

# College Council Agenda

Date: 2.16.18 | Begin: 12:00 p.m. End: 1:30 p.m. | Location: CC127

Topic/Item	Mapping	Presenter	Allotted Time	Key Points Provide 50 words or less on expected outcome	Category
<b>Minutes</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance		NA	Minutes from the 1/19/18 meeting were previously sent out for review. Any comments/corrections, please contact Beth.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information <input checked="" type="checkbox"/> Document
<b>Academic Calendar</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	David Plotkin	10 min	Review updated Academic Calendar.	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information <input checked="" type="checkbox"/> Document
<b>Board Policy – 2nd Read</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Denice Bailey	10 min	This is the second read/approval for revisions to the following Board policies: BBA: Board Powers and Duties BBAA: Individual Board Member’s Authority and Responsibility BBC: Board Member Resignation BD/BDA: Board Meetings/Regular Board Meetings BDC: Executive Sessions CBG: Evaluation of the President CCG: Evaluation – Administrators DBF: Auxiliary Enterprises DFA: Investment of Funds DH: Protection from Employee Dishonesty DJ: Purchasing DLB: Tax Deferred Annuities DLBA: Advance Salary Payments DN: Disposal of College Property DP: Student Financial Aid GBK/JFCG/KGC: Tobacco Use on College Premises	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document

<b>Tuition and Fees for 2018-19</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Alissa Mahar	15 min	Share information about tuition and fee adjustments.	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document
<b>ISP Reads</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Sue Goff	5 min	ISP 190 Academic Honesty – 2 <sup>nd</sup> ISP 260 Placement Assessment – 2 <sup>nd</sup> ISP-160 Course Outline and Course Syllabus Information – 1 <sup>st</sup>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
<b>Disability Resources Center</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Christina Bruck	10 min	ADA Complaint Flow Chart Seizure Procedure	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
<b>Navigate</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Tara Sprehe Max Wedding	20 min	Navigate demonstration and discussion.	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information <input type="checkbox"/> Document
<b>Colleague and Student Planning</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Chris Sweet Dustin Bare	10 min	Adding photos to Colleague and Student Planning.	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information <input checked="" type="checkbox"/> Document
<b>Committee Reports</b> 1. <b>Presidents' Council</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Sue Goff	5 min		<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document

<b>Association Reports</b> 1. <b>ASG</b> 2. <b>Classified</b> 3. <b>Part-time Faculty</b> 4. <b>Full-time Faculty</b> 5. <b>Administrative Confidential</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance		10 min		<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document
	<b>Assigned Action Items</b>	<b>Assigned to</b>	<b>Notes</b>		<b>Due</b>
	<b>Upcoming Meeting Dates</b>	<b>Start Time</b>	<b>End time</b>	<b>Location</b>	
	March 2, 2018	12:00 p.m.	1:30 p.m.	CC127	
<b>Attendance</b>					
<b>College Council Members 17-18:</b> Sue Goff (Chair), Beth Hodgkinson (Recorder), Dion Baird (ITS), Dave Gates (ITS – alternate), Tara Sprehe (AFaC), Darlene Geiger (AFaC – alternate), Molly Burns (AFaC), Stephanie Schaefer (AFaC), Ryan Davis (AFaC), Scot Pruyn (AFaC), Andrea Vergun (AFaC), TBA (AFaC), Sue Caldera (TAPS), Ida Flippo (TAPS), Jarett Gilbert (TAPS), Sunny Olsen (TAPS), Chris Hughes/Joyce Gabriel (TAPS – alternates), Patricia Anderson Wieck (HR), Mickey Yeager (CS), Ali Ihrke (CPR), Sarah Hoover (AS), All Association Presidents, All Deans					
<b>Notes to Self</b>			<b>Deferred Items</b>		
<ul style="list-style-type: none"> <li>College Council Minutes can be found at F:\1MINUTES\College Council\17-18</li> </ul>					

# College Council Minutes

Date: 1.19.18 | Begin: 12:00 p.m. End: 1:30 p.m. | Location: CC127

Item/Presenter	Minutes
<b>Minutes (12/1/17)</b>	Minutes from the meeting held on 12/1/17 were previously sent out for review. Any comments and/or corrections, please contact Beth.
<b>Board Policy – 1<sup>st</sup> Read / Denice Bailey</b>	<p>The following policies have gone to the Board Policy Review Committee. Next, they will go to the February Board meeting for their first read and then back for the second read at College Council. Any additional comments or feedback, please contact Denice.</p> <ul style="list-style-type: none"> <li>● BBA: Board Powers and Duties</li> <li>● BBAA: Individual Board Member’s Authority and Responsibility</li> <li>● BBC: Board Member Resignation</li> <li>● BD/BDA: Board Meetings/Regular Board Meetings</li> <li>● BDC: Executive Sessions</li> <li>● CBG: Evaluation of the President</li> <li>● CCG: Evaluation – Administrators</li> <li>● DBF: Auxiliary Enterprises</li> <li>● DFA: Investment of Funds</li> <li>● DH: Protection from Employee Dishonesty</li> <li>● DJ: Purchasing</li> <li>● DLB: Tax Deferred Annuities</li> <li>● DLBA: Advance Salary Payments</li> <li>● DN: Disposal of College Property</li> <li>● DP: Student Financial Aid</li> <li>● GBK/JFCG/KGC: Tobacco Use on College Premises</li> </ul>
<b>ISP – 1<sup>st</sup> Read / Sue Goff &amp; Dru Urbassik</b>	ISP 190 Academic Honesty was previously named Academic Dishonesty. The new name gives off more of a positive association. It was suggested to be consistent throughout the policy and change academic integrity to academic honestly. The original language for ISP 260 Placement Assessment was vague and the policy has been updated to recognize our present multiple measures. This feedback will go back to ISP and both policies will come back for a second read.

