



Code: BBBA  
Adopted:

### Board Member Qualifications

A person is eligible to serve as a Board member if the person is a qualified elector<sup>1</sup> of the community college district and is a resident within the district and within the zone from which the person is nominated except as authorized by law.

A person who is an employee of the community college is not eligible to serve as a Board member while so employed.

END OF POLICY

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**Legal Reference(s):**

[ORS 247.002](#)  
[ORS 247.035](#)

[ORS 249.013](#)  
[ORS 341.275](#)

[ORS 341.326](#)

OREGON CONSTITUTION, ARTICLE II, Section 2.

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<sup>1</sup> “Elector” means an individual qualified to vote under Article II, section 2, [Oregon Constitution](#).



Code: **DH**  
Adopted: 10/12/11  
Revised/Readopted: 3/14/18  
Orig. Code: ~~710~~

## **Loss Coverage**~~Protection from Employee Dishonesty~~

The Board and designated ~~A number of~~ College employees are responsible to safeguard the College against loss regarding ~~for~~ funds, fees, cash collections and, inventory. The Board shall designate the College employees responsible as custodians of such items. The College shall purchase insurance coverage ~~control and/or equivalent~~ ~~key electronic systems. The College maintains~~ crime coverage in an amount determined by the Board, in consultation with the College's agent of record, not to exceed the maximum coverage currently offered by the College's insurance provider. The College will pay the cost of such coverage. ~~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

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

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



Code: ECA-AR

Adopted:

## Electronic Access Control

### 1. Introduction

This regulation accomplishes the following college objectives:

- Establishes access hours and security procedures for campus buildings;
- Helps ensure the safety of college faculty, staff, students and visitors;
- Helps prevent crime;
- Helps protect college infrastructure, property and other assets; and,
- Establishes authorities and procedures for access control during normal day-to-day campus operations, after-hour access and special events.

This regulation applies to all college locations, organizations, and departments as well as all users of college facilities and those working on behalf of, or at the behest of the college. It is applicable to all college used, owned, or controlled facilities, rooms, and enclosures.

### 2. Definitions

**Access Control:** The ability to regulate or restrict building access via a centralized electronic control system.

**Electronic Access Control System:** All electronic systems used by the College to control, manage and administer access to facilities, rooms and enclosures. Systems include all hardware, firmware, software and campus infrastructure used for electronic access control purposes.

**Electronic Access Devices:** Access cards and other electronic access devices that allow or control entry into college facilities, rooms and enclosures, etc.

**Authorized Approver:** A Dean, Associate Dean, Department Chair, Director, or Vice President will coordinate with College Safety to manage Access Control issues. Authorized Approvers have the authority to allow special electronic access requests when they are made by faculty or staff.

**Information Technology (IT):** All hardware, firmware, software and network infrastructure required to operate campus access control system.

**Master Access:** This level enables access to every building and specific high security areas.

**College Identification Card:** The authorized college identification (ID) card used to electronically access campus facilities.

### 3. Authority

- A. **Ownership of Access Devices and Codes:** All access control devices issued under this policy are the property of CCC.
- B. **Administration of Electronic Access Control Systems:** College Safety is responsible for administration and oversight of card access and security for all CCC facilities. Campus Services is responsible for issuing and managing keys used to access CCC facilities. College Safety may delegate some or all of their responsibility to other campus departments to accommodate specific access needs or unique situations that warrant such delegation. All delegations by College Safety shall be in written form describing the specific nature of the delegated authority. College Safety will review all electronic access control delegation decisions for crime prevention and regulatory purposes.
- C. **Installation and Modification of Electronic Access Control Doors, Sensors, and Locking Devices:** Approved contractors (overseen by Campus Services, College Safety or Information Technology Services) are responsible for all installations or modifications of electronic access control doors, sensors, and electronic locking devices. Campus Services, along with College Safety and Information Technology Services, will develop standards, processes and procedures to ensure the consistency of electronic access control decisions made during planning, implementation, and modification of any electronic access-controlled facility. These processes and procedures will address legal and regulatory requirements, crime prevention, security, safety, accountability, and adherence to appropriate campus standards while maintaining an efficient flow of traffic.
- D. **Information Technology Services (ITS):** Information Technology Services is responsible for management and oversight of all IT infrastructure related to electronic access control.
- E. **Record Keeping:** College Safety is responsible for establishing and maintaining a record keeping system and operating documents required under this policy.
- F. **Authorized Approver:** Authorized Approvers are the Deans of the relevant programs and divisions, Associate Deans, Department Chairs, Directors, and Vice Presidents. Faculty and staff requesting electronic card access must do so through their departments' Authorized Approver. Authorized Approvers are limited to assigned areas of responsibility. A list of Authorized Approvers will be maintained by College Safety office and updated annually.

