General Policy Manual

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Glossary of Policy Terms

Policy: All Board, State, Federal, and College policies. Policy – a course or principle of action adopted by COCC; has widespread application; changes less frequently; answers major operational issues; can be legislative in nature; manages actions. Represents the “what” in terms of what principles or governing actions COCC adopts. A policy is typically an “umbrella’ for a set of procedures to support the policy. Example policy; Non-Discrimination policy (establishes the Colleges position related to non-discrimination).

Procedure: Any procedure, practice, guideline, identified at the College. Procedure – an established or official way of doing something; has narrow application; prone to change; often stated in details’ can be judicial in nature; a sequence of steps or activities. Represents the “how” in terms of how COCC executes daily operations. A procedure typically supports a policy and provides guidelines for individual actions. Example procedure: New Business Cards procedures (establishes how you order new business cards).

Academic Program: Any institutionally established combination of courses and/or requirements leading to a degree or certificate.

Academic Focus: An area of concentration within the program (e.g. Psychology or Geology).

Governance: Governance, with a big G, is the Central Oregon Community College Board of Directors.

governance: There are three governance, with a little g, committees; College Affairs, Student Affairs, and Academic Affairs.

Work Group: A group formed to investigate/research on a specific project or task sometimes as a subgroup of a committee or a specific group of people reporting to an individual or committee.

Task Force: A temporary group of people formed to accomplish a specific task or activity. It has a well-defined charge and reports to the creating individual, agency, or committee.

General Policies

G-1-0 Advertising

Paid advertising in local, regional or trade media can be arranged through the College Relations Office. Payment, however, comes from the individual departments. All print advertising needs to include the College logo, a contact number and, on any recruiting advertisement, the COCC affirmative action statement; and, on any event advertising, the ADA statement.

G-2-0 COCC Beverages and Food Policies

Beverages and Food Policies provide guidelines for beverages and food expenditures that may be appropriate for certain business, instructional or other planned meetings and events.

G-2-1 COCC Beverage and Food Policy

Hosting Groups and Official Guests:
The College or an employee, in the normal conduct of a program or activity, may serve as host for official guests of the institution by paying for their meals and refreshments. Examples of official guests include, but are not limited to, visiting scholars, dignitaries, potential donors, public officials and guest speakers. The overarching definition of an official guest is "a person who has been invited to a COCC facility or function for a specific purpose that benefits the College's mission." Pre-approval by the appropriate Dean, Vice President or President is required prior to extending an invitation and a clear benefit to COCC must be documented when requesting payment of invited guests' food and beverage expenses. With the exception of pre-approved guests, it is not permissible for a COCC employee to pay for a guest's food and beverage expenses and then seek reimbursement.

Exception: Regulations that govern reimbursement for expenses related to the interview process for COCC positions shall be dictated by current Human Resources practices.

Departmental Receptions & Intra-Departmental Functions:
Expenditures for refreshments, snacks, meals and non-alcoholic beverages may be appropriate for business, instructional or other planned meetings and events. Providing refreshments for a lengthy intra- departmental function or gatherings such as Program Advisory Committee meetings, which occur on an irregular basis, such as once or twice a year, may be appropriate when a planned meeting is called to accomplish a specific mission-related purpose. Providing refreshments for a weekly or monthly staff meeting is not appropriate. In some circumstances, the only time of the day where a comprehensive faculty/staff meeting is feasible is during the lunch hour. Using a "reasonableness test," it would be appropriate for the department to pay for a meal/refreshment

(pizza, box lunches, etc.) during a working lunch at a College location. However, an intra-departmental working lunch held at a local restaurant would not be appropriate for reimbursement.

There may be an occasion where students or volunteers are participating in a planned after-hours support activity (e.g., event setup) for a specific purpose that benefits a College program or event. Using a "reasonableness test," it would be appropriate for the department to pay for a snack/meal/refreshment (pizza, sandwiches, non-alcoholic beverages, cookies, etc.). However, an after-hours activity held at a local restaurant would not be appropriate for reimbursement.

Departments may wish to hold receptions accompanied with food/beverages to honor employees for outstanding achievements, length of service and retirement. Generally, it is inappropriate to expend College funds for these purposes. However, as outlined in the COCC accounting procedure entitled “Employee Gifts and Events,” a department can seek approval to help fund refreshments at an on-campus reception for a retiree (see accounting procedures - below -for details).

Meals/Beverages on Day Trip (no overnight stay):
Non-overtime meals/beverages, including lunch, can be reimbursed only when the employee is attending a conference, seminar, convention, board meeting or, committee meeting as a representative of COCC where non-COCC employees are present. Breakfast and dinner can only be reimbursed if College related travel requires the employee to leave two or more hours before or return two or more hours after the regular work-day. Employee will be reimbursed using the current in-state per diem rates.

Alcoholic Beverages:
Institutional funds cannot be expended for alcoholic beverages. Alcoholic beverages may be served at banquets or other special group activities conducted as part of a planned College event with the approval of the President. The full cost of alcoholic beverages must be recovered through charges to the participants or sponsoring group. If alcoholic beverages are purchased in the course of an event, the costs must be separated from meal charges.

Extended Approval:
When appropriate, the President may grant a comprehensive pre-approval in writing beyond the limitations stated above to an employee whose specific assigned duties include advancing the interests of the college. Such extended pre-approval shall be granted annually or until revoked by the President.

G-2-2 Alcoholic Beverages

Alcoholic beverages, and the consumption thereof, shall not be allowed on the campus of Central Oregon Community College except as permission is granted by the President through the completion of and Presidential signature on Request for Approval to Serve Alcohol on COCC Campus form.

The intent of the policy is to give the College the ability to provide complete and tasteful meal services for special social and cultural gatherings. The intent is not meant to allow other agencies, clubs, or individuals to use the policy as a blanket approval mechanism for serving alcoholic beverages on campus.

All such activities shall be in keeping with all Oregon statutes. Interested parties should contact the Risk Management Office.

G-3-0 Business Cards

Business cards for faculty and staff members are ordered through the College Relations Office. No business cards other than those approved by the Director of College Relations are allowed. In order to save money, orders are placed at pre-announced times and must be requested in a manner outlined by the College Relations Office. Click for online business card request form.

G-4-0 Children on Campus

1. Only students who are enrolled in a given class or lab may sit in the class or lab. Children (under age 15) are not permitted to be enrolled as a student at Central Oregon Community College.
2. Children (under age 15) are not permitted on campus unless directly supervised by a responsible adult. This adult accepts responsibility for maintaining acceptable behavior on the part of the child.
3. The responsible adult will be asked to remove the disrupting child or children.
4. The definition of a responsible adult for this policy is any individual 18 and older.
5. Notwithstanding the above, children (under age 15) are not permitted in the College's Fitness Center in Mazama at any time.

NOTE: Exceptions to item 1 would, with an instructor's concurrence, include students here at the invitation of the College, such as Honor's Day guests, Senior and special class visitation, etc.

G-4-1 Lactation Policy

An employee who intends to express milk for her child is required to submit a written request to Human Resources and to provide reasonable notice of her intent to her supervisor or manager.

An employee who submits a request shall be accommodated with a 30-minute rest break to express milk during each four-hour period of the scheduled workday, or major portion thereof. The breaks will be taken in approximately the middle of each four-hour work period and, if possible, will be scheduled concurrently with the employee's regular paid rest and meal breaks.

Any portion of the rest break that extends beyond the employee's regular paid rest or meal break will be unpaid. (For example, if the employee takes a 30-minute rest break to express milk concurrent with her 15 minute paid rest break, 15 minutes will be paid and the remaining 15 minutes will be unpaid.) However, an employee taking unpaid rest breaks to express milk may make up the time either before or after her regular shift with her supervisor or manager's approval.

Unpaid rest breaks will count as paid work time for purposes of health insurance eligibility.

The college will make a reasonable effort to provide a suitable location (other than a public restroom or toilet stall) for employees to use to express milk in private and that is within walking distance from the employee's work area. If possible, the room will contain a chair and table or stand, and access to a nearby electrical outlet and washing facilities. Areas will be determined on an as-needed basis in response to a submitted request.

Employees at work sites that do not have a designated lactation area should contact Human Resources to arrange a suitable location. A suitable location may include, but is not limited to any of the following if the area allows the employee privacy in which to express milk:

The employee's work are, or a lounge or other room connected to a public restroom.

In the event that the designated lactation area is not within close walking distance of an employee's work area, the employee should contact Human Resources to discuss allowing a reasonable amount of time for the employee to walk to and from the lactation area. The agreed upon amount of time will not be included as part of the lactation break period.

An employee covered under this policy may store her expressed milk in a refrigerator made available to employees. If a refrigerator is not available, the employee should contact her supervisor to arrange another alternative, such as a cooler or insulated food container.

An employee storing milk in a refrigerator or storage container provided by COCC, or provided for use by other employees, will ensure that the milk is in a container clearly labeled with the employee's name and the date.

G-5-0 College Logo and Seal

The College Seal and College Logo cannot be used by individuals or organizations outside of the College without permission from the Director of College Relations. The College Relations Office provides online access to the logo and instructions on how to use it.

G-5-1 Clothing and Logo-Ware

The College will on occasion require staff to wear COCC logo-ware clothing to support a mission-related program or activity (e.g., Enrollment Services staff on registration days). The College also encourages staff to wear COCC clothing and logo-ware to raise the College's visibility and increase community awareness. The cost of purchasing such clothing and logo-ware is outlined below:

Required by College: If staff are required to wear COCC clothing or logo-ware to support a program or College function, the staff's department will purchase the first article of clothing and pay for one-

half of clothing articles after the first. The purchase of more than one item of clothing per person annually requires approval by appropriate dean or vice president. Maximum cost allowed for any single item of clothing is $50 unless approved in advance by appropriate dean or vice president.

Not Required by College: If staff are not required to wear COCC clothing or logo-ware, the staff's department may pay for one-half the cost of the first article of clothing annually. Maximum cost allowed for any single item of clothing is $50 unless approved in advance by the appropriate dean or vice president.

Committee Structure Index

Central Oregon Community College committees have been established to implement present policies and procedures and to plan for the future. Committee members, consisting of elected or appointed members from the various areas on campus, collaborate in the decision-making process on broad curricular, academic, and policy issues.

G-6-0 Committee Structure

Central Oregon Community College values shared governance. Shared governance entails full and active participation by faculty, administrators, staff, and students, who share responsibility as equal stakeholders for the mission, vision, goals, academic integrity, and institutional sustainability of the College. This mutual responsibility requires that stakeholders engage in free and open discussion, join in collaborative decision- making, and mutually inform one another of resolutions.

College committees have been established to implement present policies and procedures and to plan for the future. Committee members, consisting of elected or appointed members from the various areas on campus, collaborate in the decision-making process on broad curricular, academic, and policy issues.

Some primary responsibilities for implementation and decision-making reside with particular stakeholders. The guiding principle is that institutional policy making is done in collegial collaboration with respective college stakeholders and their representatives.

Shared governance requires all such decisions be communicated effectively to the general college community, with special emphasis on the need for accountability with timely, reasoned explanations for any modification or rejection of recommendations. For specific language on the approval process refer to G-6-1.3.

In order to be effective, shared governance requires respect for the process and all participants, open communication, and a mutual basis of trust that enables all to express their views freely with the expectation that their contributions will carry weight in the decision-making process.

The College uses a number of different kinds of committees to carry out its work. When applied to a committee, the term "College," in most cases, implies that the committee has broad representation from a number of groups within the College and has required broad-based agreements in defining the functions of the committee.

The College has three types of committees:

1. Policy: Committees with the authority to recommend policy, within their scope of responsibility, to the President.
2. Advisory: Committees which provide guidance and recommendations to a specific entity of the College.
3. Administrative: Committees responsible for various aspects of day-to-day administration of College policy and practice, albeit instructional, administrative or other focus.

In addition to "College" committees, other committees may be established by organizations within the College. The Faculty Forum, Classified Association and the Associated Students of Central Oregon Community College establish committees for their own purposes. These committees should have a designation other than "College" within their titles, such as:

"Student Government Committee on…"

"Faculty Forum Committee on…"

These non-college committees report to the organization which creates them and are answerable to the creating organization.

