

# College Council Agenda

Date: 5.18.18 | 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 5/4/18 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>Bookstore Services Update</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Alissa Mahar Carol DeSau	20 min	<ul style="list-style-type: none"> <li>- Discuss the selection of vendor</li> <li>- Brief the group on the vendor's services</li> <li>- Share timeline for implementation</li> <li>- Upcoming events to learn more, etc.</li> </ul>	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document
<b>Code of Conduct Revisions</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Jennifer Anderson	15 min	Review the changes to the "Students Rights and Responsibilities" section of the handbook required prior to the edit deadline of May 25 <sup>th</sup> .	<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 – 1<sup>st</sup> 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	15 min	<p>This is the first read/discussion of revisions to the following Board policies:</p> <p>ECACB: Unmanned Aircraft System aka Drone            JB: Nondiscrimination Equal Education Opportunity            JEC: Admissions            JECA: Student Residency Requirements            JO: Student Records            JO-AR: Student Records-Directory Information            JOA: Directory Information            KBE: Political Campaigns            KI-KJ: Solicitation            KL: Public Complaints            KL-AR: Public Complaint Procedure</p>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document

<p><b>Board Policy – 2<sup>nd</sup> Read</b></p>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	<p>Denice Bailey</p>	<p>10 min</p>	<p>This is the second read/approval for revisions to the following Board policies:  GBN_JBA: Sexual Harassment  GBNA_JFCF: Hazing Harassment Intimidation  GCBA_GDBA: Payroll Authorizations  GCBDA_GDBDA: Family Medical Leave  GCBDC_GDBDC: Leave/Accommodations for Victims of Domestic Violence  GCBDD_GDBDD: Sick Time  GCC: Faculty Selection  GCL_GDL: Staff Development  GCN_GDN: Evaluation of Staff  GCPD_GDPB: Resignation of Staff  GDC: Authorization of Support Services Positions  IC: Academic Calendar  IGE: Training/Continuing Ed/Alternative Ed  IIBD: Library  IKFF: Adult High School Diploma Program</p>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
<p><b>Committee Reports</b>  1. <b>Presidents’ Council</b>  2. <b>Access, Retention &amp; Completion (ARC)</b></p>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	<p>Sue Goff  Jennifer Anderson</p>	<p>5 min  10 min</p>		<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document
<p><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></p>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance		<p>10 min</p>		<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document
	<p><b>Assigned Action Items</b></p>	<p><b>Assigned to</b></p>	<p><b>Notes</b></p>	<p><b>Due</b></p>	

	<b>Upcoming Meeting Dates</b>	<b>Start Time</b>	<b>End time</b>	<b>Location</b>
	June 1, 2018	12:00 p.m.	1:30 p.m.	CC127
<b>Attendance</b>				
<p><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 Pruyin (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</p>				
<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: 5.4.18 | Begin: 12:00 p.m. End: 1:30 p.m. | Location: CC127

Item/Presenter	Minutes
<b>Minutes</b>	Minutes from the meeting held on 4/20/18 were previously sent out for review. Any comments and/or corrections, please contact Beth.
<b>Administrative Regulation (AR) – Facility Use and Terms Conditions – 2<sup>nd</sup> Read</b>	Bill Waters presented the Facility Use and Terms Conditions Administrative Regulation for the second read. No questions or concerns were brought forward. Next the AR will go back for a second reading at Presidents’ Council.
<b>ISP Reads</b>	<p>Sue Goff brought forward the following Instructional Standards and Policies.</p> <p><b>ISP 164 Class Section Cancellation</b> – second read. It was suggested to take the policy back to make sure that it is comprehensive. Two suggestions came forward. One was to add the same language as was added to ISP 160 Course Outline and Course Syllabus Information policy to include noncredit offerings. The second was to include others who makes decisions to cancel classes. For instance, it could be the employer who decides to cancel a Customized Training class. This input will go back to the committee to review.</p> <p>Discussion: Matt Goff asked if this policy applied to only credit courses. Currently, the way that it is written, it only speaks to credit courses. He also mentioned that the college isn’t the only ones that cancel our classes.</p> <p>On a side note: Sue mentioned that chances are good that we will revisit this policy again as our guided pathways efforts mature around when we cancel classes in the future.</p> <p><b>ISP 390 Work-Based Learning (CWE)</b> – second read. There were no further suggestions or comments that came forward.</p> <p><b>ISP 191 Administrative Withdrawal</b> – first read. The table from the procedure was added just below the summary and the language was changed to reflect that change within Standard 1.</p> <p><b>ISP 491 Residency Requirements for Graduation</b> – first read. The AS degree was added in Standard 1 and Advanced College Credit (ACC) was deleted in Standard 3. The table was corrected to reflect the correct credit hour ranges for those degree types and the AS degree was included here.</p>

<p><b>College Council Feedback</b></p>	<p>In the spirit of improvement, Sue asked attendees of College Council to share feedback as we plan for next year. What works well? What do you like? What would you like to see different? Notecards were passed out and feedback was gathered. We tend to have more information disseminated here at College Council rather than interactive opportunities.</p> <p>Feedback:</p> <p>Remind attendees that they should disseminate the information presented at College Council. Everyone is welcome to attend College Council - All full and part-time faculty, staff, and students. How is this meeting marketed to students? Our elected ASG students report at College Council, but it would be great to hear from other students. We could publicize this through the portal and our electronic reader boards could share this message. Meetings could take place in other meeting spaces here and other locations such as Harmony and Wilsonville campuses.</p> <p>Please email your ideas to Sue or Beth.</p>
<p><b>Podium Upgrades</b></p>	<p>Larry Rosenberg shared the list of classrooms that are on the 2018 podium replacement schedule. We are scheduled to replace 31 podiums: 17 at the Oregon City campus, 7 at the new Industrial Technology Center, and 7 at the Wilsonville campus. ITS has been working with Course Scheduling to find the best time to schedule these upgrades. It was suggested to have a communication plan and share information on upcoming trainings.</p>
<p><b>Committee Reports</b></p> <ol style="list-style-type: none"> <li>1. <b>Presidents' Council / Sue Goff</b></li> <li>2. <b>Mission Fulfillment / David Plotkin</b></li> <li>3. <b>Campus Use &amp; Development / Bob Cochran</b></li> </ol>	<p><b>Presidents' Council:</b> No report since the last College Council.</p> <p><b>Mission Fulfillment Committee: <i>Goals and Objectives:</i></b> Reviewing the data showed that we need to change or adjust some of the indicators in each core theme – in order to establish better thresholds or to provide indicators that can be compared to other institutions; We have preliminary leading indicators for each strategic priority; We have timelines for accreditation reports, and a plan to have a draft report by June 2018. <i>Current and Future Issues:</i> Review and analyze core theme indicators. Establish realistic thresholds. Incorporate indicators that have comparable data form other community colleges. Create a process for reporting to the board and leadership that is clear and understandable; Ensure that we have strong strategic priority leading indicators with reasonable targets based on comparable data, established benchmarks, or our own history, if comparable data or benchmarks are not available; Review draft of Ad Hoc Report, due fall 2018. Provide feedback on Ad Hoc Report; Review draft of Mid-cycle report, due spring 2018. Provide feedback on Mid-cycle report.</p> <p><b>Campus Use and Development Committee: <i>Goals and Objectives:</i></b> Review and comment on proposed changes that affect the college campus. <b>Signage Committee</b> - Contributed to development of the</p>

	<p>Harmony site signage program with emphasis on future articulation of same system to the Oregon City campus; Addressed consistent placement of marketing media monitors within new buildings. <b>Food Service Committee</b> - Conducted a Campus Food Services survey to inform desired changes in café and other food related services. <b>Grounds Committee</b> - Maintained an inventory of trees and plantings which are removed during bond construction and to ensure they are replaced with appropriate plantings. Maintained a learning environment on campus for college courses. Created an aesthetically pleasing and safe environment for those that come on campus. <b>Safety Committee</b> - Reviewed safety-related incidents, injuries, accidents, illnesses, etc. and made recommendations for corrections; Select and conducted quarterly inspections of college property (buildings, grounds, etc.) and identified potential hazards and make recommendations for improvement; Gained understanding to identify hazards and suggestions for prevention.</p> <p><b>Bond Update</b></p> <ul style="list-style-type: none"> <li>• ITC – Barlow Lot Phasing (complete June 2018)</li> <li>• DeJardin Expansion (ground breaking June 1<sup>st</sup>)</li> <li>• Transit Center (June 2018)</li> <li>• Barlow Automotive (Fall 2018)</li> <li>• CS Yard Expansion (pending)</li> <li>• Environmental Learning Center (Dedication June 7<sup>th</sup>)</li> </ul>
<p><b>Association Reports</b></p> <ol style="list-style-type: none"> <li>1. <b>ASG</b></li> <li>2. <b>Classified</b></li> <li>3. <b>Part-Time Faculty / Leslie Ormandy</b></li> <li>4. <b>Full-Time Faculty / Casey Sims</b></li> <li>5. <b>Administrative Confidential / Jaime Clarke</b></li> </ol>	<ol style="list-style-type: none"> <li>1. <b>ASG:</b> Election results for the ASG president and vice president will be announced May 7.</li> <li>2. <b>Classified:</b> No report.</li> <li>3. <b>Part-Time Faculty:</b> Amanda Coffey joined our PTF Board meeting on April 27 to talk about the college’s transition plan and where we can be helpful as we welcome our new president, Dr. Tim Cook. We will be holding a meet and greet for our membership at the Growler Run on May 24. Our third annual barbeque has been scheduled. Nominations for PTF Board opens this afternoon.</li> <li>4. <b>Full-Time Faculty:</b> We are accepting nominations for our 2018-19 leadership.</li> <li>5. <b>Administrative Confidential:</b> Our spring term Administrative Confidential meeting is scheduled on May 9. This group is actively looking for a new leader for 2018-19.</li> </ol>

