

Clackamas Community College Corrections
Section A/B: Board Governance and Operations
July 13, 2011

AC – Nondiscrimination - In second line add an apostrophe in 'individuals'

ACA-AR – ADA Grievance Procedure - In step 4 at end of second sentence that follows '...20 working days' add *or at the next regularly scheduled Board meeting following the 20-day period,*

BB – Organization and Authority of the Board of Education - In second paragraph add *Northwest Commission on Colleges and Universities and* before 'State Board of Education'

BBA – Board Powers and Duties** - In first paragraph remove comma between 'State Board of Education' and 'Northwest Commission on Colleges and Universities' then insert *and* between same

BBF – Board Member Code Standards of Conduct - In item 4 after 'specifically delegated' add *by Board action*

BDC - Executive Sessions - In third paragraph beginning in third sentence format item list as an outline; in fifth paragraph deleted bracketed language

BDDH – Public Testimony in Board Meetings - Removed policy(ies) (community college)

BDDH – Public Participation in Board Meetings - Inserted OSBA CC sample version 2; replaced 'Participation' in title with *Comment*; in first paragraph under 'Audience', second line replace 'concerns' with *comment*; in second paragraph under same replace 'private meeting' with *executive session* and replace 'legislative body' with *Board*; in paragraph under 'Request for an item...' delete 'that' after 'request' then replace 'place' with *to consider* then add *to be placed* after 'of concern' then in second sentence in same paragraph delete rest of sentence that follows ...for consideration; on page 2 in paragraph under 'Procedures for Public...' replace 'participate' with *comment*; in heading 'Petitions' and following paragraph subject should read '**Letters**, petitions **or Written Comment**' and should change in three places when referencing 'Petitions'

BDDH-AR – Public Testimony in Board Meetings - No change, keep second draft

BF - Policy Development and Review - in third paragraph under 'Adoption' in first sentence delete 'printed and assembled in loose-leaf booklets' and replace with *made available in printed or electronic form*; in second sentence delete *'published and in each Board policy booklet'* replace with *made available*

Clackamas Community College Corrections
Section A/B: Board Governance and Operations
January 12, 2011

BC/BCA – Board Organization/Board Organizational Meeting - Corrected spelling in first paragraph; second sentence *'prescribed'*

BCB – Officers of the Board Officers and Their Duties - Keep last heading and following paragraph 'Board Executive Committee' (shown as strikeout in draft reviewed); on page 2 in paragraph under heading 'Board or College Spokesperson', first line, replace 'appoint' with *designate*

BCBA – Ex-Officio Representatives to the Board of Education - Members - In first line after 'of the' add *Full-time*; and capitalize

BCD – Board/President Relationships - No change, keep original draft

BCF – Advisory Committees to the Board - No change, keep original draft

BCG – Legal Counsel - No change, keep original draft

BD/BDA – Meetings of the Board of Education - Removed policy(ies)

BD/BDA – Board Meetings/Regular Board Meetings - Selected version 2, removed "Version 2" from title; in first paragraph under 'Regular Meetings' add *sexual orientation* to fourth sentence after 'sex,'; in first paragraph under 'Electronic Communication' add *a quorum of* after 'and among'; on page 2 keep bracketed language and removed all brackets

BDB – Special and Emergency Board Meetings - No change, keep original draft

BDC – Executive Sessions - No change, keep original draft; in fifth paragraph keep bracketed language and removed all brackets

BDC-AR - Executive Sessions - Added 1/12/11 as requested by College

BDD – Board Parliamentary Meeting Procedure - No change, keep original draft

BDDC – Board Meeting Agenda - Keep bracketed language shown as second paragraph and removed all brackets

BDDG – Minutes of the Meetings - No change, keep original draft

BDDH – Public Participation in Board Meetings - Delete ‘participation’ and replace with *Testimony* in title; delete second sentence in second paragraph; in fourth paragraph keep bracketed language and removed all brackets; in fourth paragraph second sentence replace ‘participate’ with *provide testimony*

BDDH-AR – Public Participation in Board Meetings - Delete ‘participation’ and replace with *Testimony* in title; in first line delete ‘participation’ and replace with *testimony*; delete first sentence in item 6; in item 7 replace ‘registration card’ with *public testimony sign-in sheet*

BF – Policy Development and Review - In second paragraph, second sentence under ‘Revision’ replace ‘unanimous’ with *majority*

BFCA – Administrative Regulations - No change, keep original draft

BG – Board-Staff Communications - No change, keep original draft

BHB – Board Member Travel/Development - No change, keep original draft

BHD – Expenses of Board Members - No change, keep original draft

BHE – Board Indemnification Member Liability insurance - No change, keep original draft

Clackamas Community College Corrections
Section A/B: Board Governance and Operations
June 6, 2010

BDDH-AR – Public Participation in Board Meetings - Deleted OSBA sample and inserted new language provided from Joanne.

Clackamas Community College Corrections
Section A/B: Board Governance and Operations
December 8, 2010

101 – Purpose Summary - Removed policy(ies)

102 – Purpose and Mission - Removed policy(ies)

104 – Values - Removed policy(ies)

105GBB – Decision Making/Shared Governance - Moved to section G

GBB-AR – Shared Governance - Moved to section G

308 – Citizens Advisory Committee - Replaced with a proposed broader advisory committee policy BCF.

613 – Employee Payment of PERS -Moved to section G-needs coding

615 – Telecommuting Work Program - Moved to section G-needs coding

AR 615-001 – Telecommuting Work Program and Agreement - Moved to section G-needs coding

AC – ~~Equal Opportunity/Affirmative Action Policy~~ Nondiscrimination - No change, keep original draft

AC-AR – Discrimination Complaint Procedure - In first pp under Informal Procedure end first sentence after ‘compliance officer’; delete ‘who shall in turn’; add *The compliance officer will conduct a preliminary*; change ‘investigate’ to *investigation*; replace ‘the’ with *of*; replace ‘five’ with *10* business days; in step 1 change ‘five’ to *10* and change ‘10’ to *20*; in step 2 in second sentence delete ‘all’ and keep bracketed language; in step 3 keep bracketed language; in second sentence delete ‘meet’ and add *hear the appeal*; in same sentence delete ‘the next’ add *a*; in last pp on page 1 delete ‘Office’ when before ‘of Community’ then add *Department* and delete ‘Services’ and add *and Workforce Development (CCWD)*

ACA – Americans with Disabilities Act Compliance - Removed policy(ies)

ACA – Americans with Disabilities Act - In fifth pp in third sentence add to end: *President at the direction of*

the Board

ACA-AR – ADA Grievance Procedure - No change, keep original draft

AD – Philosophy - Removed policy(ies)

BB – Organization and Authority of the Board of Education - No change, keep original draft

BBA – ~~What Oregon Law Says a Community College Should be Doing~~ Board Powers and Duties ** - Removed policy(ies)

BBA – Board Powers and Duties** - In first pp after ‘State Board of Education’ add *Northwest Commission on Colleges and Universities and*; in item 2 replace ‘government’ with *governance*; in item 9 add *mission*, between ‘the’ and ‘program’

BBAA – Individual Board Member’s Authority and Responsibilities - In second pp first sentence replace ‘motion’ with *action*; in pp under item 2, add new third sentence: *If a legal opinion is requested only the Board chair or President may contact counsel on behalf of the Board.*; and at beginning of same pp, first sentence replace ‘Any’ with *A*

BBB – Organization and Authority of Board of Education - In Zone 1: add *507* and reorder numerically; in Zone 2: add *98, 401, 446* and delete ‘490, 492’; in Zone 4: add *11, 12, 567* then delete ‘131, 575, 578’; in Zone 5: add *116, 117, 206* then delete ‘137, 305’; in Zone 6: add *11, 588* then delete ‘107, 369, 561, 568’; in Zone 7: add *11, 580* then delete *117*

BBD – Board Member Removal from Office - In last pp add *Clackamas* when before ‘county board’ then capitalize ‘County Board of Commissioners’

BBE – Terms of Office and Board Vacancies - In fourth pp under item 2 on page 2 add *Clackamas* when before ‘county board’ then capitalize ‘County Board of Commissioners’; keep remaining recommended draft

BBF – Board Member Code Standards of Conduct - Replace language in item 2 as follows: *Understand that their position is nonpartisan*;

BBFA – Conflict of Interest - Removed policy(ies)

BBFA – Board Member Ethics and Conflicts of Interest - Selected version 2, removed “Version 2” from title

BBFB – Board Member Ethics and Nepotism - No change, keep original draft

CLACKAMAS COMMUNITY COLLEGE

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The following symbol is used on some policies:

- ** As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-0005 (18).

<h2>Clackamas Community College</h2>

Code: AC

Adopted: 5/09/01

Orig. Code(s): 612

Nondiscrimination

The Board is committed to nondiscrimination and an environment free of harassment based on an individual's protected classes of race, color, national origin, religion, sex, age, disability, veterans' status, sexual orientation¹ or marital status. This policy prevails in matters concerning staff, students, the public, educational programs and services and individuals with whom the Board does business.

The Board directs the President and designees to develop policies and procedures to accomplish these purposes, and to do so by involving staff in their development, to announce them generally to staff and public, and to provide for their implementation.

The President shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008 (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX and other civil rights or discrimination issues.

A nondiscrimination and equal opportunity statement will be included in all course announcements, employment application forms, and recruiting materials for prospective students and employees.

The College will publish procedures providing for prompt and equitable resolution of student and employee complaints.

Federal civil rights law prohibit discrimination against an individual because he/she has opposed any discrimination act or practice or because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing. The ADA further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under the Act.

END OF POLICY

Legal Reference(s):

ORS 174.100
ORS 192.630
ORS 659.815
ORS 659.850
ORS 659.855
ORS 659.860

ORS 659.865
ORS 659.870
ORS 659A.003
ORS 659A.006

ORS 659A.009
ORS 659A.029
ORS 659A.030
ORS 659A.043
ORS 659A.103
ORS 659A.109

¹Sexual orientation means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.

ORS 659A.112 - 659A.139
ORS 659A.142
ORS 659A.233
ORS 659A.236

ORS 659A.300
ORS 659A.409

OAR 839-003-0000
OAR 589-006-0050
OAR 589-008-0100
OAR 589-010-0100

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2006).
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2006); 29 C.F.R Part 1626 (2006).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2006).
Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2006).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006).
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2006).
Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2006).
Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).
Americans with Disabilities Act Amendments Act of 2008.
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212.
Title II of the Genetic Information Nondiscrimination Act of 2008.

Clackamas Community College

Code: AC-AR

Revised/Reviewed:

Discrimination Complaint Procedure

Complaints regarding the interpretation or application of the College's nondiscrimination policy shall be processed in accordance with the following procedures:

Informal Procedure

Any person who feels that he/she has been discriminated against should discuss the matter with the compliance officer. The compliance officer will conduct a preliminary investigation of the complaint and respond to the complainant within 10 business days. If this response is not acceptable to the complainant, he/she may initiate formal procedures.

If the compliance officer is the subject of the complaint, the individual may file a complaint directly with the President. If the President is the subject of the complaint, the complaint may be filed with the Board chair.

Formal Procedure

- Step 1: A written complaint must be filed with the compliance officer within 10 business days of receipt of the response to the informal complaint. The compliance officer shall further investigate, decide the merits of the complaint and determine the action to be taken, if any, and reply, in writing, to the complainant within 20 business days.
- Step 2: If the complainant wishes to appeal the decision of the compliance officer, he/she may submit a written appeal to the President within five business days after receipt of the compliance officer's response to the complaint. The President shall meet with parties involved, as necessary, make a decision and respond, in writing, to the complaint within 10 business days.
- Step 3: If the complainant is not satisfied with the decision of the President, a written appeal may be filed with the Board within five business days of receipt of the President's response to Step 2. In an attempt to resolve the complaint, the Board shall hear the appeal with the concerned parties and their representative at a regular or special Board meeting. A copy of the Board's decision shall be sent to the complainant within 10 days of this meeting.

If the complainant is not satisfied after exhausting local complaint procedures, or 90 days, whichever occurs first, he/she may appeal in writing to the Commissioner for the Department of Community Colleges and Workforce Development (CCWD).

Discrimination Complaint Form

Name of Person Filing Complaint _____ Date _____ Activity _____

Student Employee Nonemployee (Job applicant)

- Type of discrimination:
- Race
 - Color
 - National Origin
 - Religion
 - Sex
 - Age
 - Disability
 - Veterans' Status
 - Sexual Orientation
 - Marital Status

Specific complaint: (Please provide detailed information including names, dates, places, activities and results of informal discussion.)

Remedy requested:

The complaint form should be mailed or taken to the compliance officer. Direct complaints related to educational programs and services may be made to the U. S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U. S. Department of Labor, Equal Employment Opportunities Commission.

Approved by President's Council: _____
(Date)

R8/31/04 | DB

Corrected 12/08/10

Clackamas Community College

Code: ACA
Adopted:

Americans with Disabilities Act

The College, in compliance with the Americans with Disabilities Act of 1990 and the American with Disabilities Act Amendments Act of 2008 (ADA) is committed to maintaining employment practices, services, programs and activities that provide equity to qualified individuals with disabilities.

The College will provide reasonable accommodations for the known disabilities of all applicants and current employees in all employment application procedures; hiring, advancement or discharge; employee compensation; job training; other terms, conditions and privileges of employment upon request and advance notice.

A reasonable accommodation must not present an undue hardship for the College, be unduly costly, extensive or disruptive; nor present a direct threat to the health or safety of the individual or others in the workplace.

College services, programs and activities will be accessible and usable by qualified individuals with disabilities, consistent with Section 504 of the Rehabilitation Act of 1973 and the ADA. Accessibility may be achieved through nonstructural as well as structural methods.

In order to achieve equal access, the College will make available appropriate auxiliary aids and services that promote effective communications. Primary consideration will be given to the request of individuals with disabilities in the selection of appropriate aids and services. Final determination will be made by the President at the direction of the Board. Auxiliary aids and services determinations will be based on availability, effectiveness and financial or administrative burden to the College.

