



BP 3100 Organizational Structure

References: NWCCU Standard 2.A.9

The President shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within the College. Organizational charts will be updated at least biannually and be publicly accessible

Adopted:

BP 3200 Accreditation

References: NWCCU Standards 2.A.3 and 2.A.25

The President shall ensure the College complies with the accreditation process and standards of the Northwest Commission on Colleges and Universities (NWCCU) and of other College programs that seek special accreditation.

The President shall keep the Board of Education informed of approved accrediting organizations and the status of accreditations. The President shall ensure that the Board of Education is involved in any accreditation process in which Board of Education participation is required.

The President shall provide the Board of Education with a summary of any accreditation reports and any actions taken or to be taken in response to recommendations in an accreditation report.

Adopted:

BP 3225 Institutional Effectiveness

References: NWCCU Standards 2.A.21, 4.A, 4.B, 5.A, and 5.B

The Board of Education is committed to developing goals that measure the ongoing condition of the College's operational environment and progress towards student success outcomes. The Board of Education regularly assesses the College's institutional effectiveness.

Adopted:

BP 3250 Institutional Planning

References: NWCCU Standards 2.G.3, 2.G.7, 2.G.8, 3.A, and 3.B

The President shall ensure that Oregon Coast Community College has and implements a broad-based comprehensive, systematic, and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The planning system shall include plans required by law, including, but not limited to:

- Mission
- Core Themes and Outcomes



- Strategic
- Budget
- Programs and Enrollment
- Facilities
- Emergency Planning
- Technology

The President shall ensure the Board of Education has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans, and that the Board of Education participates in budget planning per Oregon Budget law.

The President shall inform the Board of Education about the status of planning for other plans, and when plans are finalized. The Board of Education may direct the President to request prior Board approval of these other plans.

Adopted:

BP 3280 Grants

References: There are no Oregon statutory requirements.

The Board of Education will be informed at least quarterly about grant applications above \$15,000 and whether those grants were received by the College. The authority to determine what grant applications are made resides with the President. The President shall establish procedures to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the Oregon Coast Community College.

Adopted:

BP 3300 Public Records

References: NWCCU Standard 2.D.7; ORS 192.311- 192.478

The President shall ensure that procedures are established for records management, including access by the public, that comply with the requirements of the state's open meeting and public records access laws.

Adopted:

BP 3310 Records Retention and Destruction

References: Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45; NWCCU Standards 2.A.20 and 2.D.7; ORS 192.005 – ORS 192.170; OAR 166-450-0000 – OAR 166-450-0125

The President shall ensure the establishment of administrative procedures to assure the appropriate retention and destruction of all Oregon Coast Community College records—

including electronically stored information as defined by the Federal Rules of Civil Procedure and Oregon law. Such records shall include, but not be limited to student records, employment records, and financial records.

Adopted:

BP 3500 Campus Safety

References: NWCCU Standard 2.D.2

The Board of Education is committed to a safe and secure work and learning environment. To that end, the President will ensure the development and maintenance of a plan(s) specifying procedures to be used in emergencies including, but not limited to natural disasters, fire, illness or injury of a student or staff member. The President will ensure community and county agencies are consulted in developing this plan. Safety plans will be widely available to students and other members of the campus community.

Adopted:

BP 3501 Campus Security and Access

References: 34 Code of Federal Regulations Part 668.46(b)(3); NWCCU Standard 2.G.1; ORS 341.290(4)

The President shall establish procedures for security and hours of access to Oregon Coast Community College facilities.

Adopted:

BP 3515 Reporting of Crimes

References: Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998; 34 Code of Federal Regulations Parts 99.31(a) (13), (14) and 668.46(b); Campus Security Act of 1990; NWCCU Standard 2.D.2

The President shall ensure an annual “Clery Act” report is prepared of applicable crimes reported to campus security and/or local law enforcement. This report will include applicable crimes committed on campus, on public property within or immediately adjacent to campus, and in or on non-campus buildings or property owned or controlled by the institution or by an officially recognized student organization.

The “Clery Act” crimes to be reported include:

- Criminal Offenses – criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- Hate crimes; Violence Against Women Act (VAWA) Offenses - incidents of domestic violence, dating violence, and stalking; and
- Arrests and referral for disciplinary action – for weapons, drug abuse violations, and liquor law violations.



Such reports shall be made available as required by federal and state law.