G-6-1 College Policy & Other Committees

G-6-1.1 Decision-Making Style, Process and Quorum for All Committees

College committee chairs may select the style of decision-making process which is appropriate for the work at hand, from modified Robert's Rules to consensus. The process must be clearly defined.

All proposals in College committees shall go through a first and second reading before a decision is made, unless otherwise waived by committee discretion.

A majority of the committee members shall constitute a quorum for the transaction of business.

G-6-1.2 Definition of Membership for All Committees

Appointments to College policy committees will be made in Spring term for service in the following academic year.

Faculty members on College policy committees and special purpose committees are chosen from the regularly appointed, full-time faculty, e.g., tenured or probationary contracts only, unless otherwise designated. Faculty in full-time one year temporary positions can run for positions that are for one year or less. For example, filling in for a quarter on a committee when a committee member is on sabbatical or maternity leave, etc.

Classified employees on College policy and special purpose committees are chosen from the regularly appointed, benefited, part-time or full-time classified employee group.

Administrative members of College policy committees must be regular employees working nine months or more.

Student members of College policy committees must be in good academic and disciplinary status and enrolled in a minimum of six credits.

G-6-1.3 Policies and Procedures: Review and Approval for Changes or Additions to the GP Manual

Institutional policies and procedures of the College shall be reviewed by the Shared Governance Work Group (a subgroup of the College Affairs Committee) on an annual basis, or more often as needed to ensure that policies and procedures are being followed and/or are up to date.

Members of the College Board, College employees, or students may submit proposals, to the appropriate policy committee for a substantive change to the General Policies and Procedures Manual. Internal department procedures not delineated in the General Policies and Procedures Manual do not need to go through this process.
Proposals for new or revised Institutional Policies and Procedures shall first be considered by the individual and group(s) that has(have) immediate oversight of the policy or procedure. For example:

- Academic Policies and Procedures: Admissions and Records; Academic Affairs; Chairmoot; Faculty Forum; Student Affairs
- Business Policy and Procedures: Fiscal Services; Chief Financial Officer
- Faculty Policy and Procedures: Faculty Forum; Vice President for Instruction; Chairmoot
- Human Resources Policy and Procedures: Human Resources Director
- Student Policy and Procedures: Student Affairs; Dean of Student and Enrollment Services
- Campus Safety Policy and Procedure: Safety Committee; Campus Public Safety; Vice President for Administration

- Committee Charges and Membership: Committee members and its immediate constituents; College Affairs.

A policy committee shall hold two readings, open to the college community, on the proposed new or revised policy or procedure. Following an approved first reading, the revised or new policy or procedure will be shared on campus for a comprehensive constituency review and scheduled for a second reading: the individual or group making the proposal shall make their proposal via CommLine posts, at a minimum, and through any other means deemed suitable. The policy committee will then hold a second reading, which may result in a recommendation for approval or tabling by the committee, or rescinding of the proposed change by the original proposer.
If the group reviewing the change in policy or procedure is a policy committee, that committee makes a recommendation to the College President for consideration of approval. Advisory committees and other groups submit recommendations to the committee they are advising or to the appropriate administrative unit within which the group resides. All other committees, including Administrative committees, shall submit their recommendation for a change in policy and procedures as described in their committee charge.
Once a change in policy or procedure has been vetted and recommended for approval as noted above by Academic Affairs or Student Affairs, changes to any section of the GP Manual will be sent electronically to the College Affairs Chair and Committee Specialist as an information item using the "Policy Committee Proposal Cover Sheet". Following presidential approval of a change, the change (update, deletion, addition or revision) to the GP Manual shall be made on the website version of the GP Manual under "updates" and updated in the pdf version of the GP Manual during the summer by the Committee Specialist for College Affairs, or a designated substitute.
Any approved substantive change to the GP Manual shall be announced by the College Affairs Chair to the College using Commlines, in addition to announcing to the current presidents of the Faculty Forum, ABS Union, and CACOCC-Classified Association within two weeks of the College President approving the change, in order for them to notify their respective members. The College Affairs Chair shall post a summary of all changes to the GP Manual on Commlines each quarter, changes that are also highlighted on the General Policies and Procedures website.

All recommendations to the President by a College committee shall be submitted using the following format: Recommendation Form (PDF).

G-6-1.4 Committee Communications

Meeting agendas will include topics, first and second readings, action items, and time and location of coming meeting. Agendas will be posted to committee governance folders at least three business days before the meeting.

Meeting minutes will include the following items: date of meeting, attendance, agenda items, highlights of discussion points, outcomes (first and second readings, action items with the name of

the person to complete the action and the date by which it will be completed, decisions), and date and time of next meeting. Minutes will not attribute comments or discussion points to individuals unless specifically requested by that individual.

Approved minutes will be shared publicly well before the next meeting. In addition, first and second readings and accepted motions will be posted electronically in the appropriate location to be accessible by the campus community.

G-6-2 College Affairs Committee (CAC)

CHARGE: The purpose of the College Affairs Committee is to function as a forum for College-wide issues and to manage the consensus-building process for key issues and functions of the College.

The College Affairs Committee may initiate studies, accept recommendations from committees or refer matters to other committees. It provides a forum where College-wide concerns and opportunities can be reviewed by all constituencies.

The committee acts as a sounding board for the COCC president, helping both to stay abreast of current campus issues and to get input from a cross-section of the campus.

All members of the Committee (except the Board member) are voting members and recommendations of the Committee are recommendations to the President.

Appointments shall be made annually with staggered two-year terms unless specified by a position (i.e., Faculty Forum Executive Committee Member). Student appointments may be made quarterly to maximize attendance and to accommodate schedules. During the last CAC meeting of the Academic Year, an election will take place to determine the chair of CAC for the following academic year. Nominees are to be current CAC members who will be on the CAC the following academic year.

Membership, Voting Status and Terms

Administrator (2)	Appointment by the President	Voting	Two years
Any Faculty Forum Executive Committee Member	Automatic	Non-Voting	One year
Faculty Member At-Large	Elected by Faculty Forum	Voting	Two years
Faculty Member At-Large	Elected by Faculty Forum	Voting	Two years
President of the Classified Association (or designee)	Automatic	Voting	Two years

Classified Staff	Selected by CACOCC President or designee	Voting	Two years
ASCOCC Representative	Appointed by ASCOCC	Voting	One year
Student (At-Large) Representative	Appointed by ASCOCC Student Council	Voting	One year, but may be appointed quarterly as needed
COCC Board Member	Appointed by COCC Board of Directors	Non-Voting	Two years

Chair Election:

Chair to be elected annually.

G-6-3 Academic Affairs Committee (AAC)

CHARGE: The Central Oregon Community College Academic Affairs Committee advocates for instruction at COCC. This committee develops and recommends academic policy, facilitates and streamlines decision-making on academic issues, and facilitates communication across the campus community on academic issues.

Academic Affairs makes decisions within the parameters of the policy governance articulated by the COCC Board of Directors.

Primary functions of Academic Affairs:

1. Coordinate long-range planning in curriculum and academic policy;
2. Set academic priorities that help shape budget decisions and allocations;
3. Act as the main clearinghouse/review committee for all instructional policy and procedure issues;
4. Provide oversight for Curriculum Committee, Learning Community Committee, and Academic Reinstatement Committee;
5. Assure that curricular decisions, academic priorities, and instructional policies are held accountable to the mission of the College;
6. Communicate decisions made by Academic Affairs to other campus groups;
7. Review Minutes from COCC's Curriculum and Learning Communities Committees. Minor issues may be dealt with by chair-to-chair discussions. Major issues may involve presentation by a Curriculum Committee member to Academic Affairs.

Membership, Voting Status and Terms

Faculty At-Large (1)	Elected by the Faculty	Voting	Two years

Vice President for Instruction (VPI)	Automatic	Voting	Standing
Department Chairs Representative	Appointed by Chairmoot	Non- Voting	One year
ASCOCC Representative	Appointed by ASCOCC	Voting	One year
Registrar	Automatic	Non- Voting	Standing
Curriculum and Workforce Data Specialist	Automatic	Non- Voting	Standing
IT Representative	Automatic	Non- Voting	Standing
Committee Specialist	Appointed	Non- Voting	Standing
Classified	Selected by CACOCC President or designee	Voting	Three Years
Faculty (4)*	Elected by the Faculty Forum	Voting	Two years
Faculty Forum President-Elect or Forum Executive Team designee when no PE is available	Automatic	Voting	One year
CTE Council Representative	Appointed by CTE	Non- Voting	One year

* Four faculty members (at least 3 of whom are tenured) elected by the faculty forum, serve staggered two- year terms, with the option to stay for additional year if serving as chair in the third year. Faculty membership should represent a balance, with no more than one faculty member from any one department, with two from Transfer and two from Career and Technical Education. (CTE)

Each voting member will recuse themselves from voting on decisions in which they believe they may have a conflict of interest, including over-representation by any one department on pertinent issues.

The President of the College may appoint non-voting administrative liaisons to sub-committees or task forces.

Chair Election: The committee shall elect a new Chair by the last meeting in April, prior to Faculty Forum Elections.

Presentations to Academic Affairs:

Academic Affairs encourages presentation of all instructional issues by all campus constituents. Examples of relevant instructional issues include but are not limited to:

- Significant changes (changes of 30% or more) to programs, degrees, creation of new programs.
- Instructional policies impacting admissions, advising, curriculum, Banner, students.
- Instructional policies impacting faculty, such as academic calendars, campus-wide outcomes, block scheduling, grading policies, final exam schedules.

Presentation Process:

Discussion Items: Presenters may simply want advisory input or to notify the committee of campus discussions. These presentations do not require a decision by the committee. In these situations, the Committee may advise and/or approve support but no first or second reading is required. These situations will be noted in the Minutes. If presentations include issues not relevant to Academic Affairs, presenters will be referred to appropriate campus resources, including other committees.

Action Items: Presentations including an Action Item are required to complete and submit the following form (Form #1: Presentations to Academic Affairs Checklist) prior to being scheduled. Following the presentation, a signature form (Form #2: Academic Affairs Action Item Signature Form) must be signed by the presenter, the chair of Academic Affairs and the Vice President of Instruction (VPI) to indicate the decision has been reviewed. The presenter, chair, and VPI all receive copies of the form for their records.

Action Items may receive any of the following options:

1. Approve the proposal as submitted
2. Approve an amended proposal
3. Vote against a propos
4. Create a task force to address any issues arising as they relate to the needs and goals of the instruction at COCC.
5. Appoint additional individuals to a task force to broaden the range of interests and/or deepen the levels of expertise.
6. Modify the task given to a task force.
7. Refer the issue to the Vice President for Instruction/Instructional Deans and/or other appropriate College Committees (such as College Affairs, Student Affairs, Chairmoot, CTE Council, Institutional Support Committee, Faculty Forum) for broader review and consideration.

Final approval and communication of Actions and Recommendations of the Academic Affairs Committee shall be subject to the policies defined in G-6-1.3 and G-6-1.4.

Recommendations made by Academic Affairs and approved by the President should be implemented by responsible parties. In addition to those presenting proposals to Academic Affairs, other parties may be involved in implementation and communications regarding action items. The table below describes individuals or groups potentially included in communication and implementation of recommendations.

Recommendations for Implementation of and Communications about Approved Proposals:

Recommendations	Parties included in communication/implementation
Program Level	Program Director, VPI, Dean, and/or Faculty Forum President
Instructional policies that impact admissions, advising, curriculum, banner, and students	VPI, other appropriate administrator, Dean and/or Faculty Forum President
Instructional policies that impact faculty	VPI and/or Faculty Forum President
Policies that impact the larger campus	VPI, Faculty Forum President, College Affairs and/or President

College Communication:

In order to facilitate communication between faculty and administration, the Chair of Academic Affairs may communicate directly with the Vice President for Instruction and/or Academic Deans and the President of the College.

G-6-3.1 Learning Community Committee

CHARGE: The Learning Community (LC) Committee is a sub-committee of the Academic Affairs Committee and will review all new proposals and revisions for learning communities. The LC Committee will promote and support the teaching of learning communities on our campus.

