References:

¹ ORS 341.283(1)

² ORS 341.703(1) CHECKED AND CURRENT



BP 2200 Board of Education Duties and Responsibilities (replaces 203, maybe 220)

References:

NWCCU Standards 2.A.4 and 2.A.5

ORS 341.290, ORS 341.300 (traffic control)

NOTE: *This policy is **accreditation-related**.*

NOTE: *It is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture. Board of Education duties and responsibilities are also addressed in BP 2715 Code of Ethics/Standards of Practice.*

Insert local practice; sample concepts are provided below.

The Board of Education governs on behalf of the citizens of the **College** in accordance with the authority granted to it by state law. The Board of Education is committed to fulfilling its responsibilities to:

- Represent the public interest;
- Establish policies that define the institutional mission and set prudent, ethical, and legal standards for college operations;
- Hire and evaluate the [**CEO**];
- Delegate power and authority to the chief executive to effectively lead the **College**;
- Assure fiscal health and stability;
- Monitor institutional performance and educational quality; and
- Advocate and protect the **College**.

NOTE: *Additional duties and responsibilities may be added.*

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BOARD POWERS AND DUTIES

As enumerated in ORS 341.290, the Oregon Coast Community College Board of Education shall be responsible for the general supervision and control of any and all community college campuses operated by the College. Consistent with any applicable rules of the Higher Education Coordinating Commission and the Northwest Commission on Colleges and Universities, the local Board may:

1. Employ administrative officers, professional personnel and other employees, define their duties, terms and conditions of employment and prescribe compensation therefore;
2. Enact rules for the governance of the College, including professional personnel and other employees and students therein;
3. Prescribe the educational program;
4. Control use of and access to the grounds, buildings, books, equipment and other property of the College;
5. Acquire, receive, hold, control, convey, sell, manage, operate, lease, lease-purchase, lend, invest, improve and develop any and all property of whatever nature given to or appropriated for the use, support or benefit of any activity under the control of the Board, according to the terms and conditions of such gift or appropriation;
6. Purchase real property upon a contractual basis when the period of time allowed for payment under the contract does not exceed 30 years;
7. Fix standards of admission, prescribe and collect tuition for admission to the College, including fixing different tuition rates for students who reside in the district, students who do not reside in the district, but are residents of the state, and students who do not reside in the state;
8. Prescribe and collect fees and expend funds raised for special programs and services for the students and for programs for the cultural and physical development of the students;
9. Provide and disseminate to the public, information relating to the mission, program, operation and finances of the College;
10. Establish or contract for advisory and consultant services;
11. Take, hold and dispose of mortgages on real and personal property acquired by way of gift or arising out of transactions entered into in accordance with the powers, duties and authority of the Board and institute, maintain and participate

in suits and actions and other judicial proceedings in the name of the College for the foreclosure of such mortgages;

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12. Maintain programs, services and facilities, and, in connection therewith, cooperate and enter into agreements with any person or public or private agency;
13. Provide student services including health, guidance, counseling and placement services and contract for such services;
14. Join appropriate associations and pay any required dues from resources of the College;
15. Apply for federal funds and accept and enter into any contracts or agreements for the receipt of such funds from the federal government or its agencies for educational purposes;
16. Exercise any other power, duty or responsibility necessary to carry out the functions under this section or required by law;
17. Prescribe rules for the use and access to public records of the College that are consistent with ORS 192.420, and education records of students under applicable state and federal law and rules of the Higher Education Coordinating Commission.
18. Enter into contracts for the receipt of cash or property, or both, and establish annuities pursuant to Oregon Revised Statutes, and, commit, appropriate, authorize and budget for the payment of or other disposition of general funds to pay, in whole or in part, sums due under an annuity agreement, and to provide the necessary funding for reserves or other trust funds pursuant to Oregon Revised Statutes;
19. Encourage gifts to the College by faithfully devoting the proceeds of such gifts to the purposes for which intended;
20. Build, furnish, equip, repair, lease, purchase and raze facilities; and locate, buy and acquire lands for all College purposes.
21. Participate in an educational consortium with public and private institutions that offer upper division and graduate instruction. Community colleges engaged in such consortiums may expend money, provide facilities and assign staff to assist those institutions offering upper division and graduate instruction;
22. Enter into contracts of insurance or medical service contracts or may operate a self-insurance program as provided in ORS 341.312.

