



Code: KG
Adopted: 1/11/06
Readopted: 6/20/12
Orig. Code(s): ~~406; 717~~

Community Use of College Facilities

Off-campus groups or organizations (profit or nonprofit) may ~~sponsor programs using~~ College facilities by following established Facilities Use Guidelines.

Students/staff and community members are encouraged to use facilities for a wide variety of purposes including but not limited to instruction, special events and programs, community recreation and meetings. When it is necessary to assess fees for facility use, the fees will include the costs directly associated with the event (set up, take down, increased security, cleaning and special equipment) as well as the indirect costs incurred by the College (utilities, scheduling costs, equipment, facility maintenance and repair).

Since the institution is supported by tax dollars, ~~college events and~~ nonprofit group events will be assessed fees that are lower than the fees charged to profit organizations and events. Contact ~~Facility Reservations Events and Conference Services~~ for information regarding the fee schedule. The College reserves the right to deny facility use for events that conflict or compete with the College mission or programs and events that are deemed to be a legal liability.

END OF POLICY

Legal Reference(s):

[ORS 341.290\(2\), \(4\)](#)



Code: **KGB**
Adopted: 8/03/94
Readopted: 6/20/12
~~Orig. Code(s): 410~~

Removal/Exclusion of Person Individual(s) from Campus

The College may remove or exclude any ~~person~~ individual from campus for a violation of College policy, regulation, local jurisdiction law or ordinance or state law.

END OF POLICY

Legal Reference(s):

[ORS 161.015](#)
[ORS 164.245](#)
[ORS 164.255](#)
[ORS 166.025](#)
[ORS 166.155 - 166.165](#)
[ORS 166.210 - 166.370](#)
[ORS 341.290\(2\)](#)
[ORS 806.060 - 806.080](#)



Code: KGB-AR
Revised/Reviewed: 4/10/07; 6/20/12
Orig. Code(s): ~~AR 410-001~~

Removal/Exclusion of ~~Persons~~ Individuals from Campus

Campus Use Philosophy

~~Persons~~ Individuals who disrupt the College mission by a violation of College policy, regulation, local jurisdiction law or ordinance or state law may be removed or excluded from the campuses of the College.

Definitions

Nonenrolled ~~persons~~ individuals: A “nonenrolled ~~person~~ individual” is an ~~person~~ individual not currently enrolled in classes at the College.

Students: A “student” is an ~~person~~ individual currently properly enrolled in classes at the College.

Rule

A distinction is made between the exclusion/removal of nonenrolled ~~persons~~ individuals, temporary exclusion of students, and the academic suspension of students through student discipline.

Students

Temporary or Summary Suspension, or Exclusions of Students

The summary suspension or temporary suspension of students is administered by and through the student disciplinary process as covered in the Student Code of Conduct as found in the *CCC Student Handbook*. However, at times and under certain circumstances, it will be necessary to temporarily exclude a student from campus(es) as a method to insure the safety of the campus community.

In the event a student is accused of a person crime, a felony crime, or a property crime in which the College is the victim, a ~~campus~~ College Safety Officer may exclude the student for a specific period of time up to the next business day. The student will be issued a Notice of Exclusion and will be directed to contact the associate dean of their academic discipline for review of the allegation.

In addition to the Notice of Exclusion, the ~~campus~~ College Safety Officer will write a report providing full detail as to the nature of the crime that lead to the Notice of Exclusion being issued. The ~~campus~~ College Safety Officer will forward the report to the Director of ~~campus~~ College Safety for review who will ensure the report is delivered to the appropriate associate dean for their academic determination of suspension.

Nonenrolled Persons Individuals

A nonenrolled person individual may be removed/excluded from the College and all of its campuses for violation of College policy, regulations, local ordinance or state law. If the person individual is an employee, the Dean of Chief Human Resources Officer (CHRO) will be notified and if a policy or administrative regulation has been violated, the Dean CHRO will approve or deny the recommendation to service the Notice of Exclusion. The person individual being excluded will be issued a written Notice of Exclusion which will list the policy, regulation, ordinance, or law that is the basis of the exclusion. The written exclusion will list the length of time the person individual is being excluded from the College based on the lengths/violations listed below. Also on the written Notice of Exclusion will be a statement as to how the individual may appeal the exclusion order. Additionally, the written Notice of Exclusion will have written on the notice a warning that violation of the Notice of Exclusion will subject the excluded person individual to arrest for violation of ORS 164.245, Criminal Trespass in the Second Degree. If an employee is covered under a collective bargaining agreement in which violations of College policy, regulations, local ordinance or state law are addressed, the collective bargaining agreement governs.

