

Board Policy Review 2022 Inventory

BP Chapt	BP#	Title	Responsible Administrator	Last Reviewed Date	Review By	Target BOE Review
Chapter 1: The Oregon Coast Community College (Ryslunge)						Q1 2023
1	1100	The Oregon Coast Community College	Ryslunge	2018	2023	
1	1200	College Mission	Ryslunge	2018	2023	
Chapter 2: Board of Education (Ryslunge)						Q1 2023
2	211	Tobacco Free Campus	Oroz/Gutknect	2014	2019	
2	212	Title IX, Gender-Based and Sexual Misconduct	Oroz/Gutknect	2015	2020	
2	2010	Board of Education Membership	Ryslunge	2018	2023	
2	2100	Board of Education Elections	Ryslunge	2018	2023	
2	2110	Vacancies on the Board of Education	Ryslunge	2019	2024	
2	2200	Board of Education Duties and Responsibilities	Ryslunge	2018	2023	
2	2210	Board of Education Officers	Ryslunge	2019	2024	
2	2305	Annual Organizational meeting	Ryslunge	2019	2024	
2	2310	Regular Meetings of the Board of Education	Ryslunge	2018	2023	
2	2315	Closed/Executive Sessions	Ryslunge	2019	2024	
2	2330	Quorum and Voting	Ryslunge	2019	2024	
2	2340	Agendas	Ryslunge	2018	2023	
2	2345	Public Participation at Board of Education Meetings	Ryslunge	2018	2023	
2	2350	Speakers	Ryslunge	2019	2024	
2	2360	Minutes	Ryslunge	2019	2024	
2	2410	Board Policies and Administrative Procedures	Ryslunge	2019	2024	
2	2430	Delegation of Authority to the College President	Ryslunge	2018	2023	
2	2431	Selection of President	Ryslunge	2019	2024	
2	2432	Administrator in Charge and Acting President	Ryslunge	2019	2024	
2	2435	Evaluation of the President	Ryslunge	2019	2024	
2	2510	Participation in Local Decision Making	Ryslunge	2019	2024	
2	2710	Conflicts of Interest	Ryslunge	2019	2024	
2	2715	Code of Ethics/Standards of Practice	Ryslunge	2019	2024	
2	2716	Board of Education Political Activity	Ryslunge	2019	2024	
2	2720	Communication Among Board of Education Member	Ryslunge	2019	2024	
2	2725	Board of Education Member Compensation	Ryslunge	2018	2023	
2	2735	Board of Education Member Travel	Ryslunge	2019	2023	
2	2745	Board of Education Self-Evaluation	Ryslunge	2019	2024	
Chapter 3: General Institution (Exec Team)						Q4 2023
3	301	Non-Discrimination Assurances	Exec Team	2018	2023	
3	302	Compliance Assurances	Exec Team	2019	2024	
3	3100	Organizational Structure	Exec Team	2019	2024	
3	3200	Accreditation	Exec Team	2019	2024	
3	3225	Institutional Effectiveness	Exec Team	2019	2024	
3	3250	Institutional Planning	Exec Team	2019	2024	
3	3280	Grants	Exec Team	2019	2024	
3	3300	Public Records	Exec Team	2019	2024	
3	3310	Records Retention and Destruction	Exec Team	2019	2024	
3	3430	Prohibition of Harassment	Exec Team	2020	2025	
3	3433	Prohibition of Harassment under Title IX	Exec Team	2020	2025	
3	3440	Service/Assistance Animals	Oroz	2020	2025	
3	3500	Campus Safety	Gintner/Rogers	2019	2024	
3	3501	Campus Security and Access	Gintner/Rogers	2019	2024	
3	3505	Emergency Response Plan	Gintner/Rogers	2020	2025	
3	3515	Reporting of Crimes	Gintner/Rogers	2019	2024	

3	3520	Local Law Enforcement	Gintner/Rogers	2019	2024
3	3540	Sexual and Other Assaults on Campus	Exec Team	2019	2024
3	3550	Drug Free Environment and Drug Prevention Program	Exec Team	2019	2024
3	3560	Alcoholic Beverages	Exec Team	2019	2024
3	3715	Intellectual Property	Exec Team	2019	2024
3	3720	Computer and Network Use	Gintner	2020	2025
3	3820	Fund Development/Fund Raising and Gifts	Price	2020	2025

