

E.b First Read: Board Policy Chapters 1, 3 & 7

Memo: March 14, 2025

To: Board of Education

From: Dr. Birgitte Ryslinge, Accreditation Liaison Officer

RE: Board Policy Updates

Dear Board of Education,

This month, we are taking up again the review and update of Board Policy Chapter 7: Human Resources. The Board previously completed a partial update of Chapter 7 in 2023. This March 2025 review addresses the remainder of Chapter 7 except for four policies. To aid your review and consideration of Chapter 7, this memo provides two context areas where the Human Resources Chapter differs from other Chapters of the Board Policy Manual: Delegation of Authority, and Legacy Policies.

These recommendations have been reviewed with President Roache and come to you as his formal recommendations to the Board. Additionally, it is always my practice to work closely with the members of administration with assigned responsibility for the policy area, in this case HR Director Joy Gutknecht. (Please see her memo which follows this one.)

Delegation of Human Resources Authority:

BP 2200 – Board of Education Duties and Responsibilities, establishes the President as the single employee reporting to the Board, and “delegates power and authority to the chief executive to effectively lead the College.”

The Board has further clarified their delegation intentions specifically as regards Human Resources authority to the President via BP 7110 – Delegation of Authority, Human Resources “The Board of Education delegates authority to the President to authorize employment, fix job responsibilities, and perform other personnel actions provided that the President follows all federal and state laws and regulations and board policies and administrative procedures.”

These delegations of authority not only make Board direction on operational HR matters (other than supervision of the President) unnecessary, but in many cases inadvisable to avoid potential inconsistencies between Board Policies.

Legacy Policies:

Chapter 7 still has some policies under the prior 3-digit numbering system. Many of these carry last review dates of 2014 or 2015. In 2015, when we started our journey towards independent accreditation, the College lacked a well-functioning Human Resources department, as well as documentation of many administrative functions. Some level of documented policy for HR was required in order to apply to NWCCU, and so at the time operational practices were adopted as Board Policy. Now, OCCC has a fully functioning Human Resources Department, other areas of Board Policy are robust, and HR processes are documented through either Administrative

process, annual communications, or Collective Bargaining Agreements. We are now in a strong position to resolve most of the Legacy Chapter 7 Policies, in most cases by rescission.

Next Steps in Board Policy Review

Chapter 7 completes all major elements of the full review of Board Policy. While you will continue to see individual Board Policy updates (particularly in an evolving federal regulatory environment) this is the last large-scale BP Review packet for the Board for at least the next two years. Pending actions taken at next month's Board meeting, you will have completed the third full cycle of review of Board Policy in the past 10 years. This is great information to share this Fall for our Year 6 Accreditation Review, the "PRFR," AKA Policies, Regulations and Financial Review.

I look forward to presenting the Board with other (potentially more engaging) Accreditation-related updates in the future.

Warm Regards, Birgitte



Office of Human Resources
400 SE College Drive
Newport Oregon 97366

MEMORANDUM

Date: March 13, 2025
To: OCCC Board of Education
From: Joy Gutknecht
Director of Human Resources
RE: Board Policy- Chapter 7 Human Resources

Your Board packet has detailed information on Chapter 7 Human Resources Board Policy. The information provided reflects the collaborative work that has been done and reviewed by the Director of Human Resources (me) and Dr. Ryslinge, Accreditation Liaison Officer (ALO).

There are new Chapter 7 Human Resources board policies introduced, and legacy policies being rescinded, and a small number of BPs in other areas impacted by the HR Policy changes. Dr. Ryslinge is well-versed in all the changes and has the added advantage of having been with the college when the legacy policies were last reviewed. I am confident that she is the best person to present these recommended changes to the Board.

I am not able to be at the meeting, as I am traveling. If there are questions about the information provided that are not addressed by Dr. Ryslinge, please forward those questions to the Executive Assistant, Lori Templeman. I will respond to any questions as soon as possible, to ensure effective use of the time at the April meeting.

Thank you,

A handwritten signature in black ink, appearing to be "JG", is located below the "Thank you," text.