END OF POLICY

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Legal Reference(s): ORS 192.420 ORS 341.290 ORS 341.31

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 541-994-4166

Policy Number: 220
Adopted: 01/08/1990
Revised: 11/18/1991
Revised: 08/20/2014

COMPLAINTS RECEIVED BY BOARD MEMBER

If a Board member receives concerns or complaints from community members, faculty, staff and administrators (excluding the President) pertaining to College they will respond to the complaint as follows:

- a. The Board member should ask the person if they have discussed the problem with the president. If they have not, suggest that they do so by telephone, meeting, email or letter;

- b. It shall be incumbent upon the President to address all such concerns in an appropriate manner and to inform the Board should the issue merit its attention.

END OF POLICY

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OREGON COAST
COMMUNITY COLLEGE

BP 2310 Regular Meetings of the Board of Education (replaces 210)

References:

ORS 341.283

NOTE: The following language is legally advised as permitted or required by state law.

Regular meetings of the Board of Education shall be held [*insert here regular day of the week and frequency of meetings, e.g., “second and fourth Tuesday of each month”*]. Regular meetings of the Board of Education shall normally be held at [*insert address, building, room*].

Adopted by the Board of Education:

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Policy Number: 210
Adopted: 01/08/1990
Revised: 02/21/2006
Revised: 05/21/2014
Revised: 02/23/2015

BOARD MEETINGS AND AGENDA

The Board shall provide for the time and place of its regular meetings, at any of which it may adjourn to the next succeeding regular meeting or to some specified time prior thereto. Special or executive session meetings shall be convened by order of the Chair of the Board or upon the request of four Board members at least 24 hours before such meeting is to be held, or by common consent of the Board members. Notice of any special meeting or executive session shall be given to the members pursuant to bylaws of the Board.

A majority of the Board members shall constitute a quorum. The affirmative vote of the majority of members of the Board is required to transact any business. To transact any business, a minimum of four members must agree.

Meetings of the Board of Education and Budget Committee shall be adjourned by a motion, second and vote of the members, or by a declaration of adjournment by the Chair.

Regular, in-person attendance by Board members is an important component of successful Board deliberation. At the discretion of the Board, Board member participation by an alternate form of communication in case of illness, or circumstances beyond the control of the board member, can be allowed.

Every July, the Board shall establish the dates for regularly scheduled meetings.

The Chair of the Board, in consultation with the College President, may cancel or reschedule a regularly scheduled Board meeting.

Public notice for regular Board of Education meetings will be given at least 7 days prior to the Board meeting. Notice will be given to the news media and communicated internally to college stakeholders and interested parties that have requested such notification. Public notice for special meetings or executive sessions must be made at least 24 hours in advance of such meetings, recognizing that several days is preferable.

Agendas will be issued to Board members at least 72 hours in advance of board meetings.

END OF POLICY

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Legal References: ORS 341.283(2-3)

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NORTH COUNTY CENTER
3788 SE High School Drive
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BP 2340 Agendas (Replaces 207)

References:

ORS 192.640

NOTE: This policy is legally advised as permitted or required by state law.

An agenda shall be posted adjacent to the place of meeting at least [**# hours**] hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

The order of business may be changed by consent of the Board of Education.

Agendas shall be developed by the [**CEO**] in consultation with the Board of Education President.

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Policy Number: 207
Adopted: 03/11/1991
Revised: 02/21/2006
Revised: 02/19/2014

REQUEST TO BE PLACED ON THE AGENDA

Any resident in the District may formally request to bring matters before the Oregon Coast Community College Board of Education and to have such matters placed on the agenda.