### 4. Building Access

- A. **Academic and Administrative Buildings:** With some exceptions, academic and administrative buildings are open 6:30 am to 10 pm, Monday through Friday. Weekend

and holiday hours may vary depending on building usage. After-hours electronic card access to academic and administrative buildings is limited to approved employees and contractors with proper electronic access cards. Any request for an adjustment to the hours a building is open may be made by filing an Exception Request for Electronic Access Building Hours Form to the authorized approver at least five (5) days in advance.

## **B. Access Cards**

- i. **Employees:** Those needing after-hours access to locked academic, administrative, and/or other buildings may be given such access through a request to their Authorized Approver using the Electronic Access Card Request Form. The Authorized Approver will determine the legitimacy of the need and coordinate with College Safety to enable electronic access.

Should an employee lose electronic access to a building for reasons other than termination of employment, they may seek to renew their access privileges by notifying the Authorized Approver who will initiate the process for access renewal.

- ii. **Other Individuals:** College Safety may authorize and manage the issuance of electronic access cards to individuals not employed by the college in collaboration with Authorized Approvers. All access cards will be collected by Authorized Approvers upon completion of need. Authorized Approvers will notify College Safety office when access cards have been lost or not returned.

**C. Master Electronic Access Cards:** Requests for master electronic access cards must be submitted by an Authorized Approver to College Safety. Master access cards will only be issued if the Authorized Approver is able to demonstrate a clear business need and the request is approved by a Vice President.

**D. Sanctions for Non-Compliance:** Access cards are the property of the college and may not be retained past the date authorizing their use. In the event of a lost or unreturned access cards, the individual or the individual's department or organization may be liable for costs related to restoring security to the area.

**E. Denial of Access and Appeal Process:** College Safety may deny any electronic access card request they determine to pose a security risk. Employees denied access may contest the determination by submitting a written request to a Vice President, whose written determination will be final.

**F. Internal Audit:** College Safety will conduct periodic reviews of electronic access card issuance procedures to ensure that they are consistent with this administrative regulation.

Approved by Presidents' Council: \_\_\_\_\_  
(Date)



Code: BBBA  
Adopted: 4/06  
Readopted: 12/14/11  
Orig. Code: ~~AR 717-008~~

## Children on Campus

### Employees

Except for employer-sponsored programs such as “Take Your Child to Work Day,” institutional liability prohibits employees from bringing their children to work if they will be supervising the child(ren) while they are working. Prior approval for rare exceptions are at the sole discretion of the supervisor and an employee may not bring a child or children to work. In rare instances, the employee’s supervisor may, at their discretion, grant an exception.

### Students

Children that are not enrolled in courses ~~Only enrolled students may not sit in~~ attend classes or labs, except for sponsored programs (i.e. Skills Contest). ~~Prior~~ Exceptions may be requested and approval for rare exceptions are ~~is~~ at the sole discretion of the instructor.

Minors who are brought to any College campus site by a responsible adult, including the parking area, are not to be left unattended or unsupervised; and the adult assumes all liability for the child’s welfare and negligence. Child care is the responsibility of the adult and not the College. This regulation does not prohibit College premises from being used as it is intended by any customer of the College (i.e. library).

END OF POLICY

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Legal Reference(s):

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



Code: KBA  
Adopted: 12/10/14

## Public Records Requests

The Board of Education encourages and welcomes the public's understanding of the College's programs, services, and operations. It is the intent of the Board of Education to uphold the public's right to inspect College records while adhering to the state and federal rules that govern releasing information, including rules that exempt certain information from disclosure. The purpose of this policy and the corresponding Administrative Regulation (AR) is to formalize a consistent method of responding to requests for public records in a manner that complies with the public records law, while allowing for efficiency in managing the impact on the College workload.

