



OREGON COAST  
COMMUNITY COLLEGE

---

# BOARD POLICY MANUAL

---

2025

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## Chapter One: The Oregon Coast Community College

### 1100 The Oregon Coast Community College

**References:** ORS 341.415

The College has been named the **Oregon Coast Community College**.

The name is the property of the **Oregon Coast Community College**. No person shall, without the permission of the Board of Education, use this name or the name(s) of any college(s) or other facilities of the **Oregon Coast Community College**, or any abbreviation of them, to imply, indicate, or otherwise suggest that an organization, product, or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the **Oregon Coast Community College**.

The **Oregon Coast Community College** consists of the following college(s) and education center(s):

South County Center	Central County Campus	North County Center
3120 Crestline Drive	400 SE College Way	3788 SE High School Drive
Waldport, OR 97394	Newport, OR 97366	Lincoln City, OR 97367

LAST REVIEW AND AFFIRMATION/REVISION: 12/15/2023

INITIAL ADOPTION: 12/12/2018

### 1200 College Mission

**References:**

NWCCU Standards 1.A1, 1.B.2, 1.B.4, 2.G.2

ORS 341.005, 341.009

The mission of the College is:

At Oregon Coast Community College, we equip students for success by providing educational pathways and supports in response to the diverse needs of our community. Through accessible and engaging programs and a commitment to equitable outcomes, we enrich the economic and civic vitality of Lincoln County and beyond. The Board of Education will evaluate and revise the mission of the college on a regular basis consistent with review cycles established by the Northwest Commission on Colleges and Universities (NWCCU).

Encompassed within the College's mission are these Board-adopted Core Themes:

#### **Core Theme: Student Success**

Objective: OCCC will improve post-secondary educational attainment across Lincoln County and close achievement gaps for underserved populations in our community.

At Oregon Coast Community College, we equip students for success in college and in life by providing exemplary teaching, student development programs and support services. Students receive customized and relevant advising and enriched supports to maximize completion and success. In response to the diverse needs and histories of our community we are institutionalizing a philosophy of student success and strengthening the College's policies, processes, and business practices to facilitate access and completion.

### **Core Theme: Educational Pathways**

Objective: OCCC will offer rigorous and engaging academic programs and educational options comprised of clear pathways to transfer, employment and self-development that enrich individual lives and promote the economic and civic vitality of Lincoln County and beyond.

At Oregon Coast Community College, we assess the needs of individuals and employers, and respond by designing pathways and partnerships that address community and regional priorities. We create bridges into our pathways from high school, adult education, non-credit, and other feeders. Educational pathways are accessible through place and modality, and facilitate transitions to transfer or employment. We strengthen the economy and workforce through our business development, career technical and transfer programs. By narrowing achievement gaps in post-secondary education and raising post-secondary educational attainment, we advance the economic and civic vitality of Lincoln County and beyond.

LAST REVIEW AND AFFIRMATION/REVISION: 12/15/2023

INITIAL ADOPTION: 12/12/2018

### **1300 College Values**

**References:** None

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.

**This BP 1300 rescinds prior BP 787.**

INITIAL ADOPTION: 04/16/2025

## **Chapter Two: Board of Education**

### **2010 Board of Education Membership**

**References:** NWCCU Standard 2.A.1 ORS 341.275, ORS 341.326

The Board of Education shall be composed of seven members who serve terms of 4 years. A person shall be qualified to be a candidate for election to the board if the person is an elector who resides in the district. If the district is zoned and the position sought is one elected or nominated by zone, the person also must reside in the zone from which the person is nominated. A board member must qualify for office by taking an oath of office. No person who is an employee of the community college district shall be eligible to serve as a member of the board for the district by which the employee is employed.

LAST REVIEW AND AFFIRMATION/REVISION: 03/15/2023

INITIAL ADOPTION: 12/12/2018

### **2100 Board of Education Elections**

**References:** ORS 341.326, ORS 341.327, ORS 255.335

The term of office of each Board of Education member shall be 4 years, commencing on July 1 following the election. The term of a Board of Education member expires June 30 following the regular district election at which a successor is elected. Elections shall be held every 2 years, in odd-numbered years. Terms of Board of Education members are staggered so that, as nearly as practical, one-half of the Board of Education members shall be elected at each Board of Education member election.

LAST REVIEW AND AFFIRMATION/REVISION: 03/15/2023

INITIAL ADOPTION: 12/12/2018

### **2110 Vacancies on the Board of Education**

**References:** ORS 341.335

The Board of Education shall declare the office of a board member vacant if it finds any of the following:

- The incumbent has died or resigned.
- The incumbent has been removed or recalled from office or the election of the incumbent thereto has been declared void by the judgment of a court.
- The incumbent has ceased to be a resident of the district and the zone from which the incumbent was appointed or elected.



- The incumbent has ceased to discharge the duties of office for two consecutive months unless prevented therefrom by sickness or other unavoidable cause or unless excused by the chairperson of the Board of Education.

When a vacancy is declared the remaining Board of Education members shall meet and appoint a person to fill the vacancy from any of the electors of the zone from which the vacancy occurs.

The period of service of a Board of Education member appointed to a vacant position commences upon appointment and expires June 30 following the next regular district election during which a successor is appointed. A successor shall be elected to serve the remainder, if any, of the term for which the appointment was made. If the term for which the appointment was made expires June 30 after the election of the successor, the successor shall be appointed to a full term. In either case, the successor shall take office on July 1.

The President shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board of Education will determine the schedule and appointment process, which may include interviews at a public meeting.

LAST REVIEW AND AFFIRMATION/REVISION: 03/15/2023

INITIAL ADOPTION: 01/16/2019

## **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.

LAST REVIEW AND AFFIRMATION/REVISION: 03/15/2023

INITIAL ADOPTION: 12/12/2018

## **2210 Board of Education Officers and Staff**

**References:** ORS 341.283

The terms of officers shall be for one year. The Board of Education does not have an official system of rotation of Chair and Vice-Chair; it elects these officers each year from among all its members. The duties of the Chair of the Board of Education are:

- Preside over all meetings of the Board of Education;
- Call emergency and special meetings of the Board of Education as required by law;
- Consult with the President on Board of Education meeting agendas;
- Communicate with individual Board of Education members about their responsibilities;
- Participate in the orientation process for new Board of Education members;
- Assure Board of Education compliance with policies on Board of Education member education, self-evaluation, and evaluation of the President;
- Represent the Board of Education at official events or ensure Board of Education representation.

The duties of the Vice-Chair of the Board of Education are:

- To preside over Board meetings in the absence of the chair;
- To fulfill the duties of the Chair as needed.

The President shall continuously serve as Clerk to the Board of Education.

- Shall ensure notification of members of the Board of Education of regular, special, emergency, and adjourned meetings;
- Attend all Board of Education meetings and closed sessions, unless excused, and in such cases to assign a designee;
- Certify as legally required all Board of Education actions;

- Sign, when authorized by law or by Board of Education action, any documents that would otherwise require the signature of the Secretary of the Board of Education.
- Conduct the official correspondence of the Board of Education;

The Executive Assistant to the President shall also continuously serve as the Assistant to the Board. In the event the Executive Assistant to the President is not available, the President will designate another College staff member to fill this role. The duties of the Assistant are:

- Prepare and post Board of Education meeting agendas, minutes and supporting materials;
- Receive communications on behalf of the Board;
- Have prepared minutes of Board of Education meetings for review by President prior to adoption by the Board;

LAST REVIEW AND AFFIRMATION/REVISION: 03/15/2023

INITIAL ADOPTION: 01/16/2019

## **2220 Committees of the Board of Education**

**References:** None

The Board of Education may by action establish committees that it determines are necessary to assist the Board of Education in its responsibilities.

Board of Education committees that are only advisory have no authority or power to act on behalf of the Board of Education. Findings or recommendations shall be reported to the Board of Education for consideration.

INITIAL ADOPTION: 03/15/2023

## **2305 Annual Organizational Meeting**

**References:** ORS 341.283, ORS 255.335(5)

The annual organizational meeting of the Board of Education will be held *by August 31 each year*. In years following a district election Oregon law requires that the annual organization meeting will be held in July. The purpose of the annual organizational meeting is to elect a Chair and Vice-Chair and conduct any other business as required by law or determined by the Board of Education.

LAST REVIEW AND AFFIRMATION/REVISION: 03/15/2023

INITIAL ADOPTION: 01/16/2019

## **2310 Regular Meetings of the Board of Education**

### **References: ORS 341.283**

Regular meetings of the Board of Education are typically held on the third Wednesday of the month. Regular meetings of the Board of Education shall normally be held at one of the three campus/center locations: South County Center, Central County Campus, or North County Center. The Chair of the Board, in consultation with the College President, may cancel or reschedule a regularly scheduled board meeting.

LAST REVIEW AND AFFIRMATION/REVISION: 03/15/2023

INITIAL ADOPTION: 12/12/2018

## **2315 Closed/Executive Sessions**

### **References: ORS 192.660**

Executive sessions of the Board of Education 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.

LAST REVIEW AND AFFIRMATION/REVISION: 03/15/2023

INITIAL ADOPTION: 01/16/2019

### **2320 Special and Emergency Meetings**

**References:** ORS 192.640, ORS 341.283

Special meetings may be called when urgent issues arise that cannot wait for a regularly scheduled meeting. Such meetings are subject to applicable statute related to public notice/access. Special meetings may be scheduled by the college President, the Board of Education chairperson, the vice-chairperson in the absence of the chair, or by any three (3) Board members acting together.

