



G.b.

Board Member: _____

Year: 2023

Affirmation/Reaffirmation of OCCC Board of Education Code of Ethics/Standards of Practice

(Board Policy 2715 –References: NWCCU Standard 2.D.2 ORS 244.010 to ORS 244.400)

The Board of Education maintains high standards of ethical conduct for its members. Members of the Board of Education are responsible to:

- Act only in the best interests of the entire community.
- Ensure public input into board deliberations, adhering to the law and spirit of the open meeting laws and regulations.
- Prevent conflicts of interest and the perception of conflicts of interest.
- Exercise authority only as a Board.
- Use appropriate channels of communication.
- Respect others; acting with civility.
- Be informed about the College, educational issues, and responsibilities of Board membership.
- Devote adequate time to board work, including preparing for Board deliberations by reviewing the agenda and materials prior to meetings.
- Maintain confidentiality of executive sessions.

All Board of Education members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the Board’s Code of Ethics.

Each member of the Board of Education will reaffirm adherence to the Code of Ethics by signing a statement at the annual organizational meeting.

Board Member Signature

Date



Robert's Rules of Order Cheat Sheet

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by // (add or strike words or both)"	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	Yes	No	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Extend the allotted time	<i>"I move to extend the time by ____ minutes."</i>	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	<i>"Point of order."</i>	Yes	No	No	No	No vote
Table a Motion	<i>"I move to table..."</i>	No	Yes	No	No	Majority
Verify voice vote with count	<i>"I call for a division."</i>	No	No	No	No	No vote
Object to considering some undiplomatic matter	<i>"I object to consideration of this matter..."</i>	Yes	No	No	No	2/3
Take up a previously tabled item	<i>"I move to take from the table..."</i>	No	Yes	No	No	Majority
Reconsider something already disposed of	<i>"I move to reconsider our action to..."</i>	Yes	Yes	Yes	Yes	Majority
Consider something out of its scheduled order	<i>"I move to suspend the rules and consider..."</i>	No	Yes	No	No	2/3
Close the meeting for executive session	<i>"I move to go into executive session."</i>	No	Yes	No	No	Majority
Personal preference - noise, room temperature, distractions	<i>"Point of privilege"</i>	Yes	No	No	No	No vote

*A member may make a motion to reconsider something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. [A motion to reconsider](#) must be made during the same meeting and can extend to a meeting that lasts for more than one day.

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Board of Education Target Schedule of Annual Reports and Activities

An important aspect of the work of the Board of Education is to receive in a public meeting a variety of reports and updates from college staff. These reports typically fall into one of three categories:

- A. Compliance Requirement: Federal, State, Higher Education Coordinating Committee, Accreditation
- B. Best Practice: While not required by an external body, recommended by the President or OCCA as a “best practice” topic.
- C. Board Preference or Interest: Topics not included in A or B that are of interest to the Board as a whole.

Taken in totality, the A, B & C categories of reports could cause the annual eleven regularly scheduled Board meetings to be quite lengthy. Given a general preference of 90-minute meetings when possible, President Ryslinge worked with the Board in 2022 to develop an annual schedule that allows for reporting on the preferred areas while managing meeting length. This discussion led to the following agreements reflected in the Target Schedule of Annual Reports and Activities.

- 1. Standardization of topics to be addressed (making ad-hoc presentation requests rare.)
- 2. A presentation schedule that includes annual and bi-annual (every other year) report topics. The schedule can be reviewed and modified annually as part of the Board retreat.
- 3. Standard report length is Standard report length will not exceed 10 minutes.
- 4. The Target Schedule is an internal operation tool and not formally adopted by the Board. It is understood that the specific month of a report may vary due to agenda management (what else is scheduled for a particular meeting) and staff availability.
- 5. The most recent update of the Target Schedule of Annual Reports and Activities is provided in the Board Member Binders.