<p><b>Announcements</b></p>	<p><b>Denice Bailey</b> – Don’t forget to attend the Spring Retiree Reception on May 10.</p> <p><b>Max Wedding</b> – Today the last day for staff and faculty to register and send in their Processional Registration. Robe and regalia rentals cannot be guaranteed if requested past the deadline. Join us in wishing Joanne well as she prepares to retire at the Happy Trails celebration on May 11.</p> <p><b>Ryan Davis</b> – Join the English department on Saturday, May 19, for their annual creative writing conference, Compose. Email Ryan Davis or Nicole Rosevear for more information.</p> <p><b>Matt Goff</b> – Brian Bronson, CEO of Radisys will speak about his professional journey on Friday, May 18.</p> <p><b>John Ginsburg</b> – Reminders: The Career and Service Learning Fair on May 9 from 10 a.m. – 1 p.m.; Nominate a student by May 14 that displays leadership inside or outside of the classroom for the Cougie Award. Attend the “Bi-“ performance by The Miracle Theatre Group on May 9. Look for an email coming your way with information on recruiting peer assistants for the next academic year. These students receive tuition waivers in exchange for their work. The Diversity, Equity and Inclusion committee have created subcommittees. The college has a new Transportation Systems Analyst starting June 11.</p> <p><b>Jaime Clarke</b> – For the first time this summer, High School Connections will offer Career &amp; Technical Education Summer Camps, June 18-22. Clackamas County students entering 9<sup>th</sup>-12<sup>th</sup> grade can earn college credits for free. Choose from one of four camps: Health Sciences, Horticulture, Industrial Technology, and Invention. Each camp has limited space and will use a weighted lottery for placement. Another opportunity is the Summer Scholars Program offered to Clackamas County high school students to help them accelerate their college education by taking tuition-free classes. CCC will waive the tuition for classes taken. Students will be responsible for course fees and books as long as they meet the requirements. For more information, contact Jaime.</p> <p><b>Sue Goff</b> – The Horticulture Plant Sale on Friday, May 11, from noon – 5 p.m.</p>
<p><b>Present</b></p>	<p>Sue Goff (Chair), Jennifer Miller, Max Wedding, Larry Rosenberg, Lisa Reynolds, Ryan Davis, David Plotkin, Laura Lundborg, Denice Bailey, Matt Goff, Lizz Norrande, Kim Kirchhofer, Chris Sweet, Karen Ash, Lloyd Helm, Laura Smith, Mickey Yeager, Lori Hall, Sarah Hoover, Dur Urbassik, Bob Cochran, Patricia Anderson Wieck, Leslie Ormandy, Casey Sims, Beth Hodgkinson (Recorder)</p>

#### IV. STUDENT CONDUCT AND DISCIPLINARY POLICY

All students are expected to comply with the following conduct guidelines. These rules support the college's mission and help achieve its educational purpose.

- (1) The provisions of this Code applies to all Students.
- (2) Students participating in co-enrolled, dual enrolled, or partner programs between Clackamas Community College and other institutions are expected to comply with the CCC code of conduct regardless of the standards in place at other institutions.
- (3) Adjudication of allegations of misconduct by students will occur expediently. Generally, code violations may be evaluated up to six months from the date of discovery of the alleged violation regardless of the student's current enrollment status.

**Grounds for Disciplinary Action shall include, but not be limited to, the following:**

- A. **Academic Misconduct:** Actual or attempted, fraud, deceit, or unauthorized use of materials prohibited or inappropriate in the context of the academic assignment. Unless otherwise specified by the faculty member, all submissions, whether in draft or final form, must either be the Student's own work, or must clearly acknowledge the source(s). In cases of cheating or plagiarism, the instructor is solely responsible for the academic consequences in the course where the conduct takes place. The instructor may: (a) require the assignment be redone; (b) issue a failing grade for the assignment on which the cheating or plagiarism occurred; (c) issue the student a failing grade for the class; and/or (d) initiate the student conduct and disciplinary process. Academic Misconduct includes, but is not limited to
  - 1) cheating;
  - 2) fraud;
  - 3) plagiarism, such as word for word copying, using borrowed words or phrases from original text into new patterns without attribution, or paraphrasing another writer's ideas;
  - 4) buying or selling of all or any portion of course assignments and research papers;
  - 5) performing academic assignments (including tests and examinations) in another person's stead;
  - 6) unauthorized disclosure or receipt of academic information; falsification of research data;
  - 7) unauthorized collaboration; using the same paper or data for several assignments or courses without proper documentation;
  - 8) unauthorized alteration of student materials;
  - 9) academic sabotage, including destroying or obstructing another student's work



**B. Behaviors or actions that are disruptive, distracting, or disorderly including:**

- 1) Obstruction or disruption of teaching, classroom, research, administration, disciplinary procedures or other authorized college activities including obstruction or disruption interfering with freedom of movement. Conduct that disrupts the educational environment can result in immediate removal from class and/or activity or Summary Suspension (See Article VI)
- 2) Violation of college policies or campus regulations including, but not limited to, student organizations, the use of college facilities, the campus tobacco use policy (see Board Policy GBK/JFCG/KGC), use of student records, or the time, place and manner of public expression.
- 3) Furnishing false or misleading information to the college, including but not limited to knowingly failing to provide requested or required information (e.g. reporting sex offender status) to the college or falsifying a person's identity to a course instructor or other college official. Forgery, alteration or unauthorized use of college documents, records, identification or resources.
- 4) Physical abuse or detention of any person, or conduct which intentionally or negligently causes harm, or is intended to threaten imminent danger to the health of any person.
- 5) Use, possession or distribution of alcoholic beverages or marijuana (THC) on college owned or controlled property or at college sponsored or supervised functions or at functions where the student is a representative of the college. Illegal use, possession or distribution of drugs on college-owned or controlled property or at college sponsored or supervised functions where the student is a representative of the college.
- 6) Malicious damage, misuse or theft of college property, or the property of any other person where such property is located on college owned or controlled property, or is in the care, custody or control of the college. Theft of, vandalism, or damage to college property.
- 7) Hazing or any act that recklessly or intentionally endangers the mental health, physical health or safety of a student/staff for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any college co-curricular or extracurricular activity, program or year in school.
- 8) Intimidation or any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.
- 9) Cyberbullying including use of any electronic communication device to convey a message in any form (text, image, audio or video) that intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity.

- 10) Menacing or any act intended to place a school employee, student or third party in fear of imminent serious physical injury.
- 11) Retaliation or Abuse of the College conduct process, including but not limited to:
  - a. menacing, intimidation, or other adverse actions toward another individual(s) for making a report;
  - b. attempting to deter participation in the conduct process;
  - c. falsifying, distorting or misrepresenting information before any conduct body;
  - d. knowingly initiating any conduct proceedings without cause.
- 12) Unauthorized entry to or use of College facilities, including buildings and grounds, college supplies, equipment and funds.
- 13) Failure to conduct oneself in a safe manner in all college programs where there is an ability for an individual to cause harm to self or others. This may include but is not limited to unsafe handling of equipment or materials (e.g. Driving of college vehicles with any percentage of alcohol in the blood or while impaired).
- 14) Disorderly conduct; lewd, indecent, or obscene conduct or expression; breach of peace; aiding, abetting or recruiting another to breach the peace on college owned or controlled property or at college sponsored or supervised functions.
- 15) Possession or use of firearms, explosives, dangerous chemicals, substances or instruments or other weapons which can be used to inflict bodily harm on any individual or damage upon a building or grounds of the college-owned property or at a college-sponsored and supervised function without written authorization.
- 16) Failure to comply with directions of college officials acting in the performance of their duties. Inciting others to engage in any of the conduct or to perform any of the acts prohibited in this Code.
- 17) Stalking. Stalking is repeatedly contacting another person without a legitimate purpose when: (a) the contacting person knows or should know that the contact is unwanted by the other person; and (b) it is reasonable for the other person in that situation to have been alarmed or coerced by the contact. As used in this section, "contacting" includes but is not limited to coming into the visual or physical presence of the other person; following another person; or sending written, electronic or telephonic communication of any form to the other person, personally or through a third party.
- 18) Harassment. Harassment is a course of conduct directed at a specific individual or individuals that causes or is intended to cause emotional or physical distress and serves no legitimate purpose. This includes but is not limited to harassment based on protected class that violates the CCC Board policy GBN/JBA.

### **C. Sexual Harassment or Sexual Misconduct**

- 1) Sexual Exploitation. Sexual Exploitation occurs when a Student takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit or to benefit another person. Examples of sexual exploitation include;

but are not limited to: invasion of sexual privacy; engaging in voyeurism; exposing one's genitals in non-consensual circumstances; prostituting another person; or inducing incapacitation with the intent to commit other acts of sexual misconduct.