In the case of an actual emergency, an emergency meeting may be held upon such notice as is appropriate to the circumstances. No business other than that related to the emergency will be discussed at these meetings. If applicable, the minutes for such a meeting shall describe the emergency justifying less than 24-hours's notice.

INITIAL ADOPTION: 03/15/2023

### **2330 Quorum and Voting**

**References:** ORS 192.610 to ORS 192.690, ORS 341.283

A quorum of the Board of Education shall consist of a majority of Board of Education members. The affirmative vote of the majority of members of the Board of Education is required to transact any business.

LAST REVIEW AND AFFIRMATION/REVISION: 03/15/2023

INITIAL ADOPTION: 01/16/2019

### **2340 Agendas**

**References:** ORS 192.640

An agenda shall be posted adjacent to the place of meeting at least 24 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability. The order of business may be changed by consent of the Board of Education.

Agendas shall be developed by the College President in consultation with the Board of Education President.

LAST REVIEW AND AFFIRMATION/REVISION: 03/15/2023

INITIAL ADOPTION: 03/11/1991

### **2345 Public Participation at Board of Education Meetings**

**References:** ORS 192.630, ORS 192.670

There will be a time at each regularly scheduled Board of Education meeting for the general public to address the Board of Education regarding items not on the agenda. The length of the period of time designated for public comment on a topic shall be governed by the Board Chair and generally shall not exceed three (3) minutes unless extended by action of the Board. The Board Chair shall be responsible for recognizing all speakers who shall properly identify themselves. Members of the public also may submit written communications to the Board of Education on items on the agenda or speak to agenda items at the Board of Education meeting. Written communication regarding items on the Board of Education's agenda should reach the office of the College President not later than three working days prior to the meeting at which the matter concerned is to be before the Board of Education. All such written communications shall be dated and signed by the author and shall contain the residence or business address of the author and the author's organizational affiliation, if any. Claims for damages are not considered communications to the Board of Education under this rule but shall be submitted to the College.

LAST REVIEW AND AFFIRMATION/REVISION: 03/15/2023

INITIAL ADOPTION: 01/16/2019

### **2350 Speakers**

**References:** There is no Oregon statutory requirement.

Persons may speak to the Board of Education either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board of Education. Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item. Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment. Those wishing to speak to the Board of Education are subject to the following:

- The Chair of the Board of Education may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board of Education or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Speakers shall complete a written request to address the Board of Education at the beginning of the meeting at which they wish to speak.
- The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.
- No member of the public may speak without being recognized by the Chair of the Board of Education.
- Each speaker will be allowed a maximum of three minutes per topic. The Board Chair may establish at the meeting a maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one Board of Education meeting. At the discretion of a majority of the Board of Education these time limits may be extended.
- Each speaker coming before the Board of Education is limited to one presentation per specific agenda item before the Board of Education, and to one presentation per meeting on non-agenda matters.

LAST REVIEW AND AFFIRMATION/REVISION: 03/15/2023

INITIAL ADOPTION: 01/16/2019

### **2356 Board Member Censure**

#### **References: 192.660(2)(b), 341.283**

Oregon law authorizes the Board to establish rules governing the conduct of its members and proceedings. The Board of Education encourages free speech and the open sharing of opinions. Within that process, it is incumbent that each member of the Board complies with the entirety of Chapter Two of Board Policies which includes abiding by all state and federal laws that pertain to the College, abiding by public meeting laws, respecting the delegation of authority to the President, and acting only in the best interests of the entire community. Appropriate public decorum and behavior, when representing the College, are necessary for the success of the institution.

The Board of Education retains the right to censure a member of the Board found to violate policy. Censure is an official condemnation, reprimand, or criticism leveled at a board member or public official by his/her peers. Censure does not remove a board member from office or technically impede his/her ability to serve. However, it can be an important means of distancing a board from counterproductive behavior.

Should a violation of policy be brought to the attention of any board member, it must be reported to the Board Chair (or Vice-Chair if the complaint involves the Board Chair) and the President to determine the seriousness of the reported infringement. Before an official public censure takes place, the Board Chair and the President shall meet with the board member(s) that the censure would affect. This meeting would be private and confidential. Should the board member(s) being interviewed agree to alter the behavior(s) in question; no further action needs to take place.

### **Administrative Procedure for Board Censure Process**

#### **1. Receipt of Censure Complaints**

Complaints by a board member against a fellow board member shall be brought to the Board Chair and the College President. If the complaint involves the Board Chair, it shall be brought to the Vice- Chair and the College President. Complaints shall be made in writing and should be specific and include dates, names of witnesses, and as much detail as possible. Any emails, letters, or other supporting information related to the issue should be attached as addendum and evidence. In addition to complaints related to the violation of the Board Member responsibilities under BP Chapter Two, a complaint may be brought related to actions that go against the operating principles or mission of the College established by the Board. Examples of actions that could be grounds for censure include but are not limited to personal attacks against fellow board members or the college president, repeated disruption of meetings, release of confidential information provided to Board and/or discussed in Executive Session, interference with college operations, and improper behavior toward college employees or students. If the nature of the complaint could constitute prohibited behavior such as unlawful discrimination, undisclosed conflicts of interest in violation of Oregon Ethics law, or Title IX violation, the President shall consult with subject matter experts including legal counsel to determine whether there is a more appropriate or legally required alternative procedure for addressing the complaint.

#### **2. Confidential meeting with affected board member(s)**

The Board Chair and the College President shall meet confidentially with the board member(s) whom the censure would affect. In the event the censure complaint involves the Board Chair, the Vice Chair and the College President will meet confidentially with the member(s) against whom a complaint has been made. If the complaint involves both the Board Chair and the Vice Chair, the President, and another member of the Board of Education, who shall be selected by the members not named in the complaint, will meet confidentially with the member(s) against whom a complaint has been made.

#### **3. Censure resolution (if determined possible censure is appropriate)**

A censure resolution will be drafted for consideration by the Board. The resolution may begin with the word, “Whereas”, followed by a description of the concerns held by the members presenting the resolution. It should describe the violations forming the basis for the censure resolution. Following this will be a section beginning with the words,



“therefore, be it resolved that ...” followed by a statement that member is hereby being censured and describing any other action to be taken.

#### 4. Board consideration of censure resolution

Pursuant to ORS 192.660(2)(b), an Executive Session of the Board will be held no sooner than 7 business days after the scheduled confidential meeting with affected board member(s). This will provide adequate public notice, allowing the affected board member(s) time to prepare for the meeting and to decide whether to request an open hearing. Under ORS 192.660(2)(b) the affected board member has the right to request a hearing of the complaint in open session.

#### 5. Board action on the censure resolution

Board members must have the resolution read aloud at a public Board of Education meeting called in accordance with adopted board meeting procedures and Oregon Public Meetings law. Following the reading of the resolution, the floor shall be opened for comments by board members. The Board will vote on the censure resolution. The votes of the individual board members and the overall results shall be recorded in the official meeting minutes.

INITIAL ADOPTION: 05/17/2023

### **2360 Minutes**

**References:** ORS 192.650

The Board of Education will assign responsibility for taking minutes of all meetings of the Board of Education. The minutes shall record all actions of the Board of Education. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability. The minutes shall record all actions taken by the Board of Education. Pursuant to Oregon law, the minutes shall also include at least the following information: (a) All members of the governing body present; (b) All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition; (c) The results of all votes and the vote of each member by name; (d) The substance of any discussion on any matter; and (e) Subject to ORS 192.311 to 192.478 relating to public records, a reference to any document discussed at the meeting.

LAST REVIEW AND AFFIRMATION/REVISION: 03/15/2023

INITIAL ADOPTION: 01/16/2019

### **2410 Board Policies and Administrative Procedures**

**References:** NWCCU Standards 2.A.C

The Board of Education may adopt such policies as are authorized by law or determined by the Board of Education to be necessary for the efficient operation of the College. Board policies are intended to be statements of intent by the Board of Education on a specific issue within its subject matter jurisdiction. These policies have been written to be consistent with provisions of law but do not encompass all laws relating to the College's activities. All College employees are expected to know and observe all provisions of law pertinent to their job responsibilities. Policies of the Board of Education may be adopted, revised, added to, or amended at any regular Board of Education meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board of Education shall regularly assess its policies for effectiveness in fulfilling the College's mission.

Administrative procedures are to be issued by the President as statements of method to be used in implementing Board of Education policy. Such administrative procedures shall be consistent with the intent of Board of Education Policy. Administrative procedures may be revised as deemed necessary by the President. The President shall, provide each member of the Board of Education with access to *the administrative procedures* and notice of any revisions to administrative procedures. The Board of Education reserves the right to direct revisions of the administrative procedures should they, in the Board of Education's judgment, be inconsistent with the Board of Education's own policies. Copies of all Board of Education policies and administrative procedures shall be readily available to the College's employees.