BOARD OF EDUCATION TARGET SCHEDULE OF ANNUAL REPORTS & ACTIVITIES 2023-2024

(last update 5/8/2024)

- Report standard is ≤10 minutes with questions. Additional time requires 2 weeks advance planning with President.
 - **Compliance requirement**
 - Best practice
 - BOE preference
- Month Themes: recognized formally by OCCC, or general interest.

JULY and August combined as a single summer Board meeting.			
<ul style="list-style-type: none"> ● Summer meeting serves as the annual Organizational Meeting. ● In Election (odd #) years, Organizational meeting must be held in July 			
July 19, 2023		Responsible	
Waldport			
Month Themes			
Reports	Foundation Report	Nancy Osterlund	
	South County Updates		
	OCCA Report	Rich Emery	
Required reviews or actions	Organizational Matters (Swearing in, Chair & Vice-Chair, Annual Approvals BOE Code of Ethics		
Additional potential BOE activities	OCCC New Board Member Training 8/8/23		

September 20, 2023		Responsible	Notes
Newport	Topic		
Month Themes	<i>Hispanic Heritage Month</i> <i>National Preparedness Month</i>		
Reports	Engagement, Marketing, Com Ed	Julia Ryan & Talaina King	
	Adult Basic Skills/ESOL/Corrections	Melissa Batchelor	
	2022-23 Draft year-end financials (FY just ended)	Robin Gintner	
Required reviews or actions	BP Review & Updates – Chapter 4	Dan Lara	
Additional potential BOE activities	OCCA Board Member Training		

October 18, 2023		Responsible	Notes
Newport	Topic		
Month Themes	<i>Health Awareness (various)</i> <i>Cyber Security Awareness</i> <i>Great Shake-Out</i>		
Reports	Cyber Security Annual Report	Spencer Smith	
	Clery, Safety & Deferred Maintenance	Chris Rogers	
	Annual Board Level Success Metrics	Dan Lara	
	OCCA Report	Debbie Kilduff	
Required reviews or actions			
Additional potential BOE activities	Donor Scholar Reception 10/26/23		

8/23/2023 finalized with review by President, Executive Team, and Director of HR

BOARD OF EDUCATION TARGET SCHEDULE OF ANNUAL REPORTS & ACTIVITIES 2023-2024

November 15, 2023 Lincoln City	Topic	Responsible	Notes
Month Themes	<i>Native American Heritage</i>		
Reports	Foundation Report	Marion Mann & Jeanette Campagna	
	Student Success, Equity & Inclusion	Andres Oroz	
	North County Updates	Dave Price	
	Financials through Qtr #1 (current year)	Robin Gintner	
Required reviews or actions			
Additional potential BOE activities	Board Retreat 11/5/23, 10-2pm, Newport OCCA Annual Conference 11/1-11/3/23		

December 13, 2023 Newport (2 nd Wednesday)	Topic	Responsible	Notes
Month Themes	<i>International Day of Persons w/Disabilities</i>		
Reports	OCCA Report	Debbie Kilduff	
	<i>Deferred Maintenance Annual Update</i>	Chris Rogers	Presented 10/23
	SBDC	Greg Price	
Required reviews or actions			
Additional potential BOE activities	12/7-8/23 OCCA & OPC hosted by OCCC in Newport		

January 17, 2024 Newport	Topic	Responsible	Notes
Month Themes			
Reports	Library & Media Services	Darci Adolf	
Additional potential BOE activities			

February 21, 2024 Joint Boards OCCC/LCSD, LCSD Teaching & Learning Center	Topic	Responsible	Notes
Month Themes	<i>CTE Month</i> <i>Black History Month</i>		
Reports	OCCC & LCSD Collaborations	Dan Lara, Andres Oroz & LCSD Rep	
	<i>Financials through Qtr #2 (current year)</i>	Robin Gintner	
	OCCA Report	Debbie Kilduff	
Required reviews or actions	Tuition & Fees		
Additional potential BOE activities	Bonds, Ballots, and Buildings Conference		