Summary of Policy Changes Tables

New or Revised

BP#	Name	Changes	Notes
1300	College Values	New	Replaces 787 with title change & strike operational.
3560	Alcoholic Beverages	Minor	Adds consumption prohibited unless President authorizes.
7120	Recruitment and Hiring	New	Accreditation
7130	Prohibition of Incentive Compensation	New	Legally Required, relates only to student recruitment and enrollment.
7135	Faculty Outside Employment	New	Legally Required
7370	Political Activity-Employees	New	Replaces 781

Legacy (3 digit)

BP #	Name	Action	Notes
701	Staff Evaluation	Rescind	Operational, delegated under 7110
712	Management Rights	Rescind	Board Rights and powers granted by ORS 341.290, covered in 2200 & 7110
733	Expense Reimb.	Rescind	Operational, delegated under 7110 Board: BP 2735 BOE Travel
739	Drug & Alcohol Free Workplace	Rescind	Covered in 3550 Drug Free, modify 3560 Alcohol for consumption
742	Health & Safety	Rescind	Covered in 6800
760	Workers Comp	Rescind	Operational, delegated under 7110
781 -7370	Political Activities	Replace	
787 1300	Standards of Conduct (Values)	Revise & Replace	Values Statement, strike operational aspects. Engage College community concurrent with Mission Review in 2026-27
793	Staff Complaints & Appeals	Rescind	https://oregoncoast.edu/feedbackandcomplaints/
745 -745X	Separation from Employment	Further Review	Not LR or LA ¹ , inconsistent with 7110, overlap with 790, interaction with CBA
751 -751X	Compensation and Benefits	Further Review	Not LR or LA, inconsistent with 7110
754 -754X	Retirement Plan	Further Review	Not in OCCA Template, Not LR or LA, nor found to date in other college BPs. Serves to document the 6% PERS pickup at OCCC.
790 -790X	Discipline and Dismissal	Further Review	Not LR or LA, inconsistent with 7110, overlap with 745, interaction with CBA

¹ LA Legally Advised; LR Legally Required

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New or Revised Board Policies

BP 1300 College Values

Rescinds and Replaces BP 787 Standards of Conduct

The Board of Education and the college community believe that certain fundamental standards characterize the institution in which we work and guide us in the accomplishment of our mission. These standards are:

- A. The dignity and worth of each individual
- B. Effective teaching and learning
- C. Educational and personal growth of the individual
- D. Open and honest communication
- E. Teamwork and cooperation
- F. An environment that encourages the expression of diverse ideas and solutions.

BP 3560 Alcoholic Beverages

Minor change, add prohibition on consumption

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 **nor consumed** on campus except in accordance with these procedures.

BP 7120 Recruitment and Hiring

New, Accreditation Requirement

References: NWCCU Standard 2.F.1, 2.F.3; OAR 589-008-0100

The Board of Education will select and determine the period of appointment for the President of the College and may establish related policies and procedures. The President has the authority to make hiring and termination decisions of all other College employees and shall establish procedures and guidelines to be followed in making these decisions. Hiring for employees subject to collective bargaining agreements shall be governed by the respective agreements; failing such provisions, board policies and administrative policies and procedures shall apply.

BP 7130 Prohibition of Incentive Compensation (Enrollment and Recruitment)

New, Legal Requirement

References: 34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended); ORS 348.586; ORS 652.210 to 652.235

The College shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as “covered employees” for purposes of this policy.

BP 7135 Faculty Outside Employment

New, Legal Requirement

References: ORS 341.556

The Board of Education delegates authority to the President and the Office of Human Resources to develop standards governing faculty outside employment and activities consistent with current collective bargaining agreements, including disclosure of potential conflicts of interest as required by Oregon ethics law, and procedures for reporting and hearing potential or actual conflict of interest complaints.

BP 7370 Political Activity – Employees

Rescinds and Replaces BP 781 Political Activity

References: ORS 260.432

Employees shall not use College funds, services, supplies or equipment, or engage in political activities during work hours to urge the passage or defeat of any ballot measure; initiative petition; appointment, nomination, or election of a person to a public office; or political committee, including, but not limited to, any candidate for election to the Board of Education. This policy prohibits political activity while on the job during an employee’s working hours but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure; initiative petition; appointment, nomination, or election of a person to a public office; or political committee during non-working time.

“While on the job during working hours” does not include periods of time during which an employee is taking time off for a meal break or rest break or periods of time during which an employee is utilizing otherwise allowable time off in accordance with Oregon labor laws. During such time periods, the prohibition on use of College resources remains in effect.

Legacy Policies

701 – Staff Evaluation: RESCIND

Content is covered and delegated in BP 7110

References: ORS 341.290 (2), OAR 589-008-0100 (1)(h)

The President or designee shall be responsible for developing and maintaining procedures for staff evaluation.

Approved by Board of Education: 12/17/2014

712 – Management Rights (Misnamed, this is Powers & Duties) RESCIND

Content is covered and delegated in BP 7110

References: ORS 341.290

The Board of Education reserves all rights and powers with respect to the governance of the college and the employment of all college employees except as limited by law or the requirements of any operative collective bargaining agreement. Under the authority granted by ORS 341.290, the Board establishes the office of college President and delegates their powers and duties for management of the college to the President in board policy 255. 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.