- 2) Non-Consensual Sexual Contact. Non-Consensual Sexual Contact is any intentional sexual touching, by a person upon another person that is without consent and/or by force. This type of contact includes but is not limited to breasts, buttocks, groin, or genitals, or touching with any of these body parts, or making someone else touch another person or themselves with any of these body parts.
- 3) Non-Consensual Sexual Intercourse. Non-Consensual Sexual Intercourse is unwanted sexual intercourse of any kind or attempt to engage in such conduct. Sexual intercourse includes vaginal; oral or anal sex. Intercourse includes penetration by a penis; object; tongue; finger; or oral copulation no matter how slight. Sexual intercourse is "unwanted" if no consent is given or if the individual knew or should have known that the person was incapable of giving consent. The use of drugs or alcohol will not serve as an excuse for failing to obtain consent for sex acts.
- 4) Dating or Domestic Violence. Any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the harmed individual. Any act of violence committed by a current or former spouse or intimate partner of the harmed individual, by a person with whom the individual shares a child in common; by a person who is cohabitating with or has cohabitated with the harmed individual as a spouse or intimate partner; by a person similarly situated to a spouse of the harmed individual under applicable federal or state domestic or family violence laws, or by any other person against an individual who is protected from that person's acts under applicable domestic or family violence laws.

### **Disciplinary Procedures:**

Any student or staff member who is concerned about a student's behavior that appears to violate the student code of conduct should complete the student of concern form. This form will automatically be submitted to the CARE Team. The CARE Team refers disciplinary cases to the appropriate Associate Dean who serves as the Conduct Officer for informal or formal disciplinary action. Student of concern forms should be submitted as soon as possible after the event or behavior is discovered.

### **Initial Assessment**

The Associate Dean or designee will follow up with the complainant, respondent, and other sources if needed to gather more information about the concern. The Associate Dean refers the case to the Conduct Team to determine additional next steps including initiating the disciplinary process depending upon the severity of the situation.

## **Informal Disciplinary Process**

The Associate Dean will invite the student via verbal or written notification to discuss the concern. The Associate Dean will have an informal conversation with the student to put the student “on notice” that a conduct issue has been identified and consequences may result if the student is found responsible. The conversation could include a review of the code of conduct, ways that such incidents can be avoided in the future, referrals to appropriate campus resources, educational sanctions, a written behavioral contract or censure notification that both parties review and sign. Educational sanctions, behavior contracts, and notes of censure are recorded in the student’s formal disciplinary file for internal purposes only. They may be considered in further conduct cases, but are not considered part of the student’s permanent disciplinary record once the student leaves CCC.

The Associate Dean will notify the student during an informal disciplinary meeting that further behavior or additional information regarding the incident may result in formal disciplinary procedures as outlined below.

## **Formal Process**

The Associate Dean will invite the student via written notification to discuss the possible code of conduct violations and disciplinary action(s). Notice of this meeting should, whenever possible, be given at least two working days prior to the scheduled appointment. During the meeting the participants may present any evidence, explanations and/or defenses regarding the events that occurred. If either the complainant or respondent fails to appear for their scheduled appointment or refuses to present any explanations and/or evidence, they lose any rights to further meetings or to appeal any resulting disciplinary decision.

After the meeting, the Associate Dean will consult with the Conduct Team to determine whether the student is responsible for violating the code of conduct and if so, which disciplinary sanctions will be imposed. The following disciplinary sanctions may be applied:

- a) **Disciplinary Probation:** Disciplinary Probation may be applied for repeated minor misconduct, single incidents which contain multiple minor violations of misconduct, or for more serious misconduct that falls short of suspension-level misconduct. A student who is placed on disciplinary probation may also be required to sign a behavior contract and/or complete educational sanctions such as reflective exercises, research and civic education, community education, community involvement, academic success, restorative education and/or referral sanctions. The student will receive a sanction letter outlining probationary conditions which spell out prohibited conduct and/or activities. The sanctioned student is conditionally allowed to continue attending classes and/or participate in student activities. Sanctions of disciplinary probation are recorded in the student’s formal disciplinary file and may be considered in further conduct cases.

- b) Suspension: Suspended students are forbidden to enroll in or attend classes, or may not be allowed on campus for a specified period of time, up to two academic years (eight terms). The student will receive a suspension letter which specifies conditions for possible re-enrollment after the suspension period. Suspensions are recorded in the student's formal disciplinary file and may be considered in further conduct cases.
- c) Expulsion: Expelled students are forbidden to enroll in or attend classes, or are not allowed on campus for an indefinite period of time. The student will receive an expulsion letter. Expulsions are recorded in the student's formal disciplinary file.
- d) No-Trespass Order: A suspended or expelled student may also be excluded from campus or issued a no-trespass order, particularly if the individual reenters campus after the suspension or expulsion takes place. The student will be identified in campus systems as prohibited from being on campus without prior arrangement with the Associate Dean.

DRAFT

Current Code Reference Number	Revised CCC code	Revised Code Cross Walk to Current Code	Current CCC Code IV (p. 155 of the Student Handbook)
A1, B3	Obstruction or disruption of teaching, classroom, research, administration, disciplinary procedures or other authorized college activities including obstruction or disruption interfering with freedom of movement. Conduct that disrupts the educational environment can result in immediate removal from class and/or activity or Summary Suspension (See Article VI)	A1. Conduct that disrupts the educational environment can result in immediate removal from class and/or activity or Summary Suspension (See Article VI) B3. Obstruction or disruption of teaching, instructional or instructional research, administration of the college, disciplinary procedures or other college activities including, but not limited to, meetings of the Board of Education, community service functions, or authorized activities on college premises.	A1. Conduct that disrupts the educational environment can result in immediate removal from class and/or activity or Summary Suspension (See Article VI)
B8	Violation of college policies or of campus regulations including, but not limited to, campus regulations concerning student organizations, the use of college facilities, the campus smoking policy, use of student records, or the time, place and manner of public expression.	B8. Violation of college policies or of campus regulations including, but not limited to, campus regulations concerning student organizations, the use of college facilities, the campus smoking policy, use of student records, or the time, place and manner of public expression.	A2. Students participating in co-curricular activities, athletics and/or special programs may be subject to stricter standards in addition to or instead of these rules.
B2, B17	Furnishing false or misleading information to the University, including but not limited to knowingly failing to provide requested or required information to the college or misrepresenting a person's identity to a Course Instructor or other college Official. Failure to comply with legal requirements to report sex offender status or make other required disclosures to CCC. Forgery, alteration or unauthorized use of college documents, records, identification or resources.	B2. Forgery, alteration or misuse of college documents or identification. B17. Failure to comply with legal requirements to report sex offender status or make other required disclosures to CCC.	A3. Students enrolled in the programs of the Health Sciences Division are bound by ORS statute that has precedent over this policy. More information can be found in the student handbook for the programs in the Health Sciences Division.
B4	Physical abuse or detention of any person or conduct which intentionally or negligently causes harm or is intended to threaten imminent danger to the health of any person.	B4. Physical abuse, harassment, threats, bullying, or intimidation of any person on college-owned or controlled property or at college-sponsored functions, or any other conduct which threatens or endangers the health or safety of any such person. This includes acts of sexual misconduct (including assault and/or harassment), stalking, and intimate partner violence.	A4. In cases of cheating or plagiarism, the instructor is solely responsible for the academic consequences in the course where the conduct takes place. The instructor may: (a) require the assignment be redone; (b) issue a failing grade for the assignment on which the cheating or plagiarism occurred; (c) issue the student a failing grade for the class; and/or (d) initiate the student conduct and disciplinary process.

B5	Malicious damage, misuse or theft of college property, or the property of any other person where such property is located on University-owned or -controlled property, or, regardless of location, is in the care, custody or control of the University. Theft of, vandalism, or damage to property of the college or of a member of the college community or of a visitor to the campus.	B5. Theft of, vandalism, or damage to property of the college or of a member of the college community or of a visitor to the campus.	B. Grounds for Disciplinary Action shall include, but not be limited to, the following:
B16	<p>Hazing/Harassment/Intimidation/Cyberbullying/Menacing/Retaliation * Hazing includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student/staff for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any college co-curricular or extracurricular activity, program or year in school.</p> <p>Hazing/Harassment/Intimidation/Cyberbullying/Menacing * Intimidation includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.</p> <p>* Cyberbullying means the use of any electronic communication device to convey a message in any form (text, image, audio or video) that intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity.</p> <p>* Menacing includes, but is not limited to, any act intended to place a school employee, student or third party in fear of imminent serious physical injury. * Retaliation or Abuse of the college conduct program as outlined in this Code, including but not limited to: (a) Threat of or actual menacing, intimidation, or other adverse actions toward another individual(s) for making a report or otherwise attempting to deter participation in the conduct process (b) falsification, distortion or misrepresentation of information before any conduct body; (b) knowingly initiating any conduct proceedings without cause; (c) attempting to discourage an individual's participation in, or use of, any conduct system.</p>	<p>B16. Hazing/Harassment/Intimidation/Cyberbullying/Menacing A. Hazing includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student/staff for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any college co-curricular or extracurricular activity, program or year in school. B. Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, disability, sexual orientation, physical characteristic, gender, gender identity, cultural background, socioeconomic status or geographic location. C. Intimidation includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation. D. Cyberbullying means the use of any electronic communication device to convey a message in any form (text, image, audio or video) that intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. E. "Menacing" includes, but is not limited to, any act intended to place a school employee, student or third party in fear of imminent serious physical injury.</p>	<p>1. Dishonesty, including but not limited to cheating, plagiarism, or knowingly furnishing false information to the college.</p>

