

E.a. First Read: Board Policy Chapters 4, 5, & 6

Memo February 19, 2025

To: Board of Education

From: Dr. Birgitte Ryslunge, Accreditation Liaison Officer

RE: Board Policy Review Process and Updates

Dear Board of Education,

One of my retirement commitments to the Board was completion of this cycle of Board Policy Review initiated in 23-24. This month we restart this process. This memo provides context, given the change in Board composition since we undertook our first Board Policy review work in 2015 in preparation for our initial application for independent accreditation.

Effective Community College governance requires a cohesive set of Board policies that guide the Board, the President and the institution in the execution of delegated powers. Board Policy also serves to clearly link policy with regulatory (state and federal) compliance, and accreditation standards. Our accrediting agency, the Northwest Commission on Colleges and Universities (NWCCU) generally prefers that Boards examine their own policies at least every five years.

OCCC, along with many other Oregon Community Colleges, subscribes to a Policy Service through the Oregon Community College Association. The service provides sample federally compliant board policies (BP) customized to reflect Oregon law and Northwest Accrediting Commission standards. Institutions may further customize to reflect local practice or culture. The service provides annual updates of compliance changes, and more immediate updates for unexpected regulatory changes (as we are experiencing now).

The OCCC Board has approximately 120 Board Policies. Depending on the level of change, it can take multiple years to review and update them all. OCCC's initial review in 2015 involved a significant overhaul and focused on only the minimum legally required policies. We completed another cycle of expanded review in 18-19, and our current third cycle began in April 2023. This history is to assure you that the February Board Policy Review packet, though lengthy, includes only one new Board Policy, the vast majority of updates are minor, and policies have received at least two prior Board reviews since 2015.

In the packet, removed language is ~~crossed out~~, and new language or a reference change is shown in **yellow**. With very few exceptions, Board Policy is presented for First Read in one meeting, questions or suggestions are emailed within the following two weeks, and then the Policy is voted on in the following meeting. All BPs in this packet are for first read.

Regards,

Birgitte Ryslunge,

Accreditation Liaison Officer, Oregon Coast Community College

Board Policy Packet – February 2025

First Read Chapter 4,5 & 6 Board Policy Review

Chapter 4 – Academic Affairs, revise BP 4070, new BP 4320

Chapter 5 – Student Services, BP 5021, number change

Chapter 6 – Business & Fiscal Affairs, Entirety of Chapter

Summary of Policy Changes Table

BP #	Name	Changes	Notes
BP 4230	Grading and Academic Record	NEW	
BP 4070	Course Auditing and Auditing Fees	Minor	Compliance Reference, Senior Tuition waiver, simplify language
BP 5021	Tuition and Fees	Moderate Ch & # Change	Removes administrative function. Allows mid-year recommendations for adjustments by President.
BP 6100	Delegation of Authority, Business and Fiscal Affairs	None	
BP 6150	Designation of Authorized Signatures	Minor	Title Change VPAS
BP 6200	Budget Preparation	Minor	Compliance Reference, Grammar
BP 6250	Budget Management	Minor	Compliance Reference
BP 6300	Fiscal Management	Minor	Compliance Reference, add Federal
BP 6301 5021	Tuition and Fees	# Change; Move to Ch 5, Student Affairs as BP 5021	
BP 6320	Investments	Minor	Clarified language
BP 6330	Purchasing	Moderate	Strike duplicative and/or ambiguous language
BP 6340	Bids and Contracts	None	
BP 6400	Financial Audits	Minor	Compliance Reference
BP 6450 6455	Travel	Minor # Change	Grammar
BP 6500	Property Management	None	
BP 6520	Security for College Property	None	
BP 6540	Insurance and Risk	None	
BP 6550	Disposal of Property	None	
BP 6600	Capital Construction	Minor	Compliance Reference; Title Change VPAS; Clarified language
BP 6700	Facilities Use	None	
BP 6750	Parking	None	
BP 6800	Occupational Safety	None	
BP 6802	Integrated Pest Management	None	
BP 6900	Auxiliary Services Including Bookstore	Minor	Compliance Reference

Board Policy Review

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Chapter 4: Academic Affairs

BP 4230: Grading and Academic Record

New Policy: Reviewed and Adopted __/__/__

References: NWCCU Standard 2.G.2

Courses shall be graded using the grading system established by the academic administration in consultation with the faculty of Oregon Coast Community College and made available to students. Grades assigned in each course are to be recorded on the student's permanent record.