Among its primary functions the Learning Community Committee will:

1. Review and make recommendations to the Vice President for Instruction for the approval of learning community applications. All new and revised learning communities will be reviewed by the LC Committee prior to instruction.
2. Maintain and facilitate documentation related to the learning communities' review and support process.
3. Review each learning communities' assessment of student performance outcomes as part of its evaluation of the viability of LC college offerings.
4. Work closely with the offices of the VPI and Student Services to consider issues related to the offerings of learning communities' courses such as compliance with college standards, accreditation standards, fiscal efficiency, and alignment with the college mission, values, and learning outcomes.

Membership Voting Status and Terms

Faculty (5)*	Elected by Faculty Forum	Voting	Three Years
Student Services (2)**	Appointed by the Dean of Student & Enrollment Services	1Voting & 1 NonVoting	Three years
Vice President for Instruction (or designee)	Automatic	Voting	Standing
ASCOCC Representative	Appointed by ASCOCC	Voting	One year

*At least one faculty member must have prior LC teaching experience, one faculty member with basic skills instructional experience, one senior faculty (Associate or Full Professor) and other faculty from different disciplines that provide cross-campus representation for the committee.

** One of the two members will serve on an ad hoc basis as a non-voting member. Student Services members may include representation from Admissions, Advising, Student Life, Financial Aid.

Chair Election:

Chair to be elected annually by the committee. Chair will communicate LC Committee minutes to Academic Affairs as part of AA's oversight

G-6-3.2 College Curriculum Committee

CHARGE: The Curriculum Committee is a sub-committee of the Academic Affairs Committee and will review for approval all new proposals, suspensions/deletions, and revisions to credit curriculum (courses and academic programs). Academic programs are defined as any institutionally established combination of courses and/or requirements leading to a degree or certificate.

Primary functions of the Curriculum Committee:

1. Approve additions, suspensions, and modifications to all credit courses and academic programs which include, but are not limited to:
    a. Student learning outcomes
    b. Assessment of student learning outcomes
    c. Credits and load units
    d. Contact hours
    e. Course and program titles and descriptions
    f. Pre-requisites and sequencing

g. Course and program mapping
h. General education and related instruction
i. Discipline studies
j. State definitions of degrees and certificates.

2. Ensure that COCC curriculum adheres to College, State, and NWCCU (accreditation) standards and policies.
3. Assist and support faculty in development and improvement of curriculum.
4. Consider effects of curricular and/or programmatic proposals and revisions on other departments/programs, institutions, and students. Other departments and/or programs may include, but are not limited to:
    a. Impacts to and from prerequisite courses
    b. Transfer focus areas
    c. CTE programs
    d. Admissions and Records
    e. Financial Aid
    f. College now (dual credit)
    g. ITS
    h. Articulation agreements.
5. Ensure that curriculum aligns with mission of the College.

Membership, Voting Status and Terms

Faculty (CTE, open)	Appointed by the Faculty Forum	Voting	Three years
Faculty (CTE, tenured)	Appointed by the Faculty Forum	Voting	Three years
Faculty (Transfer, open)	Appointed by the Faculty Forum	Voting	Three years
Faculty (Transfer, tenured)	Appointed by the Faculty Forum	Voting	Three years
Faculty (at-large)	Appointed by the Faculty Forum	Voting	Three years
Instructional Dean	Appointed by the Vice President for Instruction	Voting	Two years
ASCOCC Representative	Appointed by ASCOCC	Voting	One year
Director of Curriculum and Assessment	Automatic	Non- Voting	Standing
CAP Center Academic Advisor	Appointed by the Dean of Student & Enrollment Services	Non- Voting	Standing

Student Services (GradTracks) Representative	Appointed by the Dean of Student & Enrollment Services	Non- Voting	Standing
Instructional Systems Specialist	Automatic	Non- Voting	Standing

Chair

The Chair of the Curriculum Committee will be elected annually in the spring by the committee from among faculty committee members. The chair maintains voting privileges.

Responsibilities of the Chair include:

- Collaborate with the Director of Curriculum and Assessment to set committee meeting agendas, to communicate information and documentation workflow to the committee, and to ensure the flow of documentation from the committee is communicated and submitted to Academic Affairs Committee, campus and state agencies.
- Facilitate Curriculum Committee meetings.

G-6-3.3 Learning Outcomes and Assessment (LOA) Committee

As a subcommittee to Academic Affairs, the Learning Outcomes Assessment (LOA) Committee plays a vital role in sustaining meaningful student learning outcomes assessment at COCC.

1. Building on the College's existing system of instructional assessment.
2. Ensuring that instructional assessment efforts are faculty led.
3. Leading the response to NWCCU accreditation recommendations concerning student learning outcomes and instructional assessment.
4. Coordinating and communicating its efforts with faculty, Academic Affairs, the Vice President for Instruction, and the Director of Curriculum and Assessment.

Charge: By drawing on current best practices, LOA provides guidance, coaching, and leadership for the development and assessment of course- and program-level student learning outcomes by assisting faculty efforts to

- Map the relationships among and between courses, programs, and degrees.
- Compose, modify, and store student learning outcomes.
- Support and sustain a culture of inquiry and continuous improvement.
- Plan and design measurable learning activities and assessments.
- Gather and analyze evidence of learning.
- Reflect upon this evidence in order to improve the planning and design of courses and programs.
- Maintain a regular, consistent schedule of instructional assessment.
- Collect and store learning evidence.

CTE Faculty (2)	Elected by Faculty Forum	Three years
Transfer Faculty (2)	Elected by Faculty Forum	Three years
Faculty Member At-Large (3)	Elected by Faculty Forum	Two years
Committee Chair	Elected by Committee at first meeting	One year
The Director of Curriculum and Assessment	Automatic	Standing

G-6-4 Student Affairs Committee (SAC)

CHARGE: This committee is responsible for reviewing and recommending in areas relating to the student services, policies that affect students (other than those topics reviewed by Academic Affairs or Curriculum Committee) or generally to the quality of student life at Central Oregon Community College.

Membership, Voting Status and Terms

Faculty (2)	Elected by the Faculty Forum	Voting	Two years
Classified (1)	Selected by CACOCC President or designee	Voting	Two years
Administrative (1)	Appointed by the President	Voting	Two years
ASCOCC Representative	Appointed by ASCOCC	Voting	One year
Students, At-Large (3)	Appointed by the Director of Student Life	Voting	One year
Dean of Student & Enrollment Services	Automatic	Non-voting	Standing

Chair Election:

Chair to be elected annually by the committee.

G-6-5 Institutional Support Committee (Moved to G-6-8.14)

G-6-6 College Curriculum Committee (Moved to G-6-3.2)

G-6-7 College Special Purpose Committees (Deleted)

G-6-8 Advisory Committee

Advisory Committees provide guidance, and recommendations, to a specific entity of the College (such as Instructional Administration, Instructional Technology, etc.).

G-6-8.1 Technology Advisory Committee (TAC)

CHARGE: The primary purpose of this advisory committee is to provide judicious advice on technology issues from across all areas of the college, which the President's Advisory Team and the ITS department can use as a source for planning technology for the college.

The Committee will collaborate with other college committees to prioritize technology initiatives across campus, and make recommendations to the President's Advisory Team and the ITS Department to consider in the development and maintenance of a roll-forward three year technology plan.

With the growing importance of technology in all aspects of college affairs, it is important that the selected members of the committee represent a balanced cross-section of the college who have knowledge and an interest to contribute to discussions about technology on campus.

The Director of ITS Infrastructure and the Director of Application & Web Systems Development will co-chair the committee. The committee will meet a minimum of once per term, or more often as appropriate.

Membership, Voting Status and Terms

Faculty (1)	Selected by President on recommendation of Faculty Forum Executive Committee	Voting
ChairMoot Representative (1)	Elected by ChairMoot	Voting
Classified Staff (1)	Selected by CACOCC President or designee	Voting
PA from Extended Learning	Appointed by the President	Voting
CFO or designee from fiscal services	Appointed by the CFO's office	Voting
Student	Appointed by ASCOCC	Voting
Director of Library Services or designee from Library	Automatic	Voting

PA from student services	Automatic	Voting
Director of ITS Infrastructure	Automatic	Voting
Director of Application and Web Development	Automatic	Voting
CIO FIAT representative apt. by chair of FIAT	Automatic	Non-Voting

G-6-8.2 Diversity Committee

CHARGE:

1. The Diversity Committee functions in an advisory role to the Director of Multicultural Activities and will focus their efforts in regards to the following identified areas:
   a. Access: Increase opportunities for underrepresented populations to attend and succeed at COCC.
   b. Awareness: Spread understanding of the challenges and opportunities within a diverse society.
   c. Training: Provide access to professional development for COCC staff, faculty and students to increase their knowledge of diversity issues.
2. The Diversity Committee advises, recommends and develops strategies for recruitment and retention of a diversified faculty, staff and student body.
3. The Diversity Committee considers and recommends actions and programs that help support and fulfill diversity related commitments by the college.
4. The Diversity Committee provides a forum to which faculty, staff and students may refer questions and recommendations concerning diversity related policies, procedures and programming.
5. The Diversity Committee entertains proposals for funding from various interests on and off campus and advises and recommends actions to the Director, Multicultural Activities.
6. The Diversity Committee advises, recommends and develops strategies for integrating diversity into the curriculum.
7. The Diversity Committee reviews and evaluates diversity related programming and actions in collaboration with the Director, Multicultural Activities annually.

Membership, Voting Status and Terms

Faculty (2)	Elected by Faculty Forum	Voting	Two years
Administrators (1)	Appointed by the President	Voting	Two years
Classified Staff (2)	Selected by CACOCC President or designee	Voting	Two years

Administrator, ABE Program (1)	Appointed by the President	Voting	Two years
OSU-Cascades Faculty or Staff (1)	Appointed by OSU-Cascades Associate Provost	Voting	Two years
Students (2)	Appointed by ASCOCC	Voting	One Year
Director of Multicultural Activities	Automatic	Non-Voting	Standing

Chair Election:

The committee will appoint one Chair and one Chair-elect annually. The Director of Multicultural Activities may not serve as chair.

G-6-8.3 Safety-OSHA Committee (Moved to G-6-9.6)

Safety-OSHA Committee (Moved to G-6-9.6)

G-6-8.4 Faculty Promotions Committee

CHARGE: The Faculty Promotions Committee is assigned the task of reviewing recommendations for promotion and recommending to the President those members of the faculty most eminently qualified for promotion. The Promotions Committee will have the responsibility of awarding emeritus status per HR 11-4.

Membership, Voting Status and Terms

Tenured Faculty (4)*	Elected by the Faculty Forum	Voting	Three years
Tenured Faculty (1)	Appointed by the President	Voting	Three years
Administrative (1)**	Appointed by the President	Voting	Three years
Vice President for Instruction	Automatic	Voting	Standing

Committee Composition

Overall, the composition of the Promotions Committee should strive to reflect diverse perspectives and experiences of faculty.

* The Committee should represent a balance between Career & Technical Education and transfer areas, with no more than one faculty member from any one discipline.

*Committee members should not be eligible to stand for promotion during their term.

** The administrative appointment on Promotions Committee will either be an Instructional Dean or if that is not possible, another administrator who has three years minimum instructional experience.

The Promotions Committee and the President will review deliberations of the Committee before recommendations are finalized and forwarded to the Board.

The President will recommend promotions to the Board and may seek assistance in making such presentations from the Vice President for Instruction or from faculty members as seems appropriate.

Chair Election: Chair to be elected annually by the committee from among the faculty members on the committee.

G-6-8.5 College Tenure Committee

CHARGE: The College Tenure Committee considers eligible faculty members for elevation to tenured status and submits recommendations to the College President. The College Tenure Committee is organized under agreement with the President.

Membership, Voting Status and Terms

Faculty (5)*	Elected by the Faculty Forum	Voting	Three years
Administrative (1)	Appointed by the President	Voting	Three years

* The Forum will seek a balance between Career & Technical Education and Transfer, with no more than one faculty member per department; terms should be staggered so that at all times, at least two faculty members will continue on the committee.

In the event that a committee member leaves or notifies the chairperson of their intent to resign the position, another tenured faculty member shall be elected as soon as possible to fill the unexpired portion of the term.

Chair Election:

As the last order of business in any given year, the Tenure Committee shall elect a chairperson for the remainder of the current year and the subsequent year. Prior to the beginning of deliberations in any year, the chairperson shall meet with the President to discuss the schedule of work for that year.