The following procedures are established to ensure that all members of the community have an opportunity to be heard.

a. Prior to bringing a matter before the Board, the President (Clerk) should endeavor to resolve the questions with appropriate College personnel.

b. The Clerk must be notified in writing by the Friday preceding a Board meeting regarding any matter to be formally presented to the Board.

i. In the case of formal complaints or charges, a written letter that includes details about the situation that will be discussed at the board meeting should be submitted to the Board during that meeting.

ii. Where charges or serious complaints are raised for the first time during the "Communications from the Audience" section of the agenda, the comments will be recorded in the minutes, and the matter will be taken under consideration and responded to by the Board at the next meeting.

END OF POLICY

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BP 2345 Public Participation at Board of Education Meetings (Replaces 206)

References:

ORS 192.630

NOTE: *This policy is **legally advised** as permitted or required by state law. Oregon law requires that meeting of the Board of Education are open to the public except when the Board of Education meets in closed session. Rules relating to public participation are determined by the Board of Education based on Board practices unless required by law (e.g. local budget law, or when setting criteria for hiring a CEO).*

There will be a time at each regularly scheduled Board of Education meeting for the general public to address the Board of Education regarding items not on the agenda.

Members of the public also may submit written communications to the Board of Education on items on the agenda or speak to agenda items at the Board of Education meeting. Written communication regarding items on the Board of Education's agenda should reach the office of the [**CEO**] not later than [**insert number of days here, such as five working days**] prior to the meeting at which the matter concerned is to be before the Board of Education. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

Claims for damages are not considered communications to the Board of Education under this rule, but shall be submitted to the [**entity**].

Adopted by the Board of Education:

Policy Number: 206

Adopted: 03/11/1991

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PUBLIC PARTICIPATION AT BOARD MEETINGS

The members of the public and media are invited to attend and participate in the regularly scheduled Board of Education meetings. Attendance at Executive Sessions will be limited to the media. Public communication will be a regular agenda item and provides the opportunity for the Board to hear from members of the community.

Recognizing its responsibility for proper governance of the College and therefore the need to conduct its business in an orderly and efficient manner, the Board shall schedule a period during each regular Board meeting called "Communications from the Audience." Individuals who wish to communicate with the Board are asked to sign-in immediately before to the board meeting. The length of the period of time designated for "Communications from the Audience" shall be governed by the Board Chair and generally shall not exceed five (5) minutes unless extended by action of the Board. The Board Chair shall be responsible for recognizing all speakers who shall properly identify themselves.

The Board is not obligated to act upon any proposal or request raised. Under the Public Meeting Law, the right of public attendance does not include the right to participate. The presiding Board officer has the inherent authority to keep order and to impose any restrictions necessary to conduct an efficient and orderly meeting.

As a courtesy to the Board the following guidelines will be adhered to:

1. Anyone wishing to present before the Board shall inform the President prior to the Board meeting of the desire to speak, and of the topic to be discussed in order to establish an orderly meeting agenda.
2. Speakers may offer objective criticisms of College operations and programs. The Board asks that channels other than public Board meetings be utilized for the disposition of legitimate complaints involving College personnel or any person connected with the College. Questions asked by the public shall, when possible, be answered immediately by the Chair or referred to staff members present for reply. Questions requiring further action shall be referred to the President for consideration.

Members of the public will not be recognized by the Chair while the Board conducts official business except when; 1) the Board schedules in advance an interim public discussion period on a particular agenda item or 2) if individuals notify the President of the College that they wish to address an agenda item prior to discussion by the Board.

Persons appearing before the Board of Education are reminded as a point of information that the members of the Board are without authority to act independently as individuals in official matters. Any questions may be directed to individual Board members, but answers must be deferred pending consideration by the full Board.

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Any person failing to comply with reasonable rules of conduct or who causes a disturbance may be asked or required to leave and upon failure to do so may be considered a trespasser.