The Board directs the President to develop and implement an appropriate plan that provides for College compliance with the ADA, including the appointment of an ADA compliance officer and the establishment of a process for the investigation and prompt and equitable resolution of any complaint regarding noncompliance.

Retaliation is prohibited against anyone who files a complaint of discrimination, participates in an Office of Federal Contract Compliance Program proceeding or otherwise opposes discrimination under federal or state laws.

END OF POLICY

Legal Reference(s):

OAR 589-010-0100

Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2006).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

Chevron U.S.A. Inc. v. Echazabal, 536 U.S. 73 (2002).

Americans with Disabilities Act Amendments Act of 2008.

Clackamas Community College

Code: ACA-AR

Revised/Reviewed:

ADA Grievance Procedure

The compliance officer is responsible for coordinating the College's efforts to comply with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008 (ADA). The compliance officer shall be a neutral party having had no involvement in the complaint presented.

- Step I Any complaint shall be presented in writing to the compliance officer within 180 days from date of alleged discrimination. It must include the following:
1. Name and address of the individual or the representative filing the complaint;
 2. Description of the alleged discriminatory action in sufficient detail to inform the College of the nature and date of the alleged violation;
 3. Signature by the complainant or by someone authorized to do so on his/her behalf;
 4. Identification (by name, if possible) of the alleged victims of the discrimination for any complaint filed on behalf of classes or third parties.
- Step II The compliance officer shall thoroughly investigate the complaint, notify the person who has been accused of discriminating, permit a response to the allegation and arrange a meeting to discuss the complaint with all concerned parties within 10 working days after receipt of the written complaint, if deemed necessary. The compliance officer shall give a written answer to the complainant within 15 working days after receipt of the written complaint.
- Step III If the complainant is not satisfied with the answer of the compliance officer, he/she may submit a written appeal to the President or designee indicating with particularity the nature of disagreement with the answer and reason underlying such disagreement. Such appeal must be filed within 10 working days after receipt of the compliance officer's answer. The President or designee shall arrange a meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time to discuss the appeal. The President or designee shall give a written answer to the complainant's appeal within 10 working days.
- Step IV If the complainant is not satisfied with the answer, an appeal to the Board may be filed within 10 working days after receipt of the Step III answer. The Board shall, within 20 working days or at the next regularly scheduled Board meeting following the 20-day period, conduct a hearing at which the complainant shall be given an opportunity to present the complaint. The Board shall give a written answer to the complainant within 10 working days following completion of the hearing.

Step V If the complainant is not satisfied with the decision of the Board, a complaint may be filed with the Coordination and Review Section, Civil Rights Division, U.S. Department of Justice (student complaints) or the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries (employment complaints).

Individuals may initiate complaint procedures and/or civil actions with or without first complying with local complaint procedures.

Approved by President's Council: _____
(Date)

Clackamas Community College

Code: **BB**

Adopted: 5/11/05

Orig. Code(s): 201

Organization and Authority of the Board

The College was established and operates under authority granted by the Oregon State Legislature as contained in Chapter 341 of the Oregon Revised Statutes.

The Board is subject to the provisions of the Constitution of the state of Oregon, the Oregon Revised Statutes, the rules and regulations of the Northwest Commission on Colleges and Universities and State Board of Education, its own policies and procedures, and the expressed will of the electorate.

END OF POLICY

Legal Reference(s):

ORS 255.335

ORS 341 009

ORS 341 275

ORS 341.287

OR. CONST., art. XI-G, § 1.

Clackamas Community College

Code: BBA
Adopted:

Board Powers and Duties**

The Board shall be responsible for the general supervision and control of any and all community colleges operated by the district. Consistent with any applicable rules of the State Board of Education and Northwest Commission on Colleges and Universities, the local Board may:

1. Employ administrative officers, professional personnel and other employees, define their duties, terms and conditions of employment and prescribe compensation therefore;
2. Enact rules for the governance of the College, including professional personnel and other employees and students therein;
3. Prescribe the educational program;
4. Control use of and access to the grounds, buildings, books, equipment and other property of the College;
5. Acquire, receive, hold, control, convey, sell, manage, operate, lease, lease-purchase, lend, invest, improve and develop any and all property of whatever nature given to or appropriated for the use, support or benefit of any activity under the control of the Board, according to the terms and conditions of such gift or appropriation;
6. Purchase real property upon a contractual basis when the period of time allowed for payment under the contract does not exceed 30 years;
7. Fix standards of admission, prescribe and collect tuition for admission to the College, including fixing different tuition rates for students who reside in the district, students who do not reside in the district, but are residents of the state, and students who do not reside in the state;
8. Prescribe and collect fees and expend funds raised for special programs and services for the students and for programs for the cultural and physical development of the students;
9. Provide and disseminate to the public, information relating to the mission, program, operation and finances of the College;
10. Establish or contract for advisory and consultant services;
11. Take, hold and dispose of mortgages on real and personal property acquired by way of gift or arising out of transactions entered into in accordance with the powers, duties and authority of the Board and institute, maintain and participate in suits and actions and other judicial proceedings in the name of the College for the foreclosure of such mortgages;

12. Maintain programs, services and facilities, and, in connection therewith, cooperate and enter into agreements with any person or public or private agency;
13. Provide student services including health, guidance, counseling and placement services and contract for such services;
14. Join appropriate associations and pay any required dues from resources of the College;
15. Apply for federal funds and accept and enter into any contracts or agreements for the receipt of such funds from the federal government or its agencies for educational purposes;
16. Exercise any other power, duty or responsibility necessary to carry out the functions under this section or required by law;
17. Prescribe rules for the use and access to public records of the College that are consistent with ORS 192.420, and education records of students under applicable state and federal law and rules of the State Board of Education. Whenever a student has attained 18 years of age or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to a parent of the student regarding education records shall thereafter be required of and accorded to only the student. Faculty records relating to matters such as conduct, personal and academic evaluations, disciplinary actions, if any, and other personal matters shall not be made available to public inspection for any purpose except with consent of the person who is the subject of the record, or upon order of a court of competent jurisdiction;
18. Enter into contracts for the receipt of cash or property, or both, and establish annuities pursuant to Oregon Revised Statutes, and, commit, appropriate, authorize and budget for the payment of or other disposition of general funds to pay, in whole or in part, sums due under an annuity agreement, and to provide the necessary funding for reserves or other trust funds pursuant to Oregon Revised Statutes;
19. Encourage gifts to the College by faithfully devoting the proceeds of such gifts to the purposes for which intended;
20. Build, furnish, equip, repair, lease, purchase and raze facilities; and locate, buy and acquire lands for all College purposes. Financing may be by any prudent method including but not limited to loans, contract purchase or lease. Leases, authorized by this section, include lease-purchase agreements whereunder the College may acquire ownership of the leased property at a nominal price. Such financing agreements may be for a term of up to 30 years except for lease arrangements which may be for a term of up to 50 years;
21. Participate in an educational consortium with public and private institutions that offer upper division and graduate instruction. Community colleges engaged in such consortiums may expend money, provide facilities and assign staff to assist those institutions offering upper division and graduate instruction;

22. Enter into contracts of insurance or medical service contracts or may operate a self-insurance program as provided in ORS 341.312.

END OF POLICY

Legal Reference(s):

ORS 192.420

ORS 192.630

ORS Chapter 238

ORS 243.650 - 243.782

ORS Chapters 279A, 279B and 279C

ORS 294.305 - 294.565

ORS 341.290

ORS 341.312

ORS 731.704 - 731.724

Clackamas Community College

Code: **BBAA**
Adopted:

Individual Board Member's Authority and Responsibilities

Any duty imposed upon the Board 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 members when the Board is not in session shall not be an act of the Board and shall not be binding upon the College.

A Board member has the authority to act in the name of the Board when authorized by a specific Board action. When authorized to act as the designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

A Board member has the right to express personal opinions. When expressing such opinions in public, the Board member must clearly identify the opinions as his/her own.

Members will be knowledgeable of information requested through Board action, supplied by the President, gained through attendance at College activities, and through professional Board activities.

Members of the Board will adhere to the following in carrying out the responsibilities of membership:

1. Request for Information

Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff will make such a request to the Board chair and President. A copy of the material will be distributed to each member of the Board. Requests for the generation of reports or information which require additional expense must be submitted to the Board for consideration.

2. Requests for Legal Opinions

A Board member may request a legal opinion. Such request, however, shall be made through the Board chair to the President. If a legal opinion is requested only the Board chair or President may contact counsel on behalf of the Board. If the legal opinion sought involves the President's employment or performance, the request should be made to the Board chair. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to Board Members

When Board members receive complaints or requests for action from staff, students or members of the public, such information is to be conveyed to the President for action.

4. Board Member's Relationship to Administration

Individual Board members will be informed about the College's educational program, may visit classes or other facilities to gain information and may request information from the President. Board members will coordinate all visits to the College through the President's office. Board members will not intervene in the administration of the College.

5. Contracts or Agreements Made By Individual Board Members

Contracts or agreements made by individual Board members without the Board's authority are invalid.

END OF POLICY

Legal Reference(s):

ORS 341.283

ORS 341.290

38 OR. ATTY. GEN. OP. 1995 (1978)

S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

<h2>Clackamas Community College</h2>

Code: **BBB**

Adopted: 5/11/05

Orig. Code(s): 201

Organization and Authority of Board of Education

The Board, will consist of seven members elected by zones for four-year terms in accordance with ORS 341.327 and be known as the Board of Directors.

A person is eligible to serve as a Board member if he/she is an elector of the community college district. An elector means an individual qualified to vote under Section 2, Article II of the Oregon Constitution. The individual must be 18 years of age or older, registered to vote at least 20 calendar days immediately preceding any election in the manner provided by law and must have been a resident within the community college district for one year immediately preceding the election or appointment. He/She must also reside in the zone from which he/she is nominated, elected, or appointed.

No person who is an employee of the community college district is eligible to serve as a Board member while so employed.

The zones from which Board members are to be elected, according to ORS 341.175, and as adopted by the Board, are as follows:

- Zone 1: Precincts 51, 53, 54, 56, 57, 58, 60, 62, 63, 64, 92, 95, 451 (north part), 452, 453, 475 (northwest part), 478, 481, 506 (north part), 597 (north part), 521, 522, 523
- Zone 2: 34 (east part), 93, 94, 96, 97, 362 (north part), 366 (north part), 394, 411, 412, 413, 414, 422, 441, 442, 443, 444, 445, 451 (south part), 454, 475 (northeast part), 480, 490, 491, 492, 550 (north part)
- Zone 3: 31, 32, 33, 34 (west part), 38, 39, 475 (southwest part), 503, 505, 506 (south part), 507 (south part), 525, 526, 530, 531, 532, 533, 538, 549, 550 (south part), 551, 552, 553, 555
- Zone 4: 1, 2, 3, 5, 6, 7, 8, 9, 131 (east part), 132 (east part), 134, 138 (southeast part), 139, 140 (south part), 560, 561, 563 (north part), 565 (west part), 568 (west part), 575 (west part), 578 (west part)
- Zone 5: 130, 131 (all except east part), 132, (west part), 135, 136, 137, 138 (north part), 140 (north part), 155, 165 (all except south part), 171, 201, 202, 205, 252, 305, 306, 326, 327, 328, 336, 337
- Zone 6: 106, 107, 353, 354, 355, 356, 357, 361, 362 (south part), 363, 364, 365, 366 (south part), 368, 369, 372, 373, 377, 561, 563 (south part), 565 (east part), 568 (east part), 575 (east part), 576, 577, 578 (east part), 582, 583, 585, 586, 587, 589

Zone 7: 10, 111, 112, 116, 117, 122, 123, 124, 125, 126, 203, 204, 343, 344, 345, 346, 349, 350, 351, 562, 581

END OF POLICY

Legal Reference(s):

ORS 249.013
ORS 255.012
ORS 255.075
ORS 255.235
ORS 255.245

ORS 255.335
ORS 341.287
ORS 341.327
ORS 341.331

ORS 341.339
ORS 341.356

Clackamas Community College

Code: BBD
Adopted:

Board Member Removal from Office

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

1. The death or resignation of an incumbent;
2. When an incumbent is removed or recalled from office or the election of the incumbent is declared void by the judgment of a court;
3. When an incumbent ceases to be a resident of the district from which nominated or elected;
4. When an incumbent has not discharged the duties of office for two consecutive regular monthly meetings unless prevented therefrom by sickness or other unavoidable cause or unless granted an excuse by the Board chair.
5. When an incumbent is nominated or elected by zone and who changes permanent residence from one zone of a district to another zone, or who by a change in zone boundaries no longer resides in the zone of nomination or election, is entitled to continue to serve as a Board member until June 30 following the next regular district election at which a successor shall be elected to serve for the remainder of the unexpired term, if any.

Vacancies will be filled through appointment by the Board unless a majority of the positions are vacant at the same time. In that case, vacancies will be filled by the Clackamas County Board of Commissioners.

END OF POLICY

Legal Reference(s):

ORS 341.335
ORS 408.240

Clackamas Community College

Code: **BBE**

Adopted: 9/14/05

Orig. Code(s): 208

Board Vacancies

Vacancies will be filled through Board appointment. The Board appointee must be an elector of the district if the position is one filled by nomination and election at-large, and otherwise from any of the electors of the zone from which the vacancy occurs.

Board elections are held every odd-numbered year which for the purposes of this policy are termed "election" years. The appointee:

1. Will serve until June 30 following the next "election," at which time the individual elected in May of that year will fill the remaining portion of an unexpired term or serve a full four-year term; or
2. Will serve until June 30 of a subsequent "election" year if the vacancy occurs after the filing date in an "election" year.

A Board member so elected as a replacement will serve the remaining year(s) of the term of office of the Board member being replaced.