B6, B7	Unauthorized entry to or use of college facilities, including buildings and grounds, college supplies, equipment and funds.	B6. Unauthorized entry or occupancy of college facilities; blocking access to or egress from such areas. B7. Unauthorized use of college supplies, equipment and funds.	2. Forgery, alteration or misuse of college documents or identification.
B9, B10	Use, possession or distribution of alcoholic beverages or marijuana (THC) on college owned or controlled property or at college sponsored or supervised functions or at functions where the student is a representative of the college. Illegal use, possession or distribution of drugs on college-owned or controlled property or at college sponsored or supervised functions where the student is a representative of the college.	B9. Illegal use, possession or distribution of drugs on college-owned or controlled property or at college sponsored or supervised functions where the student is a representative of the college. B10. Use, possession or distribution of alcoholic beverages or marijuana (THC) on college owned or controlled property or at college sponsored or supervised functions or at functions where the student is a representative of the college.	3. Obstruction or disruption of teaching, instructional or instructional research, administration of the college, disciplinary procedures or other college activities including, but not limited to, meetings of the Board of Education, community service functions, or authorized activities on college premises.
B11, B15	Failure to conduct oneself in a safe manner in all college programs where there is an ability for an individual to cause harm to self or others. This may include but is not limited to unsafe handling of equipment or materials (e.g. Driving of college vehicles with any percentage of alcohol in the blood or while impaired.)	B11. Driving of college vehicles with any percentage of alcohol in the blood or while impaired. B15. Failure to conduct oneself in a safe manner in all college programs where there is an ability for an individual to cause harm to self or others. This may include but is not limited to unsafe handling of equipment or materials.	4. Physical abuse, harassment, threats, bullying, or intimidation of any person on college-owned or controlled property or at college-sponsored functions, or any other conduct which threatens or endangers the health or safety of any such person. This includes acts of sexual misconduct (including assault and/or harassment), stalking, and intimate partner violence.
B12	Disorderly conduct; lewd, indecent, or obscene conduct or expression; breach of peace; aiding, abetting or recruiting another to breach the peace on college owned or controlled property or at college sponsored or supervised functions.	B12. Disorderly conduct; lewd, indecent, or obscene conduct or expression; breach of peace; aiding, abetting or recruiting another to breach the peace on college owned or controlled property or at college sponsored or supervised functions.	5. Theft of, vandalism, or damage to property of the college or of a member of the college community or of a visitor to the campus.
B14	Possession or use of firearms, explosives, dangerous chemicals, substances or instruments or other weapons which can be used to inflict bodily harm on any individual or damage upon a building or grounds of the college-owned property or at a college-sponsored and supervised function without written authorization.	B 14. Possession or use of firearms, explosives, dangerous chemicals, substances or instruments or other weapons which can be used to inflict bodily harm on any individual or damage upon a building or grounds of the college-owned property or at a college-sponsored and supervised function without written authorization.	6. Unauthorized entry or occupancy of college facilities; blocking access to or egress from such areas.
B13	Failure to comply with directions of college officials acting in the performance of their duties. Inciting others to engage in any of the conduct or to perform any of the acts prohibited in this Code.	B 13. Failure to comply with directions of college officials acting in the performance of their duties.	7. Unauthorized use of college supplies, equipment and funds.



<p>A1, A2, A3, A4, B1</p>	<p>Academic Misconduct: Actual or attempted, fraud, deceit, or unauthorized use of materials prohibited or inappropriate in the context of the academic assignment. Unless otherwise specified by the faculty member, all submissions, whether in draft or final form, must either be the Student's own work, or must clearly acknowledge the source(s). In cases of cheating or plagiarism, the instructor is solely responsible for the academic consequences in the course where the conduct takes place. The instructor may: (a) require the assignment be redone; (b) issue a failing grade for the assignment on which the cheating or plagiarism occurred; (c) issue the student a failing grade for the class; and/or (d) initiate the student conduct and disciplinary process. Academic Misconduct includes, but is not limited to: (a) cheating, (b) fraud, (c) plagiarism, such as word for word copying, using borrowed words or phrases from original text into new patterns without attribution, or paraphrasing another writer's ideas; (d) the buying or selling of all or any portion of course assignments and research papers; (e) performing academic assignments (including tests and examinations) in another person's stead; (f) unauthorized disclosure or receipt of academic information; (g) falsification of research data (h) unauthorized collaboration; (i) using the same paper or data for several assignments or courses without proper documentation; (j) unauthorized alteration of student records; and (k) academic sabotage, including destroying or obstructing another student's work.</p>	<p>B1. Dishonesty, including but not limited to cheating, plagiarism, or knowingly furnishing false information to the college.</p>	<p>8. Violation of college policies or of campus regulations including, but not limited to, campus regulations concerning student organizations, the use of college facilities, the campus smoking policy, use of student records, or the time, place and manner of public expression.</p>
<p>Students participating in co-curricular activities, athletics and/or special programs, may be subject to stricter standards in addition to or instead of these rules.</p>	<p>Removed</p>	<p>Removed</p>	<p>9. Illegal use, possession or distribution of drugs on college-owned or controlled property or at college sponsored or supervised functions where the student is a representative of the college.</p>
<p>Students enrolled in the programs of the Health Sciences Division are bound by ORS statute that has precedent over this policy. More information can be found in the student handbook for the programs in the Health Sciences Division.</p>	<p>?</p>	<p>?</p>	<p>10. Use, possession or distribution of alcoholic beverages or marijuana (THC) on college owned or controlled property or at college sponsored or supervised functions or at functions where the student is a representative of the college.</p>

New	Sexual Exploitation. Sexual Exploitation occurs when a Student takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit or to benefit another person. Examples of sexual exploitation include; but are not limited to: invasion of sexual privacy; engaging in voyeurism; exposing one's genitals in non-consensual circumstances; prostituting another person; or inducing incapacitation with the intent to commit other acts of sexual misconduct.	New	11. Driving of college vehicles with any percentage of alcohol in the blood or while impaired.
New	Non-Consensual Sexual Contact. Non-Consensual Sexual Contact is any intentional sexual touching, by a person upon another person that is without consent and/or by force. This type of contact includes but is not limited to breasts, buttocks, groin, or genitals, or touching with any of these body parts, or making someone else touch another person or themselves with any of these body parts.	New	12. Disorderly conduct; lewd, indecent, or obscene conduct or expression; breach of peace; aiding, abetting or recruiting another to breach the peace on college owned or controlled property or at college sponsored or supervised functions.
New	Non-Consensual Sexual Intercourse. Non-Consensual Sexual Intercourse is unwanted sexual intercourse of any kind or attempt to engage in such conduct. Sexual intercourse includes vaginal; oral or anal sex. Intercourse includes penetration by a penis; object; tongue; finger; or oral copulation no matter how slight. Sexual intercourse is "unwanted" if no consent is given or if the individual knew or should have known that the person was incapable of giving consent. The use of drugs or alcohol will not serve as an excuse for failing to obtain consent for sex acts.	New	13. Failure to comply with directions of college officials acting in the performance of their duties.
New	Dating or Domestic Violence. Any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the harmed individual. Any act of violence committed by a current or former spouse or intimate partner of the harmed individual, by a person with whom the individual shares a child in common; by a person who is cohabitating with or has cohabitated with the harmed individual as a spouse or intimate partner; by a person similarly situated to a spouse of the harmed individual under applicable federal or state domestic or family violence laws, or by any other person against an individual who is protected from that person's acts under applicable domestic or family violence laws.	New	14. Possession or use of firearms, explosives, dangerous chemicals, substances or instruments or other weapons which can be used to inflict bodily harm on any individual or damage upon a building or grounds of the college-owned property or at a college-sponsored and supervised function without written authorization.

			<p>15. Failure to conduct oneself in a safe manner in all college programs where there is an ability for an individual to cause harm to self or others. This may include but is not limited to unsafe handling of equipment or materials.</p>
			<p>16. Hazing/Harassment/Intimidation/Cyberbullying /Menacing A. Hazing includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student/staff for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any college co-curricular or extracurricular activity, program or year in school. B. Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, disability, sexual orientation, physical characteristic, gender, gender identity, cultural background, socioeconomic status or geographic location. C. Intimidation includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation. D. Cyberbullying means the use of any electronic communication device to convey a message in any form (text, image, audio or video) that intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. E. "Menacing" includes, but is not limited to, any act intended to place a school employee, student or third party in fear of imminent serious physical injury.</p>

17. Failure to comply with legal requirements to report sex offender status or make other required disclosures to CCC.

DRAFT

# Oregon School Boards Association Selected Sample Policy

Code: **ECACB**  
Adopted:

## **Unmanned Aircraft System (UAS) a.k.a. Drone**

Any employee or representative of the community college operating an unmanned aircraft system shall do so in accordance with this policy and all applicable Federal Aviation Administration (FAA) regulations.