1. The length of the exclusion will be based on the reason for the violation. The lengths will not exceed the specified period for each of the following:
 - a. Violation of a College policy or administrative regulation: 30 days;
 - b. Violation of a local ordinance: 90 days;
 - c. Violation of an Oregon Revised Statute (ORS) violation: 180 days;
 - d. Violation of an ORS misdemeanor: 1 year;
 - e. Violation of an ORS Class C felony: 2 years;
 - f. Violation of all other ORS felonies: 5 years.

2. Appeal:
 - a. Appeals must be in writing and submitted to the Director of campus College Safety within 10 days of the date of issuance of the exclusion. The appeal must explain why the exclusion should be voided or why the length of the exclusion reduced.
 - b. The Director of campus College Safety will respond to the written appeal within 10 days of the receipt of the appeal. If the appeal is upheld, the appellant will be notified of the outcome and the Notice of Exclusion will be removed from the Department of Campus College Safety's files. If the appeal is denied, the reason(s) for the denial will be given and the appellant will be notified that they may make a formal written request for review if it is submitted within 10 days of the date of the denial of the appeal by the Director of campus College Safety. The request for review must be submitted to the Vice President of campus College Services who will have final review authority on any appeals.

Approved by President's Council: June 5, 2012
(Date)

Clackamas Community College

Code: KI/KJ
Adopted: 4/06
Readopted: 6/20/12
Orig. Code(s): ~~AR 717-006~~

Solicitation

Sales solicitation and/or distribution of literature for marketing products and services on College property must adhere to Vendor Guidelines.

END OF POLICY

Legal Reference(s):

[ORS 294.100](#)

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

32 OR. ATTY. GEN. OP. 209 (1965)

46 OR. ATTY. GEN. OP. 239 (1989)

46 OR. ATT'Y GEN. OP. 239 (1989).

DELETED



Code: **KL**
Adopted: 6/20/12

Public Complaints (Nonemployee/Nonstudent)

Any ~~person or group~~ **member of the public who is not already affiliated with the institution as a student or employee** having a legitimate interest in the College shall have the right to **may** present a request, suggestion or complaint **concerning on topics such as** College personnel, **the a** program, or the operations of the College. At the same time, the Board has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the College by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences that more formal procedures shall be employed.

Any requests, suggestions or complaints reaching the Board or Board members **from the public** shall be referred to the President **or designee** who will direct the complainant to established complaint procedures. **No individual Board member shall attempt to consider or resolve such complaints in any official capacity acting as an individual Board member.**

Complaints about Board policy or administrative regulations should be referred directly to the President.

Complaints against the President should be referred to the Board chair.

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board.

Complaints against the Board chair should be referred directly to the Board vice chair on behalf of the Board.

See KL-AR – Public Complaint Procedure for more information on the complaint process.

~~No~~ **All complaints** concerning **a student**, any employee, officer or Board member will be ~~heard or reviewed~~ by the Board unless the complaint is stated in writing and presented in accordance with College procedures, collective bargaining agreement provisions and the requirements of law.

END OF POLICY

Legal Reference(s):

[ORS 341.290](#)
Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).
Connick v. Myers, 461 U.S. 138 (1983).



Code: **KL-AR**
Revised/Reviewed: 5/09/12

Public Complaint Procedure (Nonemployee/Nonstudent)

Initiating a Complaint: Step One

Any member of the public who **is not already affiliated with the institution as a student or employee and wishes to express a suggestion or complaint has a concerning complaint about** a College program or operation should discuss the matter with the department chair or administrator. **Suggestions or Ceomplaints about College personnel should be addressed to the employee directly or if that does not resolve the issue, complaints can be directed to the** employee's supervisor.¹ It is the intent of the College to solve problems and address all complaints as close as possible to their origin.