Chapter 4: Academic Affairs (Lara) Q3 2023

Requires extensive review for BP gaps (OCCA service has 20 Academic BPs)

4	400	Academic Freedom	Lara	2015	2020	(Q1 2023)
4	403	Admissions	Lara	2014	2019	(Q1 2023)
4	4040	Library and Learning Support Services	Lara	2019	2024	

Chapter 5: Student Services (Oroz) Q3 2023

Requires some review for BP gaps

5	5010	Admissions and Concurrent Enrollment	Andres Oroz	2019	2024	
5	5015	Residence Determination	Andres Oroz	2019	2024	
5	5035	Withholding of Student Records	Andres Oroz	2019	2024	
5	5040	Education Records, Directory Information, and Privacy	Andres Oroz	2019	2024	
5	5052	Open Enrollment	Andres Oroz	2020	2025	
5	5055	Enrollment Priorities	Andres Oroz	2020	2025	
5	5130	Financial Aid	Andres Oroz	2020	2025	
5	5140	Disabled Student Services	Andres Oroz	2020	2025	
5	5210	Communicable Disease - Students	Andres Oroz	2019	2024	
5	5400	Associated Students Organization	Andres Oroz	2019	2024	
5	5520	Student Publications	Andres Oroz	2020	2025	
5	5800	Prevention of Identity Theft in Student Financial Transactions	Andres Oroz	2020	2025	
5	820	Student Rights, Responsibility, and Conduct	Andres Oroz	2014	2019	(Q1 2023)

Chapter 6: Business & Fiscal Affairs (Gintner) Q2 2023

6	6100	Designation of Authorized Signatures	Robin Gintner	2019	2024	
6	6150	Budget Preparation	Robin Gintner	2019	2024	
6	6200	Budget Management	Robin Gintner	2019	2024	
6	6250	Budget Preparation	Robin Gintner	2019	2024	
6	6300	Fiscal Management	Robin Gintner	2019	2024	
6	6301	Tuition and Fees	Robin Gintner	2019	2024	
6	6320	Investments	Robin Gintner	2019	2024	
6	6330	Purchasing	Robin Gintner	2019	2024	
6	6340	Bids and Contracts	Robin Gintner	2019	2024	
6	6400	Financial Audits	Robin Gintner	2019	2024	
6	6450	Travel	Robin Gintner	2019	2024	
6	6500	Property Management	Robin Gintner	2019	2024	
6	6520	Security for College Property	Robin Gintner	2019	2024	
6	6540	Insurance and Risk	Robin Gintner	2019	2024	
6	6550	Disposal of Property	Robin Gintner	2019	2024	
6	6600	Capital Construction	Robin Gintner	2019	2024	
6	6700	Facilities Use	Robin Gintner	2019	2024	
6	6750	Parking	Robin Gintner	2019	2024	
6	6800	Occupational Safety	Robin Gintner	2019	2024	
6	6802	Integrated Pest Management	Robin Gintner	2020	2025	
6	6900	Auxiliary Services Including Bookstore	Robin Gintner	2019	2024	

Chapter 7: Human Resources (Ryslingle & Gutknect) Q1 2023

7	700	Equal Employment Opportunity	Joy Gutknecht	2014	2019
7	701	Staff Evaluation	Joy Gutknecht	2014	2019
7	706	Ethical Conduct and Confliet of Interest	Joy Gutknecht	2014	2019
7	709	Personnel Records	Joy Gutknecht	2014	2019
7	712	Management Rights	Joy Gutknecht	2014	2019
7	733	Expense Reimbursements	Joy Gutknecht	2014	2019
7	739	Drug and Alcohol Free Workplace	Joy Gutknecht	2014	2019
7	742	Health and Safety	Joy Gutknecht	2015	2020
7	745	Separation From Employment / Layoff	Joy Gutknecht	2015	2020
7	751	Compensation and Benefits	Joy Gutknecht	2015	2020
7	754	Retirement Plan	Joy Gutknecht	2015	2020
7	760	Worker's Compensation Coverage	Joy Gutknecht	2015	2020
7	781	Political Activities	Joy Gutknecht	2015	2020
7	787	Standards of Conduct	Joy Gutknecht	2015	2020
7	790	Dicipline and Dismissal of Personnel	Joy Gutknecht	2015	2020
7	793	Staff Complaints and Appeals	Joy Gutknecht	2015	2020