BOARD OF EDUCATION TARGET SCHEDULE OF ANNUAL REPORTS & ACTIVITIES 2023-2024

March 20, 2024 Lincoln City	Topic	Responsible	Notes
Month Themes	<u>Women's History Month</u>		
Reports	Nursing & Allied Health - Program Updates	Crystal Bowman	
	<u>Title IX, ADA, Drug & Alcohol</u>	Andres Oroz	
Required reviews or actions	Tuition & Fees Action Item	Ryslinge & Gintner	
Additional potential BOE activities	Pearls of Wisdom 3/2/2024		

April 17, 2024 Newport	Topic	Responsible	Notes
Month Themes	<u>Autism Acceptance Month</u>		
Reports	<u>Fiscal YTD Financial Report #3</u>	Robin Gintner	
	Foundation Report	Marion Mann & Jeanette Campagna	
	OCCA Report	Debbie Kilduff	
	Financial Aid	Carol Martin	
Additional potential BOE activities	AOAT Luncheon in Salem		

May 15, 2024 Newport	Topic	Responsible	Notes
Month Themes	<u>Mental Health Awareness</u> <u>Wildfire Awareness Month</u> <u>AAOT PTK,</u> <u>Asian American/Pacific Islander Heritage</u>		
Required reviews or actions	<u>Annual Audit</u>	Robin Gintner	
	College Workforce Snapshot	Joy Gutknecht	
Required reviews or actions	Budget Committee Meeting & Public Budget Hearing #1		
Additional potential BOE activities	Budget committee can take 90+ minutes		

June 19, 2024 Lincoln City	Topic	Responsible	Notes
Month Themes	<u>LGBTQ + PRIDE Month</u>		
Reports	Financials through Qtr #3 (current year)	Robin Gintner	
	Foundation Report	Marion Mann & Jeanette Campagna	
	College Strategic Plan, annual update on goals	Birgitte Ryslinge	
Required reviews or actions	Fiscal: 2 nd Public Budget Hearing Budget Adoption		

BOARD OF EDUCATION TARGET SCHEDULE OF ANNUAL REPORTS & ACTIVITIES 2023-2024

*Academic Affairs Report Outs, 3 times per year.

Cover all the following groupings over a 2-year cycle:

- Allied Health
- AQS & Maritime (Welding)
- Education, Business/CS, Transfer
- Academic Affairs Services, Adult Basic Skills,
Library, Corrections

Chapter Two BOE Board Policies & Highlights
07/19/2023

2010 Membership
2100 Elections
2110 Vacancies
*2200 Duties & Responsibilities
2210 Officers and Staff
2220 Committees
2305 Annual Organizational Meeting
2310 Regular Meetings
*2315 Closed/Executive Meetings
2320 Special and Emergency Meetings
2330 Voting and Quorum
2340 Agendas
2345 Public Participation at BOE Meetings
2350 Speakers
2360 Minutes
2410 Board Policies and Administrative Procedures
*2430 Delegation of Authority to the College President
2431 Selection of the President
2432 Administrator in Charge and Acting President
2435 Evaluation of the President
2440 President Emeritus
2510 Participation in Local Decision-Making
2710 Conflicts of Interest
*2715 Code of Ethics, Standards of Practice
2716 Board of Education Political Activity
*2720 Communication Among Board Members
2725 Board of Education Member Compensation
2735 Board of Education Member Travel
2745 Board of Education Self-Evaluation

Key Ch 2 BP Details, full wording for these & remaining Board Policies can be found at
<https://oregoncoast.edu/board-policies-chapter-two/>

2200 – Board of Education Duties and Responsibilities References: NWCCU Standards 2.A.1 ORS 341.290, ORS 341.300 (traffic control). The Board of Education governs on behalf of the citizens of the College District 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;
- Assure the Board operates in an open, accessible, welcoming spirit, and maintains a culture that supports the College’s commitment to diversity, equity and inclusion;
- Establish policies that ensure the College operates in a way that supports its commitment to diversity, equity, and inclusion;
- Hire and evaluate the President;
- 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.