END OF POLICY

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Legal Reference(s):

- ORS 341.283
- ORS 192.610-.690
- ORS 332.057
- ORS 332.065

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BP 2430 Delegation of Authority to the [CEO] (Replaces 250 and 255)

References:

NWCCU Standard 2.A.7

ORS 341.290

NOTE: This policy is accreditation-related and legally advised.

The Board of Education delegates to the [CEO] the executive responsibility for administering the policies adopted by the Board of Education and executing all decisions of the Board of Education requiring administrative action.

The [CEO] may delegate any powers and duties entrusted to him/her by the Board of Education [*including the administration of colleges and centers*], but will be specifically responsible to the Board of Education for the execution of such delegated powers and duties.

The [CEO] is empowered to reasonably interpret Board of Education policy. In situations where there is no Board of Education policy direction, the [CEO] shall have the power to act, but such decisions shall be subject to review by the Board of Education. It is the duty of the [CEO] to inform the Board of Education of such action and to recommend written Board of Education policy if one is required.

The [CEO] is expected to perform the duties contained in the [CEO] job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board of Education in consultation with the [CEO].

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The [**CEO**] shall ensure that the [**entity**] complies with all relevant laws and regulations and submit required reports in timely fashion.

The [**CEO**] shall make available any information or give any report that the Board of Education] as a whole requests. Individual Board of Education member requests for information shall be met if, in the opinion of the [**CEO**], they are not unduly burdensome or disruptive to the [**entity's**] operations. Information provided to any Board of Education member shall be [**available/provided**] to all Board of Education members.

The [**CEO**] shall act as the professional advisor to the Board of Education in policy formation.

Adopted by the Board of Education

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Policy Number: 250
Adopted: 08/24/1987
Revised: 11/18/1991
Revised: 10/15/2014

BOARD/PRESIDENT RELATIONSHIP

The Board recognizes that the most important and most sensitive relationship to be maintained by the Board is the one it achieves with the President. Mutual trust and respect are mandatory to maintain an atmosphere in which cooperative leadership can be developed.

The President will be the chief executive officer and will be responsible for the professional leadership and skill necessary to translate the will of the Board into administrative action.

The President will be responsible for all aspects of College operation and for the duties and powers pertaining thereto as the Board may direct or delegate, and will develop such procedures and regulations as he/she considers necessary to ensure efficient operation of the College.

The Board expects that the President is professionally able and possesses outstanding qualities of leadership, vision and administrative skill, and that the President will implement all policies of the Board in good faith.

The President can expect that the Board will respect his/her professional competence and extend to him/her full responsibility for implementation of Board policy decisions.

The Board holds the President responsible for carrying out its policies within established guidelines and for keeping the Board informed about College operations.

END OF POLICY

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Legal Reference(s):

ORS 341.283
ORS 341.290(2)

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Policy Number: 255
Adopted: 08/24/1987
Revised: 11/18/1991
Revised: 10/15/2014

PRESIDENT'S AUTHORITY AND ADMINISTRATIVE ORGANIZATION

Under its authority granted by [ORS 341.290](#), the Board establishes the office of President and delegates to the President the powers and duties as described in this policy. The Board of Education's management authority will be delegated through the president to the administrative staff as shown in the organizational structure chart of the college. The Board expects the president to keep the administrative structure current with the needs for supervision and accountability within the organizational and fiscal parameters of the college.