G-6-8.6 Faculty Professional Improvement Resource Team (PIRT)

CHARGE: The Faculty Professional Improvement Resource Team (PIRT) is an advisory committee for faculty who seek assistance in drafting, developing or revising their Professional Improvement Plans (PIP). This committee will also verify that the PIP is consistent with promotion expectations and needs no further review. The committee shall publish appropriate timetables, procedures, and other material to facilitate faculty professional improvement at Central Oregon Community College. The committee ranks and recommends fund distribution for faculty sabbaticals and selects the recipients of the Faculty Achievement Awards.

Membership, Voting Status and Terms

Faculty (4)* at least two members of committee must have rank of Associate Prof or higher.	Elected by the Faculty Forum	Voting	Three years
Faculty (2)* at least two members of committee must have rank of Associate Prof or higher	Nominations submitted by Faculty Forum Executive Committee to Vice President for Instruction; VPI to appoint.	Voting	Three years
Vice President for Instruction (or designee)	Automatic	Voting	Standing

* Should serve staggered two year terms.

Committee members may apply for sabbaticals while serving on PIRT.

Chair Election: Chair to be elected annually by the committee.

G-6-8.7 Review and Support Committee (Moved to G-6-9.7)

Moved to: 6-9-7 Review and Support Committee: Course Review (RSC)

G-6-8.8 Strategic Enrollment Management Coordinating Team (Deleted)

Deleted

G-6-8.9 Data Stewardship Advisory Committee

CHARGE: The primary purpose of the Data Stewardship Advisory Committee is to facilitate a cohesive approach to managing and utilizing data at COCC. In support of this purpose, the

Committee will provide guidance and recommendations to the President, President Advisory Team (PAT) and other administrative units.

DSAC membership is more operationally based than the traditional COCC committee. DSAC membership requires key data stewards, data owners, and data custodians across the institution that have the knowledge, responsibility and authority to describe, establish, promote and enforce procedures around data. DSAC has automatic, appointed and volunteer positions. The automatic members are staff with positions that have direct data management or custodial responsibilities as part of their job descriptions. The appointed members are faculty from Instructional areas of the College. The volunteer appointments are made by the DSAC chair contacting Directors in key data areas who recommend a staff member. Once the committee membership is established for a given year, if there is not clear administrative and classified representation, adjustments will be made to ensure that all employee groups are represented. All members are voting members.

The DSAC has both a chair and chair-elect. The chair serves for one academic year with the chair-elect becoming the chair the following year. Nominations from DSAC for the chair-elect position are accepted and put to a committee vote in the spring. The notetaker position can be filled from existing members.

The Committee members will meet a minimum of once a month.

Membership, Voting Status and Terms:	Membership	Voting Status	Terms
Admission & Records	Volunteer	Voting	3 years
Banner Module - Financial Aid	Automatic	Voting	Standing
Banner Module - HR/Finance	Automatic	Voting	Standing
Banner Module - Student	Automatic	Voting	Standing
Instructional Representative (2)	Appointed by Chairmoot or Faculty Forum or VPI's office	Voting	1 year
Fiscal Services	Volunteer	Voting	3 years
Human Resources	Volunteer	Voting	3 years
Information Technology Representative	Volunteer	Voting	3 years
Institutional Effectiveness	Volunteer	Voting	3 years
Continuing Education	Volunteer	Voting	3 years

Notetaker/Support	Volunteer	Voting	1 year

Chair Election: Information Technology - MIS Director and Institutional Effectiveness - Director will co-chair.

G-6-8.10 Sustainability Committee, Advisory to College Affairs

CHARGE: The Committee will inspire and encourage COCC students, faculty, and staff to embrace sustainable practices at COCC. The Committee has a balanced responsibility: 1. To facilitate integration of sustainability issues, science, socio/political debate and related elements into the instructional curriculum; 2. To foster institutional operations which are environmentally sensitive and model sustainable practices; 3. To integrate sustainability practices in a ways which are cost effective and make institutional operations simpler rather than more complex. The Committee will model good practices and educate the College community to promote sustainability. The Committee will also consider thoughtful operational systems and procedures that foster movement of the College and community toward a sustainable society. The committee will not force or mandate, as such mandates weaken an organizational understanding of sustainability practices presently and in the future.

This Committee Charter recognizes that actions and projects supported by the Sustainability Committee will be assessed in an effort to demonstrate outcomes (Student Learning Outcomes and Institutional Outcomes) and also to evaluate such initiatives in light of institutional capacity. One goal is to demonstrate that through good sustainable education and conservation, significant monetary savings for the College can result.

Scope of Responsibilities: Through inviting and creative ways, the Sustainability Committee will provide opportunities for students, faculty, and staff to learn about sustainable practices and advance the campus sustainable environment. The Committee will provide department opportunities to learn about good sustainability practices that may become embedded in curriculum. The Committee will also recommend improvements and modifications to COCC operational practices as appropriate, working within the existing budget process to pursue appropriate strategies having a fiscal impact.

Membership, Voting Status and Terms

Students (2)	Selected by ASCOCC	Voting	One year
Faculty (4)	Elected by Faculty Forum	Voting	Two years

Classified Staff (3)	Selected by CACOCC President or designee	Voting	Two years
Administration (2)	Appointed by the President	Voting	Two years
Director of Campus Services -(Joe Viola)	Automatic	Voting	Automatic

Appointments shall be made annually with staggered two-year terms. Student appointments may be made quarterly to maximize attendance and to accommodate schedules.

Meetings are open to all who would like to attend and participate. Opportunities exist for nonvoting members who have interest in the activities of the committee.

Chair Election: Committee Chair to be elected annually by the committee.

G-6-8.11 Insurance Committee

CHARGE: The purpose of the Insurance Committee is to review and recommend group health insurance plans and other employee benefits (both College-provided and voluntary) to the College administration.

The Insurance Committee may meet with vendors, consultants and Oregon Educators Benefits Board

(OEBB) representatives to determine the best mix of benefits for College employees.

All appointed members of the Committee are voting members and recommendations of the Committee are recommendations to the President.

Membership, Voting Status and Terms

Administrator, part-time benefitted (1)	Appointed by the President	Voting	Three years
Administrator, full-time (1)	Appointed by the President	Voting	Three years
Faculty, tenure or tenure-track (1)	Elected by Faculty Forum	Voting	Three years
Faculty, adjunct (1)	Elected by Faculty Forum	Voting	Three years
Classified Staff, part-time benefitted (1)	Selected by CACOCC President or designee	Voting	Three years
Classified Staff, full-time (1)	Selected by CACOCC President or designee	Voting	Three years
Payroll, administrative staff	Appointed by the Director of Fiscal Services	Non- Voting	Standing
Human Resources staff (1)	Appointed by the Director of Human	Non-	Standing
	Resources	Voting	

Additional members of the Human Resources and Payroll staff provide committee support.

G-6-8.12 Naming Committee

CHARGE: The Naming Committee is an advisory committee consisting of faculty, classified staff, and an administrator appointed by the President; and the Executive Director of the COCC Foundation. This Committee can be authorized by the Board of Directors to recommend the naming

of rooms, landscape areas and features to honor service to Central Oregon Community College. The Board of Directors reserves unto itself the ultimate responsibility for naming buildings.

Membership, Voting Status, and Terms

Faculty (1)	Appointed by the President on recommendation of the Faculty Forum
Classified Staff (1)	Selected by CACOCC President or designee
Administrator (1)	Appointed by the President
Executive Director of the COCC Foundation	Automatic

G-6-8.13 Accreditation Coordinating Team

CHARGE: The purpose of the committee is to steer accreditation planning in accordance with the evaluation and site visitation schedule established by the NWCCU.

Membership, Voting Status and Terms

Membership is appointed as needed based on accreditation standards and themes. As of approval of this document, current membership includes President, Vice President for Instruction, Dean of Extended Learning, Dean of Student & Enrollment Services, Director of College Relations, Institutional Research Coordinator and one at-large faculty member (generally the editor of the accreditation report).

G-6-8.14 Facilities Advisory Committee

CHARGE: The primary purpose of the Facilities Advisory Committee (FAC) is to provide advice on college facilities issues by reviewing and recommending in areas of planning, budgeting, purchasing, maintaining, renovating and constructing of College buildings and grounds, in matters of new campus construction, existing facilities renovation and use, and in other College facilities support areas. The Committee will establish and update priority lists as they relate to the above. Recommendations from the FAC will be provided to the vice president for administration, and submitted by the vice president for administration to present to the president and/or Board for approval when appropriate. In addition to the Committee recommending funding in maintenance and renovations, it is anticipated that the FAC will utilize a task force structure for specific facilities-related topics.

Membership, Voting Status and Terms

Administrator (2)	Appointed by the President	Voting	Two years
Faculty (2)*	Elected by the Faculty Forum	Voting	Two years
Classified Staff (2)*	Selected by CACOCC President or designee	Voting	Two years
Students (2)	Appointed by ASCOCC	Voting	As available (one term min and up to two years)
Director of Campus Services	Automatic	Non-Voting	Standing
Vice President for Administration	Automatic	Voting	Standing

*Appointment years are staggered

Chair Election: Chair to be elected annually by the committee.

G-6-8.15 Academic Reinstatement Committee

CHARGE: The Academic Reinstatement Committee is an advisory committee tasked with reviewing third academic warning petitions and approving, denying or approving with conditions. This committee will be chaired by the Registrar (or designee), with two faculty representatives (one transfer and one career/technical education) and one representative from CAP Center. The committee will also include an alternate from the CAP Center, to be brought in only when petitions volume is significant. Typically, this committee meets the second Tuesday following term start. All members of the committee are voting members and will serve staggered two-year terms

Position	**Member**	**Voting**	**Years**
Director of Admissions/Registrar (or designee) – Chair	Courtney Whetstine	Voting	Standing
FF-1 CTE	Elected by Faculty Forum	Voting	Two Years
FF-2 Transfer	Elected by Faculty Forum	Voting	Two Years
CAP Center Advisor	Appointed by CAP Center Director	Voting	Two Years
CAP Center Advisor (alternate)	Appointed by CAP Center Director	Voting	Two Years

G-6-8.16 Finance Internal Advisory Team (FIAT)

Charge

Budgets are an important element in maintaining adequate controls and management of financial resources to achieve the institutional goals and objectives established in the strategic planning process. Fiscal success is measured by the efficient and effective use of resources towards advancing the College's mission. FIAT reviews, evaluates and prioritizes general fund and capital budget requests based on the College's values, goals and objectives. FIAT will provide a report prioritizing general fund and capital budget requests as a recommendation to the College President for consideration. At the end of the 2017-18 academic year, the FIAT committee will be brought before College Affairs for review.

Members

The team membership serves in an advisory capacity to the College President and shall be a diverse, cross-functional representation from the College. Team members should be familiar with the College's budget and budget development process. The team will consist of three faculty members, three classified staff, and three administrators who are not members of the President's Advisory Team.

Area Represented	Members	Term
Director of Fiscal Services	Automatic (Chair)	Standing
Faculty (1) – CTE	Elected by the Faculty Forum	Three years
Faculty (1) – Transfer	Elected by the Faculty Forum	Three years
Faculty (1) – at large	Presidential appointment in consultation with Forum	Three years
Classified (3)	Appointed by Classified Association Executive Committee	Three years
Administrator (2)	Appointed by President	Three years

G-6-9 College Administrative Committees

College Administrative Committees are responsible for various aspects of day-to-day administration of College policy and practice, albeit instructional, administrative or other focus.

G-6-9.1 College Community Development Committee (CCDC)

CHARGE: The College Community Development Committee will facilitate the development of the College community through activities and events designed to foster community connections and professional development.

Membership, Voting Status and Terms

Administrator (2)	Appointed by the President	Voting	Three years
Faculty (2)	Elected by the Faculty Forum	Voting	Three years
Classified Staff (2)	Selected by CACOCC President or designee	Voting	Three years

Administrator or Classified (1)	Appointed by the President (stationed at one of the three branch campuses)	Voting	Three years
HR Staff member	Automatic	Non-Voting	Standing

Chair Election: Chair to be elected annually by the committee.