Approved by Board of Education: 12/17/2014

733 – Expense Reimbursements: RESCIND

Operational and delegated in BP 7110. Board Travel is covered in BP 2375

References: ORS 294.155, ORS 341.290(2), I.R.C. § 162; Business Expenses, 26 C.F.R. 1.162-1, INTERNAL REVENUE SERVICE, PUBLICATION 463: TRAVEL, ENTERTAINMENT, GIFT AND CAR EXPENSES.

The College will reimburse employees and board members for business-related travel expenses. The College is supportive of professional development that requires travel, subject to best use of available resources. The President will establish and maintain administrative rules and procedures to ensure the cost effective and appropriate use of College resources. The rules and procedures shall comply with all applicable federal and state requirements.

Approved by Board of Education: 12/17/2014

739 – Drug and Alcohol Free Workplace: RESCIND & MODIFY BP 3560
to include prohibition on consumption

References: ORS 342.721, ORS 342.723, ORS 342.726, ORS 657.176, OAR 581-022-0416, Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 8101-8106; General Principles Relating to Suspension and Debarment Actions, 34 C.F.R. §§ 84.100-84.670, Controlled Substances Act, 21 U.S.C. § 812; Schedules of Controlled Substances, 21 C.F.R. §§ 1308.11 – 1308.15, Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101-7117.

The manufacture, distribution, dispensing, possession or use of alcoholic liquor, intoxicants or controlled substances not medically prescribed, or being under the influence of these to any degree by any employee in or about the college buildings or on the college premises or while performing any duties for the college is prohibited and is cause for suspension and/or dismissal. If the employee is not dismissed, suspension may be imposed in combination with a requirement to complete a drug or alcohol treatment and rehabilitation.

All employees are required to abide by this alcohol and drug-free workplace policy. In addition, they shall notify the Office of Human Resources within five days of their conviction for a violation of substance abuse laws involving the workplace, or if they became aware that another employee has been convicted of such a violation.

Employees may seek referral assistance from the Office of Human Resources in connection with alcohol or drug-related problems. Reasonable efforts shall be made to handle such requests confidentially. Requests for assistance are encouraged and will not themselves be considered as ground for dismissal. Such requests shall not, however excuse violations prohibited by this policy.

The provisions of this policy regarding dispensing, possession or use of alcoholic liquor may be suspended temporarily for specified and approved social functions as approved by the Campus President where such function will occur.

Approved by Board of Education: 12/17/2014

742 – Health and Safety: RESCIND

Content is addressed in BP 6800

Approved by Board of Education: 02/23/2015

References: ORS 654.003 – 654.022, ORS 654.176, ORS 654.182, OAR 437-001-0765, OAR 437-002-0020 to -0081, OAR 437-002-0100, OAR 437-002-0140 to 0145, OAR 437-002-0180 to -0187, OAR 437-002-0260 to -0268, OAR 437-002-0360 to 0391

It is the policy of OCCC to ensure a safe and healthful campus for all its employees and students. The College will maintain an effective health and safety program that involves all employees in the effort to eliminate workplace hazards. It is the responsibility of all staff to work safely and participate in a manner that helps prevent workplace injuries and illness.

Safe buildings, grounds and equipment will be maintained in order to prevent accidents or injury to students, employees and others from fire, natural disasters, mechanical and electrical malfunction and other hazards.

Buildings will be planned, constructed, equipped and maintained in accordance with appropriate local, state and federal safety regulations. Buildings will be provided with alarm systems, fire extinguishers and other safety devices required by state and federal laws and regulations. The President or designee will develop and implement a safety program which will include, but not be limited to, compliance with and enforcement of all state and federal laws, rules and regulations.

760 – Worker’s Compensation Coverage **RESCIND**

Operational and delegated in BP 7110

References: ORS 243.650, ORS 656.033, ORS 657.170, OAR 437-001-0760
Oregon Coast Community College employees are insured under the provisions of the Oregon State Worker’s Compensation Act. Any injury or illness to an employee while on duty must be reported at once to the immediate supervisor who will then report the incident in to the Chief of Finance and Operations. Any employee who is injured while on duty or becomes ill as a result of performing his/her responsibilities may receive compensation and expenses as prescribed by state law and regulations.

Approved by Board of Education: 02/23/2015

781 – Political Activities **RESCIND & REPLACE with BP7370**

Content replaced with new BP 7370

References: ORS 260.432

Approved by Board of Education: 06/14/1993

REVISED: 03/18/2015

In accordance with Oregon State Law, no person shall attempt to, or actually, coerce, command or require a public employee to influence or give money, service or other thing of value to promote or oppose any political committee or to promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder.