LAST REVIEW AND AFFIRMATION/REVISION: 03/15/2023

INITIAL ADOPTION: 01/16/2019

### **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.

LAST REVIEW AND AFFIRMATION/REVISION: 03/15/2023

INITIAL ADOPTION: 08/24/1987

### **2431 Selection of the President**

**References:** NWCCU Standards 2.A.3

In the case of a Presidential vacancy, the Board of Education shall act promptly to ensure continuity of leadership, which may include the appointment of an interim President. Upon learning of a vacancy (current or anticipated) the Board shall establish a process to fill the vacancy on a permanent basis. The process to select a President shall be responsive to the then current employment environment, as well as fair, transparent, and comply with relevant regulations.

LAST REVIEW AND AFFIRMATION/REVISION: 03/15/2023

INITIAL ADOPTION: 01/16/2019

### **2432 Administrator in Charge and Acting President**

**References:** There is no Oregon statutory requirement.

The Board of Education delegates authority to the President to appoint an acting President to serve in his/her absence for short periods of time, not to exceed 60 calendar days at a time. In the absence of the President and when an acting President has not been named, administrative responsibility shall reside with a College administrator designated by the President as Administrator in Charge (AIC) The Board of Education shall appoint an acting President for periods exceeding 60 days.

LAST REVIEW AND AFFIRMATION/REVISION: 03/15/2023

INITIAL ADOPTION: 01/16/2019

### **2435 Evaluation of the President**

**References:** There is no Oregon statutory requirement.

The Board of Education shall conduct an evaluation of President at least annually for the first three years of employment. Contingent on a satisfactory 3rd year evaluation and Board of Education approval, the evaluation cycle transitions to biannual evaluation beginning in year 5 of employment. Such evaluation shall comply with any requirements set forth in the contract of employment with the President as well as this policy. The Board of Education shall evaluate the President using an evaluation process the Board of Education and the President jointly agree to and develop. The criteria for evaluation shall be based on Board of Education policy, the President's job description, and performance goals/objectives developed in accordance with 2430 Delegation of Authority to the President.

LAST REVIEW AND AFFIRMATION/REVISION: 03/15/2023

INITIAL ADOPTION: 01/16/2019

## **2440 President Emeritus Policy**

**References:** There is no Oregon statutory Requirement.

The Board of Education may grant President Emeritus status to a retiring or retired college president. President Emeritus status should be reserved to honor, in retirement, a college president who has provided outstanding and distinguished service to Oregon Coast Community College and has served a significant portion (typically 10 or more years) of their career at the college. Outstanding and distinguished service is defined as service which goes above and beyond the normal duties and responsibilities of the appointment, and which have had extraordinary impact on the college and/or broader community. Emeritus status is given to an individual who has demonstrated exceptional commitment and contributions to the college, exemplifying the highest standards of personal and professional integrity, civic responsibility, vision, and leadership. The designation identifies the college president as a continuing member of the college community. The title of President Emeritus may be awarded posthumously. A member of the Board of Education may nominate a retiring or retired college president to become President Emeritus. The title must be approved by a majority vote of the Board of Education.

### **Rights, Privileges, and Responsibilities**

A college president granted emeritus status will receive:

- A resolution naming and honoring the college president as President Emeritus;
- Listing in the college catalogue and website;
- Use of the title “President Emeritus” in community and professional activities;
- Upon the invitation of the then-current college president the option to participate in commencement and other college functions and events;
- OCCC identification and library cards, eligibility to enroll in OCCC classes at staff rates.

The current College President may call upon the President Emeritus to provide counsel or serve in various volunteer roles and/or capacities in support of the college. Presidents Emeriti are not required to continue to serve the college community.

The title of President Emeritus confers no remuneration, rights to employment, or benefit in addition to those provided above. Presidents Emeriti do not exercise any of the authority or administrative functions associated with holding a staff position at the college.

The Board of Directors retains the authority to withdraw a President Emeritus title at its discretion as it deems necessary and appropriate.

INITIAL ADOPTION: 03/15/2023

### **2550 Participation in Local Decision Making**

**References:** NWCCU Standard 2.A.4, ORS 341.283(5)

The Board of Education is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board of Education is committed to its obligation to ensure that appropriate members of the Board of Education participate in developing recommended policies for Board of Education action and for the President's action under which the College is governed and administered. Except for unforeseeable emergency situations, the Board of Education shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided an opportunity to participate. Any duty imposed upon the Board of Education as a body shall be performed at a regular or special meeting and shall be made a matter of record. The consent to any particular measure obtained from individual Board of Education members when the Board of Education is not in session shall not be an act of the Board of Education and shall not be binding upon the district.

LAST REVIEW AND AFFIRMATION/REVISION: 03/15/2023

INITIAL ADOPTION: 01/16/2019

### **2710 Conflicts of Interest**

**References:** NWCCU Standards 2.D.3, ORS 244.010 to ORS 244.047

Board of Education members shall adhere to state laws relating to conflicts of interest and government ethics. Board of Education members shall declare actual and potential conflict of interest on the record prior to taking any action when an actual or potential conflict of interest exists. Board of Education members are encouraged to seek counsel from the college's legal advisor or the Oregon Government Ethics Commission in every case where any question arises.

LAST REVIEW AND AFFIRMATION/REVISION: 03/15/2023

INITIAL ADOPTION: 01/16/2019

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

LAST REVIEW AND AFFIRMATION/REVISION: 05/17/2023

INITIAL ADOPTION: 01/16/2019

### **2716 Board of Education Political Activity**

**References:** ORS 260.432

Members of the Board of Education and employees shall not use the college's funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure, initiative petition or candidate, including, but not limited to, any candidate for election to the Board of Education. The Board of Education may, by resolution, express the Board of Education position on ballot measures.

LAST REVIEW AND AFFIRMATION/REVISION: 03/15/2023

INITIAL ADOPTION: 01/16/2019

### **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.

LAST REVIEW AND AFFIRMATION/REVISION: 03/15/2023

INITIAL ADOPTION: 01/16/2019

### **2725 Board of Education Member Compensation**

**References:** ORS 341.283(6)

Members of the Board of Education shall receive no compensation for their services, but they shall be allowed the actual and necessary expenses incurred by them in the performance of their duties.

LAST REVIEW AND AFFIRMATION/REVISION: 3/15/2023

INITIAL ADOPTION: 12/12/2018

### **2735 Board of Education Member Travel**

**References:** ORS 341.283(6), ORS 244.040

The College will reimburse Board of Education members for travel undertaken on behalf of the College, following the same procedures and guidelines as established for College staff. In addition, “spouse” conference fees for one accompanying person to a Board member may also be paid by the College.

LAST REVIEW AND AFFIRMATION/REVISION: 03/15/2023

INITIAL ADOPTION: 01/16/2019



**2745 Board of Education Self-Evaluation**

**References:** There is no Oregon statutory requirement.

The Board of Education is committed to assessing its own performance as a Board of Education in order to identify its strengths and areas in which it may improve its functioning. To that end, the Board of Education will complete a formal self-evaluation instrument at least every third year. The President will consult with the Board chair to recommend an evaluation instrument. Any evaluation instrument shall incorporate criteria contained in these Board of Education policies regarding Board of Education operations, as well as criteria defining Board of Education effectiveness promulgated by recognized practitioners in the field. All Board of Education members will be asked to complete the evaluation instrument and submit them to the Assistant to the Board. A summary of the evaluations will be presented and discussed at a Board of Education session scheduled for that purpose. The results will be used to identify accomplishments in the past years and goals for the following years.

LAST REVIEW AND AFFIRMATION/REVISION: 03/15/2023

INITIAL ADOPTION: 01/16/2019

## **Chapter Three: General Institution**

### **3100 Organizational Structure**

**References:** NWCCU Standard 2.A.2

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

LAST REVIEW AND AFFIRMATION/REVISION: 05/17/2023

INITIAL ADOPTION: 09/18/2019

### **3200 Accreditation**

**References:** NWCCU Standards 2.A.1

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

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

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

LAST REVIEW AND AFFIRMATION/REVISION: 05/17/2023

INITIAL ADOPTION: 09/18/2019

### **3225 Institutional Effectiveness**

**References:** NWCCU Standards 1.B.1

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

LAST REVIEW AND AFFIRMATION/REVISION: 05/17/2023

INITIAL ADOPTION: 09/18/2019

### **3250 Institutional Planning**

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

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

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

- Mission
- Core Themes and Outcomes
- Strategic
- Budget
- Programs and Enrollment
- Facilities
- Emergency Planning
- Technology

The President shall ensure the Board of Education has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans, and that the Board of Education participates in budget planning per Oregon Budget law. The President shall inform the Board of Education about the status of planning for other plans, and when plans are finalized. The Board of Education may direct the President to request prior Board approval of these other plans.

LAST REVIEW AND AFFIRMATION/REVISION: 05/17/2023

INITIAL ADOPTION: 09/18/2019

### **3280 Grants**

**References:** There are no Oregon statutory requirements.

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

and that the grants that are applied for directly support the purposes of the Oregon Coast Community College.

LAST REVIEW AND AFFIRMATION/REVISION: 05/17/2023

INITIAL ADOPTION: 09/18/2019

### **3300 Public Records**

**References: ORS 192.311- 192.478**

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

LAST REVIEW AND AFFIRMATION/REVISION: 05/17/2023

INITIAL ADOPTION: 09/18/2019

### **3310 Records Retention and Destruction**

**References:**

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45;  
NWCCU Standards 2.C.4;  
ORS 192.005 – ORS 192.170;  
OAR 166-450-0000 – OAR 166-450-0125

The President shall ensure the establishment of administrative procedures to assure the appropriate retention and destruction of all Oregon Coast Community College records—including electronically stored information as defined by the Federal Rules of Civil Procedure and Oregon law. Such records shall include, but not be limited to student records, employment records, and financial records.