In the event of multiple vacancies, the position vacated first will be filled first.

Upon appointment by the Board, the newly appointed Board member(s) will be sworn and seated immediately.

If the offices of a majority of Board members are vacant at the same time, the Clackamas County Board of Commissioners shall appoint persons to fill the vacancies from qualified district voters.

END OF POLICY

Legal Reference(s):

ORS 249.865 - 249.877

ORS 255.245

ORS 255.335

ORS 341.335

Clackamas Community College

Code: **BBF**

Adopted: 9/14/05

Orig. Code(s): 217

Board Member Standards of Conduct

A Board member should:

1. Understand that his/her basic function is policy-making and not administration of the College;
2. Understand that their position is nonpartisan;
3. Respect the rights of College patrons to be heard at official meetings;
4. Recognize that authority rests only with the Board in official meetings. An individual Board member cannot commit the Board to any action or posture unless specifically delegated by Board action to do so;
5. Respect the right of other Board members to have opinions and ideas which differ;
6. Recognize that decisions are made by a majority vote and should be supported by all Board members;
7. Make decisions only after the facts are presented and discussed;
8. Recognize that the Board must comply with the Public Meetings Law and only has authority to make decisions at official Board meetings;
9. Respect the opinions of other Board members and College staff;
10. Recognize that the President should have full administrative authority for properly discharging his professional duties within the limits of established Board policy;
11. Insist that all College business be transacted on an open, fair and honest basis--no hidden agendas;
12. Understand that you will receive information that is confidential and cannot be shared;
13. Refer complaints or problems to the President and support administrative action to answer complaints and solve problems;
14. Present personal criticism of any College operation directly to the President rather than to College personnel;
15. Recognize that the President is the Board's advisor and should be present at all meetings, except when the Board is considering the President's evaluation, contract or salary;
16. Take action only after hearing the President's recommendations;

17. Refuse to bring personal or family problems into Board considerations;
18. Give the staff the respect and consideration due skilled, professional employees;
19. Comply with the ethics laws for public officials provided in state law;
20. Remember that content discussed in executive session is confidential.

END OF POLICY

Legal Reference(s):

ORS 162.015 - 162.035

ORS 162.405 - 162.425

ORS 192.630

ORS 244.010 - 244.130

ORS 341.283

Clackamas Community College

Code: **BBFA**
Adopted:

Board Member Ethics and Conflicts of Interest

No Board member will use his/her official position or office to obtain personal financial benefit or to avoid financial detriment for him or herself, relatives, household members or for any business with which the Board member, household member or a relative is associated.

This prohibition does not apply to any part of an official compensation package, honorarium allowed by ORS 244.042, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the annual \$50 gift limit from one who has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. College-provided meals at board meetings are acceptable under the reimbursement of expenses exception.

I. Conflicts of Interest

“Business” means any corporation, partnership, proprietorship, enterprise, association, franchise, firm, organization, self-employed individual or any legal entity operated for economic gain. This definition excludes any income-producing tax exempt 501(c) not-for-profit corporation with which a public official or a relative of the public official is associated only as a member or board director or in a nonremunerative capacity.

“Business with which a Board member or relative is associated” means any private business or closely held corporation of which a Board member or relative is a director, officer, owner, employee or agent or any private business or closely held corporation in which a Board member or relative owns or has owned stock, another form of equity interest, stock options or debt instruments worth \$1,000 or more at any point in the preceding year; any publicly held corporation in which a Board member or relative owns or has owned \$100,000 or more in stock or another form of equity interest, stock options or debt instruments at any point in the preceding calendar year; or any publicly held corporation of which a Board member or relative is a director or officer.

“Relative” is defined as a Board member’s spouse¹; any children of the Board member or of the Board member’s spouse, brothers, sisters, half-brothers, half-sisters, spouses of siblings, parents of a Board member or of spouse, aunts, uncles, nieces, nephews and step-parents.

“Member of the household” means any person who resides with the public official.

¹The term spouse includes domestic partners.

No Board member will solicit or receive, either directly or indirectly, any pledge or promise of future employment based on any understanding that the Board member's vote, official action or judgment would be thereby influenced.

No Board member will attempt to use or use for personal gain any confidential information gained through his/her official position or association with the College. A Board member will respect individuals' privacy rights when dealing with confidential information gained through association with the College.

If a Board member participates in the authorization of a public contract, the Board member may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

Individual Board members and the Board as a public entity are bound by the Code of Ethics for public officials as stated in Oregon law.

Potential Conflict of Interest

"Potential conflict of interest" means any action or any decision or recommendation by a Board member that could result in a financial benefit or detriment for self or relatives or for a business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare a potential conflict of interest. A Board member may, after declaring his/her potential conflict of interest, either vote or abstain on the issue. Abstaining from a vote does not meet the legal requirement of publicly stating a potential conflict.

Actual Conflict of Interest

"Actual conflict of interest" means any action or any decision or recommendation taken by a Board member that would result in a financial benefit or detriment to self or relatives or for any business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare an actual conflict of interest. The Board member may not vote lawfully if an actual conflict of interest exists unless a vote is needed to meet a minimum requirement of votes to take official action. Such a vote does not allow the Board member to participate in any discussion or debate on the issue out of which an actual conflict arises.

Class Exception

It will not be a conflict of interest if the Board member's action would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged. For example, if a Board member's spouse is a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree. However, if the collective bargaining unit is very small, the class exception may not apply. Similarly, if the contract contains special provisions that might apply only to particular persons, then the class exception may not apply. For example, if a Board

member's spouse is the only one in the bargaining unit that has a doctorate and there is a pay differential for the employees with doctorates in the collective bargaining agreement, the Board member should not vote on the contract.

II. Gifts

Board members are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of \$50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. All gift related provisions apply to the Board member, their relatives, and members of their household. The \$50 gift limit applies separately to the Board member, and to the Board member's relatives or members of household, meaning that the Board member and each member of their household and relative can accept up to \$50 each from the same source/gift giver. "Gift" means something of economic value given to a Board member without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.

1. "Relative" *in the gift context* means the spouse of the Board member; any children of the Board member or of the Board member's spouse; siblings, spouses of siblings or parents of the Board member or of the Board member's spouse; any individual for whom the Board member has a legal support obligation; or any individual for whom the Board member provides benefits arising from the Board member's public employment or from whom the Board member receives benefits arising from that individual's employment.
2. "Member of the household" means any person who resides with the Board member.

Determining the Source of Gifts

Board members should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the Board member's personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of \$50 in a calendar year, if the source has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. If the giver does not have a legislative/administrative interest, the ethics rules on gifts do not apply and the Board member need not keep track of it, although they are advised to do so anyway in case of a later dispute.

Determining Legislative and Administrative Interest

A legislative or administrative interest means an economic interest distinct from that of the general public, in any action subject to the decision or vote of a person acting in the capacity of a Board member. For example, everyone within a county has a general interest in the fire department, but the person who sells the uniforms to the fire department has a legislative/administrative interest in the fire department that is distinct from the general public.

Determining the Value of Gifts

The fair market value of the merchandise, goods, or services received will be used to determine benefit or value.

“Fair market value” is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of the gift if the Board member does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

1. In calculating the per person cost at receptions or meals the payor of the Board member’s admission or meal will include all costs other than any amount donated to a charity.

For example, a person with a legislative or administrative interest buys a table for a charitable dinner at \$100 per person. If the cost of the meal was \$25 and the amount donated to charity was \$75, the benefit conferred on the Board member is \$25. This example requires that the Board member does not claim the charitable contribution on personal tax returns.
2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the Board member’s meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:
 - a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner;
 - b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
 - c. The source calculates the actual amount spent on the Board member.
3. Upon request by the Board member, the source will give notice of the value of the merchandise, goods, or services received.
4. Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

Value of Unsolicited Tokens or Awards: Resale value

Board members may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under \$25 (even if the personalized item cost the source more than \$50), unless the personalized item is made from gold or some other valuable material that would have value over \$25 as a raw material.

Entertainment

Board members may not solicit or accept any gifts of entertainment over \$50 in value from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member unless:

1. The entertainment is incidental to the main purpose of another event (i.e. a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or
2. The Board member is acting in their official capacity for a ceremonial purpose.

Entertainment is ceremonial when a Board member appears at an entertainment event for a “ceremonial purpose” at the invitation of the source of the entertainment who requests the presence of the Board member at a special occasion associated with the entertainment. Examples of an appearance by a Board member at an entertainment event for a ceremonial purpose include throwing the first pitch at a baseball game, appearing in a parade and ribbon cutting for an opening ceremony.

Exceptions

The following are exceptions to the ethics rules on gifts.

1. Campaign contributions are not considered gifts under the ethics rules.
2. Gifts from “relatives” and “members of the household” are permitted in an unlimited amount; they are not considered gifts under the ethics rules.
3. Informational or program material, publications, or subscriptions related to the recipient’s performance of official duties.
4. Contributions made to a legal expense trust fund if certain requirements are met.
5. Food, lodging, and travel generally count toward the \$50 aggregate amount per year from a single source with a legislative/administrative interest, with the following exceptions:
 - a. Organized Planned Events. Board members are permitted to accept payment for travel conducted in the Board member’s official capacity, for certain limited purposes:
 - (1) Reasonable expenses (i.e. food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the \$50 aggregate amount IF:
 - (a) The Board member is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the College; AND

- i) The giver is a unit of a:
 - a) Federal, state, or local government;
 - b) An Oregon or federally recognized Native American Tribe; OR
 - c) Non-profit corporation.

(b) The Board member is representing the College:

- i) On an officially sanctioned trade-promotion or fact-finding mission; OR
- ii) Officially designated negotiations or economic development activities *where receipt of the expenses is approved in advance by the Board.*

(2) The purpose of this exception is to allow Board members to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.

6. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the Board member is representing the College. Again, this exception does not authorize private meals where the participants engage in discussion.

“Reception” means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal.

7. Food or beverage consumed by Board member acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(6)(b)(I)(i).
8. Waiver or discount of registration expenses or materials provided to Board member at a continuing education event that the Board member may attend to satisfy a professional licensing requirement.
9. A gift received by the Board member as part of the usual or customary practice of the Board member’s private business, employment or position as a volunteer that bears no relationship to the Board member’s holding of public office.

Honoraria

A Board member may not solicit or receive, whether directly or indirectly, honoraria for the Board member or any member of the household of the Board member if the honoraria are solicited or received in connection with the official duties of the Board member.

The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the Board member or candidate.

END OF POLICY

Legal Reference(s):

ORS 162.015 to-162.035

OAR 199-005-0003 to-199-020-0020

ORS 162.405 to-162.425

ORS 244.010 to-244.400

ORS 332.055

ORS 659A.006

38 OR. ATTY. GEN. OP. 1995 (1978)

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS (2008).

Clackamas Community College

Code: **BBFB**
Adopted:

Board Member Ethics and Nepotism

In order to avoid both potential and actual conflicts of interests, Board members will abide by the following rules when a Board member's relative or member of the household is seeking and/or holds a position with the College:

1. A Board member may not appoint, employ, promote, discharge, fire, or demote or advocate for such an employment decision for a relative or a member of the household, unless the Board member complies with the conflict of interest requirements of ORS Chapter 244.
2. This policy does not apply to decisions regarding unpaid volunteer positions unless it is a Board member position or another Board-related unpaid volunteer position (i.e. a Board committee position).
3. A Board member may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or a member of the household. A Board member may still serve as a reference or provide a recommendation.

For the purposes of this policy, a "member of the household" means any person who resides with the Board member and "relative" means:

1. The Board member's spouse¹;
2. Any children of the Board member, or his/her spouse; and
3. Brothers, sisters, half-brothers, half-sisters, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, mothers-in-law, fathers-in-law, aunts, uncles, nieces, nephews, stepparents, stepchildren, or parents of the Board member, or the parents of his/her spouse.

Class Exception

It will not be a conflict of interest if the Board member's action would affect to the same degree a class including the Board member's relative or household member. For example, if a Board member's spouse is

¹The term spouse includes domestic partners.

a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree. However, if the collective bargaining unit is very small, the class exception may not apply. Similarly, if the contract contains special provisions that might apply only to particular persons, then the class exception may not apply. For example, if a Board member's spouse is the only one in the bargaining unit that has a doctorate and there is a pay differential for employees with doctorates in the collective bargaining agreement, the Board member should not vote on the contract.

END OF POLICY

Legal Reference(s):

ORS 244.010 to-244.400
ORS 332.016

ORS 659A.309
OAR 199-005-0003 to-199-020-0020
OAR 584-020-0040

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS (2008).

Clackamas Community College

Code: **BC/BCA**

Adopted: 9/14/05

Orig. Code(s): 212

Board Organization/Board Organizational Meeting

The Board will hold its annual organizational meeting to elect a chair and a vice chair from its members at a date and time set by the Board at its first regular meeting held after July 1 of each year. In addition to the election of chair and vice chair, provisions for a time and place for regular meetings as well as other organizational actions as prescribed by law or by Board practice shall also take place.

The incumbent Board chair will preside until a successor is elected, whereupon the successor will assume the chair. In the event no incumbent chair or vice chair remains on the Board, or neither is able to continue to serve as an officer, the Board will select a temporary chair to conduct the election.

END OF POLICY

Legal Reference(s):

ORS 255.335

ORS 341.283

Clackamas Community College

Code: **BCB**

Adopted: 9/14/05

Orig. Code(s): 206

Board Officers

At its annual organizational meeting, the Board will elect one member as Board chair and another as vice chair. No member shall serve more than two consecutive years as chair or vice chair.

Duties of the Chair

1. To preside at all meetings of the Board;
2. To appoint or provide for election of all Board committees, assignments and liaison roles;
3. To call special meetings as required to conduct Board business;
4. To perform such other duties as may be prescribed by law or by action of the Board;
5. To have the same duty to vote on matters before the Board as the other members; and
6. To perform such other duties as may be prescribed by law or action of the Board.

Duties of the Vice Chair

To fulfill all obligations of the chair when he/she is absent or unable to perform the required functions.

In the absence of both chair and vice chair, the immediate past chair or senior member in service present at the meeting shall preside.

Board Executive Committee:

The Board chair and vice chair will serve as the Board's Executive Committee. The Board chair will meet with the President prior to each Board meeting to approve the agenda. The vice chair may also participate in this meeting. The meeting may be held in person, by telephone, or by email.

Board or College Spokesperson

The Board may designate one of its members, usually the chair, or another person to make authorized statements to the public or the media when the Board deems that, under the circumstances, the College's position should be articulated by a single voice. The spokesperson serves at the Board's direction and may be removed or replaced at any time by action of the Board.

END OF POLICY

Legal Reference(s):

ORS 255.335

ORS 341.283

Clackamas Community College

Code: **BCBA**

Adopted: 5/11/05

Orig. Code(s): 218

Representatives to the Board

The Presidents of the Full-Time Faculty Association, the Part-Time Faculty Association, the Classified Association, and the Associated Student Government, or their designees, shall be invited to attend regular Board meetings as nonvoting, ex-officio representatives to the Board. They shall be encouraged to participate in discussions of matters before the Board when requested by the chair or college President, and to report to the Board on the activities of their respective associations.

END OF POLICY

Legal Reference(s):

ORS 341.283

ORS 341.290(2)

Clackamas Community College

Code: **BCD**

Adopted: 5/11/05

Orig. Code(s): 211

Board/President Relationships

The Board recognizes that the President and Board must function as a team to direct and manage the College and its programs effectively. Mutual trust and respect are mandatory to maintain an atmosphere in which cooperative leadership can be developed.

The President will be the chief executive officer and will be responsible for the professional leadership and skill necessary to translate the will of the Board into administrative action.

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 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 Board holds the President responsible for carrying out its policies within established guidelines and for keeping the Board informed about College operations.

END OF POLICY

Legal Reference(s):

ORS 341.283

ORS 341.290(2)

Clackamas Community College

Code: BCF
Adopted:

Advisory Committees to the Board

In an ongoing effort to increase communication with the public and to provide for citizen involvement, the Board may appoint advisory committees which include community members.

Recommendations of such committees will be given careful consideration by the Board, but such recommendations will not relieve the Board of its legal responsibility to make final decisions about such matters.

All meetings of advisory committees shall follow all public meetings laws. The press may attend and report proceedings. Visitors shall sit apart from the committee members and shall speak only when invited to do so by the committee chair.

The composition of advisory committees to the Board will be broadly representative and will take into consideration the specific tasks assigned to the committee. The process for the appointment of community members to an advisory committee will be determined by the Board. When requested by the Board, appointment of staff members, when appropriate, will be made by the President.

The Board will adopt guidelines for each committee as appropriate, which will include, but not be limited to, the following:

1. The committee's written charge which shall include, but not be limited to, a statement of purpose and responsibility;
2. The resources the Board will provide;
3. The length of time the committee is asked to serve and the approximate date(s) on which the Board wishes to receive committee report(s).

Except as specifically provided by the Board, citizen advisory committees will cease to function when their reports have been received by the Board or when the purposes for which they were established have been accomplished.

The Board may be represented on lay and professional committees that serve the Board in an advisory capacity, with specific Board members appointed by the chair, but normally such Board members will function as ex-officio members of the committees.

The Board's responsibility cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the Board for action and must be recognized as advisory in nature.

END OF POLICY

Legal Reference(s):

ORS 192.610

ORS 192.630

ORS 294.336

ORS 341.283

ORS 341.290(2)

OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S PUBLIC RECORDS AND MEETINGS MANUAL (2003).

Clackamas Community College

Code: **BCG**

Adopted: 8/03/94

Orig. Code(s): 704

Legal Counsel

The Board will appoint attorneys to advise and represent the College. The attorneys will render all ordinary services as counsel for the College, including attendance at meetings when requested, counseling on specific legal issues and advise the Board and President on points of law where the rights and liabilities of the College may be affected.

END OF POLICY

Legal Reference(s):

ORS 341.290

Clackamas Community College

Code: **BD/BDA**
Adopted:

Board Meetings/Regular Board Meetings

“Meeting” means the convening of the Board as the College’s governing body to make a decision or to deliberate toward a decision on any matter. The Board has the authority to act only when a quorum is present at a duly called regular or special meeting. Communications between and among a quorum of members convening on electronically linked personal computers or by telephone conference call are subject to the Public Meetings Law.

1. Regular Meetings

All regular and special meetings of the Board will be open to the public except as provided by law. All meetings will be conducted in compliance with state and federal statutes. All Board meetings will be held within the district boundaries. No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation, age or national origin is practiced.

If requested to do so at least 48 hours before a meeting held in public, the Board shall provide an interpreter for hearing-impaired persons. Such other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice. Communications with all qualified individuals with disabilities shall be as effective as communications with others.

The first regular meeting after July 1 of each year will be an organizational meeting to elect Board officers for the coming year and to establish the year’s schedule of Board meetings.

At least one regular Board meeting will be held each month except as otherwise ordered by the Board. The meeting schedule will be established at the organizational meeting in July but may be changed by the Board with proper notice. The purpose of each monthly meeting will be to conduct the regular Board business. The Board chair will conduct the meeting, or in his/her absence, the vice chair will conduct the meeting. If both are absent, the person with the longest period of service on the Board will conduct the meeting.

2. Electronic Communication

E-mail to, by, and among a quorum of Board members, in their capacity as Board members, shall not be used for the purpose of discussing community college business. E-mail among Board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. E-mail may contain:

- a. Agenda item suggestions;
- b. Reminders regarding meeting times, dates and places;
- c. Board meeting agendas or information concerning agenda items;

- d. One-way information from Board members or President to each Board member (e.g., to share a report on community college progress on goals);
- e. Individual responses to questions posed by community members, subject to other limitations in Board policy.

E-mails sent to other Board members will have the following notice:

Important: Please do not reply or forward this e-mail if this communication constitutes a decision or deliberation toward a decision between and among a quorum of a governing body which could be considered a public meeting. E-mails on district business are governed by public records law.

3. Private or Social Meetings

Private or social meetings of a quorum of the Board for the purpose of making a decision or to deliberate toward a decision on any matter are prohibited by the Public Meetings Law.

4. Special Meetings

If less than a quorum is present, or additional business needs to be conducted at the regular time of adjournment, a special meeting may be called. The time, date and place of the adjourned meeting will be specified and appropriate notice given.

All meetings held in public shall comply with the Oregon Indoor Clean Air Act and the smoking provisions contained in the Public Meetings Law.

END OF POLICY

Legal Reference(s):

ORS 174.104

ORS Chapter 192

ORS Chapter 193

ORS 341.283

ORS 433.835 - 433.875

38 OR. ATTY. GEN. OP. 1995 (1978)

41 OR. ATTY. GEN. OP. 28 (1980)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

Clackamas Community College

Code: **BDB**

Adopted:

Special and Emergency Board Meetings

Special meetings may be convened by order of the chair, upon request of four members of the Board or by common consent of the Board members. The clerk will post notice at least 24 hours before such a meeting is to be convened.

Local news media will receive written notice of the meeting at least 24 hours in advance.

Emergency meetings may be called only in the event of an actual emergency. Appropriate notice will be given to the public and the press. The minutes of the meeting will describe the nature of the emergency. No business other than that related to the emergency will be discussed at these meetings.

END OF POLICY

Legal Reference(s):

ORS 341.283

Clackamas Community College

Code: **BDC**
Adopted:

Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute but may not take final action.

Executive sessions may be held during regular, special or emergency meetings for any reason permitted by law.

The presiding officer will announce the executive session by identifying the authorization under ORS 192.660 for holding such session and by noting the subject of the executive session. Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;
2. Hearings on the expulsion of minor students;
3. Matters pertaining to or examination of the confidential medical records of a student including that student's educational program; and
4. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

An executive session may be convened upon request of four Board members or by common consent of the Board for a purpose authorized under ORS 192.660.

All executive session minutes shall be kept in written form as required by law.

Content discussed in executive sessions is confidential and must not be made public. Documents pertaining to evaluation, College personnel and students are also confidential and must not be made available to the public.

END OF POLICY

Legal Reference(s):

ORS 192.610 - 192.710

ORS 341.283

ORS 341.290(2)

Clackamas Community College

Code: **BDC-AR**
Adopted:

Executive Sessions

The purposes for which an executive session may be held and the correct citation for this authority are as follows:

1. To consider the employment of a public officer, employee, staff member or individual agent - ORS 192.660(2)(a).
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, unless the officer, employee or agent requests an open meeting - ORS 192.660(2)(b).
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations - ORS 192.660(2)(d).
4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions - ORS 192.660(2)(e).
5. To consider information records that are exempt by law from public inspection - ORS 192.660(2)(f).
6. 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 - ORS 192.660(2)(h).
7. To review and evaluate the job performance of the chief executive officer, a public officer, employees and staff who does not request an open hearing- ORS 192.660(2)(i).
8. To consider a student expulsion or examine confidential medical records including the student's educational program - ORS 332.061.

No executive session may be held to take final action with the sole exception of student expulsion. This does not mean that initial offers of employment or real estate transactions must be made in a public meeting but the ultimate decision must be made in a public meeting.

In the case of executive sessions, the minutes shall be limited in nature so as not to disclose matters which, by law, are exempt from public disclosure. Executive session minutes should include all members of the governing body present and any other invited participants and the substance of the discussion on any matter.

Unless specific permission is granted by the Board chair, all staff, representatives of the media and any other parties present at the meeting must return all printed material disseminated at the executive session to the Board secretary before leaving the room. Board members may inform the Board chair of their intention to keep any/all printed executive session materials.

Approved by President's Council: _____
(Date)

Added 1/12/11

Clackamas Community College

Code: BDD

Adopted: 1/11/06

Orig. Code(s): 213

Board Meeting Procedure

A majority of the Board (four members) shall constitute a quorum. The affirmative vote of the majority of members of the entire Board is required to transact any business.

The vote of each member on all motions will be recorded in the minutes.

If a Board member chooses to abstain from voting and the abstention is due to a conflict of interest, the Board member shall state the conflict of interest, such abstention will be recorded.

Official business of the Board will be transacted by motion or resolution at duly called regular or special meetings.

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in *Robert's Rules of Order Newly Revised*, "Procedure in Small Boards," as may be modified by the Board, will govern the Board in its deliberation.

The chair will decide all questions relative to points of order, subject to an appeal to the Board.

END OF POLICY

Legal Reference(s):

ORS 192.650

ORS 244.120(2)

ORS 341.283

Clackamas Community College

Code: **BDDC**

Adopted: 10/10/08

Orig. Code(s): 215

Board Meeting Agenda

The agenda of all regular meetings of the Board will be prepared by the President, or in his/her absence, the deputy clerk, in consultation with the Board chair and/or vice chair. Requests for placing items on the agenda will be forwarded by the vice president to the President. Agenda items, complete with any accompanying informational backup material, will be submitted to the President's office, allowing sufficient time to meet the distribution deadline.

A consent agenda may be used by the Board for noncontroversial business. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be approved at the same time. A Board member may ask that any item be removed from the consent agenda. The removed item will then be placed on the regular agenda.

The agenda will be established following a general order established by Board resolution. Opportunity for the audience to be heard will be included. The Board will follow the order of business set up by the agenda unless the order is altered by a consensus of the Board.

Items of business not on the agenda may be discussed and acted upon if the Board agrees to consider them.

The agenda will be distributed to members of the Board one week prior to the date of the regular monthly meeting. The agenda will be available to the press and to interested patrons through the President's office at the same time it is available to the Board members. Copies of the agenda for the press and public will not contain any confidential information included in the Board members' packets.

Members of the public may request a copy of the agenda at the President's office.

Individuals visually impaired will receive an agenda, any related supporting materials available to the general public and minutes in an appropriate alternative format upon request of at least 48 hours notice prior to and/or following a public meeting.

Appropriate auxiliary aids and services available to ensure equally effective communications with qualified persons with disabilities may include large print, Braille, audio recordings and readers. Primary consideration will be given to the requests of the person with a disability in the selection of appropriate auxiliary aids and services.

Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, alternate, equally effective communications will be used.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.

END OF POLICY

Legal Reference(s):

ORS 192.640

ORS 341.283

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

Clackamas Community College

Code: **BDDG**

Adopted: 1/11/06

Orig. Code(s): 214

Minutes of the Meetings

The Board secretary/clerk will take written minutes of all Board meetings. The written minutes will be a true reflection of the matters discussed at the meeting and the views of the participants. The minutes will include, but not be limited to, the following information:

1. All members of the Board who were present;
2. All motions, proposals, resolutions, orders and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name;
4. The substance of any discussion on any matter;
5. Any other information required by law.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon Public Meetings Laws.

All minutes shall be available to the public within a reasonable time. The public and patrons of the district may receive, upon request, copies of approved current minutes at the President's office. Minutes need not be approved by the Board prior to being available to the public. A copy of the minutes of each regular and special Board meeting as they are drafted for approval will be distributed after such meeting to each Board member and administrator.

An updated copy of the meeting minutes will be maintained and made available to staff and other interested patrons.

END OF POLICY

Legal Reference(s):

ORS 192.610 - 192.710

ORS 341.283

Letter Opinion, Office of the Attorney General, #0905 (November 20, 1970).

12/28/00 | MW

Clackamas Community College

Code: **BDDH**

Adopted:

Public Comment in Board Meeting

All meetings of the Board, with the exception of executive sessions, will be open to the public. The Board invites citizens to attend Board meetings to become acquainted with the program and operation of the College. Members of the public also are encouraged to share their ideas and opinions with the Board when appropriate.

It is the intent of the Board to ensure communications with individuals with disabilities are as effective as communications with others. Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in Board meetings. Primary consideration will be given to requests of qualified individuals with disabilities in selecting appropriate auxiliary aids¹ and services.

Auxiliary aids and services for disabled persons will be available at no charge to the individual.

All auxiliary aids and/or service requests must be made with appropriate advance notice. Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, alternative, equally effective means of communication will be used.

Audience

During an open session of a Board meeting, members of the public are specifically invited to present comment during the designated portion of the agenda. At the discretion of the Board chair, further public participation may be allowed.

The Board may exclude from any such public or executive session, during the examination of a witness, any or all other witnesses in the matter being investigated by the Board.

Request for an Item on the Agenda

A member of the public may request the President to consider an item of concern to be placed on the agenda of a regular Board meeting. This request should be made in writing and presented to the President for consideration.

¹Auxiliary aids include, but are not limited to, such services and devices as qualified interpreters, assistive listening systems, note takers, readers, taped texts, Brailled materials and large print.

Procedures for Public Participation in Meetings

The Board will establish procedures for public participation in open meetings. The purpose of these procedures will be to inform the public how to effectively comment in Board meetings for the best interests of the individual, the College and its patrons. The information will be easily accessible and available to all patrons attending a public Board meeting.

Letters, Petitions or Written Comments

Letters, petitions or written comments may be accepted at any Board meeting. No action will be taken in response to a letter, petition or written comments before the next regular meeting. Letters, petitions or written comments will be referred to the President for consideration and recommendation.

Criticisms of Staff Members

Speakers may offer objective criticism of College operations and programs, but the Board will not hear complaints concerning individual College personnel. The Board chair will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.

END OF POLICY

Legal Reference(s):

ORS 165.535

ORS 192.610 - 192.690

ORS 165.540

ORS 341.283

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

Clackamas Community College

Code: BDDH-AR

Revised/Reviewed:

Public Comment in Board Meetings

Members of the public are invited to share their comments with the Board during the agenda item labeled "Comments from Citizens." Comments from the audience at any other time during the meeting except for the agenda item "Comments from Citizens" will be declared out of order. If you wish to speak to the Board, sign up at the table located at the entrance to the Board meeting site.

During the agenda item "Comments from Citizens," public comment will be governed by the following:

1. State your name and the topic you are addressing before you begin;
2. Speakers direct comments to the Board chair. The chair will refer any questions or requests for actions to the proper person for a response once all public comments are considered. If follow up is required, the information will be provided to the speaker via letter or meeting, with the information shared at the next board meeting;
3. All speakers are to keep their comments to 3 minutes or less. If a group wishes to speak, please designate one spokesperson for the group. In order to maintain the meeting schedule repetitious comments may not be permitted in order to keep the meeting on schedule;
4. Speakers may offer objective criticism of the district operations and programs but the board will not hear complaints concerning individual college district personnel. The chair will direct the speaker to the appropriate means for Board consideration and the disposition of legitimate complaints involving individuals;
5. Complaints regarding budget, programs, or other district issues should be handled first through the following steps:
 - a. Records request are processed through Public Records Request Form;
 - b. Complaints against College personnel are to be filed through the appropriate Complaint form;
 - c. Other complaints will be referred to the College President for appropriate follow-up through administrative personnel;
 - d. These forms are available at the table where speakers sign in.
6. If you wish to submit a letter or any form of written comments, the Board will accept those and keep them in the President's office in a Board communication file. Copies will be given to all Board members and those written letters or comments are public documents;
7. Candidates, their committee members or individuals are to refrain from supporting their candidacy as an elected official or opposing other elected officials.

For further information regarding public meeting laws in Oregon please refer to the Oregon Attorney General's website *www.doj.state.or.us*.

Approved by President's Council: _____
(Date)

Clackamas Community College

Code: BF
Adopted:

Policy Development and Review

Development

The Board has the authority and responsibility to establish policy. The formulation and adoption of policies, recorded in writing, will constitute the basic method by which the Board will exercise its leadership in the operation of the College.

The policies shall be consistent with Oregon Revised Statutes, Oregon Administrative Rules and all federal laws and regulations. Policies do not encompass all laws relating to the College's activities. All College employees will be expected to know and will be held responsible for observing all provisions of law pertinent to their activities as College employees.

The President will furnish necessary information and make recommendations on new policies and on policy changes.

Adoption

The formal adoption of policies will be recorded in the Board minutes. Only those written statements so adopted and so recorded will be regarded as official Board policy.

Any formal motion or action of the Board which, as a revision of existing policy, creates, amends or supplements policy will be called to the attention of the Board when reviewing the minutes for formal adoption.

Board policy documents will be made available in printed or electronic form. When additions, deletions or amendments are made to Board policy, the addition, deletion or amendment will carry the adoption date and the corrected copy will be made available at the earliest opportunity.

Revision

Board policies will be subject to alteration, addition or deletion only upon majority vote of the Board at any regular or special meeting in which all members have been notified in writing of the proposed alteration, addition or deletion at least 24 hours in advance. In most cases, a first reading of the policy will be scheduled on a regular meeting agenda prior to its adoption at a subsequent regular meeting.

A proposed change in policy will not be made at the meeting in which the change is proposed unless an emergency arises. A majority vote of the Board is required to declare an emergency situation.

Suspension

In the event of emergency or special circumstances, the operation of any section or sections of policies not established by law or specifically listed in collective bargaining agreements may be temporarily suspended by a majority vote of the Board at a regular or special meeting.

Review

To keep written policies current and relevant, the Board will annually review and update its policies. The Board also will evaluate the implementation and effect of such policies. The President has continuing responsibility to alert the Board of all policies that may need revision.

Annual Filing Requirements

The College shall file annually between December 1 and January 1 either any policy revisions made or a statement that policies currently on file are being continued.

END OF POLICY

Legal Reference(s):

ORS 341.283

ORS 341.290(2)

OAR 589-008-0100(1)(l), (2)

Clackamas Community College

Code: BFCA

Adopted:

Administrative Regulations

Administrative regulations are detailed directions governing the operation of the College.

The President is authorized to formulate such administrative regulations appropriate for the implementation of policies adopted by the Board and necessary for the consistent operation of the College.

When approved by the President, administrative regulations shall be distributed to all affected individuals as appropriate.

The Board may review any administrative regulation and may direct its revision if, in the Board's judgment, such regulation is not consistent with adopted policies.

END OF POLICY

Legal Reference(s):

ORS 341.290(2)

Clackamas Community College

Code: **BG**
Adopted:

Board-Staff Communications

The Board desires to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the President.

Staff Communications to the Board

All formal communications or reports to the Board or any Board committee from staff members will be submitted through the President. This procedure will not be construed as denying the right of any employee to address the Board about issues which are neither part of an active administrative procedure, nor disruptive to the operation of the College. In addition, this procedure does not restrict protected labor relations communications of bargaining unit members. Staff members are invited to Board meetings, which provide an opportunity to observe the Board's deliberations on matters of staff concern.

Board Communications to Staff

All official Board communications, policies and directives of staff interest and concern will be communicated to staff members through the President. The President will provide appropriate communication to keep staff fully informed of the Board's priorities, concerns and actions.

Visits to Campus

Campus visits by Board members will be regarded as informal expressions of interest in College affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Board members will be carried on only under Board authorization and with the full knowledge of staff, including the President and other supervisors.

END OF POLICY

Legal Reference(s):

ORS 341.283
ORS 341.290(2)

Lebanon Education Association/OEA v. Lebanon Community School District, 22 PECBR 323 (2008).

R6/09/08 | JW

Clackamas Community College

Code: **BHB**

Adopted: 9/14/05

Orig. Code(s): 207

Board Member Development

In order that the progress and development of the College be properly assessed, and its constituency be well represented and informed, all members of the Board are encouraged to attend and participate in meetings, conferences or organizations of which the College is a member, or those by which such attendance or participation would benefit the College.

The College may reimburse Board members for actual and necessary expenses for attending meetings, conferences, or organizations that benefit the College.

END OF POLICY

Legal Reference(s):

ORS 341.283

ORS 341.290(2)

Clackamas Community College

Code: BHD

Adopted: 5/11/05

Orig. Code(s): 209

Expenses of Board Members

Members of the Board and budget committee of the College shall receive no compensation for their services, but they shall be allowed their actual and necessary expenses incurred in the performance of their official duties.

Travel, meals, lodging and registration fee expenses shall be reimbursed to members attending Board and budget committee meetings and other meetings, when such attendance has been approved by the Board.

Board members may be reimbursed, when paid admission is required of the general public, for attending College athletic events and other activities as part of their responsibilities of being informed about College operations. The College will establish accounting procedures consistent with this policy.

END OF POLICY

Legal Reference(s):

ORS 244.020(15)

ORS 244.040 (1)(a)

ORS 244.040 (2)(c)

ORS 341.283

OR. GOV'T STANDARDS AND PRACTICES COMM'N, Advisory Opinion 93A-1007 (Nov. 18, 1993).

OR. GOV'T STANDARDS AND PRACTICES COMM'N, ADVISORY OPINION 97A-1004 (Apr. 21, 1997).

OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 02S-015 (May 20, 2002).

OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 03S-015 (Sept. 11, 2003).

Clackamas Community College

Code: **BHE**

Adopted: 9/14/05

Orig. Code(s): 219

Board Member Liability insurance

The Board will purchase liability insurance and errors-and-omissions insurance to protect its members individually and collectively from claims made against them as a result of official Board actions taken in the course of official duties.

Members shall, however, not be protected in cases of malfeasance or willful or wanton neglect of duty.

END OF POLICY

Legal Reference(s):

ORS 30.260 - 30.300

ORS 341.287

ORS 341.290

Clackamas Community College Corrections
Section C: General Administration
July 13, 2011

CI – Temporary Administrative Arrangements - In first paragraph add to end the following: *and notify the Board chair as necessary.*

Clackamas Community College Corrections
Section C: General Administration
January 12, 2011

605 – Timely Notice for Exempt Employees - ON HOLD

606 – Exempt Employee Early Retirement - ON HOLD

607 – Exempt Leave - ON HOLD

608 – Exempt Employee Vacations - ON HOLD

609 – Exempt Employee Indemnification - ON HOLD

613 – Employee Payment of PERS - ON HOLD

CB – Board Clerk and Deputy Clerk - Removed policy(ies)

CB – Chief Executive Officer - Selected version 2, removed “Version 2” from title; No change, keep original draft

CBA – Qualifications and Duties of the President - No change, keep original draft

CBB – Recruitment and Appointment of the President - In fourth paragraph, first line add *and/* before ‘or’ in two places

CBG – Evaluation of the President - No change, keep original draft

CCG – Evaluation - Administrators - Delete bracketed language

CHCA – Approval of Handbooks and Directives - In last pp add *or designee* after ‘President’; delete ‘use his/her judgment as to whether specific’ then add *review and approve* and end sentence after ‘handbooks’; delete rest of first line of fourth paragraph; Capitalize ‘All’ to begin following sentence.

CI – Temporary Administrative Arrangements - In first paragraph delete all after ‘the President’ then in second paragraph delete ‘In the absence of the above,’ and combine first and second paragraph into one sentence

CLACKAMAS COMMUNITY COLLEGE

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Temporary Administrative Arrangements CI

The following symbol is used on some policies:

** As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-0005 (18).

Clackamas Community College

Code: **CB**
Adopted:

Chief Executive Office

The President is the College's chief executive officer and has, under the Board's direction, general supervision of all programs, personnel and activities of the College. The President is responsible for managing the College under the Board's policies and is accountable to the Board for that management.

The President may delegate to other personnel the exercise of any powers and the discharge of any duties imposed upon the President by these policies. Delegation of power or duty, however, will not relieve the President of responsibility for action taken under such delegation.

END OF POLICY

Legal Reference(s):

ORS 341.290(1)

Clackamas Community College

Code: CBA
Adopted:

Qualifications and Duties of the President

General Responsibility

The President shall serve as the executive officer for the Board. The administration of the College shall be delegated to the President, who shall carry out these administrative responsibilities and functions in accordance with the policies adopted by the Board. The execution of all decisions made by the Board concerning the internal operation of the College shall be delegated to the President who shall also perform such other chief executive administrative duties as may be assigned by the Board.

Responsibilities and Duties

1. The President will assist the Board by:
 - a. Being responsible for carrying out the general policies of the College as approved by the Board, the rules and regulations of the State Board of Education and Oregon Revised Statutes;
 - b. Initiating policies for Board consideration and developing administrative regulations to implement those policies, evaluating the effectiveness of all College regulations and rules;
 - c. Administering the planning, development and maintenance of a positive educational program which conforms with the adopted policies of the Board;
 - d. Recommending for the Board's consideration policies on organization, finance, instruction, physical plant and other functions of the College program;
 - e. Studying the requirements of the College for new construction and recommending needs to the Board;
 - f. Keeping the Board continuously informed of the progress and needs of the College.

2. The President is responsible for:
 - a. Preparing all agendas for meetings of the Board or delegating this responsibility in the event of absence;
 - b. Having the minutes of Board meetings recorded;
 - c. Signing the minutes of all special and regular meetings and transmitting a copy of the minutes of the previous meeting(s) to each member of the Board before each regular meeting;
 - d. Custodial responsibility for all records, proceedings and documents of the Board;
 - e. Attending all meetings of the Board and participating in all its deliberations;
 - f. Developing and putting into action administrative regulations consistent with Board policy;
 - g. Recommending to the Board the appointment of all professional personnel, defining the duties and assigning of work to all personnel;
 - h. Hiring all other College personnel;
 - i. Discipline, up to and including suspension, of employees;

- j. Conducting continuous studies of the development and needs of the College and keeping the Board and the public informed;
 - k. Supervising the preparation and administration of the annual budget with recommendations for adoption.
3. The President serves as:
- a. The representative to meetings and conferences with federal, state and local accrediting associations and other agencies requiring College participation (This responsibility may be delegated if necessary.);
 - b. The representative to meetings, conferences and public events deemed to be of value to the College. These may, and should, be delegated to other College officials in accordance with the best interests of the College;
 - c. Ex-officio member or guest of all committees, meetings, organizations or gatherings held by the public, students or College employees on the College campus.

END OF POLICY

Legal Reference(s):

ORS 341.290(1)

OAR 589-002-0100

Clackamas Community College

Code: **CBB**

Adopted:

Recruitment and Appointment of the President

The Board considers foremost among its responsibilities the selection and appointment of a President who can effectively translate into action the Board's policies and the community's aspirations for its College.

To provide the most capable leadership available for the College, the Board may engage in a nationwide search for applicants for the position of President whenever a vacancy in that position occurs.

The Board shall develop and adopt the standards (candidate qualities and work experience), criteria (application, screening and hiring process) and policy directives (promote from within, state and/or national search) to be used in hiring the President or interim President at a meeting open to the public and at which the public has had an opportunity to comment.

The Board may seek the advice and counsel of interested individuals and/or of an advisory committee and/or it may hire consultants to assist in screening candidates and to encourage the filing of applications by professional educators who meet the qualifications. Final selection, however, will rest with the Board after a thorough consideration of qualified applicants.

The Board will appoint the President by a majority vote of the Board members at a meeting for which notice has been given of the intended action.

At the time of his/her appointment, the President will be issued an initial contract with the length of the contract, salary and benefits as mutually negotiated and determined. The Board will, thereafter, fix the President's salary and benefits annually, prior to the beginning of the new fiscal year.

END OF POLICY

Legal Reference(s):

ORS 192.660(7)(d)

ORS 341.283

ORS 341.290(1), (2)

Clackamas Community College

Code: **CBG**
Adopted:

Evaluation of the President

The President's job performance will be evaluated formally at least annually. The evaluation will be based on the administrative job description, any applicable standards of performance, Board policy and progress in attaining any goals for the year established by the President and/or the Board.

Additional criteria of the evaluation, if any, will be developed at a public Board meeting prior to conducting the evaluation. The President will be notified of the additional criteria prior to the evaluation.

The Board's discussion and conferences with and about the President and his/her performance will be in executive session, unless the President requests an open session. Such an executive session will not include a general evaluation of any College goal, objective or operation. Results of the evaluation will be written and placed in the President's personnel file.

Any time the President's performance is deemed to be unsatisfactory, the President will be notified in writing of specific areas to be remedied and will be given an opportunity to correct the problem(s). If performance continues to be unsatisfactory, the Board may dismiss the President pursuant to Board policy, the employment contract with the President and applicable state law and rules.

END OF POLICY

Legal Reference(s):

ORS 192.660(2), (8)
ORS 341.290(2)

OAR 589-008-0100(1)(h)

Clackamas Community College

Code: CCG
Adopted:

Evaluation - Administrators

Each administrator will be evaluated by his/her immediate supervisor. The administrator's objectives for the year as well as the continuing duties and responsibilities as defined in the job description for each position will be the basis for the evaluation.

The purpose of administrator evaluations is to assist administrators to develop and strengthen their professional abilities, to improve the instructional program and to improve the management of the College.

The administrative evaluation system will also include provisions for initiating dismissal or demotion procedures if the need for such procedures is indicated.

END OF POLICY

Legal Reference(s):

ORS 196.660(2)(I), (8)

ORS 341.290

OAR 589-008-0100(1)(h)

Clackamas Community College

Code: **CHCA**
Adopted:

Approval of Handbooks and Directives

In order that pertinent Board policies, administrative regulations, College rules and procedures may be known by all staff members, patrons and students affected, College administrators are granted authority to issue staff and student handbooks.

It is essential that the contents of all handbooks conform with Board policies and regulations. It is also important that all handbooks bearing the name of the College be of a quality that reflects favorably on the College.

The President or designee will review and approve handbooks. All handbooks published are to be made available to the Board for informational purposes.

END OF POLICY

Legal Reference(s):

ORS 341.290(2)

Clackamas Community College

Code: **CI**
Adopted:

Temporary Administrative Arrangements

In the absence of the President, the President shall designate the person who has administrative responsibility and notify the Board chair as necessary.

In the event the President is disabled or otherwise unavailable to serve, the Board will assign the President's duties as appropriate.

END OF POLICY

Legal Reference(s):

ORS 341.290(2)

CLACKAMAS COMMUNITY COLLEGE

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The following symbol is used on some policies:

** As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-0005 (18).

Clackamas Community College

Code: **DB**
Adopted:

Budget

The budget will serve as the financial plan of operation for the College and will include estimates of expenditures for a given period and purpose and the proposed means of financing the estimated expenditures.

The budget will be prepared in full compliance with Local Budget Law. The President will be designated as budget officer and will direct the preparation of the budget document.

END OF POLICY

Legal Reference(s):

ORS 294.305 - 294.565
ORS 310.060
ORS 328.542 - 328.565
ORS 341.305
ORS 341.308

OAR 150-310.060-(A)

OR DEP'T OF REVENUE, LOCAL BUDGETING MANUAL.

Community College Accounting Manual, Department of Community College and Workforce Development.

Clackamas Community College

Code: DB-AR

Revised/Reviewed:

Budget

Budget Calendar

The Board will adopt a budget calendar which identifies dates and deadlines required for the legal presentation and adoption of the budget. The President or designee will prepare and recommend a proposed calendar for Board approval. The budget and budget documents may be prepared on an annual or biennial basis.

Budget Preparation

The President has the overall responsibility for budget preparation and will develop such procedures necessary to ensure that the proposed budget reflects all areas of College operation.

The President and administrative staff will establish budget priorities and will make appropriate recommendations related to those priorities to the Board and budget committee.

The President will deliver the budget message and budget document to the budget committee. The budget message explains the proposed budget and significant changes in the College's financial position.

Fund Structure

All funds will be included in the adopted budget. Funds may be discontinued by being displayed as closed funds in the adopted budget. Funds may be created by being described as new funds in the adopted budget, or by Board resolution during the fiscal year. Only the minimum number of funds consistent with legal and operating requirements should be established because unnecessary funds result in undue complexity and inefficient financial administration.

Balanced Budget

The adopted budget will be balanced for each fund and will remain balanced with any subsequent budget amendments.

Budget Committee

The budget committee meets to receive the budget message from the budget officer (the President) and to review, revise and approve the proposed budget document.

Since the work of the budget committee is usually accomplished in three or four monthly meetings per budget period, it is especially important that budget committee members be regular attendees.

The budget officer shall publish prior notice of each meeting of the budget committee.

Budget Hearing

After the budget document has been approved by the budget committee, a public hearing will be held regarding the budget document. The date, time and place will be determined by the Board. At the hearing, any person may speak about items in the budget document.

Budget Adoption Procedures

After the public hearing on the budget and any modifications of the budget deemed necessary as a result of that hearing are made, the Board will approve the proper resolutions to adopt and appropriate the budget. The Board will determine, make and declare the ad valorem property tax amount or rate to be certified to the assessor for the ensuing budget period, and itemize and categorize the ad valorem property tax amount or rate, as provided in ORS 310.060.

The President will ensure all necessary documentation is submitted to the county assessor's office as required by the Local Budget Law.

The budget estimates and approved ad valorem property tax amount or rate of any fund as shown in the budget document may be amended by the Board prior to adoption. Such amendment may also be made following adoption if the amendments are adopted prior to the commencement of the fiscal year to which the budget relates.

The amount of estimated expenditures for each fund in an annual budget, however, shall not be increased by more than \$5,000 or 10 percent of the estimated expenditures, whichever is greater. The amount of estimated expenditures for each fund in a biennial budget may not be increased by more than \$10,000 or 10 percent of the estimated expenditures, whichever is greater.

The ad valorem property tax amount or rate to be certified shall not exceed the amount approved by the budget committee, unless the amended budget document is republished and another public hearing is held as required by law.

Budget Implementation

The budget, as adopted by the Board, becomes the financial plan of the College for the ensuing budget period.

The President and staff are authorized to make expenditures and commitments in accordance with the policies of the Board and the approved budget.

The President may establish and modify departmental budgets within the appropriation levels adopted by the Board.

The President will make the Board aware of any substantial changes in expected revenues or unusual expenditures so the Board may adjust the budget, if necessary.

Appropriation Transfers Subsequent to Adoption

Transfers of appropriations may be made within a given fund when authorized by official resolution of the Board. The resolution will state the need for the transfer, the purpose for the authorized expenditure and the amount of appropriation transferred.

Approved by President's Council: _____
(Date)

Clackamas Community College

Code: **DBDB**
Adopted:

Fund Balance

The Board recognizes its responsibility to establish a General Fund unreserved fund balance¹ in an amount sufficient to:

1. Protect the district from unnecessary borrowing in order to meet cash-flow needs;
2. Provide prudent reserves to meet unexpected emergencies and protect against catastrophic events;
3. Meet the uncertainties of state and federal funding; and
4. Help ensure a district credit rating that would qualify the district for lower interest costs and greater marketability of bonds that may be necessary in the construction and renovation of school facilities.

Consequently, the Board directs the President to propose the budget such that the sum of General Fund contingency and unappropriated ending fund balance are at least six percent of budgeted revenue. The Board further directs the President to manage the currently adopted budget such that actual General Fund unreserved ending fund balance is at least six percent of actual revenues. For this calculation, actual fund balance at each year end and actual revenue for each fiscal year will be reduced by the amount of the state appropriation payment received in July at the end of the biennium.

In determining an appropriate unreserved fund balance, the Board will consider a variety of factors with potential impact on the district's budget including the predictability and volatility of its expenditures²; the

¹The Government Finance Officers Association (GFOA) recommends, at a minimum, that general-purpose governments, regardless of size, maintain an unreserved fund balance in their general fund of no less than 5 to 15 percent of regular general fund operating revenues, or of no less than one to two months of regular general fund operating expenditures. The Oregon Association of School Business Officials recommends, at a minimum, an unreserved ending fund balance of no less than 3 to 8 percent of the general fund budget. In general practice, levels of fund balance, typically, are less for larger governments than for smaller governments because of the magnitude of the amounts involved and because the diversification of their revenues and expenditures often results in lower degrees of volatility.

²Higher levels of unassigned fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile.

availability of resources in other funds as well as the potential drain upon general fund resources from other funds³; liquidity⁴; and designations⁵. Such factors will be reviewed annually.

END OF POLICY

Legal Reference(s):

ORS 294.311(18)

ORS 294.371

ORS 332.107

3/1/04 | NC

Corrected 7/26/11

³The availability of resources in other funds may reduce the amount of unreserved fund balance needed in the general fund, just as deficits in other funds may require that a higher level of unreserved fund balance be maintained in the general fund.

⁴The disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained.

⁵The need to maintain a higher level of unreserved fund balance to compensate for any portion of unreserved fund balance already designated for a special purpose.

Clackamas Community College

Code: **DBEA**
Adopted: 8/08/07
Orig. Code(s): 718

Budget Committee

Responsibility

The budget committee meets to receive the budget message from the budget officer (the President) and to review, revise and approve the proposed budget document within the provision of applicable state law.

Organization

The budget committee consists of the seven members of the Board and an equal number of citizens appointed by the Board. Citizen members of the budget committee serve for staggered three-year terms.

To be eligible for appointment, the appointive member must:

1. Live in the appropriate zone in the College district;
2. Not be an officer, agent or employee of the College;
3. No budget committee member may receive any type of compensation from the College.

At a regular meeting, the Board will identify vacant budget committee positions that must be filled by appointment of the Board. A position is defined as vacant when the term expires, or the current member resigns or otherwise vacates the position. The Board will announce the vacancies and receive applications from interested persons.

Such applications will include a signed statement that the applicant is willing to serve as a member of the budget committee.

At a regular meeting, the Board will review the names of persons filing applications and will appoint persons to fill the vacant positions.

If any appointive member is unable to complete the term for which he or she was appointed, the Board will announce the vacancy at the first regular Board meeting following the resignation or removal of the committee member. An appointment to fill the position for its unexpired term will be made at the next regular Board meeting or during the regular selection process if no budget meetings are scheduled prior.

All meetings of the budget committee are open to the public. The budget committee may request of the President any information used in the preparation of or for use in revising the budget document. The committee may request the attendance of any district employee at its meetings. The budget committee will approve the budget document as submitted by the President or as subsequently revised by the committee.

END OF POLICY

Legal Reference(s):

ORS 174.130

ORS 192.610 - 192.710

ORS 294.305 - 294.565

ORS 341.357

Clackamas Community College

Code: **DED**

Adopted: 1/10/07

Orig. Code(s): 220; 501

Clackamas Community College Foundation

The Clackamas Community College Foundation (CCC Foundation) is an independent, nonprofit 501 (c)(3) tax exempt charitable organization, the purpose of which is to raise friends and funds for the College. The Foundation receives, invests, administers and disburses restricted and unrestricted gifts. Foundation activities focus on creating opportunities for students, encouraging innovation in the classroom and building partnerships with the community. The College provides Foundation staff support as needed. The Foundation acts as a separate organization from the College, with policies set forth by the CCC Foundation Board, which is made up of voluntary members.

The College Board shall designate one of its members to be a voting member of the Foundation Board and to make periodic reports on Foundation activities to the College Board.

The College requires the Foundation to report on a periodic basis to the Board, and to conduct an annual audit.

END OF POLICY

Legal Reference(s):

ORS 65.036

ORS 341.290(2)

Clackamas Community College

Code: **DF**
Adopted: 8/09/06
Orig. Code(s): 502

Fundraising

The College is committed to an active, coordinated program of fundraising including grant writing, cash solicitation and noncash gift solicitation.

Fundraising efforts supplement the College's major revenue sources (property tax, state support and tuition) and allow for growth, innovation and improved services.

Every effort should be made to provide a consistent college message to potential donors. This includes avoiding duplication of donor contacts, ensuring appropriate acknowledgement of gifts and keeping in compliance with college policies and Oregon/Federal IRS laws.

Short and long term implications of all fundraising activities should be carefully reviewed by College staff. This includes donor restrictions, college matching requirements and long-term funding after the external support ends.

END OF POLICY

Legal Reference(s):

ORS 341.290(2), (19)

Clackamas Community College

Code: **DF-AR**

Revised/Reviewed: 5/19/06

Orig. Code(s): AR 502-001

Fundraising Guidelines

Responsibility

The foundation executive director has overall responsibility for college fundraising efforts, particularly insuring consistency in and coordination among the many efforts that occur throughout the institution. The scope of this regulation includes solicitation of cash and in-kind gifts from individuals and businesses, but does not include activities by student organizations to raise money through events and sale of merchandise.

Soliciting Gifts

1. Any staff or department involved in soliciting cash gifts will consult with Clackamas Community College Foundation (Foundation) staff prior to seeking gifts. This avoids duplicate and inappropriate contacts and also provides information to staff on potential donors from the Foundation's donor base. All gifts will be solicited and received in the name of the Foundation. (Foundation staff can provide assistance in establishing department funds.)
2. All noncash or in-kind gifts will be solicited in the name of the Foundation, and in most cases, ownership will be transferred to the College. The department being offered the gift has the right to accept or refuse the gift. The Foundation office will provide the necessary forms to the donor and the College department receiving the gift to ensure proper IRS documentation. The donor (not the Foundation) is responsible for establishing the value of the gift.

Recording Gifts

In the case of cash or in-kind gifts given directly to a department or individual, the recipient will immediately inform the Foundation office. This ensures that the donor will be thanked by the Foundation and that the donation will be entered into the Foundation's donor records.

Donor Information Base

The Foundation office will maintain a comprehensive donor base, with records of cash and noncash gifts, pledges, and deferred commitments. The donor base will help College staff avoid duplicate contacts and gain valuable knowledge about prospective donors.

Other Requests

All other requests for donations or gifts shall go through the dean of college advancement.

Approved by President's Council: _____

(Date)
Corrected 7/13/11

Clackamas Community College

Code: **DFA**
Adopted: 11/14/07
Orig. Code(s): 712

Investment of Funds

The Board authorizes the investment of funds that are not immediately needed for operation of the College. Such investments will comply with state law and regulations. Objectives to be considered in such investments are:

1. Safety of the principal;
2. Liquidity to meet operating requirements;
3. Yield.

The President/designee will develop procedures for the appropriate investments of College funds and for the regular reporting of such investments to the Board. The procedures will include the areas of portfolio distribution, investment maturity, safekeeping and collateralization. Procedures will be maintained by the Business office.

END OF POLICY

Legal Reference(s):

ORS 294.035 - 294.048
ORS 294.145

ORS 295.001
ORS 341.290(2), (5)

Clackamas Community College

Code: DFA-AR

Revised/Reviewed:

Orig. Code(s): 10.14.09-N-2

Investment Procedures

1. Scope

This policy applies to the investment of short-term operating funds and capital funds including bond proceeds and bond reserve funds. Investments of employees' retirement funds, deferred compensation plans and other funds are not covered by this policy.

2. General Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity and yield:

a. Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

(1) Credit Risk

The College will minimize credit risk, the risk of loss due to the financial failure of the security issuer or backer by:

- (a) Limiting exposure to poor credits and concentrating the investments in the safest types of securities;
- (b) Assessing the qualifications of the financial institutions, broker/dealers, intermediaries and advisers with which the College will do business;
- (c) Diversifying the investment portfolio so that potential losses on individual securities will be minimized;
- (d) Actively monitoring the investment portfolio holdings for ratings changes, changing economic/market conditions, etc.

(2) Interest Rate Risk

The College will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:

- (a) Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity;

- (b) Investing operating funds primarily in shorter-term securities or short-term investment pools.

- b. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in the Oregon Short-Term Fund which offers next-day liquidity for short-term funds.

- c. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The majority of the portfolio is limited to highly rated/low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

- (1) A security with declining credit may be sold early to minimize loss of principal;
- (2) A security swap would improve the quality, yield, or target duration in the portfolio;
- (3) Liquidity needs of the portfolio require that the security be sold.

- 3. Standards of Care

- a. Prudence

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

- b. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment

program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees, officers and their families shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the College. Officers and employees shall, at all times, comply with the state of Oregon Government Standards and Practices code of ethics set forth in ORS 244.

c. Delegation of Authority

Authority to manage the investment program is granted to the vice president of college services, hereinafter referred to as investment officer, and derived from the following: ORS 294.035 to 294.053, 294.125 to 294.145, and 294.810. Responsibility for the operation of the investment program is hereby delegated to the investment officer who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer. The investment officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

4. Safekeeping and Custody

a. Authorized Financial Dealers and Institutions

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following, as appropriate:

- (1) Audited financial statements;
- (2) Proof of National Association of Securities Dealers (NASD) certification;
- (3) Proof of state registration;
- (4) Certification of having read and understood the College's investment policy;
- (5) Certification of agreement to comply with College's investment policy.

An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the investment officer. (See the GFOA Recommended Practice on "Governmental Relationships with Securities Dealers.")

b. Internal Controls

The investment officer is responsible for establishing and maintaining an adequate internal control structure designed to reasonably protect the assets of the College from loss, theft or misuse. The concept of reasonable assurance recognizes that the:

- (1) Cost of a control should not exceed the benefits likely to be derived; and
- (2) Valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the investment officer shall establish procedures which address the following points:

- (1) Control of collusion;
- (2) Separation of transaction authority from accounting and record keeping;
- (3) Custodial safekeeping;
- (4) Avoidance of physical delivery of securities whenever possible and address control requirements for physical delivery where necessary;
- (5) Clear delegation of authority to subordinate staff members;
- (6) Written confirmation of transactions for investments and wire transfers;
- (7) Development of a wire transfer agreement with the lead bank and third-party custodian and implementation of the appropriate safeguards described in the GFOA Recommended Practice on "Electronic Transactions for State and Local Governments";
- (8) Compliance and oversight with investment parameters including diversification and maximum maturities.

c. Delivery vs. Payment

All trades where applicable will be executed by delivery vs. payment to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

d. Safekeeping

Securities will be held by a third-party custodian as evidenced by safekeeping receipts.

e. Pooling of Funds

Except for cash in certain restricted and special funds, the College will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds to the extent required by restricted revenue sources.

5. Suitable and Authorized Investments

- a. Investment Types Consistent with the GFOA Policy Statement on State and Local Laws Concerning Investment Practices, the following investments will be permitted by this policy and ORS 294.035 and 294.810:

- (1) U.S. government treasury securities;

- (2) U.S. government agency securities;
- (3) Corporate notes and commercial paper;
- (4) Bankers acceptances;
- (5) Highly rated municipal debt from Oregon, California, Idaho and Washington;
- (6) Cash equivalents, i.e., bank certificates of deposit, bank money market account;
- (7) Oregon Short-Term Fund.

b. Collateralization

All bank deposits, time deposits, certificates of deposit and savings accounts, shall be held in qualified Oregon depositories in accordance with ORS Chapter 295. Such deposits are designated cash management tools and not investments under this policy or otherwise. ORS 294.035 (11) requires repurchase agreement collateral to be limited in maturity to three years and priced according to percentages prescribed by written policy of the Oregon Investment Council or the Oregon Short-Term Fund Board. On March 12, 1996, the OSTF Board adopted the following margins:

- (1) U.S. Treasury Securities: 102 percent;
- (2) U.S. Agency Discount and Coupon Securities: 102 percent;
- (3) Mortgage Backed and Other*: 103 percent.

*Limited to those securities described in ORS 294.035(1)

6. Investment Parameters

a. Diversification The investments shall be diversified by:

- (1) Limiting investments to avoid over-concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities);
- (2) Limiting investment in securities that have high credit risks;
- (3) Investing in securities with varying maturities; and
- (4) Continuously investing a portion of the portfolio in readily available funds such as the Oregon Short-Term Fund.

b. Maximum Maturities

To the extent possible, the College shall attempt to match its investments with anticipated future cash flow requirements. The maximum maturity shall be the anticipated use of the cash or 18 months, whichever is shorter, unless:

- (1) This investment policy has been submitted to the OSTF Board for comment prior to being approved by the Board and complies with the requirements of ORS 294.135. In this case, the maximum maturity shall be defined in policy.
OR
- (2) The funds are being accumulated for a specific purpose, including future construction projects, and upon approval of the Board, the maximum maturity date matches the anticipated use of the funds (ORS 294.135(1)(b) and 294.135(3)).

If this investment policy has been submitted for review by the OSTF Board as specified above and in accordance with ORS 294.135(1)(a), debt service reserves may be invested to a maturity date not exceeding five years. Otherwise debt service reserves shall not be invested to a maturity date exceeding one year.

c. Maximum Percentages of Investments

Surplus funds available for investment are those funds not required for immediate expenditure, and include: investments, savings accounts, CDs and OSTF deposits. Balances in checking accounts, negotiable order of withdrawal (NOW) accounts and demand deposit accounts are not considered surplus funds.

The maximum percentages for investments of surplus funds are as follows:

Security	Limitation
U.S. government treasury securities	None
U.S. government agency securities	50 percent of the portfolio
Corporate notes and commercial paper	35 percent of the total portfolio, and no more than 5 percent of the portfolio in any single corporate entity
Bankers acceptances	50 percent of the total portfolio, and no more than 25 percent of the portfolio in any single financial institution
Highly rated municipal debt from Oregon, California, Idaho and Washington	50 percent of the portfolio
Cash equivalents, i.e., bank certificates of deposit, bank money market account	None
Oregon Short-Term Fund	None, except the maximum balance imposed by statute

Due to fluctuations in the aggregate surplus funds balance, maximum percentages for a particular issuer or investment type may be exceeded at a point in time subsequent to the purchase of a particular security. Securities need not be liquidated to realign the portfolio, however, consideration should be given to this matter when future liquidations are made.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds, such as the OSTF or overnight repurchase agreements, or held in bank balances to ensure that appropriate liquidity is maintained to meet ongoing obligations.

d. Bond Funds

The investment of bond proceeds are restricted under bond covenants that may be more restrictive than the investment parameters included in this policy. Bond proceeds shall be invested in accordance with the most restrictive parameters of this policy and the applicable bond covenants and tax laws.

e. Securities Lending and Reverse Repurchase Agreements

The College shall not lend securities nor directly participate in a securities lending or reverse repurchase program.

f. Bids and Offers

Before any security purchase or sale is initiated, the investment officer shall first determine the appropriateness of seeking competitive bids or offers. Such factors to consider include where the securities are held, the size of the transaction and the term to maturity. Competitive bids and offers shall always be sought for security purchases and sales of bond funds, when tax laws or bond covenants require such action.

7. Reporting

a. Methods

The investment officer have available an investment report that details the current investment portfolio and transactions made. The report will include the following:

- (1) Listing of transactions occurring during the reporting period;
- (2) Listing of individual securities held at the end of the reporting period, including maturity date and call date;
- (3) Average weighted yield to maturity of portfolio on investments;
- (4) Percentage of the total portfolio that each type of investment represents along with the percentages authorized in this policy.

b. Marking to Market

The market value of the portfolio shall be calculated at least monthly and a statement of the market value of the portfolio shall be issued at least monthly. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the GFOA Recommended Practice on "Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools."

8. Policy Adoption and Re-adoption

This policy shall be reviewed internally on an annual basis. Oregon Short Term Fund (OSTF) Board review is required only if:

- a. The college elects to invest to maturities described under 6.b. above; and, either
- b. The policy has never been submitted to the OSTF Board for comment; or
- c. Any material changes have been made since the last review by the OSTF Board.

In the event a situation occurs, that is outlined in steps 8.a.-c. above, Clackamas Community College staff would be required to obtain OSTF Board review.

Approved by President's Council: _____
(Date)

Corrected 7/13/11

Clackamas Community College

Code: **DH**
Adopted:

Protection from Employee Dishonesty

A number of College employees are responsible for funds, fees, cash collections, inventory control and/or key electronic systems. The College maintains crime insurance to protect itself against loss from employee dishonesty, forgery or alteration, theft, disappearance and destruction and computer fraud. Coverage is limited to \$750,000 and includes a \$5,000 deductible.

END OF POLICY

Legal Reference(s):

ORS 341.290(2)

Clackamas Community College

Code: **DID**
Adopted: 9/12/07
Orig. Code(s): 708

Fixed Assets

Fixed assets are land, buildings and building improvements, equipment and other durable items with a useful life of more than one year.

Capitalization policy defines which fixed assets are treated as assets for financial reporting purposes. Capitalized assets are those with an initial cost of \$5,000 or more and an estimated useful life of more than one year.

Inventory policy defines how fixed assets are inventoried. Business services maintains fixed asset inventory of:

1. All capitalized assets;
2. All licensed vehicles, regardless of cost.

Individual departments maintain inventories appropriate to their custodial responsibilities and the nature of the items, such as the inventory of computers and selected electronic equipment by information technology services.

END OF POLICY

Legal Reference(s):

ORS 341.290(2)

Community College Accounting Manual, Department of Community College and Workforce Development.

Clackamas Community College

Code: **DIE**
Adopted: 9/12/07
Orig. Code(s): 702

Audit

An audit of the comprehensive annual financial report of the College will be made annually by an independent certified public accountant selected by the Board. The audit examination will be conducted in accordance with minimum auditing standards established by the Secretary of State and all other applicable standards and regulations.

A copy of the audit report will be presented to the Board, and submitted to appropriate agencies.

END OF POLICY

Legal Reference(s):

ORS 297.425

ORS 341.709

OAR 589-002-0800

OAR 589-002-0900

Clackamas Community College

Code: **DJ**
Adopted:

Purchasing

The function of College purchasing is to serve the educational program by providing the necessary supplies, equipment and services.

The President is appointed by the Board to serve as purchasing agent. He/She may delegate authority for developing and administering the College's purchasing program.

No obligation may be incurred by any officer of the Board or employee unless that expenditure has been authorized in the budget or by Board action and/or Board policy.

The vice president of college services or designee will review bills due and payable for the purchase of supplies and services to determine if they are within budget amounts. After appropriate administrative review, the director of fiscal services will direct payment of the just claims against the College. The President and director of business services is are responsible for the accuracy of all bills and vouchers.

No Board member, officer, employee or agent of this College shall use or attempt to use his/her official position to obtain financial gain or for avoidance of financial detriment for himself/herself, a relative or for any business with which the Board member or a relative is associated. Acceptance of any gratuities, financial or otherwise, from any supplier of materials or services to the College by any Board member, officer or employee of the College is prohibited.

The President/designee will development procedures for the appropriate expenditures if college funds for travel, meals and gifts. Procedures will be maintained by the business office. Procedures will address the allowability, amount and payment expenses for both employees and Board members.

END OF POLICY

Legal Reference(s):

ORS 244.040

ORS Chapters 279A, 279B and 279C

ORS 341.290

Clackamas Community College

Code: **DJC**
Adopted:

Procurement Requirements

The Board is the Local Contract Review Board (LCRB) for the College. All public contracts shall be invited in accordance with applicable competitive procurement provisions of Oregon Revised Statutes (ORS) and adopted public contracting rules.

The public contracting code (ORS 279) applies to all state agencies and local governments, including the College. The code requires the Attorney General to adopt rules of procedures. These Model Public Contract Rules are in Oregon Administrative Rules (OAR) Chapter 237, divisions 046 through 049. Local governments are subject to the model rules unless they adopt their own. The Board, acting as its own LCRB, has adopted the Community College Rules of Procurement (CCRP) developed by participating Oregon community colleges. The CCRP makes exceptions and clarifications to the model rules that address community college needs. For items addressed in the CCRP, the CCRP prevails over the Model Public Contract Rules.

Where necessary, the Board has made the written findings required by law for exemptions from competitive bidding. Such findings shall be maintained by the College and made available on request.

The College shall review its rules each time the Attorney General adopts a modification of the model rules, as required by ORS 279A.065 (5)(b), to determine whether any modifications need to be made to College rules to ensure compliance with statutory changes. New rules, as necessary, shall be adopted by the Board. In the event it is unnecessary to adopt new rules, Board minutes will reflect that the review process was completed as required.

The Board recognizes that a public contracting agency that has not established its own rules of procedure as permitted under ORS 279A.065 (5) is subject to the model rules adopted by the Attorney General, including all modifications to the model rules that the Attorney General may adopt.

END OF POLICY

Legal Reference(s):

ORS Chapters 279A, 279B and 279C

OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S MODEL PUBLIC CONTRACT RULES MANUAL.

Clackamas Community College

Code: DLB
Adopted: 4/96
Orig. Code(s): AR 604-001

Salary Deductions

Under Federal law, College employees are eligible to defer federal and state income taxes on money deposited to a TDA and qualifying investment plans.

The College makes Tax Deferred Annuities (TDAs) available as a service to its employees. The College does not endorse or recommend them, either generally or specifically. The following "ground rules" shall be adhered to relating to the sale of TDA's and investment plans:

Requirements

1. There shall be a minimum of six staff members signed up before the company may be added to the list of qualified companies.
2. There is a minimum of \$25 per month participation requirement.
3. The College salary reduction agreement shall be the only instrument used for payroll deduction. No external forms will be processed. All deduction forms must process through the human resources office by the 10th of any given month to be reflected on the check dated the 1st of the following month.
4. There shall be only one designated agent of record for each approved company, with that designation verified in writing to the human resources office by the agent's home office.
5. TDA billings must be sent to the College address, marked to the attention of the payroll department.
6. Billings must be received by the end of any given month and must list each employee participating by name, social security number and amount of deduction. The College will deduct the amount indicated on the salary reduction agreement and/or written cancellations received prior to the 10th of the month, even though such transactions may not coincide with company billings.
7. All agents shall adhere to the following regulations for soliciting without exception:
 - a. Random solicitation on campus is prohibited;
 - b. Random or bulk mailings to employees at the college address is prohibited;
 - c. Solicitation by telephone during working hours is prohibited;
 - d. No staff directories or staff lists will be made available;
 - e. TDA's will be authorized for only 50 percent or more annually budgeted positions;
 - f. Each agent of record may have an opportunity each September during inservice week to present their program to interested staff. Staff shall be notified of the opportunity through College information;

- g. Companies may make arrangements to use campus facilities for other presentations through the College's facilities use procedures. Staff will be notified through the College human resources office;
- h. Discussions with employees by appointment during their lunches or breaks are permitted. However, this shall not be permitted in employee work areas;
- i. Brochures may be left at the human resources office (2nd floor, Barlow) for the convenience of employees.

END OF POLICY

Legal Reference(s):

ORS 243.650(10), (16)

ORS 243.666

ORS 341.290(1)

ORS 652.110

ORS 652.120

ORS 652.610

I.R.C. §403 (2006).

29 C.F.R. § 541.603 (2004)

Clackamas Community College

Code: DLBA

Adopted: 8/06

Orig. Code(s): AR 701-002

~~Draws on Future Paychecks~~ Advance Salary Payments

(Being considered for move to section G)

A draw [An advance salary payment] is payment of a portion of an anticipated future pay check. Draws [Advance salary payments] are a privilege elected by an employer and are intended to assist employees with isolated emergency incidents. Draws [Advance salary payments] are intended to assist with unusual, short-term financial issues, not as a routine means of pay. Employees are limited to two draws per calendar year. Draws [Advance salary payments] will not exceed the amount of net salary earned at the time of request.

~~The College is currently required to remit payroll taxes on draws within three days of payment. Consequently, each draw imposes administrative processes and costs. To minimize those impacts, dDraws [Advanced salaried payments] will be paid only once each month. Relevant dates are:~~

1. ~~Draw r~~Requests due to Hhuman Rresources: 15th day of the month (or closest regular business day);
2. Approved draws requests paid: 20th day of the month (or closest regular business day).

~~Draws are intended to assist with unusual, short-term financial issues, not as a routine means of pay. Employees are limited to two draws per calendar year.~~(Moved to first paragraph)

END OF POLICY

Legal Reference(s):

ORS 341.290(2)

ORS 652.140

Clackamas Community College

Code: **DLC**
Adopted: 2/08/06
Orig. Code(s): 713

Expense Reimbursements

The College will reimburse employees and board members for business-related travel expenses. The College will remain supportive of professional development and self improvement that requires travel while maintaining procedures to ensure the cost effective and appropriate use of College resources. The procedures shall comply with all applicable federal and state requirements.

END OF POLICY

Legal Reference(s):

ORS 294.155
ORS 341.290(2)

I.R.C. § 162 (2006); Business Expenses, 26 C.F.R. 1.162-1 (2006).
INTERNAL REVENUE SERVICE, PUBLICATION 463: TRAVEL, ENTERTAINMENT, GIFT AND CAR EXPENSES (2005).

Clackamas Community College

Code: **DMA**
Adopted: 3/13/96
Orig. Code(s): 602; 716

Tuition and Fees

The Board shall establish tuition rates and fees and set refund schedules for students withdrawing from the College. The President shall submit recommended rates and fees and refund schedules to meet the budget calendar.

The Board extends achievement, talent, incentive, employment and need based tuition waivers to qualified students, community partners and staff (including retirees, retiree dependents and employee dependents) for classes sponsored by the College. Tuition waivers apply toward tuition only. The creation or elimination of any student tuition waiver program requires Board approval.

The general student fee and student technology fee provide the student's share of the cost for noncourse related services available to the general college community, such as athletics, student government, computer labs and instructional technology. General student fee and student technology fee rates are established by the Board.

Other fees are charged to transfer some of the direct costs of instruction and instructional support services to students rather than raising tuition for all. Fees are justified when the student receives an "extra value" not received in another class charging tuition, or when there are additional costs related to instruction for that class or activity. Other fees are categorized as follows:

1. Course fees cover the costs beyond the normal classroom to ensure a competitive and quality program;
2. Service fees are paid by the student or other users for services beyond the normal registration and payment process;
3. Special program fees are designed to recover costs of a workshop, class or activity targeted to a specific market segment or special population or controlled by third party contract.

New course fees are approved by the Board as part of the annual budget adoption. Service fees and special program fees are approved by the vice president of college services or the vice president of instruction and student services.

Course Fees

Fees may be used for costs related to instructional delivery and support, including personnel.

Course fee revenue and expenditures are accounted for by department. Fee balances by department carryover for use in subsequent fiscal years. If department's General Fund expenditures exceed budget at year end, excess expenditures will be reclassified to the department's Fee Fund, unless excepted by the

vice president of instruction and student services. If a department's Fee Fund balance is a deficit, expenditures will be reclassified to the General Fund.

END OF POLICY

Legal Reference(s):

ORS 341.290(7), (8)
OAR 589-002-0200

Clackamas Community College

Code: DMA-AR

Revised/Reviewed: 9/14/10

Orig. Code(s): AR 602-001

Tuition Waivers

Tuition waivers are available according to the following categories as established by Board policy DMA - Tuition and Fees and are to be used for tuition costs only:

1. Employee benefit;
2. Student achievement;
3. Student talent;
4. Employer/Community partner incentive;
5. Student financial need;
6. Fallen Oregon Service Member Benefit;
7. Senior Citizen Audit Program.

Course/student fees and books are not covered by tuition waivers.

Category Requirements and Criteria

1. Employee Benefit

Employee tuition waivers are available in accordance with employee contracts and Human Resources approval for staff (including retirees, retiree dependents and employee dependents) in support of staff development. Tuition waivers are also extended as an employment benefit to employee spouse/domestic partner and dependents.

- a. Criteria: Employees must have passed their probationary status with the College in order to be eligible for this employee benefit.

2. Student Achievement

Achievement tuition waivers are initiated and awarded by departments, administrators or other recognized college individuals to students for recognition of academic achievement. This includes but is not limited to: CCC Skills Day Competition participants, Adult High Diploma/GED recipients, district high school graduates and Oregon Transfer Module recipients.

- a. Criteria: Recipients must meet the conditions and criteria as stated on the student achievement tuition waiver.

3. Student Talent

Talent tuition waivers are awarded by program directors to selected students that have demonstrated a specific talent. This includes, but is not limited to: athletics, music and performing arts.

- a. Criteria: Students must meet the conditions and criteria as determined by the department as well as the terms of the Student Achievement tuition waiver contract.

4. Employer/Community Partner Incentive

Incentive based tuition waivers are initiated by college administrators and/or departments to employer and community partners in recognition of valued relationships. This includes but is not limited to the Fill a Seat Tuition Voucher initiative and the Clackamas County Sheriff's tuition assistance agreement.

- a. Criteria: Recipients must meet conditions and criteria as stated on the Employer/Community Partner tuition waiver.

5. Student Financial Need

Need based tuition waivers are issued to students that have demonstrated a financial need not covered by federal, state or other outside resources. Students must apply for this waiver through the student financial services office.

- a. Criteria: Students must earn a 2.0 GPA, complete all attempted credits covered by the tuition waiver and meet conditions stated in the tuition waiver contract. Students are eligible for one need based tuition waiver per academic year.

6. Fallen Oregon Service Member Benefit

The fallen Oregon service member tuition waiver benefit is intended to honor Oregon service members and provide their family members with the opportunity to earn a certificate or an associates degree. Individuals must apply for this waiver and be determined eligible as certified by the United States Department of Veterans Affairs or any branch of the Armed Forces of the United States.

- a. Criteria: Recipients must be Oregon residents and a spouse/domestic partner or dependent child (between the ages of 18 to the maximum age of 26) of a fallen Oregon military service member:
- (1) That at the time of death served in the U.S. Armed Forces during a national emergency, war declared by Congress or action of the United Nations or who was killed on active duty after the year 1990.
 - (2) Spouses/domestic partners or dependent children of service members who died of a service-connected disability acquired while on active duty or that are 100 percent disabled as a result of military service after the year 1990 may also be eligible.

Tuition waivers may be granted for up to, but no more than 150 percent of the total credits needed for an associates degree and are to be used for tuition only. The student is responsible for fees or other expenses related to enrollment.

7. Senior Citizen Audit Program

The senior citizen audit program is intended to provide Oregon residents 65 years of age or older the opportunity to audit certain courses on a space available basis.

- a. Criteria: Recipients must be Oregon residents 65 years of age or older and tuition waivers may be used if:
- (1) There is space available in the course at the end of the add/drop period;
 - (2) The course is a lower-division collegiate course;
 - (3) The department in which the course is being taught approves;
 - (4) The auditing student is registered for eight credits or fewer during the term.

The senior citizen course audit program provides a full waiver of tuition costs and may be used for a maximum of eight credits per term. All course associated fees and costs for textbooks and other expenses will remain the responsibility of the student.

Approved by President's Council: _____
(Date)

Corrected 7/13/11

Clackamas Community College

Code: DN
Adopted:

Disposal of College Property

The Board follows Public Contracting Law which includes disposal of property. Procedures for surplus are included in Community College Rules of Procurement (CCRP).

END OF POLICY

Legal Reference(s):

ORS 279B.055
ORS Chapters 279A, 279B and 279C
ORS 341.290(5)

Clackamas Community College

Code: **DP**
Adopted: 4/11/07
Orig. Code(s): 404

Student Financial Aid

The Board recognizes that a well funded and properly administered student financial aid program is important to assure equality of educational opportunity.

The purpose of the College's student financial aid program is to promote full educational opportunity by:

1. Assisting eligible students in obtaining federal, state and local financial aid funds and scholarship funds;
2. Recognizing student achievement and/or talent through a college tuition waiver program.

END OF POLICY

Legal Reference(s):

ORS 341.290(2), (15)