No public employee shall solicit any money, influence, service or other thing of value or otherwise promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours. However, this section does not restrict the right of a public employee to express personal political views.

The President shall designate locations at each college facility as areas where college employees, outside groups and students can engage in campaign or political activities.

The Board directs the President to inform all college employees of the restrictions on public employee political activities imposed by ORS 260.432.

787 – Standards of Conduct (misnamed, this is Values Statement) Revise as new BP 1300 Values

Approved by Board of Education: 06/14/1993

Revised by Board of Education: 03/18/2015

The Board of Education and the college community believe that certain fundamental standards characterize the institution in which we work and guide us in the accomplishment of our mission. These standards are:

- A. The dignity and worth of each individual
- B. Effective teaching and learning
- C. Educational and personal growth of the individual
- D. Open and honest communication
- E. Teamwork and cooperation
- F. An environment that encourages the expression of diverse ideas and solutions.

The president shall establish and maintain administrative rules, statements and procedures to reasonably clarify the standards of appropriate conduct for both employees and students of Oregon Coast Community College, as well as illustrative examples of inappropriate conduct. These rules statements and procedures shall be separate from and in addition to those related to unlawful harassment and discrimination, which are articulated in Board Policy 700. The president shall assure a clear and accessible process for reporting and resolving concerns related to conduct in a timely manner.

793 – Staff Complaints and Appeals RESCIND

BP 2200 Addresses staff complaints to the Board. BP 7110 delegates authority for staff complaints to the President. Complaint processes are defined and documented in <https://oregoncoast.edu/feedbackandcomplaints/>, as well as Collective Bargaining Agreements.

Legal Reference(s): ORS 341.290(2); OAR 589-008-0100 (1)(i)

Procedures for processing staff grievances and appeals for those employees covered by a collective bargaining agreement will be contained in the appropriate agreement. Procedures for processing grievances and appeals for those employees not covered by a collective bargaining agreement will be developed by the President or designee, as necessary

Approved by Board of Education: 07/12/1993
Revised by Board of Education: 03/18/2015

Initiate further review per BP 7110: Assign 4-digit number

X745 – Separation From Employment / Layoff

Legal Reference(s): ORS 316.3, 316.4, 317

The work performed by the College is subject to workload fluctuations and the general economy of the community the College serves. Changes in scheduled workload and/or decreases in financial resources may affect staffing needs. The College may layoff employees due to abolition of positions, shortage of funds or work, a material change in duties or changes in the organization. Duties performed in conjunction with laid-off positions may be reassigned to other employees if these duties are appropriate to the other employees' classifications.

In the event the College determines it is necessary to eliminate jobs or otherwise curtail operations, layoffs will be necessary. The decision of individuals to be laid off will be made by the College based on its determination of overall needs and the relative skills and ability of the employees

Processes associated with layoffs are governed by applicable Collective Bargaining Agreements. For employees who are not in represented employment categories, the College will follow due process and Oregon law.

Employees who are laid off do not have recall or reinstatement rights, except as required by law.

Approved by Board of Education: 05/09/1994
REVISED: 04/15/2015

X751 – Compensation and Benefits

Approved by Board of Education: 01/21/2015

The President shall maintain a system(s) of compensation and benefits for college employees. 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. The President shall periodically recommend to the Board compensation and benefits changes as required to adjust to financial resources, to maintain legal compliance, or maintain rural market relationships.

For employees in represented bargaining units such compensation and benefit packages shall be negotiated in accordance with applicable laws.

X754 – Retirement Plan

Approved by Board of Education: 05/09/1994

REVISED: 04/15/2015

In accordance with established PERS directives, the College provides a retirement plan through the Public Employees Retirement System (PERS). PERS membership is available to employees who are appointed to PERS qualifying positions. OCCC will pay the employer contribution and will, additionally, “pick up” the employee contribution to the plan for eligible members. Part-time employees appointed to positions which do not meet this requirement may still be eligible if working concurrently for another PERS covered employer. At all times, the College will comply with PERS statutes, regulations, and interpretations as well as Oregon laws affecting retirement.

Legal Reference(s): ORS 237.153

X790 – Discipline and Dismissal of Personnel

Legal Reference(s): ORS 243.672, ORS 243.706, ORS 243.756, ORS 652.140

It is the policy of the Board of Education to use due process and to comply with college procedures and collective bargaining agreements when applicable when disciplining and/or dismissing employees.

Approved by Board of Education: 07/12/1993

Revised by Board of Education: 03/18/2015