<p><b>CCC Space Planning Study / Alissa Mahar</b></p>	<p>The college contracted with Paulien &amp; Associates, who specialize in academic and facilities planning for higher education. They will engage our college community in order to gather information that will maximize the use of our space. This collaborative planning process will allow them to meet with a variety of stakeholders to determine what programming will be included in the new Student Services Community Commons. They will address an adjacency study for the remaining services and programs. We are working to reduce barriers to entry and improve access for students, which could have a direct impact on enrollment, not to mention that it aligns well with the guided pathways initiatives. This is an opportunity to take a holistic look at the entire campus. Paulien &amp; Associates will be at the Oregon City campus on February 14 &amp; 15. Their objectives include confirming inventory &amp; future space needs, conducting discussions with staff regarding adjacencies and future space needs, and reviewing the first draft of the programming for student services/community center. As the schedule looks now, construction will begin in 2019 with our new building complete sometime in 2020.</p>
<p><b>Human Resources / Vicki Hedges</b></p>	<p><b>Human Resources Service Request</b> – Human Resources identified some priorities through their assessment process to develop some Service Level Agreements (SLAs) for the college. These SLAs we assist in providing services that are consistent and timely. Vicki Hedges reported that HR is moving to the service desk manager system that IT currently uses. The system is accessed through the same link as the IT service request, and when you scroll down, the HR service icon is now available. Not only will this give HR the capability to track their service requests and response time, but it will allow the requestor to can track the status of their request. Human Resources wants to be clear that it continues to welcome human interaction and will be available for assistance. Don't include confidential information within your service requests. At this point, HR has just started data testing, so you are welcome to use this tool and provide feedback. A college communication will be sent out once it goes live. <b>Employee Onboarding</b> – Vicki Hedges introduced a new NeoGov module called Onboard. When the college hires new employees, we require them to physically come to campus and fill out paperwork in order to put them into the system. With NeoGov Onboard, this complicated process can be eliminated. When someone is hired, the new employee will receive an email inviting them to log into NeoGov Onboard. They will be provided with an online checklist of forms. This will allow HR to expedite the hiring and onboarding processes. Soon after, HR will connect with the employee to verify their I-9 paperwork. Helpful information for new employees will be found here such as where to park, campus maps, a link to their job description, employee handbooks, bargaining agreements, college benefits, PERS retirement website, emergency notification system, and obtaining a staff identification. There will also be beneficial information provided on our college's organization culture, the mission statement, visions and initiatives, purpose, mission core themes, and code of ethics, etc. Three days</p>

	<p>before they officially start, they will be notified of an additional checklist to review college policies, complete the SafeColleges training, and have them complete the New Student Orientation in order to make them familiar with the resources that our student have available to them. Human Resources plans to work on employee engagement right at the beginning. In the future, an offboard module will be added to include a separation process such as collecting keys, equipment, scheduling an exit interview, etc. Please forward additional questions or comments, please forward to Vicki.</p>
<p><b>Committee Reports</b>  <b>1. Assessment / Elizabeth Carney</b>  <b>2. Presidents' Council / Sue Goff</b></p>	<p><b>Assessment:</b> Last year the committee's expectations and work changed. The assessment committee reformed in spring 2017, and its work since then has largely been to respond to this new assessment landscape by updating its charter, establishing goals, and beginning work on tasks to achieve those goals. Working to gain a better understanding of the role of assessment in Guided Pathways and how the committee can support that work as we promote a culture of engagement with teaching and learning.</p> <p><b>Presidents' Council:</b> Vicki Hedges presented the Human Recourses Service Request item that we heard today. Tara Sprehe and the Navigate Implementation Team provided a demonstration. Navigate is a resource to help revamp the intake process for our students and part of the Guided Pathways effort. As presented today, Denice Bailey reviewed the revisions to Board Policies in section A through D.</p>
<p><b>Association Reports</b>  <b>1. ASG / Angel Orozco</b>  <b>2. Classified</b>  <b>3. Part-Time Faculty / Leslie Ormandy</b>  <b>4. Full-Time Faculty / Casey Sims</b>  <b>5. Administrative Confidential / Sunny Olsen</b></p>	<ol style="list-style-type: none"> <li>1. <b>ASG:</b> Upcoming events include: Health Fair on February 12 &amp; blood drive on February 13 &amp; 14. ASG will meet with the four finalists in the president search. There are still seven student leadership spots available in ASG.</li> <li>2. <b>Classified:</b> No report.</li> <li>3. <b>Part-Time Faculty:</b> The association is planning to meet with the four finalists for CCC's next president. We are continuing a meet and greet with our members.</li> <li>4. <b>Full-Time Faculty:</b> Currently, we have two full-time faculty positions open: psychology and counseling.</li> <li>5. <b>Administrative Confidential:</b> Our group has attended the presidential finalist forums. Jarrett Gilbert continues to serve as the Allied Health and Nursing Director, but he has taken on the new role of the Associate Dean for Harmony and Wilsonville campuses. As Associate Dean, he will work to secure partnerships and the economic infrastructures of those campuses. The group are planning the All Staff Breakfast as well as an upcoming service project.</li> </ol>

<p><b>Announcements / All</b></p>	<p><b>Sunny Olsen</b> – Join us for the Harmony West Grand Opening on Thursday, January 25.  <b>Alissa Mahar</b> – On Friday, January 26, participate in the Bookstore Services Forum either at the Oregon City campus in the morning or in the afternoon at the Harmony campus.  <b>Sue Goff</b> – Looking for feedback to name our program/content areas often referred to as “meta-majors”, so please take the time to participate in this college-wide survey.</p>
<p><b>Present</b></p>	<p>Sue Goff (Chair), Stephanie Schaefer, Rachel Morgan (ASG), Gabriela Romero (ASG), Cole Jones (ASG), Angel Orozco, Denice Bailey, Greer Gaston, Sara Sellards, Alissa Mahar, Ryan Davis, Sunny Olsen, Ida Flippo, Alison Ihrke, Melissa McFarland, Jennifer Bown, Bill Waters, Jonathan Abramson, Dru Urbassik, Darlene Geiger, Dave Gates, Phil Zerzan, Karen Ash, Matt Goff, Emilie Azorr, Vicki Hedges, Andrea Vergun, Lisa Nielson, Laura Smith, Elizabeth Carney, Lisa Reynolds, Jennifer Anderson, Tara Sprehe, David Plotkin, Casey Sims, Lisa Reynolds, Sarah Hoover, Leslie Ormandy, Beth Hodgkinson (Recorder)</p>