An “unmanned aircraft system” (UAS) means an unmanned flying machine, commonly known as a drone, and its associated elements, including communication links and the components that control the machine.

The community college recognizes the academic value of student operation of a UAS as one component of curricula. Therefore, in compliance with the Federal Aviation Administration Modernization and Reform Act of 2012, Section 336, students may operate a UAS as part of a course requirement, as long as that student does not receive compensation directly or incidentally from such operation. Community college staff teaching a class that allows use of a UAS may assist a student in their operation of the UAS, provided the assistance is needed as part of the curriculum and assistance is to a student enrolled in the course. The staff member’s participation must be limited to the student’s operation of the UAS.

Community college employees shall work with administrators to ensure that proper insurance, registration and authorization are in place prior to adoption of curriculum that allows operation of a UAS as part of the curriculum.

A UAS shall be operated in accordance with the policies of the Oregon School Activities Association (OSAA)<sup>1</sup> at OSAA sanctioned events. Use of a UAS at other College-sponsored athletics or activities is prohibited.

A student in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

A staff member in violation of this policy may be subject to disciplinary action, up to and including dismissal.

All data gathered by the community college as part of a college-funded UAS operation will belong to the community college, except in instances where agreements with faculty associations have been ratified through the college bargaining agreements. The data gathering by the community college will follow appropriate state and federal laws. Retention of such data will follow state and federal laws.

The President shall develop procedures for the implementation of this policy.

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<sup>1</sup><http://www.osaa.org/governance/handbooks/osaa> #85

## Third Party Use

Third party use of a UAS on community college property or at College-sponsored events for any purpose is prohibited, unless granted permission from the President or designee.

If permission is granted by the President or designee, the third party operating a UAS will comply with all FAA regulations and shall provide the following to the community college:

1. Proof of insurance that meets the liability limits established by the community college;
2. Appropriate registration and authorization issued by the FAA when required; and
3. A signed agreement holding the community college harmless from any claims of harm to individuals or damage to property.

END OF POLICY

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### Legal Reference(s):

[ORS 164.885](#)

[ORS 174.109](#)

[ORS 192.501](#)

[ORS 341.290](#)

[ORS 837.300 to -837.390](#)

[ORS 837.995](#)

Federal Aviation Administration Modernization and Reform Act of 2012, P.L. 112-95, § 336 (2012).

Federal Aviation Administration, Educational Use of Unmanned Aircraft Systems (UAS) Memorandum, May 4, 2016.

Family Educational Rights Privacy Act

OREGON SCHOOL ACTIVITIES ASSOCIATION HANDBOOK #85 (2015-2016).

## Nondiscrimination: Equal Education Opportunities and Freedom of Access

The College shall be open to all applicants who are qualified according to current admission requirements.

The College complies with Titles VI and VII of the Civil Rights Act of 1964, Equal Employment Act of 1965, Age Discrimination in Employment Act of 1967, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Vietnam Era Readjustment Assistance Act of 1974 and Americans with Disabilities Act of 1990, the Family Medical Leave Act of 1993, among other state and federal laws related to employment. Review and affirmation of College compliance will be held periodically.

The College does not discriminate on the basis of an individual's perceived or actual race, color, religion, gender, sexual orientation<sup>1</sup>, marital status, age, national or ethnic origin/ancestry, mental or physical disability or perceived disability, pregnancy, family relationship status, economic status, veterans' status, or any other protected status in accordance with applicable state and federal laws. The College's commitment to nondiscrimination applies to curriculum activity and all aspects of operation of the College.

END OF POLICY

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<sup>1</sup>“Sexual orientation” means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.

### Legal Reference(s):

[ORS 174.100](#)

[ORS 192.630](#)

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

[ORS 659.850](#)

[ORS Chapter 659](#)

[ORS 659A.003](#)

[ORS 659A.006](#)

[ORS 659A.030](#)

[OAR 589-010-0100](#)

[OAR 839-003-0000](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d.

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e.

Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794.

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683.

Americans with Disabilities Act of 1990; Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35.

### Cross Reference(s):

AC - Nondiscrimination

ACA - Americans with Disabilities Act

# Clackamas Community College

Code: **JEC**  
Adopted: 8/03/94  
Readopted: 5/09/12  
Orig. Code(s): 414

## Admissions

The Board supports ~~an open door policy~~, welcoming all students who can benefit from the instruction offered, regardless of their educational background. College admissions procedures, however, do not guarantee admission to certain programs. Students seeking entry into certain programs must meet a variety of criteria and be able to ensure a reasonable chance of succeeding in the program.

Students under 16 years of age, and students 16 and 17 years of age, must comply with specific admission criteria.

END OF POLICY

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### Legal Reference(s):

[ORS 341.290\(7\)](#)  
[ORS 341.450](#)  
[ORS 341.505](#)

[ORS 341.527](#)  
[ORS 341.528](#)  
[ORS 341.529](#)

Illegal Immigration and Immigration Reform Act of 1996, 8 U.S.C. §§ 1101.



## Student Residency Requirements for Tuition Purposes

The following student residency categories have been established for determining an appropriate tuition assessment:

1. An “in-state student” is a U.S. citizen, immigrant or permanent resident who has established and maintained residency in Oregon, California, Nevada, Washington or Idaho at least 90 days prior to the first day of class, and qualifies for in-state tuition.
  - a. A student registered as an aboriginal with an Oregon tribe will qualify for in-state tuition.
  - b. A minor student whose parent(s) or guardian(s) is a bona fide Oregon resident will qualify for in-state tuition.
2. An “out-of-state student” is a U.S. citizen, immigrant or permanent resident who has not established residency in Oregon, California, Nevada, Washington or Idaho 90 days prior to the first day of class, and qualifies for out-of-state tuition.
3. An “international student” is a citizen of another country who does not have an immigrant Visa. International students pay out-of-state tuition rates. International students do not become residents regardless of the length of residency within the district.

END OF POLICY

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**Legal Reference(s):**

[ORS 316.117](#)  
[ORS 316.127](#)  
[ORS 341.527](#)  
[ORS 341.528](#)

[ORS 351.647](#)  
[ORS Chapter 660](#)  
[OAR 589-002-0200](#)

## Student Records

The privacy of student records is protected under provisions of the General Education Act and the Family Educational Rights and Privacy Act of 1974 (FERPA). These statutes govern access to student records maintained by the College as well as the release of such records. The privacy and security of student records systems is also mandated by ORS 341.290.

The College registrar serves as our custodian of student records and provides oversight to the procedures established that ensure student records are accessed and released in accordance with the above. College awareness and student notification will be administered as follows:

1. Institutional policies related to student records, FERPA and directory information will be published in our *Schedule of Classes* quarterly and in our *Student Handbook* and *College Catalog* once a year;
2. FERPA training and awareness for College staff will be provided on an ongoing basis via the web, during inservice, at new employee orientations and at specifically scheduled times each year.

The oversight of related student records are as follows:

1. Financial aid and scholarship records are under the jurisdiction of the director of student financial services;
2. Veterans records are under the jurisdiction of the director of student and academic support services;
3. Behavioral and student discipline records are under the jurisdiction of the associate dean of academic foundations and connections;
4. Campus traffic, incident and crime records are under the jurisdiction of the director of campus safety.

END OF POLICY

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### Legal Reference(s):

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

[OAR 166-450-0000](#) to -0125

[OAR 589-004-0100](#) to -0750

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - 1427.

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g; Family Educational Rights and Privacy, 34 C.F.R. Part 99.

## Student Records - Directory Information

The College will comply with and adhere to the requirements of the Federal General Education Act, and Family Educational Rights and Privacy Act of 1974 (FERPA) for maintaining the privacy and appropriate disclosure of student record information.

The College designates the following items as directory information and may disclose any of these items without prior written consent from the student:

1. Full name
2. Enrollment status and terms of enrollment;
3. Enrollment dates
4. Verification of certificate or degree award;
5. Residency status;
6. Major (program of study);
7. Athletic participation (including height and weight of team members);
8. The following information may also be released as directory information by the dean of academic foundations and connections or registrar:
  - a. Student name, address, telephone number;
  - b. Class location to Campus Safety in cases of health or safety concerns.

The College may disclose nondirectory information from a student's record only with prior written consent from the student which may include faxed and electronic signatures. Exceptions to this will be administered by the registrar and in keeping with FERPA regulations as well as AACRAO best practices.

The College will provide a "FERPA Restriction" option for students requesting that both directory as well as nondirectory information not be disclosed.

Approved by President's Council: June 12, 2012  
(Date)

## Directory Information\*\*

The College will comply with and adhere to the requirements of the Federal General Education Act, and Family Educational Rights and Privacy Act of 1974 (FERPA) for maintaining the privacy and appropriate disclosure of student record information.

“Directory information” means those items of personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information. The following directory information<sup>1</sup> may be released to the public through appropriate procedures:

1. Full name
2. Enrollment status (e.g. half-time, full-time, and including number of credits)
3. Enrollment dates
4. Verification of certificate, degree, or honors and awards
5. Residency status
6. Major/Program
7. Participation in athletics and activities (including weight/Height of team members)

### Public Notice

The College will give annual public notice to students. The notice shall identify the types of information considered to be directory information, the College’s option to release such information and the requirement that the College must, by law, release secondary students’ names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless students request the College withhold this information.

### Exclusions

Exclusions from all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the Registrar by student.