The President is the Chief Executive Officer of Oregon Coast Community College and is responsible to the Board for the proper administration of the college. The President, or the President's designee:

- Shall be responsible for the organization and operation of the college;
- Shall appoint, remove, discipline and supervise all employees of the college in a manner consistent with the college personnel system and applicable collective bargaining agreements;
- Shall prepare and submit a proposed college budget for the Board's review and approval pursuant to Local Budget Law ([ORS 294.305 to 294.565](#)) and shall properly administer the budget as adopted;
- Shall keep the Board advised of the financial condition and needs of the college;
- Shall be responsible for maintaining open communications with the Board and for keeping the Board informed as to all matters pertinent to the governance of the college;
- Shall make recommendations to the Board concerning Board policy;
- Shall, subject to the approval of the Board, conduct all aspects of real property transactions on behalf of the college;
- Shall adopt operating policies and procedures as required by Board policy, as otherwise directed by the Board, or as the President deems necessary for the effective administration of the college;
- Shall act as the purchasing agent for the college and shall execute and administer contracts under authority of the Board;
- Shall perform other duties consistent with this policy and as required by the Board; and
- Shall exercise all powers and duties under [ORS 341.290 to ORS 341.321](#) not retained by the Board.

END OF POLICY

Legal Reference(s):f ORS 341.290 to 341.321, ORS 294.305 to 294.565, ORS 589008000 (1)(k)

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BP 2725 Board of Education Member Compensation (Replaces 204)

References:

ORS 341.283(6)

NOTE: *Although this policy is **recommended as good practice**, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture. This policy is appropriate when the Board of Education has acted to provide compensation to its members. If the Board of Education permits the student member of the Board of Education, if any, to receive compensation, include the amount of compensation for the student Board of Education member, if different.*

Members of the Board of Education shall receive no compensation for their services, but they shall be allowed the actual and necessary expenses incurred by them in the performance of their duties.

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Policy Number: 204
Adopted: 01/08/1990
Revised: 02/21/2006
Revised: 02/19/2014

BOARD MEMBER EXPENDITURE COMPENSATION

Members of the Board shall not receive compensation for their services, but they may be reimbursed for the actual and necessary expenses incurred in the performance of their duties.

END OF POLICY

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Legal References:

ORS 341.283(6)

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BP 2810 Naming Rights (replaces 120)

References:

ORS 341.290(2)

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Policy Number: 120
Adopted: 09/19/2005
Revised: 02/21/2006
Revised: 02/23/2015

MEMORIALS, RECOGNITIONS, NAMING RIGHTS

The OCCC Board of Education has sole authority over the naming of College sites, buildings, facilities, parts of facilities, and faculty and staff positions. The Board recognizes the symbolic significance to the College and to the community associated with the naming of facilities, parts of facilities, displays, programs, and faculty and staff positions in honor of individuals, families, entities or organizations that have made important contributions to the College and community.

These expressions of recognitions are limited to:

1. Memorial or Honorary Scholarships
2. Endowed Faculty or Staff Positions
3. Plaques or Permanent Pieces of Furniture
4. Rooms and Room Decorations
5. Artistic Displays
6. Landscaping, Trees, Shrubbery, Pools and Fountains
7. Buildings

The College will consider the following two general categories of naming opportunities for individuals, families, entities, or organizations:

- Philanthropic Naming – Consideration for naming of a College facility, parts of facilities, program, faculty or staff position may be given in recognition of meaningful financial gifts to the College or OCCC Foundation. The OCCC Foundation Board will make recommendations to the PCC President regarding naming proposals and agreements that recognize philanthropic contributions, for approval by the OCCC Board of Directors.

- Honorary Naming – OCCC considers the naming of a College facility, parts of facilities, programs, and faculty/staff positions in honor of an individual, family, entity, or organization to be one of the highest recognitions that the College can bestow. Those considered for naming honors shall have been dedicated to the purpose, nature and mission of the College and shall have achieved outstanding distinction through contributions to the College or community.

All naming recognition must be consistent with the College's mission. The proposed name should enhance the public reputation of the institution. The credentials, character, and reputation of the individual, family, entity or organization for whom the naming is being considered shall be appropriately evaluated. Naming

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proposals must be accompanied by appropriate supporting documentation. The OCCC Board of Education reserves the right to rename or terminate naming agreements upon certain triggering events.

The President will develop Rules to implement this policy.

END OF POLICY

Legal Reference(s):

ORS 341.290(2)

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