# Academic Calendar

## 2017-2018 through 2020-2021



	2017-2018*	2018-2019*	2019-2020	2020-2021
<b>Summer Term</b>				
Term Begins	Mon., June 26	Mon., June 25	Mon., June 24	Mon., June 22
Holiday – College Closed	Tues., July 4	Wed., July 4	Thurs., July 4	Thurs., July 2
Term Ends	Sat., Sept. 9	Sat., Sept. 8	Sat., Sept. 7	Sat., Sept. 5
Holiday – College Closed	Mon., Sept. 4	Mon., Sept. 3	Mon., Sept. 2	Mon. Sept. 7
<b>Fall Term</b>				
Inservice Week	Mon.–Fri., Sept. 18–22	Mon.–Fri., Sept. 17–21	Mon.– Fri., Sept. <del>16–20</del> <b>23–27</b>	Mon.–Fri., Sept. 21–25
Term Begins	Mon., Sept. 25	Mon., Sept. 24	Mon., Sept. <del>23</del> <b>30</b>	Mon., Sept. 28
Holiday – College Closed	Fri., Nov. 10	Mon., Nov. 12	Mon., Nov. 11	Wed., Nov. 11
Holiday – College Closed	Thurs. & Fri., Nov. 23 & 24 **	Thurs. & Fri., Nov. 22 & 23 **	Thurs. & Fri., Nov. 28 & 29 **	Thurs. & Fri., Nov. 26 & 27 **
Finals Week	Mon.–Sat., Dec. 4–9	Mon.–Sat., Dec. 3–8	Mon.–Sat., Dec. <del>2–7</del> <b>9–14</b>	Mon.–Sat., Dec. 7–12
Term Ends	Sat., Dec. 9	Sat., Dec. 8	Sat., Dec. <del>7</del> <b>14</b>	Sat., Dec. 12
Holiday – College Closed	Mon., Dec. 25	Mon., Dec. 24	Tues., Dec. 24	Thurs., Dec. 24
Holiday – College Closed	Tues., Dec. 26	Tues., Dec. 25	Weds., Dec. 25	Fri., Dec. 25
<b>Winter Term</b>				
Holiday – College Closed	Mon., Jan 1	Tues., Jan 1	Wed., Jan. 1	Fri., Jan. 1
Term Begins	Mon., Jan. 8	Mon., Jan. 7	Mon., Jan. 6	Mon., Jan. 4
Holiday – College Closed	Mon., Jan 15	Mon., Jan 21	Mon., Jan. 20	Mon., Jan. 18
Holiday – College Closed	Mon., Feb 19	Mon., Feb 18	Mon., Feb. 17	Mon., Feb. 15
Skills Contest	Thurs., Feb 22 ***	Thurs., Feb. 28 ***	Thurs., Feb. 27***	Thurs., Feb. 25***
Finals Week	Mon.–Sat., March 19–24	Mon.–Sat., March 18–23	Mon.–Sat., March 16–21	Mon.–Sat., March 15–20
Term Ends	Sat., March 24	Sat., March 23	Sat., March 21	Sat., March 20
Spring Break	Mon.–Fri., March 26–30	Mon.–Fri., March 25–29	Mon.–Fri., March 23–27	Mon.–Fri., March 22–26
<b>Spring Term</b>				
Term Begins	Mon., April 2	Mon., April 1	Mon., March 30	Mon., March 29
Holiday – College Closed	Mon., May 28	Mon., May 27	Mon., May 25	Mon., May 31
Finals Week	Mon.–Sat., June 11–16	Mon.–Sat., June 10–15	Mon.–Sat., June 8–13	Mon.–Sat., June 7–12
GED & Adult High School Graduation Ceremony	Thurs., June 14	Thurs., June 13	Thurs., June 11	Thurs., June 10
College Certificate & Degree Graduation Ceremony	Fri., June 15	Fri., June 14	Fri., June 12	Fri., June 11
Term Ends	Sat., June 16	Sat., June 15	Sat., June 13	Sat., June 12

\* The 2017-2018 and 2018-2019 dates were approved by the College Council, Presidents' Council and subsequently the Board of Education on March 9, 2016.

\*\* On the Wednesday evening prior to Thanksgiving, evening classes beginning at 4 p.m. or later are canceled.

\*\*\* Day classes canceled at the Oregon City and Harmony campuses. Evening classes, beginning at 4 p.m. or later, are held as scheduled.



## Board Powers and Duties\*\*

The Board shall be responsible for the general supervision and control of any and all community college campuses operated by the College. Consistent with any applicable rules of the ~~State Board of Education~~ Higher Education Coordinating Commission (HECC) 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~~ government of the College, including professional personnel and other employees and students ~~therein~~ of the College;
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~~ HECC. 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

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**Legal Reference(s):**

[ORS 192.420](#)  
[ORS 192.630](#)  
[ORS Chapter 238](#)  
[ORS Chapter 238A](#)  
[ORS 243.650 - 243.782](#)  
[ORS Chapters 279A, 279B and 279C](#)  
[ORS 294.305 - 294.565](#)  
[ORS 341.290](#)  
[ORS 341.312](#)

**Cross Reference(s):**

DJ - Purchasing

## **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. ~~The affirmative vote of the majority of members of the Board is required to transact any business.~~ 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.~~ A request for a legal opinion by a Board member must be approved by a majority vote of the Board before the request is made to legal counsel. 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~~ the Board member(s) will inform the President and direct the staff, students, or members of the public to the appropriate complaint policy. Board members will not take action on complaints or requests.

#### **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 and information requests 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

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

[ORS 332.045](#)  
[ORS 332.055](#)

[ORS 332.057](#)  
[ORS 332.075](#)

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

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

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

BHD - Expenses of Board Members

# Oregon School Boards Association Selected CC Sample Policy

Code: **BBC**  
Adopted:

## Board Member Resignation

The Board believes that any citizen who files and seeks election or appointment to the Board should do so with full knowledge of and appreciation for the investment in time, effort and dedication expected of all Board members, and that the citizen's intent ~~is to serve~~ reflects intention to serve a full term of office.