BOARD POLICY AND PROCEDURE PROGRAM CHAPTER INDEX

CHAPTER 1 - THE [*ENTITY*]

BP	Title	AP	Title
BP 1100	The [<i>Name of Entity</i>]		
BP 1200	[<i>Entity's</i>] Mission		

CHAPTER 2 – Board of Education

BP	Title	AP	Title
BP 2010	Board of Education Membership		
BP 2015	Student Member(s)	AP 2015	Student Member(s)
BP 2100	Board of Education Elections	AP 2100	Board of Education Elections
BP 2105	Election of Student Member(s)	AP 2105	Election of Student Member(s)
BP 2110	Vacancies on the Board of Education	AP 2110	Vacancies on the Board of Education
BP 2200	Board of Education Duties and Responsibilities		
BP 2210	Officers		
BP 2220	Committees of the Board of Education		
BP 2305	Annual Organizational Meeting		
BP 2310	Regular Meetings of the Board of Education		
BP 2315	Closed/Executive Sessions		
BP 2320	Special [and Emergency] Meetings	AP 2320	Special [and Emergency] Meetings
BP 2330	Quorum and Voting		
BP 2340	Agendas	AP 2340	Agendas
BP 2345	Public Participation at Board of Education Meetings	AP 2345	Public Participation at Board of Education Meetings
BP 2350	Speakers		
BP 2355	Decorum		
BP 2360	Minutes	AP 2360	Minutes
BP 2410	Board Policies and Administrative Procedures	AP 2410	Board Policies and Administrative Procedure
BP 2430	Delegation of Authority to the [CEO]	AP 2430	Delegation of Authority to the [CEO]
BP 2431	Selection of the [CEO]		
BP 2432	[CEO] Succession		
BP 2435	Evaluation of the [CEO]	AP 2435	Evaluation of the [CEO]
BP 2510	Participation in Local Decision-Making	AP 2510	Participation in Local Decision-Making

BP	Title	AP	Title
BP 2610	Presentation of Initial Collective Bargaining Proposals	AP 2610	Presentation of Initial Collective Bargaining Proposals
BP 2710	Conflict of Interest	AP 2710	Conflict of Interest
		AP 2712	Conflict of Interest - Contracts
BP 2715	Code of Ethics/Standards of Practice		
BP 2716	Board of Education Political Activity		
BP 2717	Personal Use of Public Resources - Board of Education		
BP 2720	Communications among Board of Education Members		
BP 2725	Board of Education Member Compensation		
BP 2735	Board of Education Member Travel	AP 2735	Board of Education Member Travel
BP 2740	Board Member Education		
BP 2745	Board of Education Self-Evaluation		
BP 2750	Board of Education Member Absence from the State		

CHAPTER 3 - GENERAL INSTITUTION

BP	Title	AP	Title
		AP 3050	Institutional Code of Ethics
BP 3100	Organizational Structure	AP 3100	Organizational Structure
BP 3200	Accreditation	AP 3200	Accreditation
BP 3225	Institutional Effectiveness	AP 3225	Institutional Effectiveness
BP 3250	Institutional Planning	AP 3250	Institutional Planning
BP 3280	Grants	AP 3280	Grants
BP 3300	Public Records	AP 3300	Public Records
BP 3310	Records Retention and Destruction	AP 3310	Records Retention and Destruction
BP 3410	Nondiscrimination	AP 3410	Nondiscrimination
BP 3420	Equal Employment Opportunity	AP 3420	Equal Employment Opportunity
BP 3430	Prohibition of Harassment	AP 3430	Prohibition of Harassment
		AP 3432	Workplace Harassment
		AP 3435	Discrimination and Harassment Complaints and Investigations
BP 3440	Service/Assistance Animals	AP 3440	Service/Assistance Animals
BP 3500	Campus Safety	AP 3500	Campus Safety
BP 3501	Campus Security and Access	AP 3501	Campus Security and Access
BP 3503	Missing Student Notification	AP 3503	Missing Student Notification
BP 3505	Emergency Response Plan	AP 3505	Emergency Response Plan
BP 3510	Workplace Violence	AP 3510	Workplace Violence
BP 3515	Reporting of Crimes	AP 3515	Reporting of Crimes
		AP 3516	Registered Sex Offender Information
BP 3518	Child Abuse Reporting	AP 3518	Child Abuse Reporting
BP 3520	Local Law Enforcement	AP 3520	Local Law Enforcement
BP 3530	Weapons on Campus	AP 3530	Weapons on Campus