LAST REVIEW AND AFFIRMATION/REVISION: 05/17/2023

INITIAL ADOPTION: 09/18/2019

### **3410 Nondiscrimination**

**References:**

Title VI of the Civil Rights Act of 1964 (Title VI) and 42 U.S. Code Section 2000d; Title VII of the Civil Rights Act of 1964 (Title VII) and 42 U.S. Code Section 2000e Title IX of the Education Amendments Act of 1972; 20 U.S. Code Sections 1681 et seq.; The Age Discrimination in Employment Act of 1967(ADEA) and 29 Code of Federal Regulations Sections 1625 et seq.; Age Discrimination Act of 1975; 42 U.S. Code Sections 6101-6107,

34 Code of Federal Regulations Sections 110 et seq. and 45 Code of Federal Regulations Section 90 et seq; Americans with Disabilities Act of 1990 (ADA) and 29 Code of Federal Regulations Sections 1630 et seq.; ADA Amendments Act of 2008 (ADAAA); Section 504 of the Rehabilitation Act of 1975, 34 Code of Federal Regulations Sections 104 et seq. and 45 Code of Federal Regulations Sections 84 et seq; Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) and 29 Code of Federal Regulations Sections 1635.1 et seq.; 29 Code of Federal Regulations Sections 1601.1 et seq. – Discrimination based on National Origin; 29 Code of Federal Regulations Parts 1606 et seq. – Religious Discrimination; Pregnancy Discrimination Act of 1978 (PDA) and 29 Code of Federal Regulations Section 1604.10 34 Code of Federal Regulations Part 106 ORS 659A ORS 659.850 to 659.860

Oregon Coast Community College is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The college and each individual who represents the college shall provide access to its services, classes, and programs without regard to the individual's legally protected status.

Legally protected status is defined as: sex or gender, national origin, religion, age, gender identity, race, color, genetic information, sexual orientation, physical or mental disability, and pregnancy. The President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with state and federal laws regarding nondiscrimination.

No college funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the college or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, and pregnancy.

INITIAL ADOPTION: 04/17/2024

### **3420 Equal Employment Opportunity**

#### **References:**

Title VII of the Civil Rights Act of 1964 (Title VII) and 42 U.S. Code Section 2000e The Age Discrimination in Employment Act of 1967(ADEA) and 29 Code of Federal Regulations Parts 1625 et seq.; Americans with Disabilities Act of 1990 (ADA) and 29 Code of Federal Regulations Parts 1630 et seq.; ADA Amendments Act of 2008 (ADAAA); Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) and 29 Code of Federal Regulations Parts 1635.1 et seq.; 29 Code of Federal Regulations Parts 1601.1 et seq. –

Discrimination based on National Origin; 29 Code of Federal Regulations Parts 1606 et seq. – Religious Discrimination; Pregnancy Discrimination Act of 1978 (PDA) and 29 Code of Federal Regulations Part 1604.10; ORS 659A

The Board of Education desires to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of employees from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and respect, and suitable role models for all students.

An equitable and inclusive hiring process is essential to improve diversity, reduce barriers to employment, and allow potential applicants the opportunity to demonstrate that they meet or exceed the minimum qualifications for employment.

The Board of Education therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program.

The President shall develop, for review and adoption by the Board of Education, a plan for equal employment opportunity that complies with federal and state law as modified or clarified by judicial interpretation from time to time.

INITIAL ADOPTION: 05/15/2024

### **3430 Prohibition of Harassment**

#### **References:**

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Section 2000e-2  
 Age Discrimination in Employment Act of 1967 (ADEA);  
 Americans with Disabilities Act of 1990 (ADA);  
 29 Code of Federal Regulations Part 1604.11 – Sexual Harassment Title IX of the Education Amendments of 1972  
 20 U.S. Code Sections 1681, et seq.;  
 34 Code of Federal Regulations Parts 106.1 et seq.  
 ORS 659A; ORS 243

All forms of harassment are contrary to basic standards of conduct between individuals. State and federal law, and this policy prohibit harassment and the Oregon Coast Community College will not tolerate harassment. This policy applies to all members of the Oregon Coast Community College community including Board of Education members, employees, students, volunteers, and interns.

Oregon Coast Community College is committed to providing an academic and work environment that respects the dignity of individuals and groups. The Oregon Coast

Community College shall be free of all forms of unlawful harassment. Harassment is unlawful if it is based on any of the following statuses: race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, age, disability, or genetic information. For Oregon Coast Community College's policy regarding sexual harassment under Title IX, see BP 3433 Title IX, Gender-Based and Sexual Misconduct and accompanying procedures.

Oregon Coast Community College seeks to foster an environment in which employees, students, and other members of the campus community feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the Oregon Coast Community College also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. Oregon Coast Community College will investigate all allegations of retaliation swiftly and thoroughly. If the Oregon Coast Community College determines that someone has retaliated, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, employee, or other member of the campus community who believes that he/she/they has been harassed or retaliated against in violation of this policy should immediately report such incidents by following procedures described in AP 3435 Discrimination and Harassment Complaints and Investigations and AP 3432 Workplace Harassment. Oregon Coast Community College requires supervisors to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, evaluation, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the President shall ensure that the institution undertakes education and training activities to counter harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The President shall establish procedures that define harassment on campus. The President shall further establish procedures for employees and students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. State and federal law and this policy prohibit retaliatory acts by the Oregon Coast Community College, its employees, students, and agents.

The Oregon Coast Community College will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, students, and staff, applicants for employment, and applicants for admission, particularly when they are new to the institution. Oregon Coast Community College will make this policy and related written procedures (including the procedure for making complaints) available in all administrative offices and will post them on Oregon Coast Community College's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

LAST REVIEW AND AFFIRMATION/REVISION: 05/15/2024

INITIAL ADOPTION: 01/15/2020

### **3433 Prohibition of Sexual Harassment under Title IX**

#### **Returned to pre-2024 Title IX Rule 2/25**

#### **References:**

Title IX of the Education Amendments Act of 1972.

34 Code of Federal Regulations Part 106

#### *Notes:*

1. Due to changes occurring at the federal level as a result of lawsuits and the change in administrations, Oregon Coast Community College reserves the right to update BP 3433 and any related policies and procedures at any time to comply with state and federal laws and regulations.

2. The college recognizes that federal and state laws differ in terms of procedural practices and protections based on gender identity. The Title IX Coordinator will determine whether a complaint is to be investigated as a potential violation of Title IX and/or Oregon sexual harassment law. Procedures required for Title IX will be followed for all complaints that could reasonably result in a Title IX violation. If the complaint does not meet the requirements of being a potential Title IX violation, the state procedures and definitions will be applied to the investigation.

All forms of sexual harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit sexual harassment and Oregon Coast Community College will not tolerate sexual harassment. The College is committed to providing an academic and work environment that respects the dignity of individuals and



groups. The College shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence.

Oregon Coast Community College The College seeks to foster an environment in which all employees, students, applicants for employment, and applicants for admission feel free to report incidents of sexual harassment in violation of this policy and Title IX, without fear of retaliation or reprisal. Therefore, the College also strictly prohibits retaliation against any individual for filing a complaint of sexual harassment in violation of this policy and Title IX or for participating, or refusing to participate, in a sexual harassment investigation. The College will investigate all allegations of Title IX retaliation swiftly and thoroughly. If Oregon Coast Community College determines that someone has retaliated, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in Title IX retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any employee, student, applicant for employment, or applicant for admission who believes that he/she/they has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3434. The College requires supervisors to report all incidents of harassment and retaliation that come to their attention.

To this end the President shall ensure that the institution undertakes education and training activities to counter sexual harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The President shall establish procedures that define sexual harassment on campus. The President shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding sexual harassment in violation of this policy, and procedures to resolve complaints of sexual harassment in violation of this policy. State and federal law and this policy prohibit retaliatory acts against all participants by the College its employees, students, and agents.

The Oregon Coast Community College will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, applicants for employment, and applicants for admission, particularly when they are new to the institution. The College will make this policy and related written procedures (including the procedures for making complaints) available in all administrative offices and will post them on the College's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Volunteers or unpaid

interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the volunteer assignment, internship, or other unpaid work experience program.

LAST REVIEW AND AFFIRMATION/REVISION: 02/25/2025

INITIAL ADOPTION: 09/16/2015

**This Revision of BP 3433 Rescinds BP 212**

### **3440 Service/Assistance Animals**

#### **References:**

The Americans with Disabilities Act of 1990 — 42 United States Code Sections 12101 et seq.;

28 Code of Federal Regulations Part 35;

28 Code of Federal Regulations Part 36;

34 Code of Federal Regulations Part 104.44(b)

ORS 659A.143

In order to prevent discrimination on the basis of disability, Oregon Coast Community College will allow an individual with a disability to use an assistance animal in the College's facilities and on the College's property in compliance with state and federal law.

LAST REVIEW AND AFFIRMATION/REVISION: 05/17/2023

INITIAL ADOPTION: 11/19/2014

### **3500 Campus Safety**

**References:** No Oregon Statutory Requirement

The Board of Education is committed to a safe and secure work and learning environment. To that end, the President shall establish a campus safety plan and ensure that it is posted or otherwise made available to students and other members of the campus community.