~~"Public record" means any information that:~~

- ~~1. Is prepared, owned, used or retained by the College;~~
- ~~2. Is related to an activity, transaction or function of the College; and~~
- ~~3. Is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the College.~~

### Definitions

- A "public record" includes any writing that contains information relating to the conduct of the public's business, prepared, owned, used or retained by the College regardless of physical form or characteristics.<sup>1</sup>
- "Writing" means handwriting, typewriting, printing, photographing and every means of recording, including letters, words, pictures, sounds, or symbols or combination thereof and all papers, maps, files, facsimiles or electronic recordings. ~~Public record does not include messages on voice mail or on other telephone message storage and retrieval systems or spoken communication that is not recorded.~~

~~Board meetings and records will be matters of public information subject to such restrictions as are set by federal law or regulation, by state statute or by pertinent court rulings.~~

~~The Board's official minutes, its written policies and its financial records will be available at the President's office for inspection by any citizen desiring to examine them during hours when the President's office is~~

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<sup>1</sup> There are multiple definitions for "public record" in ORS 192. This definition comes from ORS 192.311 and applies to the inspection of records.

open.

All public records and information requests must be in writing and shall include the name and contact information of the requester. A complete and detailed description of the materials requested must be included. The College will respond as soon as practical and without unreasonable delay.

Inspection of public records shall occur during normal business hours by appointment. Original documents shall not be taken out of the custody of the College.

The College is not required to create a public record, if one does not already exist or to disclose the reasoning behind an action or knowledge the staff might have. The Public Records Law does not require public bodies to answer questions about their records, analyze their records, or perform legal research in order to identify records that are responsive to a request.

Electronic records may be provided in a requested format only if available, otherwise it will be provided in the format it is maintained.

All public records such information will be made available to individuals with disabilities (as covered by the Americans with Disabilities Act) in any appropriate an accessible format, and upon request and with appropriate advanced notice at no additional charge. Individuals may be asked to provide more information regarding their disability to better assist with their request. ~~Auxiliary aids and services available to ensure equally effective communications to qualified persons individuals with disabilities may include large print, Braille, audio recordings, readers, assistance in locating materials or other equally effective accommodations.~~

### **Cost/Fee Calculation**

If the request requires a nominal amount of staff time (30 minutes or less), the records will be provided at no charge. The College reserves the right to charge the full actual cost to fulfill the request including staff time and materials. The cost would include staff time for research, retrieval, copying/scanning, preparation, assisting the requester, reviewing and separating exempt from non-exempt materials, redacting, organization of results, delivery of search results (if necessary), coordinating with other staff, and legal review (if necessary). If this includes staff time above the first 30 minutes, then it will be charged at a regular hourly rate of wages plus benefits for the person performing the work. The staff responding to the public records request shall be those with the lowest hourly wage that are qualified to respond to the request. Requests received from the same requester and/or organization, requesting the same information, within a one-year period (365 days from the date requested) will be considered an aggregated request for the purpose of waiving the first 30 minutes of staff time. Therefore, the first request will be considered free if under 30 minutes of staff time to fulfill, but any additional requests within the year (365 days from the date requested) will be charged at the hourly rate for the staff time. A cost estimate will be provided prior to any work performed on the request and if the estimate is more than twenty-five dollars (\$25.00), it must be paid in advance.

### **Waiver or Reduction of Fees**

A requester may apply/request a fee waiver or reduction at the time of the request. The College has discretion to grant or deny fee waivers or reductions on a case-by-case basis using information provided by the requester as well as information independently available to the College, the burden of proof is on the requester to provide the following:



- Detailed information about the requester.
- The totality of circumstances at the time of the request and the purpose of the request.
- The requester's ability to disseminate the records/information to the affected public.
- An explanation of how the requested information/records are in the public's best interest and providing access primarily benefits the general public.

## Submitting a Request

Public records/information requests must be submitted in writing using the College's designated form. The request form may be submitted any of the following ways:

- By email, to [recordrequest@clackamas.edu](mailto:recordrequest@clackamas.edu)
- By mail or delivered to:

Clackamas Community College  
 Roger Rook Hall, Executive Offices  
 Attn: Records Request  
 19600 Molalla Ave.  
 Oregon City, OR 97045

~~The Board supports the right of the people to know about programs and services of their colleges and will make every reasonable efforts to disseminate information. Each administrator is authorized to use all available means available to keep parents and others of his/her particular the college's community informed about the college's program and activities.~~

~~No records will be released for inspection by the public or any unauthorized persons—either by the President or any other person designated as custodian for College records—if such disclosure would be contrary to the public interest, as described in state law.~~

~~If a copy of a record is requested, the College will provide a single certified copy. If a request to inspect a record is made and the public record is maintained in a machine readable or electronic form, the custodian shall provide the record in the form requested, if available. If not available in the form requested, it will be provided in the form the public record is maintained. If a person who is a party to a civil judicial proceeding to which the College is a party or who has filed notice under ORS 30.275- (5)(a), asks to inspect or to receive a copy of a public record that the person knows relates to the proceeding or notice, the individual must submit the request in writing to the designated custodian of College records and at the same time to the College's attorney.~~

~~Employee and volunteer addresses, electronic mail addresses (other than College electronic mail addresses assigned by the College to College employees), social security numbers, dates of birth and telephone numbers contained in personnel records maintained by the College are exempt from public disclosure pursuant to ORS 192.445 and ORS 192.502 (3). Such information may be released only upon the written request of the employee or volunteer or as otherwise provided by law. This exemption does not apply to a substitute teacher, as defined in ORS 342.815, when requested by a professional education association of which the substitute teacher may be a member. College electronic mail addressees assigned by the College to College employees are not exempt. Additionally, the College will not disclose the identification badge or card of an employee without the employee's written consent if the badge or card contains the employee's photograph and the badge or card was prepared solely for internal use by the College to identify College employees. A duplicate of the photograph used on the badge or card shall not be disclosed.~~

Upon receipt of a request, the College will respond as soon as practicable and without unreasonable delay. The response must acknowledge the receipt of the request and one of the following:

1. ~~A statement that the College does not possess, or is not the custodian of, the public record;~~
2. ~~Copies of all requested public records for which the College does not claim an exemption from disclosure under ORS 192.410 to 192.505;~~
3. ~~A statement that the College is the custodian of at least some of the requested public records, an estimate of the time the College requires before the public records may be inspected or copies of the records will be provided and an estimate of the fees that the requester must pay as a condition of receiving the public records;~~
4. ~~A statement that the College is the custodian of at least some of the requested public records and that an estimate of the time and fees for disclosure of the public records will be provided by the College within a reasonable time;~~
5. ~~A statement that the College is uncertain whether the College possesses the public record and that the College will search for the record and make an appropriate response as soon as practicable;~~
6. ~~A statement that state or federal law prohibits the College from acknowledging whether the record exists or that acknowledging whether the record exists would result in the loss of federal benefits or other sanction. A statement under this paragraph must include a citation to the state or federal law relied upon by the College.~~

The College may request additional information or clarification from the requester for the purpose of expediting the College's response to the request.

The Board reserves the right to establish a fee schedule which will reasonably reimburse the College for the actual cost of making copies of public records for the public. There will be no additional charge for auxiliary aids and services provided for qualified persons with disabilities.

Requests for copies of documents shall be in writing and will be presented to the Vice President of College Services office.

The College shall retain and maintain its public records in accordance with OAR 166, Division 400.

END OF POLICY

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Legal Reference(s):

[ORS Chapter 192](#)  
[ORS 338.115\(2\)](#)

[OAR 137-004-0800\(1\)](#)  
[OAR 166-400](#)

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).  
OR. DEPT OF JUSTICE, OR. ATT'Y GENERAL'S PUBLIC RECORD AND MEETINGS MANUAL.  
Americans with Disabilities Act Amendments Act of 2008.

[ORS 180.805](#)  
ORS 341.290(17)

[ORS Chapter 192](#)

[OAR 137-004-0800\(1\)](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2021); 28 C.F.R. Part 35 (2021).  
OREGON DEP'T OF JUSTICE, OREGON ATTORNEY GENERAL'S, *Public Records and Meetings Manual*.  
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).  
Bialostosky v. Cummings, 319 Or. App. 352 (2022).



Code: KBA-AR  
Revised/Reviewed:

## Public Records Request Process

Clackamas Community College encourages and welcomes the public's understanding of the College's programs, services, and operations. It is the intent of the college to uphold the public's right to inspect College records while adhering to the state and federal rules that govern the release information, including rules that exempt certain information from disclosure.