- Refer complaints to the President or Director of Human Resources;

The Oregon Coast Community College Board of Education shall be responsible for the general supervision and control of any and all community college campuses and centers 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 exercise all general powers identified in ORS 341.290, and exercise traffic controls as identified in ORS 341.300.

2315 – Closed/Executive Sessions. References: ORS 192.660 Executive sessions of the BOE shall only be held as permitted by ORS 192.660. Matters discussed in closed session may include:

- To consider the employment of a public officer, employee, staff member or individual agent.
- To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.
- To conduct deliberations with persons designated by the governing body to carry on labor negotiations.
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- To consider information or records that are exempt by law from public inspection.
- To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
- To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

Matters discussed in executive session remain confidential and may not be discussed outside of the closed session. No final actions may be taken in executive session. If any person requests an opportunity to present complaints to the Board of Education about a specific employee, such complaints shall first be presented to the President or the Director of Human Resources. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board of Education as permitted under Oregon law.

2430 – Delegation of Authority to the College President. References: NWCCU Standard 2.A.7, ORS 341.290. 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 Board of Education delegates to the College President 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 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 responsible for the professional leadership and skill necessary to translate the will of the Board into administrative action.

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 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 College President 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 College President is empowered to reasonably interpret Board of Education policy. In situations where there is no Board of Education policy direction, the College President 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 College President to inform the Board of Education of such action and to recommend written Board of Education policy if one is required.

The College President is expected to perform the duties contained in the College President job description and fulfill other responsibilities as may be determined in regular goal-setting or evaluation sessions per BP 2435: Evaluation of the President. The job description and goals and objectives for performance shall be developed by the Board of Education in consultation with the College President.

The College President shall ensure that the College complies with all relevant laws and regulations and submit required reports in timely fashion.

The College President 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 College President they are not unduly burdensome or disruptive to the College's operations. Information provided to any Board of Education member shall be available to all Board of Education members.

The College President shall act as the professional advisor to the Board of Education in policy formation.

2715 – Code of Ethics/Standards of Practice. References: NWCCU Standard 2.D.2 ORS 244.010 to ORS 244.400. The Board of Education maintains high standards of ethical conduct for its members. Members of the Board of Education are responsible to:

- Act only in the best interests of the entire community.
- Ensure public input into board deliberations; adhering to the law and spirit of the open meeting laws and regulations.
- Prevent conflicts of interest and the perception of conflicts of interest.
- Exercise authority only as a Board.
- Use appropriate channels of communication.
- Respect others; acting with civility.
- Be informed about the College, educational issues, and responsibilities of Board membership.
- Devote adequate time to board work, including preparing for Board deliberations by reviewing the agenda and materials prior to meetings.
- Maintain confidentiality of executive sessions.

All Board of Education members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the Board's Code of Ethics. The Board of Education will be prepared to investigate the factual basis behind any charge or complaint of Board member misconduct. A Board of Education member may be subject to a resolution of censure by the Board of Education should it be determined that trustee misconduct has occurred. Censure is an official expression of disapproval passed by the Board. A complaint of Board of Education member misconduct will be referred to an ad hoc committee composed of three Board of Education members not subject to the complaint. In a manner deemed appropriate by the committee, a fact-finding process shall be initiated and completed within a reasonable period of time to determine the validity of the complaint. The committee shall be guided in its inquiry by the standards set forth in the Board of Education's Code of Ethics as defined in policy. The Board of Education member subject to the charge of misconduct shall not be precluded from presenting information to the committee. The committee shall, within a reasonable period of time, make a report of its findings to the Board of Education for action. Each member of the

Board of Education will reaffirm adherence to the Code of Ethics by signing a statement at the annual organizational meeting.

2720 – Communication Among Board of Education Members. References: ORS 192.610 to ORS 192.690, ORS 341.283(5).