BP	Title	AP	Title
BP 3540	Sexual and Other Assaults on Campus	AP 3540	Sexual and Other Assaults on Campus
BP 3550	Drug-Free Environment and Drug Prevention Program	AP 3550	Drug-Free Environment and Drug Prevention Program
BP 3560	Alcoholic Beverages	AP 3560	Alcoholic Beverages
BP 3570	Smoking and Other Tobacco Use and Possession on Campus	AP 3570	Smoking and Other Tobacco Use and Possession on Campus
BP 3600	Auxiliary Organizations	AP 3600	Auxiliary Organizations
BP 3710	Securing of Copyright	AP 3710	Securing of Copyright
BP 3715	Intellectual Property	AP 3715	Intellectual Property
BP 3720	Computer and Network Use	AP 3720	Computer and Network Use
		AP 3750	Use of Copyrighted Material
BP 3800	Personal Data Protection	AP 3800	Personal Data Protection
BP 3810	Claims Against the [Entity]	AP 3810	Claims Against the [Entity]
BP 3820	Gifts	AP 3820	Gifts
BP 3900	Speech: Time, Place, and Manner	AP 3900	Speech: Time, Place, and Manner

CHAPTER 4 - ACADEMIC AFFAIRS

BP	Title	AP	Title
BP 4010	Academic Calendar	AP 4010	Academic Calendar
BP 4020	Program, Curriculum, and Course Development	AP 4020	Program and Curriculum Development
		AP 4021	Program Discontinuance
		AP 4022	Course Approval
BP 4025	Philosophy and Criteria for Associate Degree and GE	AP 4025	Philosophy & Criteria for Associate Degree & GE
		AP 4026	Philosophy and Criteria for International Education
BP 4030	Academic Freedom	AP 4030	Academic Freedom
BP 4040	Library and Learning Support Services	AP 4040	Library and Learning Support Services
BP 4050	Articulation	AP 4050	Articulation
BP 4070	Course Auditing and Auditing Fees	AP 4070	Course Auditing and Auditing Fees
BP 4100	Graduation Requirements for Degrees and Certificates	AP 4100	Graduation Requirements for Degrees and Certificates
		AP 4101	Independent Study
		AP 4102	Career and Technical Education Programs
		AP 4103	Work Experience
		AP 4105	Distance Education
BP 4106	Nursing Programs	AP 4106	Nursing Programs
BP 4110	Honorary Degrees	AP 4110	Honorary Degrees
BP 4220	Standards of Scholarship	AP 4220	Standards of Scholarship - Delegation
		AP 4222	Remedial Coursework
BP 4225	Course Repetition	AP 4225	Course Repetition
BP 4226	Multiple and Overlapping Enrollments	AP 4226	Multiple and Overlapping Enrollments
		AP 4227	Repeatable Courses
		AP 4228	Course Repetition – Significant Lapse of Time
		AP 4229	Course Repetition – Variable Units
BP 4230	Grading and Academic Record Symbols	AP 4230	Grading and Academic Record Symbols
BP 4231	Grade Changes	AP 4231	Grade Changes
		AP 4232	Pass/No Pass
BP 4235	Credit by Examination	AP 4235	Credit by Examination
		AP 4236	College Credit
BP	Academic Renewal	AP 4240	Academic Renewal

BP	Title	AP	Title
4240			
BP 4250	Probation, Dismissal, and Readmission	AP 4250	Probation
		AP 4255	Disqualification and Dismissal
BP 4260	Prerequisites, Co-requisites, and Advisories	AP 4260	Prerequisites, Co-requisites, and Advisories
BP 4300	Field Trips and Excursions	AP 4300	Field Trips and Excursions
		AP 4500	Student News Media