LAST REVIEW AND AFFIRMATION/REVISION: 05/15/2024

INITIAL ADOPTION: 09/18/2019

### **3501 Campus Security and Access**

#### **References:**

34 Code of Federal Regulations Part 668.46(b)(3)0; ORS 341.290(4)

NWCCU Standard 2.I.1

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

LAST REVIEW AND AFFIRMATION/REVISION: 05/17/2023

INITIAL ADOPTION: 09/16/2015

### **3505 Emergency Response Plan**

#### **References:**

Homeland Security Act of 2002;  
National Fire Protection Association 1600;  
Homeland Security Presidential Directive-5;  
34 Code of Federal Regulations Part 668.46(g);

The College shall have emergency response and evacuation procedures for notifying the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The President shall establish procedures that ensure that the College implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), incorporating the functions and principles of the Incident Command System (ICS), Multiagency Coordination System (MCS) and Public Information Systems, the relevant state emergency management response plan, and any other relevant programs. The plan must incorporate NIMS and the state emergency management response plan to facilitate the coordination between and among agencies in the event of an emergency or natural disaster. Compliance with NIMS and any state mandates include but are not limited to:

- Formation of a team to carry out compliance with NIMS and applicable state mandates
- Establishing disaster preparedness procedures or a plan; and
- Completion of training sessions by college personnel in compliance with NIMS and state guidelines. Training requirements vary based on job titles or assigned roles within the emergency plan

The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. The College must ensure that its plan is updated regularly. Colleges must comply with NIMS and state requirements to receive federal or state funding.

LAST REVIEW AND AFFIRMATION/REVISION: 05/17/2023

INITIAL ADOPTION: 01/15/2020

### **3510 Workplace Violence**

#### **References:**

Occupational Safety and Health Act of 1970 – 29 U.S. Code Sections 651 et seq.

Oregon Safe Employment Act, ORS 654

The Board of Education is committed to providing a work and learning environment that is free of violence and the threat of violence. The Board of Education's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.

The President shall establish administrative procedures that assure that employees are informed regarding what actions will be considered violent acts, and requiring any employee who is the victim of any violent conduct in the workplace or is a witness to violent conduct to report the incident, and that employees are informed that there will be no retaliation for such reporting.

INITIAL ADOPTION: 05/15/2024

### **3515 Reporting of Crimes**

#### **References:**

Jeanne Clery Disclosure of Campus Security Policy  
and Campus Crime Statistics Act of 1998;

34 Code of Federal Regulations Parts 99.31(a) (13), (14) and 668.46(b);

Campus Security Act of 1990;

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

The "Clery Act" crimes to be reported include:

- Criminal Offenses – criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- Hate crimes; Violence Against Women Act (VAWA) Offenses – incidents of domestic violence, dating violence, and stalking; and

- Arrests and referral for disciplinary action – for weapons, drug abuse violations, and liquor law violations.

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

LAST REVIEW AND AFFIRMATION/REVISION: 05/17/2023

INITIAL ADOPTION: 09/18/2019

### **3520 Local Law Enforcement**

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

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

LAST REVIEW AND AFFIRMATION/REVISION: 05/17/2023

INITIAL ADOPTION: 09/18/2019

### **3540 Sexual and Other Assaults on Campus**

**References:**

20 U.S. Code Section 1092(f);

34 Code of Federal Regulations Part 668.46(b) (11);

ORS 350.255

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

The *President* shall establish administrative procedures that ensure that students, employees, and campus visitors who are victims of sexual and other assaults receive appropriate information and treatment. The Oregon Coast Community College will make educational information about preventing sexual violence is widely available on campus. The procedures shall meet the criteria contained in 34 Code of Federal Regulations Part 668.46 and ORS 350.255.

See also: [OCCC Title IX Policies](#)

LAST REVIEW AND AFFIRMATION/REVISION: 04/17/2024

INITIAL ADOPTION: 09/18/2019

### **3550 Drug Free Environment and Drug Prevention Program**

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

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

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

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

**This BP 3550 rescinds prior BP 739.**

LAST REVIEW AND AFFIRMATION/REVISION: 02/21/2024

INITIAL ADOPTION: 09/18/2019

### **3560 Alcoholic Beverages**

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

The President is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served nor consumed on campus except in accordance with these procedures.

**This BP 3560 rescinds prior BP 739.**

LAST REVIEW AND AFFIRMATION/REVISION: 05/17/2023

INITIAL ADOPTION: 09/18/2019

### **3570 Tobacco Use and Possession on Campus**

#### **References:**

ORS 433.835 to ORS 433.875 – Oregon Indoor Clean Air Act ORS 431A.175 ORS 339.883 (Tobacco 21)

Possession of tobacco products and inhalant delivery systems by any persons is prohibited on all Oregon Coast Community College grounds and property. This does not include USFDA-approved tobacco products or other therapy products marked and sold solely for the approved purpose. This includes, but is not limited to: in facility buildings, at facility-sponsored activities, in vehicles on facility grounds on all campuses, including satellite properties.

This policy applies to all Oregon Coast Community College employees, volunteers, clients, students, visitors, vendors and contractors.

Exceptions to this policy are made for a person for whom a tobacco or nicotine product or a substance to be used with an inhalant delivery system has been lawfully prescribed.

INITIAL ADOPTION: 05/15/2024

### **3710 Securing of Copyright**

#### **References:** 17 U.S. Code Section 201;

17 U.S. Code Section 201;

The President is directed to develop appropriate administrative procedures regarding the securing of copyright protection for works, including but not limited to registering copyrights and policing infringements, on behalf of the Oregon Coast Community College.

INITIAL ADOPTION: 02/21/2024

### **3715 Intellectual Property**

#### **References:**

17 U.S. Code Sections 101 et seq.;

35 U.S. Code Sections 101 et seq.;

37 Code of Federal Regulations Parts 1.1 et seq.;

ORS 341.319

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

LAST REVIEW AND AFFIRMATION/REVISION: 05/17/2023

INITIAL ADOPTION: 09/18/2019

### **3720 Computer and Network Use**

**References:** 17 U.S. Code Sections 101 et seq.;

ORS 341.290(4)

Students, employees, and visitors who use College computers and networks, and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The President shall establish procedures that provide guidelines to students, employees, and visitors for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

LAST REVIEW AND AFFIRMATION/REVISION: 05/17/2023

INITIAL ADOPTION: 01/15/2020

### **3800 Personal Data Protection**

**References:** Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 (General Data Protection Regulation (GDPR));

The President shall develop procedures necessary to protect the processing of personal data in accordance with the European Union General Data Protection.

INITIAL ADOPTION: 02/21/2024

### **3810 Claims Against the Oregon Coast Community College**

**References:** ORS 30.275

Claims must be presented according to state law, this policy, and related procedures as a prerequisite to filing suit against Oregon Coast Community College.



The designated place for service of claims, lawsuits, or other types of legal process upon Oregon Coast Community College is:

Oregon Coast Community College  
President's Office (Room 218)  
400 SE College Way  
Newport, OR 97366

INITIAL ADOPTION: 02/21/2024

### **BP 3820 Fund Development/Fund Raising and Gifts**

**References:** ORS 341.290(5), (11), (19)

Agreement between Oregon Coast Community College and the Oregon Coast Community College Foundation, approved by Board of Education 02/28/2018.

#### FUND DEVELOPMENT/FUND RAISING

The Board encourages the development of private fundraising and the pursuit of public and private grants to support Oregon Coast Community College's mission. Oregon Coast Community College commits to support fundraising including grants, cash solicitation, and solicitation of noncash and deferred gifts. The college will participate in fundraising efforts to improve programs and services that fall within our mission.

The Board recognizes the Oregon Coast Community College Foundation (OCCCF) as the private organization that exists to further the mission of the college. OCCCF is an independent, nonprofit, 501(c) (3) tax-exempt charitable organization with the purpose of raising funds for the college. The Foundation plays a critical role in institutional advancement activities, and the college will work closely with the Foundation to enhance resource development efforts.

The Board authorizes the President to provide appropriate resources to support the work of the Foundation, on the condition that the activities of the Foundation are conducted to the benefit of the College and its students. In addition to receiving support from the Foundation, the college may provide staffing for the Foundation or may, when it is mutually beneficial, make cash payments or other contributions to the Foundation. The Board will appoint one of its own members to serve as a liaison to and member of the Foundation Board. The Board directs the liaison member and the College President to provide it with an annual report of Foundation activities and goals and its financial audits as they occur.

#### GIFTS

Authority is delegated to the President to accept or decline gifts and donations offered to the College. The President may refer proposed gifts for consideration by the Board of

Education, which shall consider suitability. The Board of Education reserves the right to refuse to accept any gift which does not contribute toward the goals of Oregon Coast Community College or the ownership of which would have the potential to deplete resources of the Oregon Coast Community College.

The Oregon Coast Community College shall assume no responsibility for appraising the value of gifts made to the Oregon Coast Community College.

Acceptance of a gift shall not be considered endorsement by Oregon Coast Community College of a product, enterprise, or entity.