When a member decides to terminate service, the Board requests earliest possible notification of intent to resign so the Board may plan for the continuity of Board business. ~~[A verbal resignation made to [ ] will be considered official unless a written statement to the contrary is made within three business days.]~~ Resignations must be made in writing. Board members can resign the office effective at a future date. If the resignation is effective at a future date, the resignation is binding unless withdrawn in writing by the end of the third business day after the resignation is made.

The Board will announce the resignation and declare the vacancy at ~~its next regular~~ a Board meeting.

The Board will determine the procedures to be used in filling the vacancy. The Board may begin a replacement process and select a successor prior to the effective date of resignation; however, the actual appointment shall not be made before the resignation date.

END OF POLICY

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### Legal Reference(s):

[ORS 236.320](#)  
[ORS 236.325](#)

[ORS 341.335](#)

## 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 or emergency meeting. “Meeting” means the convening of a quorum of the Board as the College’s governing body to make a decision or to deliberate toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the governing body, i.e., a work session. The affirmative vote of the majority of members of the Board is required to transact any business. 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, ~~or special or emergency~~ 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, including Board retreats and work sessions, will be held within the ~~district~~ geographic boundaries over which the Board has jurisdiction. The Board may attend training sessions outside the community college boundaries but cannot deliberate toward a decision.<sup>1</sup> No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation<sup>2</sup>, age or national origin is practiced.

The Board will give public notice reasonably calculated to give actual notice to interested persons, including those with disabilities, of the time and place for all Board meetings and of the principal subjects to be considered. The Board may consider additional subjects at a meeting, even if they were not included in the notice.

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.

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

~~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.~~

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<sup>1</sup>ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction as long as no deliberations toward a decision are involved.

<sup>2</sup>As defined in ORS 174.100.

## 1. Regular, Special and Emergency Meetings

No later than the next regular meeting following July 1, the Board will hold an organizational meeting to elect Board officers for the coming year and to establish the year's schedule of Board meetings. In Board election years (odd numbered years), the first meeting will be held no later than July 31. Generally, ~~At least one regular Board meeting will be held each month, except as otherwise ordered by the Board. The regular meeting schedule will be established at the organizational meeting in July but and may be changed by the Board with proper notice. The purpose of each regular 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.~~

Special meetings can be convened by the Board chair, upon request of three Board members or by common consent of the Board at any time to discuss any topic. A special meeting may also be scheduled if less than a quorum is present at a meeting or additional business still needs to be conducted at the ending time of the meeting. At least 24 hours' notice must be provided to all Board members, the news media, which have requested notice, and the general public for any special meeting.

Emergency meetings can be called by the Board in the case of an actual emergency upon appropriate notice under the circumstances. The minutes of the emergency meeting must describe the emergency. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

## 2. ~~Electronic Communication~~ Communications Outside of Board Meetings

~~E-mail~~ Communications to, by, and among a quorum of Board members outside of a legally called Board meeting, in their capacity as Board members, shall not be used for the purpose of ~~discussing~~ deliberating toward a decision on community college business. This includes electronic communication. ~~E-mail~~ Electronic communications among Board members shall be limited to: ~~(1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making.~~

~~E-mail~~ Electronic communications 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 the President to each Board member (e.g., to share a report on community college progress on goals) so long as that information is also being made available to the public;
- e. Individual responses to questions posed by community members, subject to other limitations in Board policy.



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

*Important: Please do not reply or forward this ~~e-mail~~ communication 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~~ Electronic communications on ~~district~~ community college business are governed by ~~Public~~ Records and Meetings 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. Work Sessions

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with the state law on public meetings, including notice and minutes. Generally, Boards do not take official action during work sessions, although there is no legal prohibition to do so.

### 5. Executive Sessions

Executive sessions may be held as an agenda item during regular, special or emergency meetings for a reason permitted by law. (See Board policy BDC - Executive Sessions)

### 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

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**Legal Reference(s):**

[ORS 174.104](#)

[ORS Chapter 192](#)

[ORS Chapter 193](#)

[ORS 332.045 - 332.111](#)

[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).

Americans with Disabilities Act Amendments Act of 2008.

**Cross Reference(s):**

ACA - Americans with Disabilities Act

BDB - Special and Emergency Board Meetings

BDC - Executive Sessions

## Executive Sessions

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

~~Executive session means any meeting or part of a meeting of the Board which is closed to certain persons for deliberation on certain matters as defined by statute.~~

~~Executive sessions may be held during regular, special or emergency meetings for any reason permitted by law.~~ An executive session may be convened by the Board chair upon request of three Board members or by common consent of the Board for a purpose authorized under Oregon Revised Statute (ORS) 192.660, during a regular, special or emergency meeting. 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.

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent. (Oregon Revised Statute (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 who does not request an open hearing. (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 or 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 employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))
8. To consider matters relating to College safety or a plan that responds to safety threats made toward the College. (ORS 192.660(k))

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

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

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**Legal Reference(s):**

[ORS 192.610 to -192.710](#)  
[ORS 332.045](#)

[ORS 332.061](#)

**Cross Reference(s):**

BD/BDA - Board Meetings/Regular Board Meetings  
BDDG - Minutes of the Meetings  
CBG - Evaluation of the President

## 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: 12/06/11  
(Date)

Executive Sessions - BDC-AR  
2-2

## Evaluation of the President

The Board will formally evaluate the President's job performance ~~will be evaluated formally~~ at least ~~annually~~ once each year. 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 ~~conducted~~ in executive session, unless the President requests an ~~open~~ session ~~open to the public~~. 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.~~ At the Board's discretion, it may notify the President in writing of specific areas to be remedied, and the President may be given an opportunity to correct the problem(s). Where the Board provided written notice pursuant to the prior sentence, if the Board determines the President's performance remains unsatisfactory, the Board may dismiss or non-renew the President pursuant to Board policy, the President's employment contract and state law and rules. In those situations where the President's employment contract includes an evaluation, dismissal or non-renewal provision, it shall take precedent over this policy.