BP 4070 Course Auditing and Auditing Fees

Minor Change: Reviewed, Updated, and Renewed on __/__/__

References:

ORS 341.290

ORS 341.518 (Senior tuition waiver)

Students may audit graded credit courses. ~~The fee for auditing courses shall be full tuition and fees.~~ Students who audit a course will pay regular tuition and fees. The student must request and obtain the instructor's permission to audit a course. ~~Students must have their request and instructor permission submitted by the published deadline. Once the deadline to request an audit has passed, no student shall be permitted to change his/her/their enrollment to receive credit for the course.~~ An audited course will not meet requirements for a certificate or degree and does not count towards enrollment status for financial aid or other enrollment status benefits.

Priority in class enrollment shall be given to students enrolled in the course for earned credit toward a degree or certificate.

The Senior Tuition Waiver program authorized by the Oregon legislature allows eligible students, based on age, to audit a limited number of credit courses for personal enrichment at a discounted tuition rate. Pre-credit and specific course fees are not discounted and must be paid in full.

Chapter 5: Student Services

BP ~~6301~~ 5021 Tuition and Fees

Moderate Change & Number Change: Reviewed, Updated, and Renewed on __/__/__

References: NWCCU Standards ~~2.D.5~~ 2.G.2

ORS 341.290 (7)

The Board shall establish tuition rates for the academic year and set refund schedules for students withdrawing from the College. The Board will also approve all other student fees that are of general nature and impact the student body. Each year, the board may adjust the per-credit tuition rate to reflect the needs of the college. The rate will be rounded to the nearest half-dollar and become effective the following academic year. The President shall submit recommended rates and fees and refund schedules to meet the budget calendar, and ensure that tuition and fee rates once set, are publicized.

Research in community colleges broadly and experience at OCCC has shown that implementing a single large increase in tuition in one year because tuition has not kept pace with inflation negatively impacts students' ability to project and plan for their cost of education and might also impact enrollment. In order to maintain a constant tuition rate relative to inflation, each year, the board will consider an appropriate index for two-year public colleges on which to discuss a tuition increase. Based on recommendations from the President, the Board will also consider tuition increases beyond the inflationary adjustment, based on other revenue and expense considerations. Guidelines for the consideration of changes in tuition include:

- A. The college will be mindful of our market in determining tuition rates by reviewing tuition rates at other Oregon community colleges and local economic trends impacting our citizens.
- B. Regular incremental changes are preferred over large increases in some years and small or no rate changes in other years.
- C. Student tuition shall be set at the lowest responsible level consistent with the necessary resources for providing high-quality academic programs and services.
- D. Changes in the level of state funding per student will be considered in the adjustment (up or down) of student tuition and fees.
- E. Tuition is the only significant source of revenue under the direct control of the board. Taking into consideration all revenue sources, the board will annually review the amount of tuition revenue required to:
 - a. Provide sufficient revenue to meet the essential budget level (EBL) required for college operations to meet annual fiscal requirements.
 - b. Fund the costs of new initiatives that are focused on meeting the strategic goals the board has established for the college.

In the event of a significant change in non-tuition resources, increases or decreases, the College President may propose a tuition increase or decrease during the fiscal year that partially addresses the impact of the unplanned funding change from external resources

Waivers and Reduction of Tuition

It shall be the policy of the OCCC Board of Education to allow the College President the authority to reduce or waive tuition as required by statute, contract, or to meet a compelling community need.

Chapter 6: Business and Fiscal Affairs

BP 6100 Delegation of Authority, Business and Fiscal Affairs

No Change: Reviewed and Renewed on __/__/__

References: ORS 341.290

The Board of Education delegates to the President the authority to supervise the general business procedures of the Oregon Coast Community College to assure the proper administration of property and contracts; the budget, audit, and accounting of funds; the acquisition of supplies, equipment, and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations.

The President shall make appropriate, periodic reports to the Board of Education and shall keep the Board of Education fully advised regarding the financial status of the Oregon Coast Community College.

BP 6150 Designation of Authorized Signatures

Minor Change: Reviewed, Updated and Renewed on __/__/__

References: ORS 341.703

Authority to sign orders and other transactions on behalf of the Board of Education is delegated to the President, the **Vice President of Administrative Services**, and other officers as may be appointed and designated by the President.

BP 6200 Budget Preparation

Minor Change: Reviewed, Updated and Renewed on __/__/__

References: NWCCU Standard ~~2.F.2 and 2.F.3~~ 2.E.2

ORS 294.305 to 294.565 (Local Budget Law)

Each year, the President shall present a budget to the Board of Education. The schedule for the presentation and review of budget proposals shall comply with Oregon law and regulations and provide adequate time for the Board of Education to study.