G-6-9.2 ChairMoot

Charge: ChairMoot serves as a conduit for disseminating information between academic programs, departments and the instructional administration of the college. Through the ChairMoot meetings, Chairs provide departmental perspectives on pertinent instructional and college directions, and receive information necessary to ensure that instructional functions are administered according to college policy. In addition to this primary role, ChairMoot provides input on relevant issues that are being discussed on campus in other decision-making committees, especially when these decisions affect the instructional administration, staffing and quality of instruction at the academic department level.

Membership, Voting Status and Terms

Academic department chairs	Automatic	Voting	Terms vary by department, but is generally a four year rotation
Vice President for Instruction	Automatic	Non- Voting	Standing
Instructional Deans	Automatic	Non- Voting	Standing
Director of Barber Library	Automatic	Voting	Standing

Chair Election: Chair to be elected annually by the committee.

G-6-9.3 Threat Assessment and Prevention Team

CHARGE: The Threat Assessment & Prevention Team's purpose is to review situations in which some part of the college community's health and/or safety is at risk, de-brief such situations and build a collective knowledge and experience base to better prepare for future issues. In addition, TAPT will advise and support team members on various issues, but will not supplant existing College policies, procedures or responsibilities. As such, this group is a standing committee with a focus on operational items; and while it may make recommendations regarding campus policies or practices, it is not a decision-making body.

This team will not replace the focus or the teams defined in the College's Business Continuity Plan. The BCP focuses on events affecting the entirety of the campus, while this team will focus on smaller more specific situations.

Scope of Responsibilities

While many situations will be brought forth to the team as a result of being reported via the campus incident report process, any member of the team may bring other items forward. Items can be student, employee or community member focused. Students, faculty or staff may be invited to share their involvement or account of a specific situation, but will not be involved with the team's discussion as to next steps and/or the de-briefing of the situation unless necessary.

Incidents brought to the team will primarily focus on threat assessment, crisis prevention, situations that might affect the health and safety of the campus community. The team may also serve as a crisis response for smaller/non-campus wide incidents, situation de-brief, intervention for employees or students who are at risk for having increased negative behaviors, and other situations of similar size and nature.

Confidentiality

Given the potential confidential nature of situations discussed, guests will normally attend at the request of the committee only. All committee members agree to abide by and respect the confidentiality of the information shared during the meetings and/or responses to various incidents, and guests will be asked to sign a confidentiality agreement.

Membership

Membership will include individuals who represent areas of that college that are generally responsible for responding to various health/safety situations, and as such, all are automatic appointments. Positions include:

- Dean of Student & Enrollment Services
- Instructional Dean
- Director of Student Life
- CAP Center Representative
- Lead Manager for Safety & Security
- Safety & Security Supervisor
- Safety & Security Coordinator
- Redmond Campus Representative

When individuals leave the committee for any type of reason, another person representing that area will be asked to join.

G-6-9.4 College Planning and Assessment Team (CPAT)

CHARGE: The College Planning and Assessment Team (CPAT) facilitates a comprehensive and cohesive approach to planning and assessment furthering the College's efforts to develop implement and evaluate the Strategic Plan and achieve mission fulfillment. In pursuit of this purpose, the CPAT's scope of work includes the following:

- Guide the College to ensure alignment with the Strategic Plan to achieve College mission.
- Evaluate the Strategic Plan.
- Facilitate communications on College planning and assessment to internal and external audiences.
- Support and document College planning and assessment activities, including maintaining an institutional planning and assessment calendar.

Membership is drawn from across the institution and includes employees with the knowledge, responsibility and authority to meet the responsibilities of the Charter, with the number of members determined by the President and serving at the discretion of the President. The President will place an annual call for volunteers to solicit interest and appoint faculty, administrators, classified staff and a student to open positions in consultation with the Faculty Forum, Classified Association of COCC and the Associated Students of COCC accordingly. The CPAT will report to the President. The term of Committee Members will be three years and the Committee will meet one a month.

Members:

College Planning and Assessment Team (CPAT)

Area Represented		Terms
VP for Administration or designee	Automatic	Standing
VP of Instruction or designee	Automatic	Standing
Dir, Institutional Effectiveness or designee	Automatic	Standing
Faculty (Transfer)	Appointed by President	Three year
Faculty (CTE)	Appointed by President	Three year
Faculty (2)	Appointed by President	Three year
Classified (3)	Appointed by President	Three year
Administrator (3)	Appointed by President	Three year
Student (1)	Appointed by President	One Year

G-6-9.4.1 College Planning Theme Team (CPTT) removed 4/6/17

G-6-9.5 College Art Committee

CHARGE: The Art Committee will coordinate the selection and acquisition of high quality interior and exterior art for permanent and temporary installations on College grounds and within its buildings. Processes may include competitive calls for art, donations, and direct purchase. The Art Committee will maintain an inventory of College owned art and identify possible locations for

displaying art, generally overseeing the College art collection in cooperation with other College departments for displaying, insuring, promoting, and safeguarding the art.

Membership, Voting and Term

1 Dean	Appointed by President	Voting	Three years
1 Vice President	Appointed by President	Voting	Three years
2 Faculty <	1 - From Fine Arts Department by Art Committee invitation and agreement of Dept. Chair of the faculty's area 1 - Appointed by Faculty Forum	Voting	Two years
1 Student	Appointed by ASCOCC	Voting	Two years
1 Classified Staff	Selected by CACOCC President or designee	Voting	
2 At Large Members	Selected by nomination of the Art Committee	Voting	1 two years 1 three years

Rotating/temporary Member(s) - 1 Site Representative for any new construction tied to an art acquisition project. Other temporary members, as needed, for specific projects. Selected by nomination of the Art Committee.

Chair Election: Appointed by President

G-6-9.6 Safety/ OSHA Committee

CHARGE: Central Oregon Community College is committed to creating a healthy and safe working environment for its students, staff, employees and guests. The College demonstrates this commitment, in part, through the work of the Safety Committee. The Committee meets monthly to discuss potential health and safety issues, recommend improvements to policies and procedures, conduct quarterly safety inspections and to increase safety awareness on campus. Additionally, the Safety Committee will assist in monitoring, improving, and maintaining job site safety and occupational health as mandated by OSHA regulations.

Membership, Voting Status and Terms

Administrator (3)	Volunteer*	Voting	Two years
Classified (3)	Volunteer*	Voting	Two years
Faculty (3)	Volunteer*	Voting	Two years
Redmond Campus Rep (1)	Volunteer*	Voting	Two years
Madras Campus Rep (1)	Volunteer*	Voting	Two years
Prineville Campus Rep (1)	Volunteer*	Voting	Two years

*The Safety Committee is made up of volunteers per OR-OSHA. If there are insufficient volunteers to make up equal representation of employee groups, the committee members may be elected or appointed as needed by Forum, Association, or Presidential appointment.

Chair Election: Chair to be elected annually by the committee.

G-6-9.7 Review and Support Committee: Course Review (RSC)

CHARGE:

1. Goal of Review Process: Identify and implement remedies for sets of courses determined to be at risk when identified benchmarks are reviewed. Assist all programs in understanding and analyzing the data for the program.
2. Key indicators and benchmarks: Identified by the Review and Support Committee (RSC). Schedule for re-examination of data, indicators, and benchmarks normally every 3 years.
3. Data tracking of above indicators: By October 15 of each academic year, "Strategic Indicators for Instructions" are published to the campus community with data sets for the prior academic year.

Membership, Voting Status and Terms

Tenured Transfer Faculty (1)	Elected by the Faculty Forum	Voting	Three years
Tenured Career/Technical Education Faculty (1)	Elected by the Faculty Forum	Voting	Three years
Tenured Transfer Faculty (1)	Elected by the ChairMoot	Voting	Three years
Tenured Career/Technical Education Faculty (1)	Elected by the ChairMoot	Voting	Three years
Faculty Substitute (1)	Elected by the Faculty Forum		
Faculty Substitute (1)	Elected by the ChairMoot		

Vice President for Instruction	Automatic	Voting	Standing

Committee members must request themselves recuse from RSC review of programs or sets of courses in their departments.

Chair Election:
The Vice President for Instruction will chair this committee.

Tasks (as per contract-referenced document of 3/22/2007):

1. Prior to implementation of this process, identify "key indicators of viability" (beginning with strategic indicators) and define "thresholds" for each key indicator: what numbers are "low"? This would include not only the threshold level for each indicator, but how many of the key indicators need to exceed the threshold to put the program on the "potentially at risk" list. There may be an indicator or two that automatically triggers the program to go on the list. The goal would be to make the initial "trigger" objective and automatic.
2. Annually, review key indicators and create the list of programs or sets of courses that are included on the "potentially at risk" list based on exceeding the defined thresholds (by November 1 each year).
3. Review those programs with the department and faculty: by the end of fall term, determine whether there is a legitimate risk (not a data error, not a quick fix, not external circumstances which reduce or balance the viability risk).
4. Notify all program faculty, department chair and Forum of timeline for review/remedy/recommendations. Notifications should stipulate areas of concern and suggested remedies. Forum to be copied on all such notifications.
5. Continue to monitor progress of all programs "at risk."
6. Annually (in spring term), review and refine process in consultation with Chairmoot and Program Coordinators.

College Support for Programs at Risk

The College is committed to seeking remedies prior to any program closure decision and will provide reasonable support to the change process. Such support might include release time for curriculum work, pay for outside consultants, and alumni survey development and implementation.

Remediation and Review Timeline

A. Normally, the academic year in which initial notice occurs is devoted to defining and implementing remedies to address the deficient indicators.

1. Before notice is given, RSC will determine whether anomalies exist in the data, such as cost is inflated by the presence of a senior faculty member in a small program and if that is the case and the only concern, the notice will not be given. Similarly, whether the program is capped by facilities or equipment as a limiting factor for growth will also be considered. The Committee may also consider whether a recent program or curriculum change has occurred and may wish to postpone review until the change has had time to make its impact.

2. Remedies may include but are not limited to marketing and recruiting, curriculum, change, seeking of partners for financial assistance to program, program fees.
3. RSC will suggest remedies; department or program will respond with remedies to be adopted.
4. Early in the spring term, the RSC reviews proposed changes in light of viability concerns. The aim of this spring term review is to provide feedback as to whether the proposed changes are likely to indeed remediate those concerns.

B. In the following academic year, remedies will normally be in place and RSC will review all key indicators early in spring term to determine whether improvement has occurred. After the remediation process has extended for a minimum of 5 terms following notification, the RSC can recommend one of the following to the VPI:

1. To remove the program or set of courses from the "at risk" category
2. To continue on "at risk" status for one additional year. Justification for this recommendation should include positive trends and the plans for that year.
3. In rare cases, normally when changes in statewide academic requirements or in industry support for and employment of students have adversely affected program need, the RSC may recommend that program closure be considered. If the College agrees with the program closure recommendation, the VPI will produce a timeline which meets the needs of students as required by NWCCU and CCWD guidelines, if applicable. Timeline to be published to department, students, and the Forum. If such a decision results in a faculty position being reduced, timeline for notice will be in accordance with the Faculty Collective Bargaining Agreement.

C. Exceptions to timeline: at any point, the program faculty may wish to propose voluntary closure and/or the College will begin working with them on any possible retraining under contract guidelines at that point in the process. The College will create a contract modeled on the sabbatical contract to clarify the terms under which training is to be undertaken.

G-6-9.8 Medical Leave Assistance Program Disbursement Committee (MLAP)

CHARGE: The Medical Leave Assistance (MLAP) Program is a voluntary contribution program to provide income assistance for employees who do not have sufficient accrued leave(s) to cover their own medical leave of absence; complete details of the MLAP plan are available through the Office of Human Resources. The MLAP Disbursement Committee develops the operational guidelines for use of MLAP dollars and review applications from potential recipients.

Membership, Voting Status and Terms

Administrator (1)	Appointed by the President	Voting	Two years
Faculty (1)	Elected by Faculty Forum	Voting	Two years
Classified Staff (1)	Selected by CACOCC President or designee	Voting	Two years
At-large Employees (2)	Elected by MLAP Committee	Voting	Two Years
Human Resources Staff (1)	Appointed by the Director of Human Resources	Non-Voting	Standing

G-6-10 College AD HOC Committees

College Ad Hoc Committees are temporary, short-term committees created on an "as needed" basis to address specific issues pertinent to the college at a given point in time and are disbanded after the achievement of the task or objective. Ad Hoc Committees can take the form of work groups or task forces and have a specific task or charge to complete.