In no event shall the Oregon Coast Community College accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, military or veteran status, or physical or mental disability; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

LAST REVIEW AND AFFIRMATION/REVISION: 05/17/2023

INITIAL ADOPTION: 11/18/2020

### **3900 Freedom of Expression Policy**

#### **References:** NWCCU Standard 2.B.2

Oregon Coast Community College (“OCCC”) supports the right to freedom of expression. Students, employees, and members of the public are free to exercise their rights of free expression, subject to the requirements of this policy and the accompanying administrative procedures.

In order to support OCCC’s educational mission and to help ensure safety for all members of the OCCC community, this policy establishes time, place, and manner regulations as permitted under the law in designated forums. The intent of OCCC’s time, place, and manner regulations is to support free dialogue and debate while allowing for the orderly operation of OCCC’s campuses.

OCCC does not permit speech or expression that includes specific threats of violence, causes significant disruption to OCCC’s operations, is defamatory, is obscene according to current legal standards, or incites others so as to create a clear and present danger of the commission of unlawful acts on OCCC’s property or the violation of OCCC’s policies or procedures. OCCC’s policies prohibit harassment, bullying, threats, and intimidation. Speech or expression that violates these policies will not be tolerated, and students violating them may be subject to discipline.

The Board directs the President to enact administrative procedures as necessary to enact this policy and to reasonably regulate the time, place, and manner of the exercise of free expression in designated forums.

INITIAL ADOPTION: 02/21/2024

## **Chapter Four: Academic Affairs**

### **4010 Academic Calendar**

**References:** NWCCU Standard 2.G.2, No Oregon statutory requirement

The President or designee shall, in consultation with the appropriate groups and staff, approve and publish the academic calendar. The academic calendar will address one or more years. Prior to the President's approval of an academic calendar, it will be presented to the Board of Education as an informational update, typically in December.

Oregon Coast Community College operates on a quarter system with fall, winter, and spring quarters comprising the standard academic year. Summer quarter is the first quarter of the academic year. OCCC typically uses "term" in lieu of "quarter."

LAST REVIEW AND AFFIRMATION/REVISION: 12/11/2024

INITIAL ADOPTION: 10/18/2023

### **4020 Program, Curriculum, and Course Development**

**References:** 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; 34 Code of Federal Regulations Parts 600.2, 602.24, 603.24, and 668.8; NWCCU Standard 1.C.3 ORS 341.290 OAR 589-006-0050, 0100, 0150, 0200, 0300, 0350, 0400

The programs and curricula of the Oregon Coast Community College shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and relevancy.

The Board exercises its responsibility to prescribe the educational programs of the college by acting upon program recommendations as prepared by the president. The addition, discontinuance or substantial modification of degree programs will be authorized by the Board prior to submission to governing or regulatory agencies.

#### **Credit Hour**

Consistent with federal regulations applicable to federal financial aid eligibility, Oregon Coast Community College shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.

The president will establish procedures which prescribe the definition of "credit hour" consistent with applicable federal regulations.

The president shall establish procedures to assure that curriculum at Oregon Coast Community College complies with the definition of “credit hour” or “clock hour,” where applicable.

The president shall also establish a procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

INITIAL ADOPTION: 10/18/2023

#### **4030 Academic Freedom**

**References:** No Oregon statutory requirement

Institutions of higher education exist for the common good, and the unfettered search for truth and its free exploration is critical to the common good.

The college seeks to educate its students in the democratic tradition, to foster recognition of individual freedoms and social responsibility, and to inspire meaningful awareness of and respect for a collaborative learning environment.

Freedom of expression will be guaranteed to instructors to create a classroom atmosphere that allows students to raise questions and consider all sides of issues. OCCC instructors are responsible for exercising judgment in selecting topics of educational value for discussion and learning consistent with course requirements, goals, and desired outcomes.

LAST REVIEW AND AFFIRMATION/REVISION: 10/18/2023

INITIAL ADOPTION: 06/19/2019

#### **4040 Library and Learning Support Services**

**References:** NWCCU Standards 2.H.1

OCCC shall have library and Information services that ensure broad access, are supported by appropriate instruction, developed through user-centered planning, and integrated into the learning process. The Library will maintain compliance with all state and federal regulations and will adhere to all standards as established by NWCCU.

Library collection materials are provided for the interest, information, and enlightenment of all people of our community, and we do not exercise censorship in fulfilling our responsibilities.

LAST REVIEW AND AFFIRMATION/REVISION: 10/18/2023

INITIAL ADOPTION: 06/19/2019

#### **4050 Articulation**

**References:** NWCCU Standards 1.C.8 and 2.C.1, ORS 341.290, ORS 341.315

The president or designee may establish procedures that assure appropriate articulation of Oregon Coast Community College's educational programs and courses with proximate high schools and post-secondary institutions.

The procedures may also support articulation with institutions, including other community colleges and those that are not geographically proximate but that are appropriate and advantageous for partnership with Oregon Coast Community College.

LAST REVIEW AND AFFIRMATION/REVISION: 10/18/2023

INITIAL ADOPTION: 06/19/2019

#### **4070 Course Auditing and Auditing Fees**

**References:**

ORS 341.290, ORS 341.518 (Senior tuition waiver)

Students may audit graded credit courses. 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. 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.

LAST REVIEW AND AFFIRMATION/REVISION: 3/19/2025

INITIAL ADOPTION: 10/18/2023

**4230 Grading and Academic Record**

**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.

INITIAL ADOPTION: 3/19/2025

**4235 Credit by Examination/Credit for Prior Learning**

**References:** NWCCU Standard 1.C.8, ORS 350.110 (Credit for Prior Learning), ORS 350.417

Oregon Coast Community College provides opportunities for students to earn credit for prior learning (CPL) for skills and abilities they have acquired through work, professional training, military training, standard examinations, and other documented experiential learning. Credits are awarded through assessments that reflect a student's achievement of college level competencies.

The president shall establish administrative procedures to implement this policy. Procedures will align with NWCCU, federal and state laws and rules that affect the awarding and applicability of CPL in academic programs.

INITIAL ADOPTION: 10/18/2023

## Chapter Five: Student Services

### 5010 Admissions and Concurrent Enrollment

**References:** 34 Code of Federal Regulations Part 668.16(p) (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 341.290(7), ORS 340.005 to 340.330 (Expanded Options/Dual Credit Programs), OR 341.181  
NWCCU Standard 1.C.4, 2.C.3, 2.G.2

College programs shall be open to all students who have the ability to benefit from those programs, subject to budget limitations. However, the college may require specific academic standards for admission into programs when such standards are necessary for student success. The college has a compelling interest in ensuring student diversity in its programs.

Pursuant to this policy, the College is an open admission institution with limited -entry criteria for programs in Nursing, Health, and Aquarium Science. Additional admission requirements also apply to under-age (18) students who have not earned a high school diploma or GED. High school students, including home schools and charter schools, who are college-ready are eligible for admission. College-ready is defined as having course placement into 100-level or above classes. Most typically these are students at the junior or senior class level. In the case of a student younger than 16 years of age, the college administration shall make the final determination.

The college shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The President shall establish regulations for evaluating the validity of a student's high school completion.

LAST REVIEW AND AFFIRMATION/REVISION: 04/19/2023

INITIAL ADOPTION: 11/13/2019

### 5015 Residence Determination

**References:** There is no Oregon statutory requirement

A resident, for tuition and fee-paying purposes at Oregon Coast Community College, is a student who has lived in the Oregon Coast Community College district or in the state of Oregon as a permanent resident for no less than 90 continuous days immediately preceding the first day of classes for the quarter in which residency is in question. Permanent residence is defined as the home to which one intends to return after any absence and in which one's dependents reside for an unlimited period of time. A non-



resident of the district, but an Oregon resident, is a student who satisfies the above requirements within the state.

LAST REVIEW AND AFFIRMATION/REVISION: 04/19/2023

INITIAL ADOPTION: 11/13/2019

## **5021 Tuition and Fees**

**References:** NWCCU Standard 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.

LAST REVIEW AND AFFIRMATION/REVISION: 03/19/2025

INITIAL ADOPTION: 03/20/2019

### **5035 Withholding of Student Records**

**References:** No Oregon statutory requirement

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation may have grades, transcripts, diplomas, and registration privileges withheld.

LAST REVIEW AND AFFIRMATION/REVISION: 04/19/2023

INITIAL ADOPTION: 11/13/2019

### **5040 Education Records, Directory Information, and Privacy**

**References:**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S. Code Section 1232g); 34 Code of Federal Regulations Part 99); ORS 341.290(17) and OAR 589-004-0100 to -0750; NWCCU Standard 2.C.4

Student records will be managed according to all requirements set forth by the US Department of Education including the Family Education Right to Privacy Act (FERPA).

The President shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The President or their designee may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of Oregon Coast Community College (OCCC) has a right of access to any and all student records relating to them maintained by OCCC. No representative of OCCC shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws. Student information may be shared among college faculty and staff on an official “need to know” basis.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained herein, and that they may limit the information.

In recognition of its responsibility to protect both the family privacy and the safety of students, OCCC defines and limits directory information to include only the following student information:

- Name
- Dates of attendance;
- Major field of study;
- Enrollment status (e.g. undergraduate, full-time or part-time);
- Honors awarded
- Certificate(s) and degree(s) conferred.

Directory information does not include a student’s social security number or immigration status.