END OF POLICY

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### Legal Reference(s):

[ORS 192.660\(2\), \(8\)](#)

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

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

### Cross Reference(s):

BDC - Executive Sessions

CB - Chief Executive Office

CBA - Qualifications and Duties of the President

## 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

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### Legal Reference(s):

[ORS 196.660\(2\)\(I\), \(8\)](#)

[ORS 341.290](#)

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



## Auxiliary Enterprises

This policy defines auxiliary enterprises and provides guidelines for their financial operations, including their relationship to the college General Fund.

### Definition

Auxiliary enterprises furnish goods or services to students, faculty, staff, or incidentally to the general public. An auxiliary enterprise charges a fee directly related to, although not necessarily equal to, the cost of the goods or services. The distinguishing characteristics of an auxiliary enterprise are:

1. There is nexus between the fee paid by the user and the goods and services received; the user exchanges money for goods and services of equivalent value.
2. It is managed as an essentially self-supporting activity.

Clackamas Community College accounts for auxiliary enterprises in proprietary funds, as follows:

- ~~1.~~ **1.** Bookstore;
- ~~2.~~ ~~Technical Mechanical;~~
- ~~3.~~ **2.** Customized Training;
- ~~4.~~ **3.** Internal Service.

Auxiliary enterprises do not include the following.

1. Activities lacking a direct, proportionate relationship between the fees paid and the goods and services received.

Example: Intramurals and Athletics, Student Life and Leadership (Associated Student Government) and the Computer Lab funds are financed by the per-credit general student fee. The amount of the fee an individual student pays is not proportionate to the level of their participation in or use of any of these services. The same is true for the Student Technology Fund, which is financed by the per-credit technology student fee.

Example: The Fee Fund accounts for course fees which, per Board policy, may be used for costs related to instructional delivery and support. A given course fee may or may not pay for the specific personnel and supplies used in a particular course section. The Automotive department, for instance, may accumulate course fees for several years to periodically replace expensive equipment.

2. Functions which are not necessarily self-supporting. The college is engaged in numerous functions where fees are intended to cover direct costs, but which are not self-supporting to the same degree as auxiliary enterprises. Auxiliary enterprises typically cover significant capital costs; maintain working capital; and cease operations if revenues are insufficient over time. Excluded functions typically do not cover capital costs; lack inventory or other working capital needs; and may be subsidized by the General Fund.

Example: High school referral classes are classes held on the Clackamas Community College campus. The students enrolled must be referred by their individual district in order to attend. The districts are charged based on the rate the State pays to them for K-12 education. Although the intent is that high school referral classes break even financially, General Fund resources may be used to subsidize if necessary because of the integral link between local high schools and the college.

## **Financial Relationships**

Auxiliary enterprise charges are set by the division which has managerial responsibility for the financial results. These rates are monitored by the college vice presidents as are related fund financial results.

Financial expectations for auxiliary enterprises follow:

1. Cover direct cost of operations. Direct costs are those specifically identified with delivery of goods and services. It includes the cost of goods sold, personnel delivering or directly supporting the services, materials and supplies consumed in provision of the goods and services, and items such as maintenance agreements for equipment and software essential to the enterprise.
2. Contribute toward indirect costs. Indirect costs are not solely attributable to enterprise operations. These costs typically benefit more than one activity. Examples include insurance, academic, administrative and support personnel, utilities, and other building costs. The amount of the transfer from auxiliary enterprises to the General Fund, if any, is determined annually during the budget process.
3. Maintain fund balance sufficient for cash needs and future capital outlay. Auxiliary enterprises should maintain fund balance equal to the sum of net assets plus expected capital outlay for a defined number of years. Net assets typically include accounts receivable and inventory, less accounts payable. Capital outlay includes but is not limited to software, vehicles, copiers, equipment, and building fixtures integral to auxiliary operations. Fund balance is reviewed during the annual budget process. The Vice Presidents may choose to transfer excess fund balance to the General Fund as a contribution toward indirect costs. Transfers of "excess" reserves for other purposes may also be effected upon approval of college president.

General operating funds are not used to subsidize auxiliary enterprises.

END OF POLICY

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

[ORS 341.290](#)

# Clackamas Community College

Code: **DFA**  
Adopted: 11/14/07  
Readopted: 10/12/11  
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.
4. Maximum balance limits in Local Government Investment Pool.

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

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### Legal Reference(s):

[ORS 294.035 - 294.048](#)  
[ORS 294.145](#)  
[ORS 295.001](#)  
[ORS 341.290\(2\), \(5\)](#)

# Clackamas Community College

Code: **DH**  
Adopted: 10/12/11

## 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

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### Legal Reference(s):

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

# Clackamas Community College

Code: **DJ**  
Adopted: 10/12/11

## 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.

Clackamas Community College is a member of the Participating Oregon Community Colleges (POCC). The POCC develops the Community College Rules of Procurement (CCRP) in accordance with state public purchasing laws. The College adopts the CCRP when changes to public procurement occur during state legislative sessions.

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 Dean of Business Services ~~director of fiscal services~~ will direct payment of the just claims against the College. The President and the Dean of Business Services ~~director of fiscal services~~ 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 develop procedures for the appropriate expenditures of 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

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### Legal Reference(s):

[ORS 244.040](#)

[ORS Chapters 279A](#), 279B and 279C

[ORS 341.290](#)

### Cross Reference(s):

BBA - Board Powers and Duties

BBFA - Board Member Ethics and Conflicts of Interest

DJC - Procurement Requirements

# Clackamas Community College

Code: **DLB**  
Adopted: 4/96  
Readopted: 10/12/11  
Orig. Code(s): AR 604-001

## **Tax Deferred Annuities Salary Deduction**

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

The College makes 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

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**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)

## Advance Salary Payments

An advance salary payment is payment of a portion of an anticipated future pay check. Advance salary payments are a privilege elected by an employer and are intended to assist employees with isolated emergency incidents. 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. Advance salary payments will not exceed the amount of net salary earned at the time of request.