CHAPTER 5 - STUDENT SERVICES

BP	Title	AP	Title
BP 5010	Admissions & Concurrent Enrollment	AP 5010	Admissions
		AP 5011	Admission and Concurrent Enrollment of High School and Other Young Students
		AP 5012	International Students
		AP 5013	Students in the Military
BP 5015	Residence Determination	AP 5015	Residence Determination
BP 5020	Nonresident Tuition	AP 5020	Nonresident Tuition
BP 5030	Fees	AP 5030	Fees
		AP 5031	Instructional Materials Fees
BP 5035	Withholding of Student Records	AP 5035	Withholding of Student Records
BP 5040	Education Records, Directory Information, and Privacy	AP 5040	Education Records, Directory Information, and Privacy
		AP 5045	Education Records: Challenging Content and Access Log
BP 5052	Open Enrollment	AP 5052	Open Enrollment
BP 5055	Enrollment Priorities	AP 5055	Enrollment Priorities
		AP 5070	Attendance
		AP 5075	Course Adds and Drops
BP 5110	Counseling	AP 5110	Counseling
BP 5120	Transfer	AP 5120	Transfer
BP 5130	Financial Aid	AP 5130	Financial Aid
BP 5140	Disabled Student Programs and Services	AP 5140	Disabled Student Programs and Services
BP 5200	Student Health Services	AP 5200	Student Health Services
BP 5205	Student Accident Insurance		
BP 5210	Communicable Disease – Students	AP 5210	Communicable Disease - Students
BP 5300	Student Equity	AP 5300	Student Equity
BP 5400	Associated Students Organization	AP 5400	Associated Students Organization

BP	Title	AP	Title
BP 5410	Associated Students Elections	AP 5410	Associated Students Elections
BP 5420	Associated Students Finance	AP 5420	Associated Students Finance
BP 5500	Standards of Student Conduct	AP 5500	Standards of Student Conduct
		AP 5505	Hazing
BP 5510	Off-Campus Student Organizations	AP 5510	Off-Campus Student Organizations
		AP 5520	Student Discipline Procedures
		AP 5530	Student Rights and Grievances
BP 5570	Student Credit Card Solicitation	AP 5570	Student Credit Card Solicitation
		AP 5610	Voter Registration
BP 5700	Intercollegiate Athletics	AP 5700	Intercollegiate Athletics
BP 5800	Prevention of Identity Theft in Student Financial Trans.	AP 5800	Prevention of Id. Theft in Student Financial Transactions

CHAPTER 6 - BUSINESS AND FISCAL AFFAIRS

BP	Title	AP	Title
BP 6100	Delegation of Authority, Business and Fiscal Affairs	AP 6100	Delegation of Authority, Business & Fiscal Affairs
BP 6150	Designation of Authorized Signatures	AP 6150	Designation of Authorized Signatures
BP 6200	Budget Preparation	AP 6200	Budget Preparation
BP 6250	Budget Management	AP 6250	Budget Management
BP 6300	Fiscal Management	AP 6300	Fiscal Management
		AP 6305	Reserves
		AP 6310	Accounting
		AP 6315	Warrants
BP 6320	Investments	AP 6320	Investments
		AP 6322	Employee Indemnity Bonds
		AP 6325	Payroll
BP 6330	Purchasing	AP 6330	Purchasing
BP 6340	Bids and Contracts	AP 6340	Bids and Contracts
		AP 6350	Contracts - Construction
		AP 6360	Contracts - Electronic Systems and Materials
		AP 6365	Accessibility of Information Technology
		AP 6370	Contracts - Personal Services
		AP 6380	Vendors
BP 6400	Financial Audits	AP 6400	Financial Audits
BP 6450	Wireless or Cellular Phone Use	AP 6450	Wireless or Cellular Phone Use
BP 6500	Property Management	AP 6500	Property Management
BP 6520	Security for [Entity] Property	AP 6520	Security for [Entity] Property
		AP 6530	[Entity] Vehicles
		AP 6535	Use of [Entity] Equipment
BP 6540	Insurance	AP 6540	Insurance
BP 6550	Disposal of Property	AP 6550	Disposal of Property
BP 6600	Capital Construction	AP 6600	Capital Construction
BP 6620	Naming of Buildings	AP 6620	Naming of Buildings
BP 6700	Facilities Use	AP 6700	Facilities Use
BP 6750	Parking	AP 6750	Parking
BP 6800	Occupational Safety	AP 6800	Occupational Safety
		AP 6850	Hazardous Materials
BP 6900	Bookstore(s)	AP 6900	Bookstore(s)
BP 6910	Housing	AP 6910	Housing
		AP 6950	Drug and Alcohol Testing (U.S. Dept .of Transportation)