G-6-10.1 College Concerns Committee

This policy has recently been changed and the new policy will be in the manual shortly. Students with questions about or who would like a copy of the new policy should contact Andrew Davis, apdavis@cocc.edu or 541-383-7592; employees should contact Diane Ross, dross3@cocc.edu or 541-383-7218.

G-6-10.2 Medical Leave Assistance Program Disbursement Committee (Moved to G-6-9.8)

Medical Leave Assistance Program Disbursement Committee (Moved to G-6-9.8)

G-6-10.3 Insurance Committee (Moved to G-6-8.11)

Insurance Committee (Moved to G-6-8.11)

G-6-10.4 Naming Committee (Moved to G-6-8.12)

Naming Committee (Moved to G-6-8.12)

G-6-10.5 Accreditation Coordinating Team (Moved to G-6-8.13)

Accreditation Coordinating Team (Moved to G-6-8.13)

G-6-10.6 Career and Technical Education Council

Charge: Career and Technical Education Council serves as a conduit for disseminating information between academic programs, instructional departments, student and enrollment services, department chairs, and the instructional departments, student and enrollment services, department chairs, and the instructional administration of the college. Through the Career and Technical Education Council meetings, Program Directors and Administrators provide program perspectives on pertinent instruction and college directions, and receive information necessary to ensure that instructional programs are administered according to college policy. In addition to this primary role, the Career and Technical Education Council provides input on relevant issues that are being discussed on campus in other decision-making committees, especially when these decisions affect the instructional administration, staffing and quality of instruction at the academic program level.

Membership, Voting Status and Terms

Members	Selection	Voting	Term
CTE Program Directors, Program Administrators, or CTE Program representative	Automatic	Voting	Standing
Vice President for Instruction (or designee)	Automatic	Voting	Standing
CTE Instructional Deans	Automatic	Voting	Standing

Chair Election: Elected annually by Career and Technical Education Council members.

G-6-11 Employee and Student Groups

Employee and Student Groups are the bargaining and governance organizations at COCC.

G-6-11.1 Faculty Forum

The Faculty Forum has been designated the official bargaining agent for the members of the faculty at Central Oregon Community College.

G-6-11.2 Classified Association of COCC

The Classified Association of COCC has been designated the official bargaining agent for the members of the classified staff at Central Oregon Community College.

G-6-11.3 Adult Basic Skills Instructors Oregon School Employees Association Chapter 700

The Adult Basic Skills Instructors Oregon School Employees Association Chapter 700 has been designated the official bargaining agent for members of the Adult Basic Skills instructors at Central Oregon Community College.

G-6-11.4 Associated Students of Central Oregon Community College

ASCOCC represents and serves all students by providing effective governance, advocacy, services and programs that contribute to individual student success, enhance the college experience and benefit the College community.

Active membership in the ASCOCC is granted to any person who is enrolled in credit classes at Central Oregon Community College.

G-6-11.5 ASCOCC Advisory Committee

The ASCOCC Advisory Committee serves as the connection between ASCOCC and the College, providing advocacy, guidance, and direction on long-term issues related to the operation of Student Government, as well as complementing the role of the Student Government Advisor.

Members	Selection	Voting	Term
Student – at-large (2)	Appointed by ASCOCC Council	Voting	One year
Faculty or Staff (4)	Appointed by COCC President (or designee)	Voting	Three years
Faculty or Staff (1)	Appointed by COCC President (or designee)	Voting	Two years
ASCOCC Council (3)	Appointed by ASCOCC Council	Voting	One year
ASCOCC Advisor	Automatic Appointment	Voting	One year

G-6-11.6 ASCOCC Appointment Committee

An Appointment Committee shall be established with the primary purpose of selecting appointed and replacement Council members and ASCOCC appointments to the Student Budget Committee.

Members	Selection	Voting	Term

ASCOCC Council Member (3)	Elected by ASCOCC	Voting	One Academic Year
Faculty or Staff (2)	Appointed by COCC President (or designee)	Voting	Two Academic Years
ASCOCC Advisor	Automatic Appointment	Non -Voting	Standing

*It is encouraged that one member belongs to the Diversity Committee

G-7-0 Drug Free Campus

Reviewed Summer 2014

"In compliance with the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), it shall be the policy of Central Oregon Community College to maintain a drug-free campus for all employees and students. In accordance with ORS 475.300 -475.346, COCC's Drug Free Campus Policy includes prohibiting the use of medical marijuana on campus property or for any campus-sponsored class, activity or event regardless of location. It is the responsibility of the College to notify students and staff of college policy. As such, the following policy is in effect:

The unlawful possession, use, or distribution of illicit drugs and alcohol is prohibited on the College campuses, in all College facilities, or as part of any College-sponsored activity, regardless of where that activity is located. Violators of this policy will be prosecuted to the full extent of State and Federal law and, in addition, there are specific consequences for employees and for students which are also stated in the College Drug-Free Campus Procedures."

G-8-0 Firearms

No person - including students, employees, vendors, college patrons, or other visitors - may bring, possess, conceal, brandish, use or be in possession of a firearm, destructive device or other dangerous weapons (as defined by ORS 161.015 (1) (2), or give the appearance of being in possession, on college- owned or controlled property or at activities under the jurisdiction or sponsorship of the college, except as provided by ORS 166.360, ORS 166.370 and federal law. ("Link" to Campus Public Safety FAQ webpage)

G-9-0 Gambling

Gambling is not permitted on campus.

G-10-0 Media Relations

Media relations are managed by the Director of College Relations. The College Relations staff maintains a professional relationship with area media through formal and informal contacts, including issuing of press releases on appropriate topics. Contact with the media should be coordinated through the College Relations Office, as the staff can provide advice and counsel.

G-11-0 Parking and Traffic

The authority to establish regulations covering the policing, control and registration of motor vehicles on the campus is found in ORS 341.300. Detailed information on COCC's regulations can be found in the COCC Traffic/Parking Regulation handbook.

G-12-0 Pets on Campus

Pets are not permitted on campus except for ADA accommodations or teaching purposes. If you do not have current state issued service animal credentials, and are in need of having a pet on campus for medical purposes, you may submit a request for approval through the Office of Disability Services.

Animals allowed to be brought onto campus for teaching purposes would include:

1. Be allowed to bring 1 to 2 animals into a Veterinary Technology classroom or lab, for demonstration purposes only;
2. Demonstration purposes will be determined by the instructor;
3. The instructor is completely responsible for overseeing the care of any animals while they are on campus. This will include any feeding, watering, walking and cleaning up, etc;
4. Any animal brought onto campus for teaching purposes will be under 100% control at all times and will never be allowed to run loose;
5. Any animal brought on campus will be required to be up to date on all vaccines;
6. Any animal brought on campus will be well socialized and will not be placed in a stressful or harmful and possibly unsafe situation;
7. No animal brought onto campus for teaching purposes will be left in a car at any time;
8. No animal brought onto campus will enter any building other than those designated for teaching;
9. No animal brought on campus for teaching purposes will be allowed to be disruptive or excessively vocal while on campus;
10. All soiling accidents produced by teaching animals will be thoroughly cleaned and disinfected using KenneLSol solution. (See attached MSDS sheet);
11. No animals that have been knowingly exposed to any diseases transmissible to humans will be allowed on campus.

G-13-0 Posting

College departments and recognized campus organizations may post without prior approval on campus bulletin boards or other approved mechanisms.
Off-campus organizations wishing to post materials on the Awbrey Butte Bend campus must contact the Office of Student Life in the Campus Center or the Information Office in Boyle Education Center for approval. Any off-campus organization in one of the branch campus communities must contact the appropriate branch campus administrator for approval. Any posting promoting an organization or gathering that is not in compliance with the COCC Equal Employment Opportunity/Affirmative Action Policy (HR-3-0) will not be approved for posting. Additionally, the College has the right to reject any postings that are not relevant to an educational function of the College, a student activity and/or a community service.
All posters, flyers or other material must bear the name of the sponsoring organization. Nothing may be posted on walls, doors (excluding office doors and residence hall room doors), windows or other objects in or on buildings or elsewhere on campus. The exception to this policy is the posting of important academic announcements or changes in the College schedule of hours of operation, which may be posted on doors.
It is the responsibility of the organization that posts information to remove all posters after the termination of the promoted event. The College may remove any posting not in compliance with this policy.

G-13-1 Shuttle Bus Posting

College departments and recognized campus organizations may post on the campus Shuttle Buses. All posters, flyers or other material must bear the name of the sponsoring organization and must have stamped approval from the Office of Student Life in the Campus Center or the Information Office in the Boyle Education Center.
Any posting promoting an organization or gathering that is not in compliance with the COCC Equal Employment Opportunity/Affirmative Action Policy (HR-3-0) will not be approved for posting.

G-14-0 Moved to Own Section

Please see:

Policies: Review and Approval

G-15-0 Publications

Design and printing of publications, including posters, flyers, brochures and banners, can be arranged through the College Relations Office. Payment, however, comes from the individual departments. The Director of College Relations must approve any publication that represent the College and is intended for distribution of campus. College Relations can advise on the use of the COCC logo and on whether the ADA and/or affirmative action statements are needed.

G-16-0 Raffles

Any campus department or organization planning on conducting a raffle must contact the Fiscal Services Department before the activity. The Fiscal Services Department maintains the College's raffle license and files the appropriate paperwork with the State of Oregon.

G-17-0 Skateboards, Rollerblades and Bicycles

Use of skateboards and rollerblades are prohibited on campus. Bicycles must be walked, except on designated paths and roadways. Exceptions can be made for special events sponsored by the College.

Due to Fire Marshall restrictions, bicycles are not permitted in buildings under any circumstances. Bikes may be locked only in approved locations (not to include handrails and/or lampposts).

G-18-0 Smoking

Smoking or the use of smokeless tobacco is limited to campus parking lots only, unless otherwise posted. Use in parking lots adjacent to buildings must be 25 feet away from any portion of the building. During high fire danger periods, smoking will be banned completely.

G-19-0 Speakers

The College encourages representatives of off-campus groups to meet with students, faculty and staff groups. Off-campus speakers must have the sponsorship of a recognized organization of the College community or rent an appropriate facility through the College's Campus Services office.

The appearance of a campus speaker is considered as an added educational experience, but this does not indicate endorsement, approval or disapproval of the views of those appearing, nor does the College require students to attend such meetings.

COCC expects that speakers will allow sufficient time at the end of their presentations for questions from the audience.

G-20-0 Vaccinations

COCC does not require students to have any specific vaccinations prior to or during enrollment. However, specific programs and or departments may require student vaccination records in order to enter or complete their educational program. This information will be given to the students directly from the specific department or program.

G-21-0 Stationery

Stationery is designed and ordered by the College Relations Office. The Office also has instructions for proper set-up of word-processor templates for the stationery. Letterhead, envelopes and other stationery items are available through Printing and Mail Services.

G-22-0 Acceptable Use of Information Technology Resources

This acceptable use policy governs the use of computers and networks by all persons at Central Oregon Community College (COCC). As a user of these resources, you are responsible for reading and understanding this document.

If you have questions, please contact COCC's Chief Information Officer (541/383-7247). Central Oregon Community College encourages the use and application of information technologies to support the research, instruction, and public service mission of the institution. COCC computers and networks provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

Terms and conditions of use:

- The primary purpose of electronic systems and communications resources is for College-related activities. Users do not own accounts on College computers, but are granted the privilege of exclusive use. Users may not share their accounts with others, and must keep account passwords confidential. Each account granted on a COCC system is the responsibility of the individual who applies for the account. Groups seeking accounts must select an individual with responsibility for group accounts. COCC cannot guarantee that messages or files are private or secure. COCC may monitor and record usage to enforce its policies and may use information gained in this way in disciplinary and criminal proceedings. Users must adhere strictly to software licensing agreements and copyright laws. When accessing remote systems from COCC systems, users are responsible for obeying the policies set forth herein as well as the policies of other organizations. Any violation of this policy or local, state, or federal laws may be referred to appropriate COCC offices and/or, as appropriate, law enforcement authorities.
- Misuses of COCC computing, networking, or information resources may result in the immediate loss of computing and/or network access, and may lead to further disciplinary action as well.