The Board of Education may take action on matters properly before it only in public at a regular, special, or emergency meeting, except in those instances where action is permitted by law in executive session. The authority of the Board of Education may be exercised only as a Board and only at such meetings or closed sessions as are duly and legally constituted. Individual members acting in their individual capacities have no authority to commit the Board of Education or the President to any policy determination or course of action. A quorum of members of the Board of Education shall not communicate outside of a board meeting among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board of Education. In addition, Board of Education members may not use a series of communications by any means or through any person to discuss, deliberate, or take action on any item of business within the subject matter jurisdiction of the Board.

Amended Agenda E.a Orientation to Board Policy “101”

Example Policy (excerpts) (Board Policy Manual [here](#))

2200 – Board of Education Duties and Responsibilities

References: NWCCU Standards 2.A.1 ORS 341.290, ORS 341.300

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

- Establish policies that define the institutional mission and set prudent, ethical, and legal standards for college operations.
- Delegate power and authority to the chief executive to effectively lead the College;
- Assure fiscal health and stability;

DATE OF ADOPTION: 12/12/2018, DATE(S) OF REVISION: 03/15/2023, DATE OF LAST REVIEW: 03/15/2023

Review Process

Board Policies (BP) are core to the functioning of the College. BP must maintain compliance with State and Federal Law, and many also relate to NWCCU Accreditation Standards. All are subject to change.

- The College President shall act as the professional advisor to the Board of Education in policy formation.
- The OCCC Board has adopted a goal of all BPs with “last review dates” not to exceed 5 years.
- OCCC subscribes to a fee-based Policy Service provided by Oregon Community College Association, which includes legal review and an annual update on changes. Board Policy Templates which are categorized as:
 - LR = Legally Required; LA = Legally Advised; SUG = Suggested; AR = Accreditation Related
- As Policy Advisor to the Board, I make Board Policy recommendations to the Board which are grounded in the OCCA Policy Service and “local considerations” that do not impact advice of counsel.
- The Board reviews my policy recommendations over a two-meeting cycle: first read, and adoption.

Policy Hierarchy

Board Policy:

- High level & broad, focus on outcomes (the “what”) and establish expectations. BP is frequently expressed as “the President will...” Chapter 2 (Board Policies for its own governance) may contain some “hows.”
- Reviews, updates, changes, new policies, rescinded policies, all must be conducted by the Board during regular Board meetings. (There is an exception for “technical fixes” by the President).

Administrative Policy:

- Establish the administrative procedures for how the Board Policy will be implemented and achieved.
- APs are managed and approved by the President and Executive team, with input from subject matter experts and stakeholders as needed.
- Not every administrative process requires an AP, sometimes other documentation (catalog, web page, user manual) will suffice.
- OCCC is in a place of development on APs, transitioning from past practice of policies & practices developed and held within the various administrative areas.

Labor Negotiations Roles & Responsibilities, The Board and The President

Like other operational aspects of the College, Board Policy relevant to Labor Negotiations establishes high level expectations (the what) and delegates implementation to the President (the how). BPs related to Labor processes place strong emphasis on **execution and legal compliance responsibility resting with the President.**

Labor relations, particularly for public employees, present an exceedingly complex legal environment. For example, the Oregon Employee Relations Board offers a 65-page manual regarding the Public Employee Collective Bargaining Act (PECBA). There are many opportunities to inadvertently misstep if not an expert or guided by an expert.

Board Policy

751 – Compensation and Benefits (relevant excerpts)

It is the intent that, within resources reasonably available, compensation and benefits paid to college employees shall be consistent with total compensation in comparable rural labor markets for similar services being performed. For employees in represented bargaining units such compensation and benefit packages **shall be negotiated in accordance with applicable laws.**

2430 – Delegation of Authority to the College President

The Board of Education delegates to the College President 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 College President may delegate any powers and duties entrusted to him/her by the Board of Education ...**The College President shall ensure that the College complies with all relevant laws and regulations ...**

712 – Management Rights (relevant excerpts)

the Board establishes the office of college President and delegates their powers and duties for management of the college to the President. The President will establish and maintain administrative regulations to ensure the effective operation of the college. These regulations may address areas to include (but not limited to) employee recruitment, employment status, work requirements, job sharing, hours of work, location of work, and inclement weather schedules.