Directory information shall be released only with administrative direction.

Directory information considered by the College to be detrimental will not be released.

At no point will a student's Social Security Number or student identification number be considered directory information. The College shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

END OF POLICY

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**Legal Reference(s):**

[ORS 30.864](#)  
[ORS 107.154](#)  
[ORS 326.565](#)  
[ORS 326.575](#)  
[ORS 341.290\(17\)](#)

[OAR 589-004-0100 to-0200](#)  
[OAR 589-004-0500](#)

HB 3464 (2017)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1427 (2017).  
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2017); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).  
Every Student Succeeds Act of 2015, 20 U.S.C. § 7908 (2017).  
R9/28/17 | SL

# Clackamas Community College

Code: **KBE**  
Adopted: 1/11/06  
Readopted: 6/20/12  
Orig. Code(s): 406

## Political Campaigns

College funds will not be used to influence political campaigns.

END OF POLICY

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### Legal Reference(s):

[ORS 260.432](#)  
[ORS 294.100](#)

[ORS 341.290](#)

# 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

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### 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).

## Complaints

Any person or group having an interest in the College shall have the right to present a request, suggestion or complaint concerning College personnel, concerning the program or the operations of the College, or concerning retaliation against a student or a student's family member who in good faith reported information that the student believes is evidence of a violation of state and federal law, rule or regulation. 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 in administrative regulation KL-AR: Complaint Procedure. No Board member shall attempt to consider such complaints in any official capacity acting as an individual Board member.

Complaints about Board policy or administrative regulations may start at step 3 as outlined in KL-AR and should be referred directly to the President.

Complaints against the President may start at step 4 and should be referred to the Board chair.

Complaints against the Board as a whole or against an individual Board member may start at step 4 and should be made to the Board chair on behalf of the Board.

Complaints against the Board chair may start at step 4 and may be made directly to the Board vice chair on behalf of the Board.

~~No~~All complaints 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.

The President shall develop administrative regulations designed to encourage the timely resolution of public complaints while providing a system of review which will allow both the complainant and other affected parties an opportunity to be heard.

END OF POLICY



**Legal Reference(s):**

[ORS 192.610 to -192.690](#)

[ORS 341.290](#)

[ORS 659.852](#)

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

## Public Complaint Procedure

### Initiating a Complaint: Step One

Any member of the public who wishes to express a suggestion or complaint concerning a College program or operation concern should discuss the matter with the department chair or administrator college employee involved. Suggestions or complaints about College personnel should be addressed to the employee's supervisor.<sup>1</sup> It is the intent of the College to solve problems and address all complaints as close as possible to their origin. The employee shall respond within five working days.

### 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. If the individual is unable to resolve a problem or concern with the College employee, the individual may file a written, signed complaint with the supervisor/administrator. The supervisor/administrator shall evaluate the complaint and render a decision within ten 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 within five working days of meeting with the supervisor/administrator, with the President or designee 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 their findings and his/her conclusion and provide the report in writing or in an electronic form to the complainant 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, the complainant may appeal the written conclusion decision to the Board within 15 working days of receiving the President's or designee's decision. The Board will notify the complainant, in writing, within 15 working days of receiving the appeal if the Board choose to hear the complaint.

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<sup>1</sup> See Board policy GBN/JBA and administrative regulation GBN/JBA-AR; and Board policy GBNA/JFCF and administrative regulation GBNA/JFCF-AR.

The Board may choose to hear the complaint and hold a hearing to review the findings and conclusion of the President or designee, to hear the complainant and to take such other evidence as it deems appropriate.

All parties involved, including the supervisor/administrator, may be asked to attend such ~~meeting~~ hearing 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 law.

Once a hearing has been held, the Board will notify the complainant in writing or in electronic form of the Board's decision. The communication will occur within 20 working days of the hearing. The Board's decision will be final.<sup>2</sup>

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

Complaints against the President may start at step 4 and may be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board. If the Board decides on 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. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

Complaints against the Board as a whole or against an individual Board member may start at step 4 and should be made to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board. 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. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

Complaints against the Board chair may start at step 4 and may be made directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board. If the Board decides on 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. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

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

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<sup>2</sup>Timelines may be extended upon written agreement between both parties.

**Clackamas Community College  
PUBLIC COMPLAINT FORM**

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

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

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

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

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Signature of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use: Disposition of Complaint:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

cc: Office

## **Sexual Harassment**

The College is committed to the elimination of sexual harassment in its programs, services and intercollegiate activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students or staff by other students, staff, Board members or third parties. "Third parties" include, but are not limited to, volunteers, parents, visitors, service contractors or others engaged in College business, such as employees of businesses or organizations participating in cooperative programs with the College and others not directly subject to College control at athletic competitions or other events. "College" includes College facilities, College premises and non-College property if the student or employee is at any College-sponsored, College-approved or College-related activity or function where students are under the control of the College or where the employee is engaged in College business.

Sexual harassment of students and staff shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform their job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the College involving the same or other students or staff.

Examples of sexual harassment may include, but not be limited to, physical touching; graffiti of a sexual nature; display or distribution of sexually explicit drawings, pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually; making inappropriate sexual comments; or spreading rumors about or rating other students or others as to appearance, sexual orientation, sexual activity or sexual performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy or feels they are a victim of sexual harassment must immediately report their concerns to the compliance officer or department supervisor who has overall responsibility for all investigations or any College administrator. A student may also

report concerns to an instructor or counselor who will promptly notify the appropriate College official. The student or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken.

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of the staff complainant. There shall be no retaliation by the College against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the College to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline including counseling or sexual harassment awareness training, up to expulsion, as appropriate. Employees in violation of this policy shall be subject to discipline including additional sexual harassment awareness training, up to dismissal, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the President or designee.

Additionally, the College may report individuals in violation of this policy to law enforcement officials.

The President or designee shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff and students and that annually, the name and position of College officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available to all students and staff in student and staff handbooks.

The President will establish a process of reporting incidents of sexual harassment.

END OF POLICY

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**Legal Reference(s):**

[ORS 341.290\(2\)](#)  
[ORS 659.850](#)  
[ORS 659A.006](#)

[ORS 659A.029](#)  
[ORS 659A.030](#)

[OAR 589-010-0100](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d.  
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e.  
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683.

**Cross Reference(s):**

JBA/GBN - Sexual Harassment

## **Hazing/Harassment/Intimidation/Bullying/Menacing**

Hazing, harassment, intimidation, menacing, bullying, including cyberbullying, by students, staff or third parties is strictly prohibited and shall not be tolerated by the College.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the President or Board.

Individuals may also be referred to law enforcement officials.

The President or designee is directed to develop administrative regulations to implement this policy. Regulations shall include descriptions of prohibited conduct, reporting and investigative procedures, and provisions to ensure notice of this policy is provided to students, staff and third parties.

END OF POLICY

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

[ORS 163.190](#)  
[ORS 166.065](#)  
[ORS 166.155 - 166.165](#)  
[ORS 341.290\(2\)](#)

[OAR 589-010-0100](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d.

## Payroll Authorizations

Each employee of the College who is not covered by a collective bargaining agreement will be issued a payroll authorization. Such payroll authorization will specify the duties, funding sources, if appropriate, and salary. Payroll authorizations will be issued prior to May 30 of each year.

Additionally, payroll authorization of professional staff members will include the date by which the payroll authorization shall be renewed for the following academic year.

Payroll authorization decisions will be based on current duties, ability of a given employee to assume additional duties, based upon job skills and abilities and the employee's evaluation.

Written notice of reasonable assurance of continued employment to all employees who are to perform services in the same or similar capacity during a subsequent academic year or term, or in the period immediately following a recess period will be given to employees by May 30.<sup>1</sup>

Employees hired subsequent to May 30 will be given notice as of the date of hire.

END OF POLICY

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### Legal Reference(s):

[ORS 341.290](#)  
[ORS 341.547](#)

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

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<sup>1</sup>Pursuant to ORS 341.547, faculty members on annual or indefinite tenure, classified staff members on regular status and management service employees are considered to have been given notice for the purpose of this policy.



### **Family Medical Leave \***

When applicable, the College will comply with the provisions of the Family and Medical Leave Act (FMLA) of 1993, the Oregon Family Leave Act (OFLA) of 1995, the Military Family Leave Act as part of the National Defense Authorization Act of 2008 and for Fiscal Year 2010 (which expanded certain leave to military families and veterans for specific circumstances), the Oregon Military Family Leave Act (OMFLA) of 2009, and other applicable provisions of Board policies and collective bargaining agreements regarding family medical leave.

FMLA applies to community colleges with 50 or more employees within 75 miles of the employee's work site, based on employment during each working day during any of the 20 or more work weeks in the calendar year in which the leave is to be taken, or in the calendar year preceding the year in which the leave is to be taken. The 50 employee test does not apply to educational institutions for determining employee eligibility.

OFLA and OMFLA apply to community colleges that employ 25 or more part-time or full-time employees in Oregon, based on employment during each working day during any of the 20 or more work weeks in the calendar year in which the leave is to be taken, or in the calendar year immediately preceding the year in which the leave is to be taken.

In order for an employee to be eligible for the benefits under FMLA, they must have been employed by the College for at least 12 months and have worked at least 1250 hours during the past 12-month period.