Conduct which violates this policy includes, but is not limited to the following:

- Unauthorized attempts to view and/or use another person's accounts, computer files, programs, or data. Using COCC computers, accounts, and/or networks to gain unauthorized access to College systems or other systems. Attempting to degrade performance of COCC computers and/or networks. Attempting to deprive other users of COCC technology resources or access to systems/networks. Using COCC technology resources for commercial activity such as creating products or services for sale. Copying software protected by copyright, except as permitted by

software licensing agreements. Using COCC computers and/or networks to send fraudulent or harassing messages. Using COCC computers and/or networks to create or access materials not related to the mission of the institution. Initiating or propagating electronic chain letters. Inappropriate mass mailings to newsgroups, mailing lists, or individuals, i.e. "spamming" or "flooding".

- Unauthorized "broadcasting" of unsolicited mail or information using COCC computers and/or networks.

Communicating With Students Via-Email:

- Mass email to all Central Oregon Community College students shall be limited to critical, time-sensitive communication (i.e. executive communications, campus emergencies, serious disruptions). The College Relations Office must approve any such mass email to students in advance. Other information intended for general circulation may be disseminated through the College Relations Office via the COCC Home Page (What's New), the COCC Student Electronic Newsletter or other appropriate means.
- Academic departments or other College entities may send unsolicited email messages to a targeted sub- group of students with whom they have an official relationship without prior approval.
- Academic departments or other College entities wishing to send individual unsolicited email messages to a targeted sub-group of students with whom they do not have an official relationship shall be approved in advance by the College Relations Office.

G-23-0 Network Technology Resources

Policy Overview: COCC network technology resources used for college business require stewardship. These resources include, but are not limited to: College owned PCs, servers, network storage, network bandwidth, wireless services and classroom technologies. This policy establishes the proper use and guidelines pertaining to COCC network technology resources available to COCC employees. Any system that connects to COCC's network infrastructure is governed by this policy.

Policy Information

The policy outlines the appropriate use of network storage and the available resources for College business purposes.

1. **Personal Responsibility:** Departments and individuals are responsible to manage their data storage needs. Employees may only maintain files on COCC-owned resources that are necessary for COCC business purposes.
   a. This policy is associated with the ITS Acceptable Use Policy governing the proper use of COCC technology resources.
2. Acceptable Storage: Two types of network storage are available at COCC -
   1) My Documents and 2) Network N: Drive Department Folder Storage
      a. **My Documents** - this folder is assigned to each employee of COCC. The intent of this individual storage allows the following types of work to be stored:
         i. COCC business-related documents that are pertinent to an individual's specific job
         ii. Confidential documentation related to an individual's specific job
      b. **N: drive department folders** - these folders are provided to share departmental information. The intent of these department storage areas allows the following types of work to be stored:
         i. COCC business-related documents that are shared across the department

ii. Instructional or Course materials that are related to department curriculum and courses
iii. Process and procedural documentations relevant to the department

3. **Unacceptable Storage:** Documents not approved to be stored on COCC technology resources:
   a. Personal documents including photos, music, and video files
   b. Any documents not related to college business and /or your job at COCC.
4. **Network Storage Management includes:**
   a. Storage Capacity: COCC will provide a limited amount of network storage to all COCC employees and departments. Storage resources will be allocated, monitored and managed for My Documents and N: Drive Department folders for employees and departments to ensure that storage remains within total available resources. See 4c for link to guidelines
   b. Backup: COCC will back up the contents of the N: drive Department folders and individual My Documents folders per allocated storage guidelines - See 4c for link to guidelines
   c. Technical Assistance: COCC ITS department will work with individuals and departments to assist in network storage management. The ITS website provides guidelines and help documents to aid end users and departments; it is located at www.cocc.edu/ITS/Network-Administration/Network-File-and-Print-Services/. An ITS helpdesk ticket may be created from the Employee Login page
   d. Security Guidelines: Departments and individuals are responsible for understanding and following guidelines that ensure secure storage of protected student, college and donor information. These guidelines are available on the ITS security website located at www.cocc.edu/Security/.

G-24-0 Identification Cards

All staff/faculty employees or employees working for any entity housed on one of COCC Campus sites are required to carry a College ID Card and be able to produce it upon request. The appropriate Dean/Vice President will determine who is required to wear a College ID card at all times.

G-25-0 Louis B. “Bart” Queary Lifetime Achievement In Higher Education Award

The College when appropriate will award the Louis B. "Bart" Queary Lifetime Achievement in Higher Education Award for outstanding quality of service in higher education, demonstrated consistently and broadly over time and evidenced and recognized by the COCC community. The Award will be administered and awarded by the College Affairs Committee.

The announcement will be made by College Affairs by January 15 of each year. Nominations will be sent to the Human Resources Office and must be received by March 1 in order to be considered for that academic year.

Eligibility: Faculty, classified, administrator, confidential/supervisory; 20 years of employment in higher education (.6 FTE or greater); Last 15 years of service at COCC; Current employee of COCC.

Criteria: Outstanding performance in “primary assignment”; Exceptional service to the College; Significant community involvement; Continual professional improvement.

Evaluation: Highest standard in all areas.

Process: Notice sent out from College Affairs Committee, including screening process;

Nominations submitted to HR for verification of qualifications; Forwarded to screening to for decision.

Awarded: Not anticipated to be annual - May, however, be awarded to more than one person per year at

End-of-the-Year faculty-staff event (recipient not notified prior to event).

G-26-0 Signage

All campus exterior signage (monument and campus direction signage) must be in compliance with COCC visual identity and must be approved by the Director of College Relations.

Exterior building signage will normally be designed and installed as part of the construction process. Any additional exterior building signage must be approved by the Director of College Relations.

Temporary signage on the campus (Bookstore book buy-back, registration reminders, etc.) must be approved in advance by the Director of College Relations. This approval will include a schedule for putting up and taking down of signs. Temporary signs will generally only be allowed for one week at a time.

Interior signage will be ordered through the Campus Services office.

G-27-0 Secure Space Access Policy

Employees Requesting Access

Internal employees: The following college employees may be allowed access to Secure Spaces: Campus Services, Campus Security, and ITS Staff

External Employees: Any non-college employee will need to fill out and sign the Vendor Access Request form (end of this document) to be granted access to secure spaces. Access will be provided by any authorized staff member of the internal employee groups listed above. Vendor Access Requests need to be made 48 hours in advance. The form will be returned to the Information Security Administrator (ISA) within ITS. The ISA may be required to notify Campus Security of the request.

This policy is a recommendation for dealing with access to secured physical areas housing computers, network devices and other critical infrastructure computing components that support current services. Too often physical security is overlooked by operational staff as an afterthought; physical security and compliance with guidelines can be costly and yield low benefit to all but the site's operational staff. Likewise, procedures can be difficult to follow and maintain as new technologies are deployed at the site. The implementation of any policy or guideline requires a methodical set of procedures to be developed for assisting all those affected.

Access Authorization Requests

A central point of contact should be assigned for each secure space. These contacts should be delegated by the responsible director or manager claiming responsibility for the physical area, and maintenance thereof.

Requesting Access

An individual requiring physical access to a restricted area should fill out the Vendor Access Request form for access to the physical location - these forms may be specific to an area depending on the requirements, etc. A completed form should be sent to the appropriate contact(s) for the area.

Secure Space List

The following spaces are considered to be Secure Spaces or restricted areas and will require access with a fob, a key, or in the case of external employees, the completion of a Vendor Access Request Form, along with accompanied access by a member of the Internal Employees group in the first section.

Bend Campus

Barber Library: 119 - Electrical

Boyle Education Center: Outside SW Corner. Enter room through door that is straight ahead. Head left - first door on the right is MDF. 2nd door on the right (with Chemetron sign) contains BEC switches.

CCB: 119 (Fire Riser/Boiler Room/Maintenance) > 119C Electrical/MDF (shared custodial space)

Chandler: 111 - padlocked with no FOB currently

Culinary: 113

DesChutes: Janitor's closet across from Classroom 3; Men's bathroom behind door

Grandview: 103 Wiring Closet - bottom of stairs across from men's room

Health Careers: 220

Jefferson: 110 - inside Tony Russell's Office

Juniper: Mechanical Room adjacent to private residence contains intermediary switch (in far back right corner). North switch is in closet between N207 and N208. South switch is in storage closet between S107 and S108.

Mazama: 107 Mechanical Room

Metolius: MET103

Modoc: Outside on the west side inside the electrical room

Newberry: Back of the bookstore - east side - in the boiler room

Ochoco: 115 - Custodian Closet; 231A - Custodian Closet

Ochoco Annex: Outside north side

OSU-Cascades: 111 - 111a Telecom; 244 Telecommunications Room

Pence: 113 Workroom - Up the stairs from 105 next to wheelchair lift

Pioneer: Data Center - 105; 231; Space outside on the west side - inside Boiler Room
Ponderosa: Boiler Mechanical Room next to Office 120 (light switch is outside room in hallway)

Science: 181

Madras Campus

125

Redmond Campus

Building One: Rooms 126 > 127

Technology Center: Room 205

Redmond Technology Education Center: Room 205; AV Closet room 115B

Reservation of Access Rights

Each responsible entity for a secure space should include a disclaimer that access to secured area may be revoked temporarily or permanently for any reason, at any time. These guidelines should be included in the necessary access forms to the area and agreed to each person requesting access to the secured areas.

Emergency Access

Emergency access to a secured site should not be permitted. Each resource should have primary and secondary authorized personnel "on call" ready to respond to a situation at all times. Proper cross-training and contact information should be developed to promote limiting of emergency access completely.

Guidelines for Use

Each access to a secure space should be made in compliance with the following guidelines in order to increase the longevity of systems. While other specific guidelines may be required for a specific site requirement, these general guidelines should retro existing installations.

- Access to all secured areas should require the use of an authorized fob or key. Where possible, all entries into the secured areas should be recorded and reviewed by the responsible parties for the area. All access should be logged, even when a group of persons enters the area.
- Fobs or keys should not be shared between authorized and unauthorized persons.
- A separate log should be kept for "sign-in" to the area. This logbook should record a name, employee identification number, time in, time out, and signature.
- Vendors, or those wishing to access the data center for a specific task, must be accompanied by an authorized person at all times.
- The secured area should only be accessed to meet a business requirement. When such a requirement is complete, leave the area. Do Not Loiter.
- A resource in use (computer, monitor, keyboard, network cable, power cable, cabinet, floorboard, etc.) should be moved only by the person directly responsible for that resource.
- Food, drink or other fluids must not be introduced to the secured areas. These items promote deterioration of computing hardware through moisture.

Physical Security Measures

The physical security measures implemented at each secured site will greatly assist in compliance with this policy. Monitoring devices and access control devices should record each entry into the secured area, both authorized and unauthorized. A log of entries should be archived for a period of two (2) years. If the site is monitored with video or audio devices, this data should too be archived.

G-27-1 Video Camera Systems

In accordance with College Video Camera Systems Procedures, Central Oregon Community College will have surveillance cameras on its campuses.

Only the President of the College or their designee may authorize the installation and/or placement of video cameras on campus. Departments that wish to add additional cameras must submit a written request to the President or their designee. The request will be reviewed by the President or their designee for approval. In no circumstances will any College employee use or access the system for purposes beyond those identified by policy, unless prior approval is granted by the President or their designee.

Campus Public Safety employees, under the direction of the department supervisor, are responsible for the daily operation of cameras used for security purposes. They will follow all related College policies, procedures, and guidelines in the monitoring of cameras. The Director of Campus Public Safety may appoint a person to audit the monitoring operations of cameras used for security purposes, including image storage.

Departments other than Campus Public Safety may operate cameras for purposes other than security with approval by the President or their designee. All camera operations must follow related College policies, procedures, and guidelines in the use of cameras.

G-27-1.1 Public notice of Camera Usage and Policy

Signage giving general notice of the College's use of security video camera monitoring in a public area will be publicly posted as deemed appropriate to inform the public and enhance the crime prevention value of the camera system.

Additional notifications will be made via the College website, parking manual, and emergency plan.

A copy of this policy will be available in the Campus Public Safety Office and available for viewing or download from the College website.

All signage and other communications related to security video camera use must be approved by the Director of College Relations.