Best Practice for Board Engagement re Labor Matters

Receive public comment during regularly scheduled board meetings

2345 – Public Participation at Board of Education Meetings

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

During times of bargaining, direct interaction with members of a bargaining unit by college representatives (including Board members) who are not the designated bargaining representatives of the College creates risk, including the Unfair Labor Practice of Direct Dealing. Direct dealing is used to describe a situation where the employer (a supervisor, department head, **appointing authority**, etc.) deals directly with an individual concerning the individual's terms and conditions of employment, instead of communication among appointed and identified collective bargaining representatives.

January 24, 2024

Office of the President



Administrative Policy:		Technology Acceptable Use Policy		Policy Number:	AP 3720
Applicable regulations - Federal/State/Board/College		ORS 341.290, 34 CFR 668.43(a)(10), 17 U.S. Code Sections 101 et seq, Federal Rules of Civil Procedure, rules 16, 26, 33, 34, 37, 45, NWCCU Standard 2.G.5			
Accountable Administrator:		VP-Administrative Services	Position responsible for updates:		Director-Information Technology
Original Date:	07/07/2020	Executive Team approval date:		03/07/2021	
Date Posted on Web:	03/10/2021	Revised:		Reviewed:	

The College Computer and Network systems are the sole property of Oregon Coast Community College. They may not be used by any person without the proper authorization of the College. The Computer and Network systems are for College instructional and work-related purposes only.

This policy applies to all College students, faculty, and staff and to others granted use of College information resources. This policy refers to all College information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the College. This includes personal computers, workstations, mainframes, minicomputers, and associated peripherals, software and information resources, regardless of whether used for administration, research, teaching, or other purposes.

Conditions of Use

Functional units within the College may define additional conditions of use for information resources under their control. These statements must be consistent with this overall Policy but may provide additional detail, guidelines, or restrictions.

Training and Cybersecurity - Use of College information resources may be contingent upon initial training, and periodic retraining in usage protocols. This requirement is in place to minimize exposure to risk through accidentally downloaded malware, irresponsible browsing, and even unauthorized personal devices. Access may be limited or denied in the event of repeated failure to follow College cybersecurity guidelines and/or complete required trainings.

Public Access - Oregon Coast Community College makes available public access workstations for use by College students, faculty, staff, and members of the public. The Acceptable Use Policy applies to the use of these workstations (including printers) wireless and all information technology resources of the College as defined in this policy. Public access computing resources are intended to be used for educational purposes and the legitimate business of the College in accordance with applicable policies and laws, and in a manner consistent with public trust. Appropriate use of public access workstations includes instruction, study, research, and personal enrichment. Limits on printing will be posted and enforced. Users shall be considerate of their use of shared resources and refrain from monopolizing

workstations. During peak periods of use, educational use has priority. Inappropriate uses include interfering with the work of others, wasting resources, using the resources for private economic purposes, gambling, and any activities that include the violation of state or federal laws and College policies and procedures. Obscenity and child pornography are prohibited by law.

Legal Process

This Policy exists within the framework of the College's board policy and state and federal laws. A user of College information resources who is found to have violated any of these policies will be subject to disciplinary action up to and including but not limited to loss of information resources privileges; disciplinary suspension or termination from employment or expulsion; or civil or criminal legal action.

Copyrights and Licenses

Computer users must respect copyrights and licenses to software and other on-line information.

Copying - Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any College facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.

Number of Simultaneous Users - The number and distribution of copies must be handled in such a way that the number of simultaneous users in a functional unit does not exceed the number of original copies purchased by that functional unit, unless otherwise stipulated in the purchase contract.

Copyrights - In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of computer information is prohibited in the same way that plagiarism of any other protected work is prohibited.

Integrity of Information Resources

Computer users must respect the integrity of computer-based information resources.

Modification or Removal of Equipment - Computer users must not attempt to modify or remove computer equipment, software, or peripherals that are owned by others without proper authorization.