Advanced salaried payments will be paid only once each month.

1. Requests due to human resources: 15th day of the month (or closest regular business day);
2. Approved requests paid: 20th day of the month (or closest regular business day).

END OF POLICY

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### Legal Reference(s):

[ORS 341.290\(2\)](#)  
[ORS 652.140](#)



# Clackamas Community College

Code: **DN**  
Adopted: 10/12/11

## 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).

If the College property was purchased with state, federal, or private grant funds, disposal of the property shall be made as outlined in the grant or by state or federal regulations.

END OF POLICY

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### Legal Reference(s):

[ORS 279B.055](#)  
[ORS Chapters 279A](#), 279B and 279C  
[ORS 341.290\(5\)](#)

### Cross Reference(s):

DID - Fixed Assets

# Clackamas Community College

Code: **DP**  
Adopted: 4/11/07  
Readopted: 10/12/11  
Orig. Code(s): 404

## Student Financial Aid

The Board recognizes that a 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, and contributions to the college and student community through a college tuition waiver program.

END OF POLICY

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### Legal Reference(s):

[ORS 341.290\(2\)](#), (15)

**Use or Possession of Tobacco Products or Inhalant Delivery Systems**  
**~~Tobacco Use on College Premises~~**

The Use of tobacco products or inhalant delivery systems on College premises is restricted to designated outdoor areas.

Possession of tobacco products and inhalant delivery systems by persons under the age of 21 is prohibited on all College grounds and property. This includes, but is not limited to: in facility buildings, at facility-sponsored activities, and in vehicles on facility grounds on all campuses, including satellite properties.

For the purpose of this policy, “tobacco product” is defined to include, but is not limited to, any lit cigarette, cigar, pipe, bidi, clove cigarette, electronic cigarette and any other lit smoking product; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form.

An “inhalant delivery system” means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from a device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, marketed and sold solely for the approved purpose.

This policy applies to all College employees, volunteers, clients, students, visitors, vendors, and contractors.

Exceptions to this policy may be made for persons for whom a tobacco or nicotine products or a substance to be used with an inhalant delivery systems has been lawfully prescribed.

This policy shall be enforced at all times. The College President will develop administrative regulations and procedures as necessary to implement this policy, including provisions for notification, signage, disciplinary consequences, complaint procedures, and enforcement.

END OF POLICY

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**Legal Reference(s):**

[ORS 339.883](#)  
[ORS 341.290\(2\)](#)

[ORS 431.840](#)  
[ORS 431A.175](#)

[ORS 433.835 to -433.990](#)  
SB 754 (2017)

**Cross Reference(s):**

JFCG/KGC/GBK - Tobacco Use on College Premises  
KGC/GBK/JFCG - Tobacco Use on College Premises

# ISP 190

## Academic Honesty

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### PURPOSE

Defines academic honesty and lists options for instructors to consider when violations occur.

### SUMMARY

Academic honesty requires students to generate work that is representative of their own personal abilities and original thinking. All students are expected to perform their academic work ethically and without recourse to plagiarism, cheating, or other dishonest behaviors.

Plagiarism occurs when a student submits work of another as his/her own or fails to credit words, works or ideas borrowed from another source. This may be intentional or accidental.

Cheating occurs when a student uses unauthorized notes to complete an exam, takes an examination for another student, copies answers from other students' examinations or engages in similar conduct intended to falsely represent, or that results in falsely representing, his/her academic capabilities. Students who knowingly provide material to another student for the purpose of committing (or assisting other students to commit) an offense against academic honesty are also subject to the provisions of this standard.

### STANDARD

1. In each course syllabus, instructors should define academic honesty and outline expectations and consequences for behavior.
2. For any infraction against the expectations of academic honesty, instructors will inform the student of the criteria by which plagiarism or cheating were determined.
3. According to the Student Conduct and Disciplinary policy stated in Clackamas Community College's Student Handbook, the instructor maintains the exclusive right and responsibility to determine grades.
4. In cases of cheating, plagiarism, or other violations, the instructor is responsible for discussing academic ~~integrity~~ honesty with the student and deciding how to handle the situation. Among the instructor's options are:
  - a. Requiring that the assignment be redone;
  - b. Issuing a failing grade for the assignment on which the cheating or plagiarism occurred;
  - c. Issuing the student a failing grade for the class.
5. Depending on the situation, the instructor may also initiate the Student Conduct and Discipline process (as stated in the Student Handbook).
6. For any infractions, instructors should maintain the evidence and/or write an account of the incident in case of redress. According to the Oregon Secretary of State Archives Division (Chapter 166-450-0120), these records should be maintained for a minimum of one year, or until a contested grade is resolved.

## REVIEW HISTORY

ISP Committee	Updated Format	August 3, 2016
College Council	Reviewed	May 16, 2014
College Council	Reviewed	March 3, 2006
ISP Committee	Reviewed/No changes	November 2, 1999
Instructional Council	Adopted	August 19, 1994

# ISP 260

## Placement Assessment

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### PURPOSE

Determines the appropriate placement of students, relative to their academic skills and personal readiness for college level success. In courses that have prerequisites or recommended placement levels, students are required to secure placement prior to registration.

### SUMMARY

**Students are guided toward the coursework that best fits their educational goals and college readiness. Using self-reported information, including high school graduation date, GPA and coursework, as well as life experience, standardized test scores and other multiple measures, placement options are determined in conjunction with recommended support resources.**

### STANDARD

1. Students taking classes which have prerequisites or recommended placement levels will be assessed in one or more of the following ways:
  - a. Standardized test scores (e.g., ACT, SAT, GED2014, ACCUPLACER)
  - b. Clackamas Community College assessments.
  - c. Recent high school GPA and coursework
  - d. Credit by examination (e.g. AP, IB, CLEP, DSST)
  - e. College level transcripts from other regionally accredited colleges or universities indicating successful completion of similar courses. (See Transfer Credit Practices of Designated Educational Institutions published by American Association of Collegiate Registrars and Admissions Officers—AACRAO)
2. Students may receive placement options from a variety people and locations, including academic advisors, enrollment and welcome center staff, Testing and Placement Services, and faculty.
3. Specific programs, such as most apprenticeship programs [and Health Science programs](#), may require a [separate set of placement criteria to meet program admission requirements](#)~~single test score for placement~~.
4. Students may be blocked from enrollment when the required pre-requisite has not been satisfied for a particular course. Faculty may waive pre-requisites for individual students on a case by case basis.

