

**Clackamas Community College**

Code: **KBE**  
Adopted: 1/11/06  
Orig. Code(s): 406

**Political Campaigns**

College funds will not be used to influence political issues or to espouse specific religious beliefs or sects.  
**campaigns.**

**END OF POLICY**

---

**Legal Reference(s):**

ORS 260.432

ORS 260.605

ORS 294.100

ORS 341.290

<b>Clackamas Community College</b>
------------------------------------

Code: **KG**  
Adopted: 1/11/06  
Orig. Code(s): 406; 717

## Community Use of College Facilities

Off-campus groups or organizations (profit or non-profit) may sponsor programs using eCollege facilities by following established Facilities Use gGuidelines.

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 eCollege (utilities, scheduling costs, equipment, facility maintenance and repair).

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

**END OF POLICY**

---

**Legal Reference(s):**

ORS 341.290(2), (4)

<b>Clackamas Community College</b>
------------------------------------

Code: **KGB**  
Adopted: 8/03/94  
Orig. Code(s): 410

## Removal/Exclusion of Person(s) from Campus

The eCollege may remove or exclude any person from campus for a violation of eCollege policy, regulation; or Oregon state or federal 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

<b>Clackamas Community College</b>
------------------------------------

Code: **KGF/EDC**  
Adopted:

## **Authorized Use of College Equipment and Materials**

The Board recognizes College equipment is purchased by tax dollars, the equipment is primarily purchased to provide for and/or enhance students' educational programs. It is the Board's responsibility to protect and maintain this equipment. The President is responsible for establishing guidelines concerning equipment which may be used by the public and conditions under which it can be used. Equipment will be available only to College employees through their programs and authorized use shall be consistent with ORS Chapter 244.

In all cases of public use, equipment shall not be used for private financial gain. An equipment use form must be submitted and approved, and all conditions outlined on the attached College equipment list must be adhered to. There are no equipment use fees. In the event of "excessive damage," a fee will be determined according to repair or replacement costs. Transportation of borrowed equipment will be the user's responsibility.

**END OF POLICY**

---

**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 (2008).

**Clackamas Community College**

Code: **KI/KJ**  
Adopted: 4/06  
Orig. Code(s): AR 717-006

**Solicitation**

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

**END OF POLICY**

---

**Legal Reference(s):**

<b>Clackamas Community College</b>
------------------------------------

Code: **KL**  
Adopted:

**P****Public Complaints**

Any person or group having a legitimate interest in the College shall have the right to present a request, suggestion or complaint concerning College personnel, the 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 shall be referred to the President who will direct the complainant to established complaint procedures.

No complaint concerning 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).

<b>Clackamas Community College</b>
------------------------------------

Code: **KL-AR**

Revised/Reviewed:

**P****Public Complaint Procedure****Initiating a Complaint: Step One**

Any member of the public who wishes to express a complaint should discuss the matter with the employee involved. 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 problem or concern at step one then the complainant should work with the supervisor/administrator to resolve the complaint or concern.

**The President: 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 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, 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 findings and his/her conclusion. (Approximately one week in most cases will be required.)

**The Board: Step Four**

If the complainant is dissatisfied with the President's findings and conclusion, the complainant may appeal the decision to the Board. The Board may choose to hear the complaint and 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 appropriate. Generally all parties involved, including the supervisor/administrator, will be asked to attend such meeting for the purposes of presenting additional facts, making further explanations and clarifying the issues.

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

If the Board chooses not to hear the complaint the decision of the President is final.

**D**

**Clackamas Community College  
COMPLAINT FORM**

Person Making Complaint \_\_\_\_\_

Telephone Number \_\_\_\_\_ Date \_\_\_\_\_

Nature of Complaint \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggested Correction \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

cc: Office