Budget development shall meet the following criteria:

1. The annual budget shall support the College's strategic and educational plans.
2. Assumptions upon which the budget is based are presented to the Board of Education for review.
3. A schedule is provided to the Board of Education by September 1 of each year that includes dates for the presentation of the tentative budget, public hearing(s), Board of Education meetings related to budget development, and approval of the final budget. At the public hearings, interested persons may appear and address the Board of Education regarding the proposed budget or any item in the proposed budget.
4. Changes in the assumptions upon which the budget was based shall be reported to the Board of Education in a timely manner.
5. Budget projections should address long-term goals and commitments.

BP 6250 Budget Management

Minor Change: Reviewed, Updated and Renewed on __/__/__

References: NWCCU Standard ~~2.A.30 2.E.3~~; ORS 294.305 to ORS 294.565 (Local Budget Law)

The budget shall be managed in accordance with Board Policy, Generally Accepted Accounting Principles, and Oregon statute. Budget revisions shall be made only in accordance with these policies and as provided by law.

The Oregon Coast Community College's unrestricted general reserves shall be no less than 10% of budgeted expenditures.

Revenues accruing to the Oregon Coast Community College in excess of the amounts budgeted shall be added to the Oregon Coast Community College's reserve for contingencies. They are available for appropriation only upon a resolution of the Board of Education that sets forth the need according to major budget classifications in accordance with applicable law.

BP 6300 Fiscal Management

Minor Update: Reviewed, Updated and Renewed on __/__/__

References: 2 Code of Federal Regulations Sections 200.302(b)(6)-(7), 200.305, 200.400 et seq. NWCCU Standards ~~2.A.30, 2.F.1, and 2.F.1~~, and ~~2.F.4~~ 2. E.3 ORS 294.305 to 294.565

The President shall establish procedures to assure that the Oregon Coast Community College's fiscal management is in accordance with Board Policy, Generally Accepted Accounting Principles, ~~and~~ Oregon statute, and Federal Regulations.

Accordingly, the President shall:

- Avoid fiscal jeopardy and assure that actual expenditures reflect Board priorities as established in budgets and policies.
- Establish and maintain an adequate internal control structure and procedures for financial operations and reporting.
- Ensure fiscal objectives, procedures, and constraints are communicated to the Board of Education and employees.
- Ensure adjustments to the budget are made in a timely manner, when necessary.

The President will present a quarterly report showing the financial and budgetary conditions of the Oregon Coast Community College to the Board of Education.

BP 6301 Tuition and Fees

Number Change; Move to Ch 5, Student Affairs as BP 5021

BP 6320 Investments

Minor Change: Reviewed, Updated and Renewed on __/__/__

References: ORS 294.805 to 294.895 (Local Government Investment Pool)

The President is responsible for ensuring that the funds of the ~~Oregon Coast Community College~~ not required for the immediate needs of the ~~Oregon Coast Community College~~ **be invested.** Investments shall be in accordance with state law.

Investments shall be made based on the following criteria:

- *The preservation of the principal shall be of primary importance.*
- *The investment program must remain sufficiently flexible to permit the ~~entity~~ **College** to meet all operating requirements.*
- *Transactions ~~should be avoided that might impair public confidence~~ **that might impair public confidence should be avoided.***

The college shall maintain a current investment administrative policy that applies to all funds budgeted and accounted for in the college's annual financial report, apart from funds held in custody by the country treasurer or fiscal officer and deferred employee compensation. The primary objectives in managing excess funds will be the preservation of principal, liquidity to meet cash requirements, and maximizing the rate of return on the financial portfolio. The safety of funds shall be the paramount goal.

BP 6330 Purchasing

Moderate Change: Reviewed, Updated and Renewed on __/__/__

References: ORS 279A, ORS 279B, Oregon Community College Rules of Procurement

The President has delegated the authority to purchase supplies, materials, apparatus, equipment, and services as necessary for the efficient operation of the Oregon Coast Community College.

Only the President, or formally designated representatives, may commit the College to financial obligations or contractual agreements. This authority may be delegated by the President to other administrative officers to meet special needs. No obligation may be incurred unless it has been first authorized in the budget or by the budget change process. Any person otherwise obligating the College financially or contractually may be held personally liable for such obligation.

Needed goods and services should be obtained at the lowest possible costs while meeting the quality needs of the College. If price and quality are the same, preference shall be given to vendors within the College District. The purchasing power of the College shall not be used for private or personal benefit.

All procurement on behalf of the College shall be executed in accordance with the requirements of Public Contracting Code 279A.050 (Procurement Authority), 279A.055 (Personal Services Contracts), 279A.060 (Local contract review Boards), 279A.070 (Rules) and Community College Rules of Procurement.