LAST REVIEW AND AFFIRMATION/REVISION: 04/19/2023

INITIAL ADOPTION: 11/13/2019

## **5052 Open Enrollment**

**References:** There is no Oregon Statutory Requirement

All courses, course sections, and classes of the College shall be open for enrollment to any person who has been admitted to the College. Enrollment may be subject to any priority

system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites or due to other practical considerations such as exemptions set out in statute or regulation.

The President shall assure that this policy is published in the catalog(s) and schedule(s) of classes.

LAST REVIEW AND AFFIRMATION/REVISION: 04/19/2023

INITIAL ADOPTION: 01/15/2020

### **5055 Enrollment Priorities**

**References:** There is no Oregon Statutory Requirement

All courses of the College shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites or due to other, practical considerations.

In the event that a priority system is established, the President shall establish procedures defining enrollment priorities, limitations, and processes for student challenge of these priorities.

LAST REVIEW AND AFFIRMATION/REVISION: 04/19/2023

INITIAL ADOPTION: 01/05/2020

### **5130 Financial Aid**

**References:**

20 U.S. Code Sections 1070 et seq.;

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 348.015 to 348.017 (Third party financial firms)

NWCCU Standards 2.G.2, 2.G.4, 2.G.5

A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.

All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.

The President shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

### Misrepresentation

Consistent with the applicable federal regulations for federal financial aid, the College shall not engage in “substantial misrepresentation” of:

- the nature of its educational program,
- the nature of its financial charges, or
- the employability of its graduates.

The President shall establish procedures for regularly reviewing the College’s website and other informational materials for accuracy and completeness and for training College employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the College’s educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The President shall establish procedures wherein the College shall periodically monitor employees’ and vendors’ communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the College or any of its representatives or service providers. The College and its Board of Education do not waive any defenses or governmental immunities by enacting this policy.

LAST REVIEW AND AFFIRMATION/REVISION: 04/19/2023

INITIAL ADOPTION: 01/15/2020

## **5140 Student Accessibility Services**

### **References:**

29 U.S. Code Sections 701 et seq.; ORS 659.850

NWCCU Standard 2.C.2

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the Oregon Coast Community College. The Student Accessibility Services (SAS) program shall be the primary provider for academic adjustments, auxiliary aids, services, or instruction that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

SAS services shall be available to students with verified disabilities. The services to be provided include but are not limited to, reasonable accommodations, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, rehabilitation counseling, and academic counseling.

No student with disabilities is required to participate in Student Accessibility Services.

The College shall respond in a timely manner to accommodation requests involving academic adjustments. The President shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The President shall assure that the SAS program conforms to all requirements established by the relevant law and regulations

LAST REVIEW AND AFFIRMATION/REVISION: 04/19/2023

INITIAL ADOPTION: 11/18/2020

### **5210 Communicable Disease – Students**

**References:** No Oregon statutory requirement

The President shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students.

LAST REVIEW AND AFFIRMATION/REVISION: 04/19/2023

INITIAL ADOPTION: 11/13/2019

### **5400 Associated Students Organization**

**References:** No Oregon statutory requirement.

The students of the College are authorized to organize a student body association(s). The Board of Education hereby recognizes The Associated Student Government of Oregon Coast Community College (ASG) as the official organization representing Oregon Coast Community College students. ASG operates under a constitution designed to promote student activities and a student voice. ASG provides an important link to other students, college staff, and the general public through various activities. The Associated Students activities shall not conflict with the authority or responsibility of the Board of Education or its officers or employees. The Associated Students shall conduct itself in accordance with state laws and regulations and administrative procedures established by the President. The Associated Students shall be granted the use of the College's premises subject to such administrative procedures as may be established by the President. Such use shall not be construed as transferring ownership or control of the premises.

LAST REVIEW AND AFFIRMATION/REVISION: 04/19/2023

INITIAL ADOPTION: 11/13/2019

### **5500 Student Rights, Responsibilities and Conduct**

**References:** There is no Oregon statutory requirement.

The President shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student. The procedures shall be made widely available to students through the college catalog or other means.

The president shall assure a clear and accessible process for reporting and resolving concerns related to conduct in a timely manner.

LAST REVIEW AND AFFIRMATION/REVISION: 04/19/2023

INITIAL ADOPTION: 06/22/1987

### **5520 Student Publications**

**References:** There is no Oregon statutory requirement.

Oregon Coast Community College (“OCCC”) supports the right of students to produce student publications and recognizes the value of student publications as an important avenue of communication in an educational environment. This policy sets forth the requirements for student publications.

Student publications may be produced either as part of an OCCC course or by an independent, student-led organization. Each student publication will be assigned a “student media advisor,” who is a person employed or designated by OCCC to provide supervision or instruction relating to the student publication.

Pursuant to Oregon law, student journalists are responsible for determining the news, opinion, feature, and advertising content of student publications. The student editorial staff for each student publication is responsible for making a final decision as to what material will be published. All student publications will include the following disclaimer: “The content of this student publication is determined solely by

students. OCCC does not control the content of this publication, and the content does not reflect the views or opinions of OCCC.”

OCCC assumes no liability or responsibility for the content of student publications, as it does not exercise any editorial control over the content of such publications. The student media advisor will provide instruction or guidance on the professional standards of English or journalism but will not exercise control over the content of the publication. The involvement of the student media advisor does not mean that OCCC controls, or has any liability for, the content of the student publication.

Student publications may not contain content that:

- Is libelous or slanderous;
- Constitutes an unwarranted invasion of privacy;
- Violates federal or state statutes, rules, or regulations or state common law; or
- So incites students as to create a clear and present danger of:
  - The commission of unlawful acts on or off OCCC premises;
  - The violation of OCCC policies; or
  - The material and substantial disruption of the orderly operation of OCCC

The editorial staff of all OCCC student publications must be current OCCC students. The editorial staff of a student publication shall strive to:

- Abide by professional standards of accuracy, objectivity, and fairness;
- Follow professional standards of sentence structure, grammar, spelling, and punctuation;
- Reasonably check and verify all facts and the accuracy of quotations; and
- In the case of editorials or letters to the editor concerning controversial issues, determine the need for rebuttal comments and opinions, if appropriate.

Funding from OCCC for student publications is dependent on the annual budget. OCCC will strive to make funds available to subsidize and/or facilitate student publications. Student publications that are published as part of an OCCC class will be funded through that class. Student publications that are published by an independent, student-led organization may apply for funding on an annual basis. The editorial staff of an OCCC student publication may accept advertising in order to generate revenue to support the publication. Advertisements must comply with the requirements of this and other OCCC policies and procedures.

LAST REVIEW AND AFFIRMATION/REVISION: 04/19/2023

INITIAL ADOPTION: 01/15/2020



**5800 Prevention of Identity Theft in Student Financial Transactions****References:**

15 U.S. Code Section 1681m(e), (Fair and Accurate Credit Transactions Act)

ORS 646A.600 to 646A.628 (Oregon Consumer Identity Theft Protection Act)

The College is required to provide for the identification, detection, and response to patterns, practices, or specific activities (“Red Flags”) that could indicate identity theft of students when the College serves as a creditor in relation to its students. When applicable, the President is directed to develop procedures to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.

LAST REVIEW AND AFFIRMATION/REVISION: 04/19/2023

INITIAL ADOPTION: 11/13/2019

## **Chapter Six: Business and Fiscal Affairs**

### **6100 Delegation of Authority, Business and Fiscal Affairs**

**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.

LAST REVIEW AND AFFIRMATION/REVISION: 3/19/2025

INITIAL ADOPTION: 03/20/2019

### **6150 Designation of Authorized Signatures**

**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.

LAST REVIEW AND AFFIRMATION/REVISION: 3/19/2025

INITIAL ADOPTION: 03/20/2019

### **6200 Budget Preparation**

**References:**

NWCCU Standard 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 presentation and review of budget proposals shall comply with Oregon law and regulations, and provide adequate time for Board of Education to study.

Budget development shall meet the following criteria:

- The annual budget shall support the College's strategic and educational plans.

- Assumptions upon which the budget is based are presented to the Board of Education for review.
- A schedule is provided to the Board of Education by September 1 of each year that includes dates for 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.
- Changes in the assumptions upon which the budget was based shall be reported to the Board of Education in a timely manner.
- Budget projections address long-term goals and commitments.

LAST REVIEW AND AFFIRMATION/REVISION: 3/19/2025

INITIAL ADOPTION: 03/20/2019

## **6250 Budget Management**

### **References:**

NWCCU Standard 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 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.

LAST REVIEW AND AFFIRMATION/REVISION: 3/19/2025

INITIAL ADOPTION: 03/20/2019

## **6300 Fiscal Management**

### **References:**

2 Code of Federal Regulations Sections 200.302(b)(6)-(7), 200.305, 200.400 et seq.

ORS 294.305 to 294.565  
NWCCU Standard 2. E.3

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, 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.

LAST REVIEW AND AFFIRMATION/REVISION: 3/19/2025

INITIAL ADOPTION: 03/20/2019

## **6320 Investments**

### **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 College be invested. Investments shall be in accordance with state law.

Investments shall be made based on the following criteria:

- *The preservation of principal shall be of primary importance.*
- *The investment program must remain sufficiently flexible to permit the College to meet all operating requirements.*
- *Transactions 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, with the exception of funds held in custody by the country treasurer or fiscal officer and deferred employee compensation. The primary objectives in managing excess funds will be preservation of principal, liquidity to meet cash requirements, and maximizing the rate of return on the financial portfolio. Safety of funds shall be the paramount goal.