CHAPTER 7 - HUMAN RESOURCES

BP	Title	AP	Title
BP 7100	Commitment to Diversity	AP 7100	Commitment to Diversity
BP 7110	Delegation of Authority, Human Resources	AP 7110	Delegation of Authority, Human Resources
BP 7120	Recruitment and Hiring	AP 7120	Recruitment and Hiring
		AP 7125	Verification of Eligibility for Employment
		AP 7126	Applicant Background Checks
BP 7130	Employee Compensation	AP 7130	Employee Compensation
BP 7135	Faculty Outside Employment	AP 7135	Faculty Outside Employment
BP 7140	Collective Bargaining		
		AP 7145	Personnel Files
		AP 7150	Evaluations
BP 7160	Professional Development	AP 7160	Professional Development
BP 7210	Academic Employees	AP 7210	Academic Employees
		AP 7211	Minimum Qualifications and Equivalencies
		AP 7212	Temporary Faculty
		AP 7213	Part-time Faculty: Benefits
		AP 7215	Academic Employees: Probationary Faculty
BP 7230	[Non-Academic] Employees	AP 7230	[Non-Academic] Employees
		AP 7231	Seniority
		AP 7232	Classification Review
		AP 7233	Claims for Work out of Classification
		AP 7234	Overtime
		AP 7235	Probationary Period: [Non-Academic] Employees
		AP 7237	Layoffs
BP 7240	[Confidential] Employees	AP 7240	[Confidential] Employees
BP 7250	[Educational Administrators]	AP 7250	[Educational Administrators]
BP 7260	[Non-Academic] Supervisors and Managers	AP 7260	[Non-Academic] Supervisors and Managers
		AP 7270	Student Workers
BP 7310	Nepotism	AP 7310	Nepotism
BP 7330	Communicable Disease - Employees	AP 7330	Communicable Disease - Employees
BP 7335	Health Examinations	AP 7335	Health Examinations
		AP 7336	Certification of Freedom from Tuberculosis
		AP 7337	Fingerprinting
BP 7340	Leaves	AP 7340	Leaves
		AP 7341	Sabbaticals
		AP 7342	Holidays
		AP 7344	Notifying [Entity] of Illness
BP 7345	Catastrophic Leave Program	AP 7345	Catastrophic Leave Program
		AP 7346	Employees Called to Military Duty
		AP 7348	Accommodations
BP 7350	Resignations	AP 7350	Resignations
BP 7360	Discipline and Dismissal - Academic Employees	AP 7360	Discipline and Dismissal - Academic Employees
BP 7365	Discipline and Dismissal - [Non-Academic] Emp.	AP 7365	Discipline and Dismissal - [Non-Academic] Employees
		AP 7366	Reinstatement

BP	Title	AP	Title
BP 7370	Political Activity - Employees	AP 7370	Political Activity - Employees
		AP 7371	Personal Use of Public Resources - Employees
BP 7380	Retiree Health Benefits	AP 7380	Retiree Health Benefits
		AP 7381	Health and Welfare Benefits
BP 7385	Salary Deductions	AP 7385	Salary Deductions
BP 7400	Employee Travel	AP 7400	Employee Travel
		AP 7500	Volunteers
BP 7510	Domestic Partners		
BP 7600	[Entity Police or Security]	AP 7600	[Entity Police or Security]
BP 7700	Whistleblower Protection	AP 7700	Whistleblower Protection
BP 7800	Work After Retirement	AP 7800	Work After Retirement

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