The following purchase limits apply to all College purchases (all dollar amounts are annual):

- Purchasing amounts of \$25,000 to \$99,999.99 require three written quotations that will be reported to the Board of Education.
- Purchases amounting to \$100,000 or more require final approval by the Board of Education.
- Purchases of \$100,000 or more that are exempted from the formal bidding process will be reported to the Board of Education.

~~Special procurements/exemptions listed in ORS 279A.025 or elsewhere in ORS 279 as exempt from the formal competitive bidding process or competitive sealed proposals but require the use of quotes and/or other purchasing processes that would result in savings to the district. Any additional special procurements/exemptions require board approval.~~

~~The Board of Education reserves the right to reject any and all bids if such action is deemed to be in the best interest of the College.~~

All transactions above \$25,000 (annually) under this policy that do not require Board approval shall be reported to the Board of Education at least quarterly.

6340 Bids and Contracts

No Change: Reviewed and Renewed on __/__/__

References: NWCCU Standards 2.A.26 2 Code of Federal Regulations Part 200.318
ORS 279A, ORS 279B, ORS 279C, Community College Rules of Procurement

The Board of Education delegates to the President the authority to enter into contracts (including Intergovernmental Agreements) on behalf of the Oregon Coast Community College and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts above an annual value of \$100,000 are not enforceable obligations until they are ratified by the Board of Education.
- Contracts for work to be done, services to be performed, or for goods, equipment, or supplies to be furnished or sold to the entity that exceeds the amounts specified in Board Policy 6330 shall require prior approval by the Board of Education.
- College procedures and rules will provide for the fair and equitable treatment of all persons involved in public purchasing by the College, to maximize the purchasing value (e.g. vendor's ability to respond, the reputation of the bidding firm, quality of both materials and services) of public funds and procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.
- The College will at all times respect the public trust, avoiding any real or perceived favoritism in purchasing and contractual matters. Administrative rules of the college will be strictly adhered to by all agents of the college.
- The OCCC Board of Education acts as the college's local contract review board.

BP 6400 Financial Audits

Minor Change: Reviewed, Updated and Renewed on __/__/__

References: NWCCU Standard ~~2.F.7~~ 2.E.1, ORS 297.425 ORS 341.709

There shall be an annual outside audit of all funds, books, and accounts of the College. The President shall assure that an annual outside audit is completed consistent with the requirements of Oregon Municipal Audit Law. The President shall annually recommend a certified public accountancy firm to the Board of Education with which to contract for the annual audit, and the Board shall appoint an independent auditor. The audit report and findings will be presented to the Board of Education within two months of the completion of the audit.

BP ~~6450~~ 6455 Travel

Number Change: Reviewed, Updated and Renewed on __/__/__

References: Oregon ~~Government Ethics laws outlined in~~ ORS 244

The President is authorized to attend conferences, meetings, and other activities that are appropriate to the functions of the College.

The President shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advances of funds, and reimbursement.

All travel outside the United States must be approved in advance by the Board of Education.

BP 6500 Property Management

No Change: Reviewed and Renewed on __/__/__

References: ORS 341.290

The President is delegated the authority to act as the Board of Education's negotiator regarding all property management matters that are necessary for the benefit of the Oregon Coast Community College.

No transaction regarding the sale or exchange of real property by the College shall be enforceable until acted on by the Board of Education itself.

The President shall establish such procedures as may be necessary to assure compliance with all applicable laws relating to the sale, lease, use, or exchange of real property by the College.

BP 6520 Security for College Property

No Change: Reviewed and Renewed on __/__/__

References: ORS 341.290

The President shall establish procedures necessary to manage, control, and protect the assets of the Oregon Coast Community College including, but not limited to,

1. Ensure sufficient security to protect property, equipment, and information from theft, loss, or significant damage.
2. Ensure the organization's public image or credibility, guiding against actions that would hinder the accomplishment of its mission.
3. Ensure the organization, its Board, or its staff, are not unnecessarily exposed to claims of liability.
4. Protect intellectual property, information, and files (digital and paper) from loss or significant damage

5. Ensure that plant and equipment are not subjected to improper wear and tear or insufficient maintenance.

BP 6540 Insurance and Risk

No Change: Reviewed and Renewed on __/__/__

References: ORS 30.282, ORS 341.290 (22)

The President shall be responsible to secure insurance for the College which shall include but is not limited to the liabilities described here. The College may participate in joint powers arrangements or may engage in a course of self-insurance for the purposes described in this policy.