In order for an employee to be eligible for the benefits under OFLA, they must work an average of 25 hours per week and have been employed at least 180 calendar days prior to the first day of the family medical leave of absence. For parental leave purposes, an employee becomes eligible upon completing at least 180 calendar days immediately preceding the date on which the parental leave begins. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave.

OMFLA applies to employees who work an average of at least 20 hours per week; there is no minimum number of days worked when determining an employee's eligibility for OMFLA.

The President or designee will develop administrative regulations as necessary for the implementation of the provisions of both federal and state law.

END OF POLICY

**Legal Reference(s):**

[ORS 332.507](#)

[ORS 342.545](#)

[ORS 659A.090](#)

[ORS 659A.093](#)

[ORS 659A.096](#)

[ORS 659A.099](#)

[ORS 659A.150 - 659A.186](#)

[OAR 839-009-0200 to-0320](#)

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).  
Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601-2654 (2006); Family and Medical Leave Act of 1993, 29 C.F.R. Part 825 (2008).

National Defense Authorization Act of 2008, Public Law 110-181, § 585(a).

Americans with Disabilities Act Amendments Act of 2008.

National Defense Authorization Act for Fiscal Year 2010, Public Law 111-84, § 565.

Escriba v. Foster Poultry Farms, Inc. 743 F.3d 1236 (9<sup>th</sup> Cir. 2014).

4 /13/17 | RS

## **Leave and Accommodations for Victims of Domestic Violence/Harassment/Sexual Assault/Stalking Leave**

### **Definitions**

1. “Covered employer” means an employer who employs six or more individuals in the state of Oregon for each working day through each of 20 or more calendar workweeks in the year in which the eligible employee takes leave to address domestic violence, harassment, sexual assault or stalking, or in the year immediately preceding the year in which an eligible employee takes leave for domestic violence, harassment, sexual assault or stalking.
2. “Eligible employee” means an employee who is a victim of domestic violence, harassment, sexual assault or stalking or is the parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault or stalking.
3. “Protective order” means an order authorized by ORS 30.866, 107.095(1)(c), 107.700 to 107.735, 124.005 to 124.040 or 163.730 to 163.750 or any other order that restrains an individual from contact with an eligible employee of the employee’s minor child or dependent.
4. “Reasonable Safety Accommodation” refers to work modifications which could include changes to the employee’s work locations, assignments, job structure, contact information and security access which the employee requests and which would not pose undue hardship to the College.
5. “Victim of domestic violence” means an individual who has been a victim of abuse as defined by ORS 107.705; or any other individual designated as a victim of domestic violence by rule adopted under ORS 659A.805.
6. “Victim of harassment” means an individual against whom harassment has been committed as described in ORS 166.805 and any other individual designated as a victim of harassment by rule adopted under ORS 659A.805.
7. “Victim of sexual assault” means an individual against whom a sexual offense has been committed as described in ORS 163.467 or 163.525; or any other individual designated as a victim of sexual assault by rule adopted under ORS 659A.805.
8. “Victim of stalking” means an individual against whom stalking has been committed as described in ORS 163.732; or an individual designated as a victim of stalking by rule adopted under ORS 695A.805; or an individual who has obtained a court’s stalking protective order or a temporary court’s stalking protective order under ORS 30.866.

9. “Victim services provider” means a prosecutor-based victim assistance program or a nonprofit program offering safety planning, counseling, support or advocacy related to domestic violence, harassment, sexual assault or stalking.

A College shall allow an eligible employee to take reasonable leave for any of the following reasons:

1. To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee’s minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault or stalking;
2. To seek medical treatment for or to recover from injuries caused by domestic violence, or sexual assault to or harassment or stalking of the eligible employee or the employee’s minor child or dependent;
3. To obtain or assist a minor child or dependent in obtaining counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault or stalking;
4. To obtain services from victims services provider for the eligible employee or the employee’s minor child or dependent;
5. To relocate or take steps to secure an existing home to ensure health and safety of the eligible employee or the employee’s minor child/dependent.

The College may limit the amount of leave, if the employee’s leave creates an undue hardship on the College.

The College shall not deny leave to an employee or discharge, threaten to discharge, demote, suspend or in any manner discriminate or retaliate against an employee with regards to promotion, compensation or other terms, conditions or privileges of employment as a result of taking such leave.

The employee shall give the district reasonable advanced notice of their intent to take leave unless giving advance notice is not feasible.

The College shall provide reasonable safety accommodation, as far as is practicable, unless such accommodation causes undue hardship.

The College may require the employee to provide certification that:

1. The employee or minor child/dependent is a victim of domestic violence, harassment, sexual assault or stalking; and

2. The leave is taken or the safety accommodation is provided for one of the identified purposes in this policy.

Sufficient certification includes:

1. A copy of a police report indicating the employee or child/dependent was a victim of domestic violence, harassment, sexual assault or stalking.
2. A copy of a protective order or other evidence from a court, administrative agency or attorney that the employee appeared in or was preparing for a civil, criminal or administrative proceeding related to domestic violence, harassment, sexual assault or stalking.
3. Documentation from an attorney, law enforcement officer, health care professional, licensed mental professional or counselor, member of the clergy or victims services provider that the employee/minor child/dependent was undergoing counseling, obtaining services or relocating as a result of domestic violence, harassment, sexual assault or stalking.

All records and information kept by the College regarding the employee's leave and accommodation request, including the request or obtaining of leave is confidential and may not be released without the express permission of the employee unless otherwise required by law. This information will be kept in a file separate from the employee's personnel file.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.335\(38\)](#)

[ORS 659A.270 to-659A.290](#)

## Sick Time\*

“Employee” means an individual who is employed by the community college and who is paid on an hourly, stipend or salary basis, and for whom withholding is required under Oregon Revised Statute (ORS) 316.162-316.221. The definition does not include volunteers or independent contractors.

Employees qualify to begin earning and accruing sick time on the first day of employment with the community college.

END OF POLICY

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### Legal Reference(s):

[ORS 342.545](#)  
[ORS 342.610](#)

[ORS 659A.150](#) to -659A.186

SB 454 (2015)

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).  
Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601-2654 (2006); Family and Medical Leave Act of 1993, 29 C.F.R. Part 825 (2006).

Americans with Disabilities Act Amendments Act of 2008.  
R1/14/16 | PH

## Hiring Process

The President may authorize positions within the total budget established for employees. The President may also authorize employment and salary of all employees within the guidelines of the College's bargaining agreements, salary schedules, and policies. Such authorization may be delegated by the President.

The President or designee shall be responsible for establishing procedures, as needed, for recruiting, screening, interviewing and approving candidates for faculty, staff, and administrative positions.

END OF POLICY

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### Legal Reference(s):

[ORS 341.290\(1\)](#)

[ORS 659.850](#)

[ORS 659A.009](#)

[ORS 659A.029](#)

[ORS 659A.043](#)

[ORS 659A.046](#)

[ORS 659A.109](#)

[ORS 659A.142](#)

[ORS 659A.145](#)

[ORS 659A.233](#)

[ORS 659A.236](#)

[ORS 659A.309](#)

[ORS 659A.805](#)

[OAR 589-008-0100\(3\)](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d.

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e.

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107.

Equal Pay Act of 1963, 29 U.S.C. § 206(d).

Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794.

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683.

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212.

Title II of the Genetic Information Nondiscrimination Act of 2008.

# Clackamas Community College

Code: **GCL/GDL**  
Adopted: 10/11/06  
Readopted: 12/14/11  
Orig. Code(s): 604

## Staff Development

The Board believes that the College's most important asset is its staff. The Board also believes that the success of the institution is directly related to how the staff is perceived by those who use its services. Improving the capabilities of the staff to meet the changing needs of the public will improve the quality and effectiveness of the college.

Specifics covering staff development functions may be found in bargaining contracts and the College Employee Handbook.

END OF POLICY

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### Legal Reference(s):

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

[OAR 589-008-0100\(1\)\(g\), \(4\)](#)

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



## Evaluation of Staff

An effective evaluation program is essential to a quality educational program. It is an important tool to determine the current level of an instructor's performance of the teaching responsibilities. It is also an important assessment of support services employees and current performance of their job assignments. Under Board policy, the President is responsible for developing a staff evaluation program. The evaluation program shall serve as a tool for supervisors who are responsible for making decisions about appointments, promotion, demotion, contract renewal or nonrenewal, dismissal and discipline.

This evaluation program shall be designed to provide an opportunity for staff to set goals and objectives, including plans for professional growth and career opportunities and receive supervisor responses to them; to receive peer assistance as appropriate; to have formal and informal classroom observations; to assess performance of other duties and job responsibilities of all staff; to receive verbal and written comments and suggestions for improvement from supervisors; and to have opportunities to make required improvement(s) within specific timelines.

END OF POLICY

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### Legal Reference(s):

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

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

## Resignation of Staff

A resigning employee shall deliver a written and signed notice of resignation to the Human Resources Office.

The President or designee shall have authority to accept an employee's resignation on behalf of the Board. If the President decides to accept the resignation, acceptance shall be signed and dated by the President and forwarded to the employee, a copy of which shall be placed in the employee's personnel file. The resignation shall be final upon receipt by the President. The resignation shall be effective as of the date specified in the notice. If no effective date is specified in the notice, the resignation shall be effective as of the date specified in the President's acceptance letter.