### REVIEW HISTORY

ISP Committee	Updated Format	August 3, 2016
College Council	Reviewed	March 1, 2013
College Council	Reviewed	October 21, 2005
Instructional Council	Reviewed	August 18, 1994

# ISP 160

## Course Outline and Course Syllabus Information

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### PURPOSE

Establishes parameters for both the course outline, which aligns the course with accreditation requirements, and the course syllabus, which provides information about course content and operation for students so the instructor and students have a mutual understanding of performance expectations and learning outcomes. (Course outline documents can be found at the Curriculum Committee myClackamas site and course syllabus requirements appear in ISP160A Course Syllabus Information and Format.)

### SUMMARY

A course outline will be developed for each course by department faculty. All instructors will provide students with a syllabus for every [credit or CEU bearing](#) course section offered that contains, as a minimum, the information referred to in ISP160A.

### STANDARD

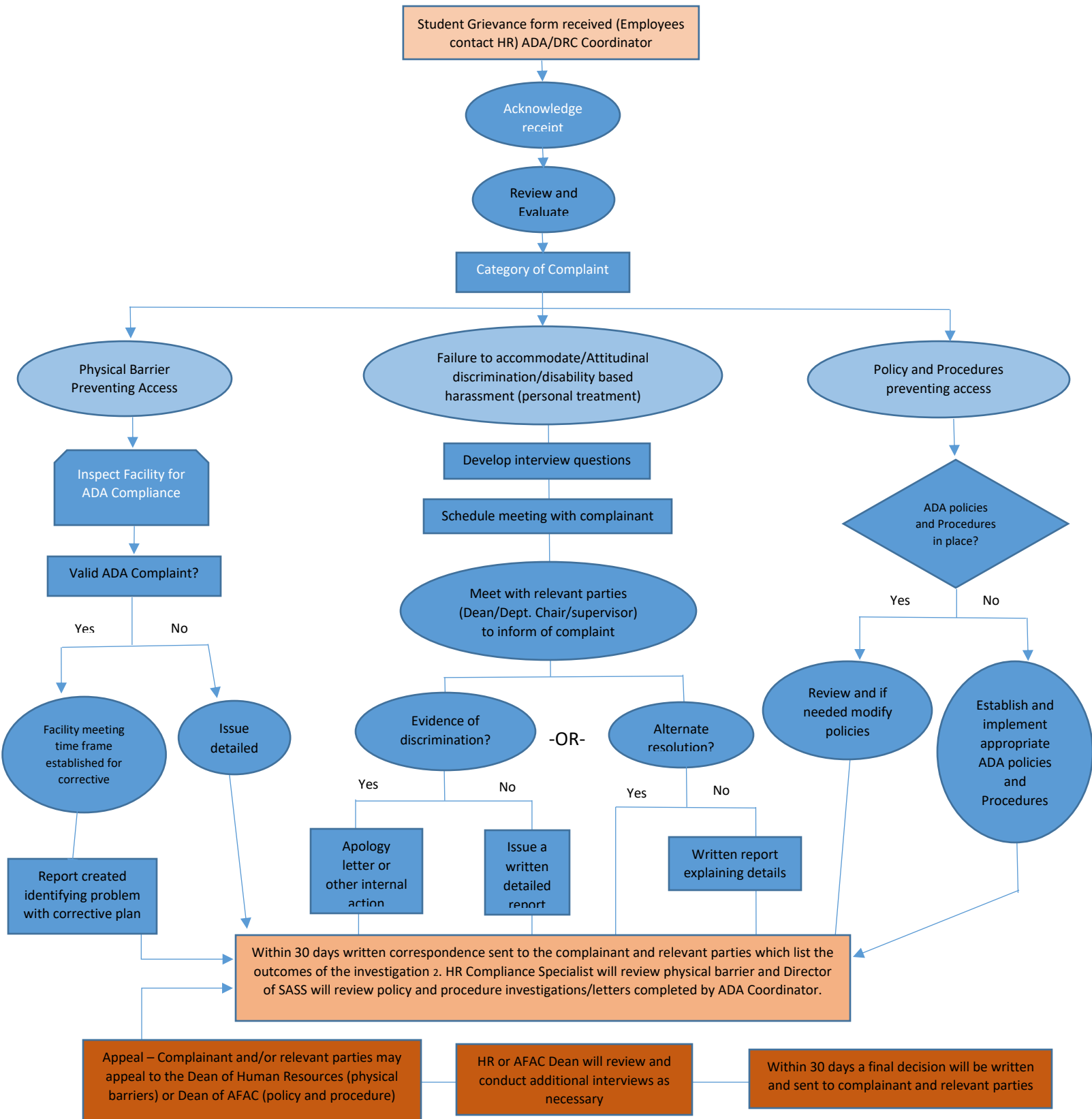
1. Every course and workshop will have an outline developed by the department and a copy will be kept in the Curriculum Office.
2. The course outline will be reviewed at least every five years and revised and necessary.
3. Instructors [who teach credit or CEU bearing courses](#) will provide each student with a syllabus for each section taught.
4. Course syllabi will be kept in the department office [for a minimum of three years.](#) ~~(NOTE: See the College's Curriculum & Instruction Retention Schedule in the Curriculum Office for a minimum length of time for syllabi retention.)~~
5. Department chairs will work closely with faculty to ensure reviews of course outlines and syllabi. Department chairs or directors (or in their absence, a faculty curriculum lead) will work closely with faculty to ensure reviews of course outlines and syllabi.