The President will ensure the College maintains a portfolio of insurance coverage sufficient to manage its property and liability risks, provide for the health and well-being of employees, protect the College and its employees while performing assigned duties, and protect students while participating in college-sponsored activities. The President shall also designate responsibility for managing these related functions:

1. Determine how much risk the College will assume, and how much to transfer to external insurance pools.
2. Insure against theft and casualty losses and against liability losses to Board members, staff, and the organization itself, in an amount similar to the average for comparable organizations.
3. Prevent uninsured personnel from access to material amounts of funds.

BP 6550 Disposal of Property

Minor Change: Reviewed, Updated and Renewed on __/__/__

References: ORS 341.290 (5), ORS 271.300 to 271.360

The President is delegated authority by the Board of Education to declare as surplus such personal property of the Oregon Coast Community College as is no longer useful for the Oregon Coast Community College's purposes and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Board of Education on a periodic basis. This policy shall not be construed as authorizing any representative of the Oregon Coast Community College to dispose of surplus real property at any time.

BP 6600 Capital Construction

Minor Changes: Reviewed, Updated and Renewed on __/__/__

References: NWCCU Standard 2.f.5 (ORS 341.2+0 (20)

The President is responsible for planning and administrative management of the College's capital outlay and construction program.

The College's construction projects shall be supervised by the President. The Vice President of Administrative Services ~~Chief of Finance and Operations~~ shall ensure ~~monitor~~ the monitoring of progress of all construction work including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work.

BP 6700 Facilities Use

No Change: Reviewed and Renewed on __/__/__

References: ORS 341.290 (4)

There are certain facilities on College's campus and centers that are suitable for public use. Use of these facilities will be approved pursuant to the procedure and as provided by law and this Board Policy. The President shall establish procedures regarding the use of college property and facilities, including property designated by the College as suitable for use by community groups, outside contractors, and others.

The procedure shall reflect the requirements of applicable law, and shall include reasonable rules regarding the time, place, and manner of use of the College's facilities. They shall assure that persons or organizations using the College's property are charged such fees as are authorized or required by law. Public use of the College's property shall not interfere with scheduled instructional programs or other activities of the College on behalf of students.

No group or organization may use the Oregon Coast Community College's property to unlawfully discriminate based on race, color, religion, ancestry, national origin, military or veteran status, disability, gender (*gender identity, gender expression, or sexual orientation*), or on any basis prohibited by law.

In granting permission to use these facilities, the College will not discriminate based on the viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

BP 6750 Parking

No Change: Reviewed and Renewed on __/__/__

References: ORS 341.300

The President shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the instructional program. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures. Parking fees may be established in accordance with board policies.

BP 6800 Occupational Safety

No Change: Reviewed and Renewed on __/__/__

References: 29 Code of Federal Regulations Parts 1910.101 et seq.
49 Code of Federal Regulations Parts 40 and 655
ORS 654 (Oregon Safe Employment Act)

The President shall establish administrative procedures to ensure the safety of employees and students on the College's sites, including the following:

1. Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991.
 - a. Specifically, the College shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA).
 - b. Compliance with these policies and procedures may be a condition of employment.
2. Establishment of an Injury and Illness Prevention Program in compliance with applicable OSHA regulations and state law. These procedures shall promote an active and aggressive program to reduce or control safety and health risks.
3. Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials received by the Oregon Coast Community College for hazardous properties, instruction for employees and students on the safe handling of such materials, and proper disposal methods for hazardous materials.

BP 6802 Integrated Pest Management

No Change: Reviewed and Renewed on __/__/__

References: ORS 634.700 to 634.750

Oregon Coast Community College shall adopt and implement an integrated pest management plan (IPM) that emphasizes the least possible risk to students, employees, and community members and shall adopt a list of low-impact pesticides for use with the IPM plan. ~~See Admin Policy 6802~~

BP 6900 Auxiliary Services Including Bookstore

Minor Change: Reviewed, Updated and Renewed on __/__/__

References: NWCCU Standard 2.D.12

The Board may recognize and approve auxiliary organizations established for the purpose of providing to the district any and all supportive services, specialized programs, and functions. The president shall establish the administrative procedures necessary to fully comply with the law relating to auxiliary organizations. Contracts for outside vendors to operate auxiliary services shall be awarded by competitive bid, submitted to the Board for approval, and awarded in the best interests of the students.

Your College Store (YCS) is established and operated by the College. YCS functions as both the bookstore serving students' academic needs and also as a food provider for staff and students. Operational costs of YCS shall be paid from revenue earned from YCS. Fiscal management of YCS shall be in accordance with accounting practices as required by State and Federal law and its records shall be included in the annual audit of the College, the results of which will be presented to the Board of Education.