Supervisor/Administrator: Step Two

If unable to resolve **a the** problem **or concern** at step one then the complainant ~~should work with the supervisor/administrator~~ can request to meet with the next level supervisor or administrator to resolve the complaint **or concern**. **The supervisor/administrator shall evaluate the complaint and render a decision within five working days after receiving the complaint.**

The President or Designee: Step Three

If the discussion at step two does not resolve the complaint or if such discussion is not practical under the circumstances, the complainant, if ~~he/she~~ **they** wishes to pursue the action, shall file a signed, written complaint with the President clearly stating the nature of the complaint and a suggested remedy. (A form is available **below**, but is not required.)

The President or designee shall investigate the complaint, confer with the complainant and the parties involved and prepare a written report of ~~his/her~~ **the** findings and ~~his/her~~ conclusion **within 10 working days after receiving the written complaint.** (~~Approximately 10 working days in most cases will be required.~~)

The Board: Step Four

If the complainant is dissatisfied with the President's (or designee's) findings and conclusions, ~~They~~ complainant may appeal the written conclusion to the Board within 15 working days **of receiving the decision**. The Board will notify the complainant, in writing, within 15 working days if the Board **will** choose to hear the complaint.

If the Board may chooses to hear the complaint and the Board will hold a hearing to review the findings and conclusion of the President, to hear the complainant and to take such other evidence as it deems determine what action is appropriate. The Board may use executive session if the subject matter qualifies under Oregon Law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the President's (or designee's) decision as the College's final decision.

All parties involved, including the **department chair**, supervisor, **or** administrator, may be asked to attend such meeting for the purposes of ~~presenting additional facts~~, making further explanations and clarifying the issues.

1 See Board policy **and administrative regulation GBN/JBA** ~~and administrative regulation GBN/JBA-AR~~ for information on filing a **complaint regarding sex-based discrimination**; and Board policy **and administrative regulation GBNA/JFCF** ~~and administrative regulation GBNA/JFCF-AR~~ for information on filing a **complaint regarding hazing, harassment, intimidation, bullying, or menacing**.

~~The Board may elect to hold the hearing in executive session if the subject matter qualifies under Oregon Revised Statutes.~~

Once a hearing has been held, the Board will notify the complainant in writing of the Board's decision. The communication will occur within 20 working days of the hearing.

If the Board chooses not to hear the complaint, the Board will notify the complainant in writing within 15 working days that the Board ~~concurs with the President or designee's written report~~ **refuses to hear the complaint** and therefore the decision of the President is upheld and final.

Timelines may be extended upon written agreement between the College and the complainant.

Complaints against the President should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide in open session, within 20 working days, what action, if any, is warranted. The Board may use executive session if the subject matter qualifies under Oregon law. A final decision regarding the complaint shall be issued by the Board within 10 working days.

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide in open session, within 20 working days, what action, if any, is warranted. A final decision regarding the complaint shall be issued by the Board within 10 working days.

Complaints against the Board chair should be referred directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the

investigation is complete, the results will be presented to the Board. The Board shall decide in open session, within 20 working days, what action, if any, is warranted. A final decision regarding the complaint shall be issued by the Board within 10 working days.

~~A student, after exhausting College complaint procedures, may file a written complaint with the Higher Education Coordinating Commission pursuant to rules outlined in, including but not limited to, Oregon Administrative Rule (OAR) 715-011-0075 and OAR 715-011-0080.~~

Approved by President's Council: May 1, 2012
(Date)

**Clackamas Community College
PUBLIC COMPLAINT FORM**

Person Individual Making Complaint _____ Date _____

Telephone Number _____ **Email** _____

Did you speak with the individual directly involved prior to filling out this form? Yes No

- If yes, describe the informal process you used and the outcome.
- If no, please state why an informal discussion about the issue did not take place.
- Please include the name (s) of those involved.

Nature of ~~the Suggestion~~ **Complaint** _____

Who should we talk to and what evidence should we consider?

Suggested ~~Correction~~ Resolution/Outcome

Signature of Complainant _____ **Date:** _____

Please return this completed form to the President's office.

Office Use: Disposition of Complaint: _____	
Signature: _____	Date: _____