The President shall make a report to the Board of all resignations accepted.

END OF POLICY

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### Legal Reference(s):

[ORS 652.140](#)

Pierce v. Douglas County Sch. Dist., 297 Or. 363 (1984).

## Authorization of Support Services Positions and Employment

The President may authorize positions within the Board-approved organizational chart, employment and salary of all employees (or changes needed) within College salary schedules, policies and the total budget established for employees. Such authorization may be delegated by the President.

Selection and termination of support services personnel is the responsibility of the President or designee.

The President may develop guidelines for recruiting, screening, interviewing and recommending candidates for support services positions.

END OF POLICY

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### Legal Reference(s):

[ORS 341.290\(1\)](#)  
[ORS 659.850](#)  
[ORS 659A.009](#)  
[ORS 659A.029](#)  
[ORS 659A.043](#)

[ORS 659A.046](#)  
[ORS 659A.109](#)  
[ORS 659A.142](#)  
[ORS 659A.145](#)  
[ORS 659A.233](#)

[ORS 659A.236](#)  
[ORS 659A.309](#)  
[ORS 659A.805](#)  
  
[OAR 589-008-0100\(1\)\(d\)](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d.  
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e.  
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107.  
Equal Pay Act of 1963, 29 U.S.C. § 206(d).  
Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794.  
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683.  
Americans with Disabilities Act of 1990; Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630; 28 C.F.R. Part 35.  
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212.  
Title II of the Genetic Information Nondiscrimination Act of 2008.

# Clackamas Community College

Code: **IC**  
Adopted: 1/11/06  
Readopted: 5/09/12  
Orig. Code(s): 415

## Academic Calendar

The College academic calendar, designed to provide the best learning opportunities for students, will be recommended by the President and approved by the Board.

END OF POLICY

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### Legal Reference(s):

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

## **Training Services/Continuing Ed/Alternative Education**

The College offers a wide range of credit and noncredit courses and services at appropriate locations throughout the community college district.

Courses and services may include:

1. Alternative programs;
2. Community education;
3. Customized training and development services;
4. Small business development services;
5. Outreach.

END OF POLICY

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**Legal Reference(s):**

[ORS Chapter 341](#)

# Clackamas Community College

Code: **IIBD**  
Adopted: 1/11/06  
Readopted: 5/09/12  
Orig. Code(s): 305

## Library

The College library provides information resources and services to support instructional programs. The library is an intellectual center ensuring equitable access to quality, cost-effective information resources in a variety of formats and technologies. Library staff assists students, staff and community patrons in finding, locating and evaluating information resources.

END OF POLICY

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### Legal Reference(s):

[ORS 332.385](#)

[ORS 337.120](#)

DELETED

## **Adult High School Diploma Program**

The purpose of the Adult High School Diploma (AHSD) program is to provide an opportunity for a person with an exemption from compulsory attendance to earn an Oregon diploma.

Before the College may award an AHSD, the College shall have an approved program plan on file at the Community College and Workforce Development (CCWD). The plan shall be approved by the Board prior to being filed for review with CCWD and recommendation for approval by the CCWD Commissioner. The College shall submit the plan to CCWD on a date and in a format described in guidance documents provided by CCWD.

The College's AHSD program plan shall include, but is not limited to:

1. The statement of assurances described in guidance documents provided by the CCWD;
2. A description of the following:
  - a. Program mission and goals;
  - b. Admission requirements;
  - c. Student orientation and advising;
  - d. Maintenance of student records;
  - e. Services for students with disabilities;
  - f. Student assessment and completion criteria;
  - g. Course offerings;
  - h. Personalized learning;
  - i. Awarding high school diploma credit;
  - j. Minimum credit requirement;
  - k. Other community college or program requirements; and
  - l. Recognition of student achievement.

To be eligible to receive an AHSD, a student shall:

1. Be exempt from compulsory attendance as provided in Oregon Administrative Rule (OAR) 581-021-0076 and Oregon Revised Statutes (ORS) 339.030(2) or otherwise not be required to attend as provided in ORS 339.010;
2. Complete all requirements for an Oregon diploma as provided in OAR 581-022-1130, or other rules establishing minimum requirements;
3. Earn at least one adult high school diploma academic credit from the College's approved AHSD program; and

4. Complete all program requirements as described in the College's AHSD program plan.

The College shall annually update the Adult High School Diploma program plan and submit the following to the CCWD:

1. Statement of assurances;
2. Plan update and statistical reports;
3. Participation in ongoing program monitoring and evaluation.

END OF POLICY

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**Legal Reference(s):**

[ORS 341.425](#)  
[OAR 589-007-0600](#)



Standing Committee - Annual Report to College Council

Year:	AY 2017 - 2018
Committee Name:	Access, Retention and Completion Committee (ARC)
Committee Chair:	Jennifer Anderson
Committee Members:	ASG Representative: David Mullins, Chris Sweet, Christina Bruck, Donna Larson, Dustin Bare, Emilie Azorr, Jaime Clarke, Jennifer Anderson, Jim Martineau, John Ginsburg, John Phelps, Josh Aman, Kara Leonard, Karen Ash, Lisa Reynolds, Lisa Anh Wang, David Miller, Lori Hall, Max Wedding, and Ryan Stewart.
College Council Liaison:	Jennifer Anderson
Location of Minutes:	Clackamas Portal: <a href="http://webappsrv.clackamas.edu/committees/">http://webappsrv.clackamas.edu/committees/</a>
Committee Schedule:	Every three weeks
Committee Rotation Schedule:	Committee membership is reviewed annually. There is no formal rotation. David Miller has rolled off the committee and a faculty representative from Arts and Sciences is requested.
Committee Charge:	Through research, best practice implementation, and student engagement practices, ARC participants, in consultation with the Instructional Standards and Procedures Committee as appropriate, will inform and guide the college regarding institutional priorities and enrollment management practices and policies.
Committee Mission	<p>The Access, Retention and Completion (ARC) Committee is a collaborative effort where representatives from constituent groups across the College prioritize, coordinate and shepherd the multiple projects and tasks derived from Strategic Priorities, Targeted Tasks and Institutional Activities related to Access, Retention and Completion.</p> <p>In keeping with the larger vision of the institution, ARC seeks to build a system of decision-making that incorporates the College's current process and continues to build and maintain the appropriate enrollment for today and into our future. This will be accomplished by ensuring that we attend to each core theme of appropriate, adaptable, and accountable transfer education, career and technical education, essential skills and lifelong learning.</p>
Goals/Objectives for the year	<p>1) Policy development and approval for student service areas</p> <ul style="list-style-type: none"> <li>• ARC 401 / ARC 401P - Deceased Student</li> <li>• ARC 402 / ARC 402P - Active Military Deployment</li> <li>• ARC 600 / ARC 600P /ARC 600.1P -Email Use Policy</li> <li>• ARC 601 / ARC 601P - Expressive Conduct</li> <li>• ARC 603 / ARC 603P - Identity Theft</li> <li>• ARC/ISP 640 / ARC 640P - Academic Accommodations</li> <li>• ARC/ISP 641 / ARC 641P - Service Animals</li> <li>• ARC-ISP 642 / Personal Audio and Video Recording Policy</li> </ul>

	<p>2) Assessment of current recruitment and retention activities and identification of opportunities for improvement in our programs, services, or systems. Reviewed information from the following units about their work in recruitment/retention:</p> <ul style="list-style-type: none"> <li>• Welcome Center</li> <li>• Athletics Recruitment</li> <li>• High School Partnerships</li> <li>• Institutional Data Review – Recruitment/Retention Trends</li> <li>• Academic Advising Traffic Flow</li> <li>• Communications to newly admitted students</li> <li>• New student orientation module</li> <li>• Skills Day Revamp</li> <li>• Collaborative Advising Implementation</li> </ul>
<p>Outcomes of year’s goals and objectives:</p>	<ul style="list-style-type: none"> <li>• Established process for how an “ARC policy” is created.</li> <li>• Developed and vetted over 8 policies through the approval process (see list identified above).</li> <li>• Established the ARC Steering Committee to streamline the creation and development of policy review and formation.</li> <li>• Updated the ARC Policy template to add a section for referencing the procedures and the key units involved in implementing the policy as well as clarifying the timeline for when the policy goes into effect.</li> </ul>
<p>Current and future issues:</p>	<p>Policy Development:</p> <ul style="list-style-type: none"> <li>• Course overload policy</li> <li>• Academic Standing policy</li> <li>• Religious Holiday Policy</li> <li>• ISP Gap Analysis</li> <li>• ARC 604 – Sex Offender</li> <li>• ARC Charter</li> <li>• Code of conduct</li> <li>• Development of a public facing web page for ARC policies to be accessible.</li> </ul> <p>Recruitment/Retention:</p> <ul style="list-style-type: none"> <li>• Financial Aid – Changes to Work Study &amp; Thinking about Estimated Award Packages</li> <li>• Changes to the CCC portal – impact to students</li> <li>• Changing to an online catalog – impact to students</li> <li>• Ongoing monitoring of the required orientation module – impact on retention</li> <li>• Implementation of Navigate – impact to students</li> <li>• Opportunities to leverage recruitment with participants in our High School partnership programs and with Skills Day participants</li> <li>• Tracking/implementing initiatives as identified with Strategic Enrollment Management Planning</li> </ul>