### REVIEW HISTORY

ISP Committee	Updated Format	August 3, 2016
College Council	Reviewed	November 21, 2014
ISP Committee	Minor Changes/renumber	November 8, 2013
College Council	Reviewed	November 5, 2010
College Council	Reviewed	April 17, 2009
College Council	Reviewed	April 7, 2006
ISP Committee	Reviewed/No changes	November 2, 1999
Instructional Council	Adopted	August 10, 1994



# ADA Grievance Procedure Flow Chart



1. Evidence that conduct sufficiently severe, persistent or pervasive enough to deny or limit complainants ability to participate in or benefit from the colleges programs, activities or services?

2. Section 504 implementing regulation specifies that the grievance process must be both "prompt and equitable" and must incorporate due process

While students are always encouraged to seek resolutions of complaints within the structure of the college policies, they may have alternate options available. US Department of Education, Office of Civil Rights 1-800-421-3481

# Seizure Procedures

## Seizure or Faintness Accommodations

Seizures can be frightening to a person having a seizure as well as those who are around when one occurs. Be sensitive and supportive to everyone involved. Realize if one occurs in a classroom, students may not be in a place to regroup immediately after an incident occurs.

A seizure is typically caused by an electric disruption in the brain. Stress, drugs, tumors, and medical conditions can cause seizures.

## How do you recognize a seizure?

Some common signs of seizures are body shaking, convulsions, tremors, spasms, involuntary change in behavior, altered sense of awareness. Some types of seizures are:

**Atonic Seizure:** *The person may drop to the floor or go slack in their chair due to sudden loss of muscle control. It can last a few seconds and they could lose consciousness.*

**Complex partial seizure:** *The person will not be responsive, but appear conscious to others. The seizure may last for a few seconds or minutes and may include things such as moving lips, aimless wandering, grinding teeth, rubbing or fidgeting with hands. Awareness maybe impaired.*

**Simple partial seizure:** *The person is lucid and conscious of changes in how things feel, look or taste for a few seconds.*

**Absence Seizure (Petit Mal):** *An Absence seizure can last a few seconds to a minute and may cause confusion as well as abnormal face or eye movements.*

**Tonic-Clonic Seizure (Grand Mal):** *When people hear the term "seizure" this is the most common type known and what usually comes to mind. The body can become rigid, which is followed by a series of convulsive movements in which the body can jerk for 2 to 3 minutes. A person can lose consciousness or awareness during these seizures.*

## What do I do if my student has a seizure or other medical emergency?

### Steps to take:

- Stay calm, most seizures only last a few minutes.
- Have someone call 911 immediately. Make sure the caller knows the building and room number in which the incident is taking place.
- Make sure to also have someone college campus safety to alert them to the incident with location and information that 911 has been called.
- Have someone go out to meet medical personnel that will be arriving on campus.
- If you are in a classroom, determine whether you want to ask someone to lead students out of the classroom or just ask them to calmly leave the room.

### Once medical personnel has been alerted, here are some steps you can take to assist:

Clear the area of items that the person may hit their head or limbs on.

If possible, place something soft under the person's head.

Other medical emergency — ***Please only respond to your level of medical training until emergency medical personnel arrive.***

### Important contacts:

Emergency Medical Personnel: 911  
Campus safety: 503-594-6650  
Disability Resource Center: 503-594-6357



# The Recovery Position

## How to do it



1 Lay the victim on their back and place the right hand next to the head.



2 Place the left hand on the right cheek.



3 Hold the left shoulder and lift leg up pull the body towards you, rolling the patient onto their side.



4 Rest the patient as shown, and move the head backwards slightly.

### After the seizure

- The student should be placed on their left side.
- Place the student in recovery position (see image). Make sure that their head is turned downward to prevent aspiration and choking on fluids.
- People can be embarrassed or confused about what happened, keep this in mind as they wake up or become more alert.
- Depending on the severity and the persons' familiarity with their condition, the person may decline medical attention and feel able to resume their activities. It is important to respect this decision and to be supportive.
- You want to let them know they are safe and have had a seizure if they are confused.
- Stay with the person until medical personnel arrive.

### Words of caution

**Do not** try to hold the student down during the seizure.

**Do not** put anything in the student's mouth.

**Do not** give the student food, water, or pills until he or she is fully awake.

### Clackamas Community College Process

- **Calling 911 is MANDATORY.** The student can refuse transport to a hospital when medical staff arrive, but the student will need to be assessed by the emergency medical personnel.
- Alert college safety that 911 has been called.
- Check with your department chair or supervisor to determine if an incident report needs to be completed.
- If a student with a seizure disorder is having repeated seizures during the quarter that are impacting the learning outcomes of the course or required hours, please contact the Disability Resource Center [drc@clackamas.edu](mailto:drc@clackamas.edu)

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### Important contacts:

Emergency Medical Personnel: 911 | Campus safety: 503-594-6650 | Disability Resource Center: 503-594-6357

Picture to show up in search:

Search Results for: *smith*

Filter: Combined  Select All

1	<input type="checkbox"/>		Jamie Brown-Smith ID: 0001318 Social: 387-24-8379	4365 Big Horn Wy Cheyenne WY 82001 Source: ALU
2	<input type="checkbox"/>		Christopher J Smith ID: 0000301 Social: 236-01-0004	7822 Live Oak Blvd Wayne PA 19019 Source: STU
3	<input type="checkbox"/>		Joe Smith ID: 9000096 Social:	Source:
4	<input type="checkbox"/>		Joe Smith ID: 9000097 Social:	Source:
5	<input type="checkbox"/>		Joseph Smith ID: 0001294 Social:	Source:

Picture to show up on record

Person Form noe SEARCH SEARCH RESULTS NAVIGATION FAVORITES

**Peter Alan Smith** 0000595

PO Box 59645	Phone: 677-852-1100	Birth Date:	Where Used: PER
Minneapolis MN 55420	Phone:	Birth Name:	Entry Date: 12356
	Email:	Reunion Class:	Social:

SAVE SAVE ALL CANCEL CANCEL ALL DELETE

NAE-Name and Address Entry