Adopted:

BP 3520 Local Law Enforcement

References: 34 Code of Federal Regulations Part 668.46(b)(4)

The Oregon Coast Community College encourages accurate and prompt reporting of all crimes to campus security or the appropriate police agencies. The President shall establish procedures for College staff to inform crime victims of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Adopted:

BP 3540 Sexual and Other Assaults on Campus

References: 20 U.S. Code Section 1092(f); 34 Code of Federal Regulations Part 668.46(b) (11); ORS 350.255

Any sexual assault or physical abuse, including, but not limited to rape as defined by state law, whether committed by an employee, student, or member of the public, that occurs on Oregon Coast Community College property, is a violation of Oregon Coast Community College policies and procedures, and is subject to all applicable punishment, including criminal procedures, and employee or student discipline procedures. Students, employees, and campus visitors who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The *President* shall establish administrative procedures that ensure that students, employees, and campus visitors who are victims of sexual and other assaults receive appropriate information and treatment. The Oregon Coast Community College will make educational information about preventing sexual violence is widely available on campus.

The procedures shall meet the criteria contained in 34 Code of Federal Regulations Part 668.46 and ORS 350.255.

See also:

- **BP 212 Title IX, Gender-Based and Sexual Misconduct**
- [Portland Community College Gender-Based and Sexual Misconduct Policy \[pdf\]](#)

Adopted:

BP 3550 Drug Free Environment and Drug Prevention Program

References: Drug Free Schools and Communities Act, 20 U.S. Code Section 1145g; 34 Code of Federal Regulations Parts 86.1 et seq.; Drug Free Workplace Act of 1988, 41 U.S. Code Section 702

The College shall be free from all drugs. Students and employees may not possess, use, or distribute illicit drugs and alcohol. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the Oregon Coast Community College.

Any student or employee who violates this policy will be subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

The President shall assure that the College distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

There are numerous health risks associated with the use of illicit drugs and the abuse of alcohol, including but not limited to

- Impairment of brain activity, digestion, and blood circulation; impairment of physiological processes and mental functioning; and, physical and psychological dependence. Such use during pregnancy may cause miscarriage, various birth defects or fetal alcohol syndrome. Additionally, the illicit use of drugs increases the risk of contracting hepatitis, AIDS and other infections. If used excessively, the use of alcohol or drugs singularly or in certain combinations may cause death.
- Alcohol is a central nervous system depressant that can impair coordination, inhibitions, self-control, memory, judgment, and reflexes. Large quantities may produce staggering, slurred speech, mood changes, unconsciousness and possibly death. Prolonged use can damage many organs of the body including the heart, liver, stomach, and pancreas.
- Marijuana can increase heart rate, interfere with sexual development, may cause a reduction in male fertility and disrupt the female menstrual cycle. It can increase the risk of disease/damage to the body's respiratory system, impair eye-hand coordination and other essential functions needed to operate a motor vehicle safely. It can also impair the body's immune system.
- Cocaine can cause feelings of depression, inability, impatience and pessimism. It can also cause severe weight loss, anxiety, hallucinations, increased heart rate and blood pressure. Cocaine has caused death by convulsion, failure of the respiratory system, and by heart attack.

- Certain over-the-counter and prescription drugs can also cause drug tolerance, dependence, and addiction.
- Interaction between various drugs, legal and illegal, may have serious consequences to the user. Various combinations of drugs may work at cross purposes within the body, and the combined effects of two or more drugs may be more potent than the effect of a single drug.
- Club drugs such as MDMA (Ecstasy), GHB, LSD, Rohypnol, Ketamine and Methamphetamine can cause serious health problems and possibly death. Many of these drugs are tasteless and odorless. The chemicals, drug sources and pharmacological agents used to manufacture these drugs often vary, making it difficult to determine all of the effects, symptoms and health risks associated with club drugs. Confusion, depression, impaired motor function, amnesia, psychotic behavior, cardiac failure and permanent neurological and organ damage are some known effects associated with the use of these drugs.
- Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects described.
- Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Adopted:

BP 3560 Alcoholic Beverages

References: 34 Code of Federal Regulations Part 668.46(b); ORS 471.105

The President is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with these procedures.

Adopted:



BP 3715 Intellectual Property

References: 17 U.S. Code Sections 101 et seq.; 35 U.S. Code Sections 101 et seq.; 37 Code of Federal Regulations Parts 1.1 et seq.; NWCCU Standards 2.A.24 and 2.A.29; ORS 341.319

The President shall develop procedures that define the rights, interests, protection, and transfer of intellectual property created by the Oregon Coast Community College students and employees.

Adopted: