

## **Public Comment in Board Meetings**

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 aids and services.

Auxiliary aids and services for ~~disabled~~ persons with disabilities 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~~ may be invited to present comment during the designated portion of the agenda. At the discretion of the Board chair, further public comment 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.

### **Procedures for Public Comment in Meetings**

The Board will establish procedures for public comment 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 Comments Regarding Staff Members**

Speakers may offer objective criticism of College operations and programs, but the Board will not hear complaints concerning comments regarding any individual College personnel staff member. The Board chair will direct the visitor to the appropriate means procedures in Board policy [KL - Public Complaints] for Board consideration and disposition of a legitimate complaints involving individuals a College staff member. A commendation involving a staff member should be sent to the President, who will forward it to the employee, his/her supervisor, and the Board.

END OF POLICY

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#### **Legal Reference(s):**

[ORS 165.535](#)  
[ORS 165.540](#)  
[ORS 192.610 to -192.690](#)  
[ORS 341.283](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2017); 29 C.F.R. Part 1630 (2017); 28 C.F.R. Part 35 (2017).  
Americans with Disabilities Act Amendments Act of 2008.

#### **Cross Reference(s):**

BDDC - Board Meeting Agenda

## **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~~ regularly 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 with the Community College Commissioner are being continued.

END OF POLICY

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### **Legal Reference(s):**

[ORS 341.283](#)

[ORS 341.290\(2\)](#)

[OAR 589-008-0100](#)

# Oregon School Boards Association Selected CC Sample Policy

Code: **BFC**  
Adopted:

## Adoption and Revision of Policies

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 or special 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.

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.

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 published at the earliest opportunity.

The operation of any individual policy, section or sections of policies not established by law or specifically listed in the current collective bargaining agreement may be temporarily suspended by a majority vote of the Board at a regular or special meeting.

The policy manual will be regularly reviewed to keep it current.

END OF POLICY

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### Legal Reference(s):

[ORS 341.283](#)

[ORS 341.290\(2\)](#)

[OAR 589-008-0100\(1\)\(1\), \(2\)](#)

HR6/30/16 | SL

# Clackamas Community College

Code: **EB**  
Adopted: 8/09/06  
Readopted: 12/14/11  
Orig. Code(s): 614

## Health and Safety

It is the policy of the College to ensure a safe and healthful campus for all its employees and students. This College will maintain an effective health and safety program that involves all employees in the effort to eliminate workplace hazards.

It is the responsibility of all staff to work safely and participate in a manner that helps prevent workplace injuries and illness.

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

Buildings will be planned, constructed, equipped and maintained in accordance with appropriate local, state and federal safety regulations.

Buildings will be provided with alarm systems, fire extinguishers and other safety devices required by state and federal laws and regulations.

The President or designee will develop and implement a safety program which will include, but not be limited to, compliance with and enforcement of all state and federal laws, rules and regulations.

END OF POLICY

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### Legal Reference(s):

[ORS 654.003 - 654.022](#)  
[ORS 654.176](#)  
[ORS 654.182](#)

[OAR 437-002-0100](#)  
[OAR 437-002-0140](#)  
[OAR 437-002-0144](#)  
[OAR 437-002-0145](#)  
[OAR 437-002-0180 to -0182](#)  
[OAR 437-002-0187](#)

[OAR 437-002-0260 to -0268](#)  
[OAR 437-002-0360](#)  
[OAR 437-002-0368](#)  
[OAR 437-002-0377](#)  
[OAR 437-002-0390](#)  
[OAR 437-002-0391](#)

Fazzolari v. Portland Sch. Dist. No. 1J, 303 Or. 1 (1987).

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629; Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656.

### Cross Reference(s):

EBB - Integrated Pest Management

## **Integrated Pest Management**

To ensure the health and safety concerns of student, staff and community members, the College shall adopt an integrated pest management plan (IPM)<sup>1</sup> which emphasizes the least possible risk to students, staff and community members and shall adopt a list of low-impact pesticides for use with the IPM plan.

The IPM plan is a proactive strategy that:

1. Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:
  - a. Protect the health and safety of students and staff;
  - b. Protect the integrity of College buildings and grounds;
  - c. Maintain a productive learning environment; and
  - d. Protect local ecosystem health.
2. Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation and maintenance that promote or allow for the establishment, feeding, breeding and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;
3. Incorporates the use of sanitation, structural remediation or habitat manipulation or of mechanical, biological and chemical pest control measures that present a reduced risk or have a low-impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides;
4. Includes regular monitoring and inspections to detect pests, pest damage and unsanctioned pesticide usage;
5. Evaluates the need for pest control by identifying acceptable pest population density levels;
6. Monitors and evaluates the effectiveness of pest control measures;
7. Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;
8. Excludes the application of pesticides for purely aesthetic purposes;
9. Includes College staff education about sanitation, monitoring, inspection and pest control measures;
10. Gives preference to the use of nonchemical pest control measures;

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<sup>1</sup>See Model Integrated Pest Management Plan for Oregon Schools at [http://www.ipmnet.org/tim/IPM\\_in\\_Schools/Model\\_School\\_IPM\\_Plan\\_Main\\_Page.html](http://www.ipmnet.org/tim/IPM_in_Schools/Model_School_IPM_Plan_Main_Page.html)

11. Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and
12. Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.

The College shall designate the Dean of Campus Services or designee as the Integrated Pest Management Plan Coordinator giving the authority for overall implementation and evaluation of the IPM plan.

### **Integrated Pest Management Plan Coordinator**

The IPM Plan Coordinator shall:

1. Attend not less than six hours of IPM training each year. The training shall include at least a general review of integrated pest management principles and the requirements of IPM as required by Oregon statute;
2. Ensure appropriate prior notices are given and posted warnings have been placed when pesticide applications are scheduled;
3. Oversee pest prevention efforts;
4. Ensuring identification and evaluation of pest situation;
5. Determine the means of appropriately managing pest damage that will cause the least possible hazard to people, property and the environment;
6. Ensure the proper use and application of pesticide applications when non-pesticide controls have been unsuccessful;
7. Evaluate pest management results; and
8. Keep for at least four years following the application date, records of applied pesticides that include:
  - a. A copy of the label;
  - b. A copy of the ~~Material Data~~ Safety ~~Data~~ Sheet (SDS);
  - c. The brand name and USEPA<sup>2</sup> registration number of the product;
  - d. The approximate amount and concentration of pesticide applied;
  - e. The location of where the pesticide was applied;
  - f. The type of application and whether the application was effective;
  - g. The name(s) of the person(s) applying the pesticide;
  - h. The pesticide applicator's license numbers and pesticide trainee or certificate numbers of the person applying the pesticide;
  - i. The dates and times for the placement and removal of warning signs; and
  - j. Copies of all required notices given, including the dates the IPM Coordinator gave the notices.
9. Respond to inquiries about the IPM plan and refer complainants to Board policy KL - Public Complaints;

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<sup>2</sup>U.S. Environmental Protection Agency



10. Conduct outreach to College staff about the College's IPM plan.

END OF POLICY

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**Legal Reference(s):**

[ORS 634.116](#)

[ORS 634.700 to-750](#)

**Cross Reference(s):**

EB - Health and Safety

# Clackamas Community College

Code: **EBCD**  
Adopted: 8/22/06  
Readopted: 12/14/11  
Orig. Code(s): AR 717-007

## Emergency Closures

In case of hazardous or emergency conditions, the President or designee may alter class schedules as are appropriate to the particular condition. Such alterations include closure of all departments/campuses, closure of selected departments/campuses, delayed openings, and early dismissal.

The President or designee will develop and maintain such plans and procedures as are necessary to carry out alternate schedules.

At the beginning of each academic year students and staff will be informed of the procedures used to notify them in case of an emergency closure.

END OF POLICY

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### Legal Reference(s):

[OAR 437-002-0360](#)  
[OAR 437-002-0377](#)

## College Campus Safety

The College will work with community agencies to reduce the opportunity for criminal/anti-social activities and providing a safe and secure environment for staff and students.

The College shall provide for and maintain a safe and secure educational environment, structured to provide for the personal and public safety interests of students, faculty, staff and community campus users. It shall be the primary responsibility of the College's campus Safety Office to provide certified professional staff members, charged with enforcement of law and college board policies maintaining a safe college.

The College prohibits sexual assault, domestic violence, dating violence or stalking, as defined in federal and state laws. Individuals violating this policy will be subject to discipline up to and including dismissal or separation from the College, regardless of whether they are facing criminal or civil charges for their actions.

The College will provide students and staff with education programs, as described in the Campus Sexual Violence Elimination Act, to promote the awareness of and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence and stalking, before they occur.

The College campus Safety Office shall be primarily responsible for carrying out the mandates of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

### Security and Access

The Board seeks to provide an atmosphere of openness for the encouragement of collegiate activity at College-controlled facilities. This must be balanced by controls on access which are designed to promote security in College facilities.

### Reporting of a Crime or Other Emergency

College personnel shall cooperate fully with local, state and federal law enforcement agencies as they seek to protect life and property, to prevent anti-social disruptive behavior and preserve a secure environment at the college in the locations where classes are held and offices are located. It is the responsibility of students and staff to report all crimes, even those considered minor, to local law enforcement and the Campus College Safety Department Office. All suspicious activity and other emergencies should be reported to the the Campus College Safety Department Office or another administrator, as promptly as possible.