LAST REVIEW AND AFFIRMATION/REVISION: 3/19/2025

INITIAL ADOPTION: 03/20/2019

### **6330 Purchasing**

#### **References:**

ORS 279A, ORS 279B

Oregon Community College Rules of Procurement

The President is delegated the authority to purchase supplies, materials, apparatus, equipment and services as necessary to 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.

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.

LAST REVIEW AND AFFIRMATION/REVISION: 3/19/2025

INITIAL ADOPTION: 03/20/2019

### **6340 Bids and Contracts**

#### **References:**

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 exceed 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, reputation of 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.

LAST REVIEW AND AFFIRMATION/REVISION: 3/19/2025

INITIAL ADOPTION: 03/20/2019

### **6400 Financial Audits**

#### **References:**

NWCCU Standard 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 the independent auditor. The audit report and findings will be presented to the Board of Education within two months of the completion of the audit.

LAST REVIEW AND AFFIRMATION/REVISION: 3/19/2025

INITIAL ADOPTION: 03/20/2019

### **6455 Travel**

#### **References:**

Oregon Government Ethics 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, advance of funds, and reimbursement.

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

LAST REVIEW AND AFFIRMATION/REVISION: 3/19/2025

INITIAL ADOPTION: 03/20/2019

### **6500 Property Management**

#### **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.

LAST REVIEW AND AFFIRMATION/REVISION: 3/19/2025

INITIAL ADOPTION: 03/20/2019

## **6520 Security for College Property**

### **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 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.

LAST REVIEW AND AFFIRMATION/REVISION: 3/19/2025

INITIAL ADOPTION: 03/20/2019

## **6540 Insurance and Risk**

### **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 a 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.

LAST REVIEW AND AFFIRMATION/REVISION: 3/19/2025

INITIAL ADOPTION: 03/20/2019

### **6550 Disposal of Property**

#### **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.

LAST REVIEW AND AFFIRMATION/REVISION: 3/19/2025

INITIAL ADOPTION: 03/20/2019

### **6600 Capital Construction**

#### **References:**

ORS 341.290(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 shall ensure 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.

LAST REVIEW AND AFFIRMATION/REVISION: 3/19/2025

INITIAL ADOPTION: 03/20/2019

## **6700 Facilities Use**

### **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 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 on the basis of 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 on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

LAST REVIEW AND AFFIRMATION/REVISION: 3/19/2025

INITIAL ADOPTION: 03/20/2019

## **6750 Parking**

### **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.

LAST REVIEW AND AFFIRMATION/REVISION: 3/19/2025

INITIAL ADOPTION: 03/20/2019

## **6800 Occupational Safety**

### **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:

- Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. o Specifically, the College shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA).
- Compliance with these policies and procedures may be a condition of employment.
- 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.
- 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.

**This BP 6800 rescinds prior BP 742.**

LAST REVIEW AND AFFIRMATION/REVISION: 3/19/2025

INITIAL ADOPTION: 03/20/2019

## **6802 Integrated Pest Management**

### **References:**

ORS 634.700 to 634.750

Oregon Coast Community College shall adopt and implement an integrated pest management plan (IPM) which 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.

LAST REVIEW AND AFFIRMATION/REVISION: 3/19/2025

INITIAL ADOPTION: 01/15/2020

## **6900 Auxiliary Services Including Bookstore**

### **References:** None

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 student 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.

LAST REVIEW AND AFFIRMATION/REVISION: 3/19/2025

INITIAL ADOPTION: 03/20/2019

## **Chapter Seven: Human Resources**

### **7100 Commitment to Diversity**

**References:** ORS 350.375

Oregon Coast Community College is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board of Education recognizes that diversity, equity, and inclusion in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students and employees. The Board of Education is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, equity, and inclusion and provide equal consideration for all qualified candidates

INITIAL ADOPTION: 05/17/2023

### **7110 Delegation of Authority, Human Resources**

**References:** ORS 341.290(1)

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.

**This BP 7110 rescinds prior BPs 701, 712, 733, 760, 793.**

INITIAL ADOPTION: 05/17/2023

### **7120 Recruitment and Hiring**

**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.

INITIAL ADOPTION: 04/16/2025

### **7130 Prohibition of Incentive Compensation (Enrollment and Recruitment)**

**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.

INITIAL ADOPTION: 04/16/2025

### **7135 Faculty Outside Employment**

**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.

INITIAL ADOPTION: 04/16/2025

### **7160 Professional Development**

**References:** ORS 341.290(1)  
NWCCU Standard 2.f.2

It is the intent of Oregon Coast Community College to maximize professional development opportunities for its employees.

INITIAL ADOPTION: 05/17/2023

### **7350 Resignations**

**References:** Affordable Care Act (29 U.S. Code Section 218C); ORS 659A.199 to ORS 659.236

The Board of Education hereby delegates to the College President the authority to accept resignations on its behalf at any time. Resignations shall be deemed accepted by the Board of Education when accepted in writing by the College President. When accepted by the College President, the resignation is final and may not be rescinded. All such resignations shall be forwarded to the Board of Education for information.

Oregon Coast Community College, through its Human Resources staff, will encourage employees to participate in an exit interview when resigning.

INITIAL ADOPTION: 05/17/2023

### **7370 Political Activities**

**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.

**This BP 7370 rescinds prior BP 781.**

INITIAL ADOPTION: 04/16/2025

### **745X Separation From Employment / Layoff**

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

NOTE: THIS BOARD POLICY IS UNDER REVIEW BY COLLEGE ADMINISTRATION (4/16/2025).

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.

LAST REVIEW AND AFFIRMATION/REVISION: 04/15/2015

INITIAL ADOPTION: 05/09/1994

### **751X Compensation and Benefits**

NOTE: THIS BOARD POLICY IS UNDER REVIEW BY COLLEGE ADMINISTRATION (4/16/2025).

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.

INITIAL ADOPTION: 01/21/2015



### **754X Retirement Plan**

**Reference(s):** ORS 237.153

NOTE: THIS BOARD POLICY IS UNDER REVIEW BY COLLEGE ADMINISTRATION (4/16/2025).

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.

INITIAL ADOPTION: 05/09/1994

### **7700 Whistleblower Protection**

**References:** No Oregon statutory requirement. Delegation Authority ORS 341.290

The Board strictly prohibits discrimination or retaliation against any employee for engaging in whistleblowing activities as defined in ORS 659A.200 to 659A.229, including disclosure of information otherwise protected under Oregon’s public records law (ORS 192.311 to 192.478).

An employee who in good faith has an objectively reasonable belief that the actions of the college or its employees violates federal, state or local law and who, in the process of reporting the alleged violation, discloses information that is exempt from disclosure under Oregon’s Public Records law has an affirmative defense against civil or criminal charges arising out of such disclosure if the protected information was disclosed to:

1. A state or federal regulatory agency;

2. A law enforcement agency;

3. A manager employed by the college; or

4. An attorney, when the communication is in connection with the alleged violation and the communication is subject to Oregon’s attorney-client privilege protection under ORS 40.225.

The affirmative defense provided for herein applies to an employee's disclosure of information related to an alleged violation by a coworker or supervisor acting within the course and scope of employment of the coworker or supervisor.

The affirmative defense does not apply to information that:

1. Is disclosed or redisclosed by the employee or at the employee's direction to a party other than the parties listed above; or
2. Is stated in an agreement that is not related to the employee's employment with the employer and is either:
  - a. a commercial exclusive negotiating agreement, or
  - b. a commercial nondisclosure agreement;
3. Is disclosed by an attorney or his/her/their employee if the information disclosed is related to the representation of a client; or
4. Is protected from disclosure under federal law, including but not limited to Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) and under these circumstances may only be disclosed in accordance with federal law.

Any employee who invokes his or her rights under this policy has the right to file a complaint under the College's harassment complaint procedure; and, is entitled to all remedies available under Oregon's unlawful employment practices law, ORS 659A.200 to 659A.224.

The President shall establish procedures regarding the reporting and investigation of suspected unlawful activities by College employees, and the protection from retaliation of those who make such reports in good faith or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, "unlawful activity" refers to any activity — intentional or negligent — that an employee in good faith reasonably believes violates federal, state or local law, rule, or College policy, or is evidence of mismanagement, gross waste of funds or abuse of authority or substantial and specific danger to public health and safety resulting from action of the College.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities or assist the College in its investigation.

Furthermore, College employees shall not:

1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order;

2) retaliate against an employee or applicant for employment because the employee or applicant is a family member of a person who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or

3) directly or indirectly use or attempt to use the official authority or influence of his/her/their position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the College. The College will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

INITIAL ADOPTION: 05/17/2023

### **7800 Work After Retirement**

**References:** ORS 238; Chapter 355, Oregon Laws 2019

The Board of Education delegates to the President the authority to approve the continued employment and compensation of College employees after retirement from the Public Employee Retirement System (PERS). The President shall establish procedures related to work after retirement from PERS consistent with state and federal law. See also BP 7110.

INITIAL ADOPTION: 05/17/2023

### **790X Discipline and Dismissal of Personnel**

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

**NOTE:** THIS BOARD POLICY IS UNDER REVIEW BY COLLEGE ADMINISTRATION (4/16/2025).

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.

LAST REVIEW AND AFFIRMATION/REVISION: 03/18/2015

INITIAL ADOPTION: 07/12/1993