### 1. Requester completes the college's record request form

Record requests must be submitted in writing on the college's Public Record Request Form. The form is available here: [xxxx.xx](#)

### 2. Requester submits the record request form

Submit the form to the college in any of the following ways:

- a. Via email to [recordrequest@clackamas.edu](mailto:recordrequest@clackamas.edu)
- b. Via mail or deliver to: Executive Offices  
Roger Rook Hall, Room 131  
Clackamas Community College  
19600 Molalla Ave  
Oregon City OR 97045

### 3. College acknowledges request (ORS 192.324(2))

Within 5 business days<sup>1</sup> after receiving the request form, the college will acknowledge receipt of the request and will let the requester know if the college is the custodian of the requested record.

### 4. College request for clarification

At any point in the process, the college may request additional information or clarification from the requester for the purpose of expediting the college's response to the request as permitted by law. If the college requests additional information or clarification, in good faith, the obligation to complete the request is suspended until the requester provides the requested information or clarification or affirmatively declines to provide the information or clarification. If the requester fails to respond within 60 days to a good faith request from the College for information or clarification, the College shall close the request.

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<sup>1</sup> "Business day" means a day other than Saturday, Sunday or a legal holiday, and on which at least one paid employee of the College is scheduled to and does report to work. Business day does not include any day on which the central administration offices of the College are closed.

**5. College notifies requester of cost (if any) (ORS 192.324)**

If the request requires a nominal amount of staff time (30 minutes), the records will be provided at no charge.

Fees:

- a. If the public record request requires more than 30 minutes of staff time, the fee for staff time will be calculated based upon the actual cost of their time to produce the records. Staff time will be calculated on the basis of quarter hours, rounded up, and will include overhead costs, such as fringe benefits.
- b. The requester will be billed for the time spent by an attorney to review, redact, and segregate records based on their exempt/nonexempt status.
- c. Photocopies will be provided at \$.25 per page. USB drives needed for larger, electronic records will be provided at \$15 per drive.
- d. The College may charge for staff time and attorney time even if the college fails to locate any records in response to the request, or if the records located are subsequently determined to be exempt from disclosure.
- e. The college may waive or reduce fees if it determines this is in the public's interest.
- f. Auxiliary aids and services for qualified persons with disabilities will be available at no additional charge.

**6. Requester pays fees (if any), authorizes college to proceed**

- a. Once the college informs the requester of a fee(s), the obligation of the college to complete its response to the request is suspended until the fee has been received by the college. If the requester fails to pay the fee within 60 days of the date they were informed of the fee or fails to pay the fee within 60 days of the date on which the college informed them of the denial of the fee waiver, the college will close the request.
- b. Fees must be paid by check made out to Clackamas Community College and mailed or delivered to:  
Executive Offices  
Roger Rook Hall, Room 131  
Clackamas Community College  
19600 Molalla Ave  
Oregon City OR 97045

**7. College prepares/completes record request (ORS 192.329)**

If the College is the custodian of the requested record, as soon as reasonably possible but not later than 10 business days after the date the college is required to acknowledge receipt of the request and the requester has paid the fees (if any), the college will:

- a. Complete its response to the public records request<sup>2</sup>. If the college determines that a record is exempt from public disclosure, it will include a statement to that effect, and that the requester may appeal the decision pursuant to state law; or

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<sup>2</sup> The College response to a public records request will be considered complete when it complies with criteria in Oregon law (ORS 192.329).

- b. Provide a written statement that the college is still processing the request and provide a reasonable estimated date by which the college expects to complete its response based on the information currently available.

**8. Timelines for acknowledgement and completion**

The time periods, established by Oregon law and identified here in Sections 3 or 7, will not apply to the college if compliance would be impracticable because:

- a. The staff or volunteers<sup>3</sup> necessary to complete a response to the public records request are unavailable;
- b. Compliance would demonstrably impede the college's ability to perform other necessary services; or
- c. Of the volume of the public records request being simultaneously processed by the college.

The college will, as soon as practicable and without unreasonable delay, acknowledge a public records request and complete the response to the request.

Approved by President's Council: \_\_\_\_\_  
(Date)

Proposed

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<sup>3</sup> Staff member or volunteers who are on leave or are not scheduled to work are considered to be unavailable.