The President or designee shall develop administrative regulations necessary to implement this policy and to meet the requirements of law.

END OF POLICY

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**Legal Reference(s):**

[ORS 30.866](#)

[ORS 107.705](#)

[ORS 163.467](#)

[ORS 163.525](#)

[ORS 163.732](#)

[ORS 341.290](#)

[OAR 437-002-0040 to -0043](#)

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092(f) (2006).

Section 304 of Violence Against Women Authorization Act (VAWA) of 2013.

The Campus Sexual Violence Elimination Act (Campus SaVE) (2013).

## Video Surveillance

The Board authorizes the use of video cameras on College property to ensure the health, welfare and safety of all staff, students and visitors to College property, and to safeguard College facilities and equipment. Video cameras may be used in locations as deemed appropriate by the President.

The College shall notify staff and students through handbooks or other notices that video surveillance may occur on College property.

Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

~~Video recordings may become a part of a student's educational record or a staff member's personnel record as per collective bargaining agreement.~~ Video recording data is maintained and controlled by the Director of College Safety. This data will not be shared or reviewed without the permission of the Director of College Safety, in consultation with the Vice President of College Services. The College shall comply with all applicable state and federal laws related to record maintenance and retention.

END OF POLICY

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### Legal Reference(s):

[ORS 30.864](#)  
[ORS 192.420 - 192.505](#)

[OAR 166-450-0090](#)  
[OAR 166-450-0120](#)  
[OAR 589-004-0100 to -0750](#)

## Traffic and Parking Controls

The President or designee shall authorize parking areas and post notices on College property designated for staff, student, visitor parking and parking for persons with disabilities and other classifications of parking areas as may be necessary.

Any vehicle not parked in authorized areas may be cited and/or towed away and stored. All charges for towing and storing will be the responsibility of the owner or operator of the vehicle. Any person failing to abide by the College's parking requirements may be ~~further prohibited from bringing any vehicle on campus~~ excluded from campus and/or subject to disciplinary action as appropriate. Persons refusing to comply with this exclusion are subject to arrest for criminal trespass in the second degree (ORS 164.205).

The President shall develop additional rules as necessary for the ~~policing~~, control and regulation of traffic and parking of vehicles on property under the jurisdiction of the College.

END OF POLICY

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### Legal Reference(s):

[ORS 341.300](#)

Americans with Disabilities Act of 1990; Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630; 28 C.F.R. Part 35.

### Cross Reference(s):

KGB - Removal/Exclusion of Person(s) from Campus

## Authorized Use of College Equipment and Materials

The Board recognizes that College equipment and materials are purchased to provide for and/or enhance students' educational programs. ~~It is the Board's responsibility to establish policies to protect and maintain this equipment.~~ The President or designee is responsible for establishing guidelines concerning equipment and materials and conditions under which they may be used. Equipment and materials will be available to College employees through their programs and authorized use shall be consistent with ORS Chapter 244.

In all cases, equipment and materials shall not be used for private financial gain.

END OF POLICY

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**Legal Reference(s):**

[ORS Chapter 244](#)  
[ORS 341.290\(2\)](#)  
[OAR 589-006-0050](#)

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

**Cross Reference(s):**

KG - Community Use of College Facilities

# Clackamas Community College

Code: **EEBA**  
Adopted: 11/15/05  
Readopted: 12/14/11  
Orig. Code(s): AR 713-003

## Use of College Owned Vehicles

The Board may approve the purchase of vehicles to be used by staff for College business.

Personal use of College vehicles is prohibited, except where authorized by contract or with prior approval of the President or designee.

The President or designee will develop and maintain regulations that define the appropriate use and care of College vehicles and the responsibilities of College staff using those vehicles.

In all cases, vehicles shall not be used for private financial gain.

END OF POLICY

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### Legal Reference(s):

[ORS 341.290\(2\)](#)  
[ORS 801.455](#)  
[ORS 811.210](#)  
[ORS 820.105](#)

[ORS 820.110](#)  
[ORS 820.120](#)  
[OAR 437-002-0220 to -0227](#)



# Clackamas Community College

Code: **EI**  
Adopted: 8/03/94  
Readopted: 12/14/11  
Orig. Code(s): 707

## Insurance Coverage

The College will maintain a risk and insurance management program for the protection of life, health, property and financial resources that meets all applicable laws or statutes for College coverage.

END OF POLICY

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### Legal Reference(s):

[ORS 30.260 - 30.265](#)  
[ORS 278.005 - 278.215](#)