Unauthorized Use - Computer users must not interfere with others' access and use of the College computers. This includes but is not limited to: the sending of chain letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs, running grossly inefficient programs when efficient alternatives are known by the user to be available; unauthorized modification of system facilities, operating systems, or disk partitions; attempting to crash or tie up a College computer or network; and damaging or vandalizing College computing facilities, equipment, software or computer files.

Unauthorized Programs - Computer users must not intentionally develop or use programs which disrupt other computer users or which access private or restricted portions of the system, or which damage the software or hardware components of the system. Computer users must

ensure that they do not use programs or utilities that interfere with other computer users or that modify normally protected or restricted portions of the system or user accounts. The use of any unauthorized or destructive program will result in disciplinary action as provided in this Policy and may further lead to civil or criminal legal proceedings.

Unauthorized Access

Computer users must not seek to gain unauthorized access to information resources and must not assist any other persons to gain unauthorized access.

Abuse of Computing Privileges - Users of College information resources must not access computers, computer software, computer data, or information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the College. For example, abuse of the networks to which the College belongs or the computers at other sites connected to those networks will be treated as an abuse of College computing privileges.

Reporting Problems - Any defects discovered in system accounting or system security must be reported promptly to the appropriate system administrator so that steps can be taken to investigate and solve the problem.

Password Protection - A computer user who has been authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses the password or otherwise makes the account available to others without permission of the system administrator.

Usage - Computer users must respect the rights of other computer users. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information are a violation of College Policy and may violate applicable law.

Unlawful Messages - Users may not use electronic communication facilities to send defamatory, fraudulent, harassing, obscene, threatening, or other messages that violate applicable federal, state or other law or College policy, or which constitute the unauthorized release of confidential information.

Commercial Usage - Electronic communication facilities may not be used to transmit commercial or personal advertisements, solicitations or promotions.

Information Belonging to Others - Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users, without the permission of those other users.

Rights of Individuals - Users must not release any individual's (student, faculty, or staff) personal information to anyone without proper authorization.

User identification - Users shall not send communications or messages anonymously or without accurately identifying the originating account or station.

Political, Personal, and Commercial Use - The College is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters.

Political Use - College information resources must not be used for partisan political activities where prohibited by federal, state, or other applicable laws.

Personal Use - College information resources should not be used for personal activities not related to College functions, except in a purely incidental manner.

Commercial Use - College information resources should not be used for commercial purposes. Users also are reminded that the “.cc” and “.edu” domains on the Internet have rules restricting or prohibiting commercial use, and users may not conduct activities not authorized within those domains.

Nondiscrimination

All users have the right to be free from any conduct connected with the use of Oregon Coast Community College network and computer resources which discriminates against any person on the basis of race, color, religion, national origin, sex, marital status, disability, veteran status, age, sexual orientation, or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws. No user shall use the College network and computer resources to transmit any message, create any communication of any kind, or store information which violates any College Policy regarding discrimination or harassment, or which is defamatory or obscene, or which constitutes the unauthorized release of confidential information.

Disclosure

No Expectation of Privacy - The College reserves the right to monitor all use of the College network and computer to assure compliance with these policies. Users should be aware that they have no expectation of privacy in the use of the College network and computer resources. The College will exercise this right only for legitimate College purposes, including but not limited to ensuring compliance with this policy and the integrity and security of the system.

Possibility of Disclosure - Users must be aware of the possibility of unintended disclosure of communications.

Retrieval - It is possible for information entered on or transmitted via computer and communications systems to be retrieved, even if a user has deleted such information.

Litigation - Computer transmissions and electronically stored information may be discoverable in litigation.

Dissemination and User Acknowledgment

This policy will be readily available to all current and prospective students via the College website and the student portal. All faculty and staff shall be provided a copy of this policy and will acknowledge the receipt of this policy. All other users shall be provided the policy in a manner suited to the technology being accessed and will be directed to familiarize themselves with it.