G-28-0 Nondiscrimination, Sexual Misconduct/sexual Violence, Sexual Harassment, Non-retaliation and Confidentiality Policies

Política en Español

Under the following College policies, discriminatory and harassing behaviors will not be tolerated. It is the responsibility of every member of the COCC community to ensure that these policies are actively supported and strictly enforced. This includes notifying all members of the campus community of their rights and responsibilities under the COCC nondiscrimination, sexual misconduct/sexual violence and sexual harassment policies. To ensure that victims receive the appropriate support and that the College responds to any violations of these policies, any college employee who is made aware of violations is required to report that information to the appropriate contact immediately.

Faculty, staff and students are protected from discrimination and harassment under Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, SaVE Act, VAWA, and other state and federal laws.

Contact Information for Questions and Reporting

Persons having questions about equal opportunity and nondiscrimination or who need to report violations of these policies should contact the Equal Employment/Title IX Officer, c/o COCC's Human Resources office, (541) 383-7216.

Disability Accommodations: Students who need special accommodations associated with this process because of a physical or learning disability, should contact the 504/SSD Coordinator, (541) 383-7743, in advance of their need for accommodation. Employees or community members who need special accommodations associated with this process because of a physical or learning disability may contact the Director of Human Resources (or designee), (541) 383-7216.

G-28-1 Nondiscrimination Policy

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of the Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran status or any other classes protected under Federal and State statues in any education program, activities or employment.

G-28-2 Sexual Misconduct/Sexual Violence

In accordance with Title IX and other applicable state and federal laws, Central Oregon Community College maintains a zero tolerance approach for sexual misconduct. Members of the College community and visitors have the right to be free from sexual misconduct, which includes sexual harassment and sexual violence. When an allegation of sexual misconduct is brought to the administration, and a respondent is found to have violated this policy, actions reasonably calculated to stop or prevent a repeated rule violation will be taken. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

Please see: Sexual Misconduct and Sexual Violence: Information and Reporting for additional details.

G-28-3 Sexual Harassment

It is the policy of Central Oregon Community College that no member of the college community may sexually harass another. Pursuant to Title IX guidance provided the Department of Education's Office of Civil Rights, sexual harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature and may come in the form of a hostile environment, quid pro quo, retaliation, or violence. Sexual harassment may happen between individuals of the same or different genders and may be based on gender stereotypes, sexual orientation and gender identity.

For more information on sexual harassment, go to the Sexual Misconduct and Sexual Violence Information for a description of the three type of sexual harassment (section 2).

G-28-4 Non-Retaliation

The College maintains a zero tolerance approach for retaliation against an individual who brings forward, in good faith, nondiscrimination, sexual misconduct/ sexual violence and sexual harassment concerns. Individuals who are asked to participate in an investigation are expected to cooperate fully and no retribution will be allowed for participation *by any party*. Appropriate sanctions will be applied to all violations of this policy.

G-28-5 Confidentiality

Throughout this process, the College commits to preserving confidentiality to the greatest extent possible, noting that information will be shared with appropriate College staff as needed to fully investigate the nondiscrimination, sexual misconduct/sexual violence or sexual harassment concern. However, should the individual bringing forward the concern request complete confidentiality, the College will make every attempt possible to honor that request. It is important to

note that an individual's request to maintain confidentiality may limit the institution's ability to fully respond to the concern. Additionally, if the alleged victim is under the age of 18 and depending on the nature of the concern, the College may be required to report information to appropriate authorities (see HR Policy - Mandatory Reporting - Child Protection Policy).

G-29-0 Administrator of The Year Award

Purpose: An Award to recognize excellence in administration and includes a $1,000 award, plus an individual plaque and name on a perpetual plaque.

Eligibility:

- Current Administrator or Professional non-managerial employee who is no longer on a probationary contract. (In their fourth year of employment)
- Employee at .50 - 1.0 FTE.
- Excludes members of President's Advisory Team and Administrators at a salary level of 32 or higher.
- Nominee may not receive award more than once.

Criteria: The Administrator of the Year award is for job performance at a level of consistent excellence and effectiveness. The award criteria are purposefully broad to allow latitude in recognizing an employee's contribution to Central Oregon Community College.

Use the following as guidelines for nomination. Not all criteria need be met or included:

- Outstanding performance in primary assignment.
- Promotes and represents COCC in an enthusiastic manner.
- Respects & motivates students and COCC employees.
- Provides excellent service to students, faculty and staff.
- Meets challenges, willing to take risks, innovative.
- Fosters a positive work environment.
- College/Foundation/Community involvement.

Nomination Process: Inaugural year: CC/DC Committee issues announcement of award. Nomination forms are sent to Chair of CC/DC. Selection committee consists of CC/DC members and the President or their designee. Announcement of award nominations issued by April 15, nominations due by April 30. Committee must select winner by May 15. Award is presented at the End-of-Year celebration. Administrator Of The Year Form Subsequent years: CC/DC committee alerts previous year's winner at the beginning of April to post announcement and gather committee. Nominations will be sent to previous year's winner and will follow timeline as listed in first year.

Committee will consist of:

- Previous year's award winner
- President or designee

- Faculty member appointed by Faculty Forum
- Classified member appointed by CACOCC
- One Administrator appointed by VP for Administration
- One HR Administrator as appointed by Human Resources department.

G-30-0 Academic Policies

Academic Policies provide transparent guidelines to students, faculty and staff for activities related to teaching and learning at COCC, including academic issues such as grades, attendance, dropping courses, withdrawing from classes, certificate and degree requirements, graduation, and more.

G-30-1 Academic Warning

College policy dictates that students are considered to be in good academic standing if they earn a 2.0 GPA or higher each term. Students who do not meet this requirement receive an academic warning.

G-30-2 Registration Activities

All registration activity (add/drop/change to or from audit) for full term classes is allowed only through the seventh week for Fall, Winter and Spring. (The deadline is earlier during Summer.) The deadline for withdrawal with a grade of W is the Wednesday before finals week. Short-term classes have different deadlines and can be found on COCC's website.

Instructor Approval: Students need instructor approval to register if they are on the waitlist but the instructor is willing to let them in the class; or if they are not on the waitlist and the class is full but the instructor is still willing to let them in; or if it is past the first day of the class. The approval is good for two business days following the date of approval.

G-30-3 Attendance Policy

To maintain enrollment in each class, the registered student or student from the waitlist must attend 100 percent of the first week's class and lab meetings. (For classes that do not span the entire term the student must attend the first class session.) Students who do not do so will be administratively withdrawn from that class by the instructor at the time class role is taken. If this results in a tuition refund, the refund will be processed within three weeks.

The Attendance policy does not relieve students from full responsibility for officially dropping a course within the given deadline to not incur tuition charges and to not receive a grade for the course.

G-30-4 Admission

NEW STUDENTS - To qualify for admission, students must be 18 years of age or older, or possess a high school diploma or GED. All new students (those who have never taken credit courses at COCC) are required to submit a non-refundable application fee at the time of application. Applications will not be processed without the fee.

G-30-5 Commencement

All students who have met requirements for a two-year Associate Degree or a one-year Certificate of Completion are eligible to participate in commencement if they have earned or will earn that certificate or degree in the past Fall, Winter or Spring, or the coming Summer. (Only candidates for Summer graduation who demonstrate a realistic plan to complete all requirements by the end of Summer term are eligible).

G-30-6 Course Challenge

Students that have knowledge and experience similar to a particular course may challenge a course and receive credit for that course. Challenged courses are charged the regular tuition rate payable at the time the completed petition is processed in Enrollment Services - Admissions and Records Office. Course challenges are subject to the following:

- Students cannot challenge courses at a lower level than ones in which they have already demonstrated competency, nor at a lower level than ones in which the students have already registered.
- Students may not challenge courses which they have already received credit.
- Students may not challenge courses in which experiencing the course itself is essential.
- Challenged courses do not apply toward meeting residency requirements for a degree.
- Challenged courses do not count in determining financial aid eligibility.

A student must receive permission from a faculty member in the subject area and the department chair, prior to challenging a course.

A grade of Pass or No Pass is assigned, where a Pass is earned for performance equivalent to a grade of "B-" or better. Students may not re-challenge a course if they do not pass the first attempt.

G-30-7 Degrees/ Certificates (Requirements)

A certificate or degree is awarded when it meets the appropriate course requirements listed in the catalog and the student has met the following:

1. Complete the minimum number of credits required for the degree

2. Earn a minimum 2.0 cumulative grade-point average at COCC

3. Complete at least 24 degree-applicable residency credits for an associate's degree; 18 certificate-applicable residency credits for a certificate

4. One of the following criteria:

a. Students have three years to complete their program under the catalog in which they began or any subsequent catalog. The student's choice of catalog years is based upon the student's attendance and the most recent year that the student applied to COCC:
    i. The student's default catalog year is the year the student is admitted to COCC and the student may graduate under that default catalog year or either of the next two catalog years.
    ii. If the student has a break in enrollment of more than four consecutive terms, the student must reapply to COCC and the default catalog year will now be the year the student is re-admitted.
    iii. The student's choice of catalog years is limited to two catalog years prior to the student's year of graduation. If the student does not graduate within three catalog years of student's admittance, the default catalog year will be updated yearly to the subsequent catalog year.
    iv. The student transfers back to COCC, other college credits within the term immediately following the last term attended at COCC, excluding summer, and meets degree requirements listed in the current college catalog or the previous two catalogs.
    v. The student left COCC prior to completing degree requirements but through subsequent transfer credit meets degree requirements currently in effect at the time of final degree evaluation and award.

When a student's completion of degree requirements coincides with the last term attended, the degree will be posted in that term. When the student uses transfer credits after an absence from the College, the degree will be posted in the term in which the degree evaluation is successfully completed, and when it has been determined that all degree requirements have been met.

MULTIPLE OR CONCURRENT DEGREES: Revised: 10/30/12 Students applying for multiple or concurrent degrees must meet the degree requirements outlined above and as listed for each degree in the catalog. For each additional degree, students must complete at least 15 COCC credits that are different than those used for the other degree(s) and are applicable to the additional degree requested.

G-30-8 Enrollment Status

FULL-TIME - A student is "full-time" when registered for a minimum of 12 credits per term;

THREE-QUARTER TIME - Enrollment is designated as 9-11 credits;

HALF-TIME - Enrollment is designated as 6-8 credits;

REGISTERED - Only registered students, as seen on the section roster, should receive instruction or occupy a seat in class. Refer unregistered students to the Admissions and Records Office.

G-30-9 FERPA, Confidentiality, Privacy, Non-Disclosure

COCC follows the guidelines of the Family Rights and Privacy Act of 1974, and OAR 589-004-0100. Students will be notified of their FERPA rights annually by publication in the College Catalog. A full description of the policy is available through Admissions and Records, but the salient points for staff and faculty are these:

1. If requested on an individual basis, staff may release the following information on a student: student's full name, dates of attendance (term only; does not include attendance on specific days), major field of study, class standing, degrees and awards received, mailing address, email address, telephone number, participation in officially recognized activities and sports, and most recent previous school attended.
2. Staff CANNOT release the following information ("release" includes posting this information in a public site - albeit in print or electronically, leave homework outside of office doors for pick up, in class or other contexts): Social Security Number, date of birth, gender, GPA, grades, cumulative credit hours, current term credits, current or previous term class schedule, copies of transcripts from other institutions, academic standing or eligibility to return to COCC, whether or not student has applied for graduation, accounts receivable balance, financial records of students or parents, student employment records, medical or mental health records, or campus network, email, Student Online Services or other campus issued ID's or passwords.
3. Keep lists of students and sensitive information such as grades and Social Security Numbers in a private location.
4. Do not discuss student situations outside of the classroom unless it is with a colleague of the College who has an educational need to know.
5. Personal notes regarding student progress and achievement are considered personal property, and not part of the College records, as long as they are treated as personal memory aids and not used in a public way or shared with another person.

All requests for student information should be referred to the Admissions and Records Office

G-30-10 Field Trips

1. All students must sign a Field Trip Waiver Form available on the Risk Management web under forms.
2. Students under age 18 must have their parent or guardian complete part B of the above form.
3. If students are driving a college vehicle, they must submit this form Approval to Drive College Vehicles Form to Campus Services.

G-30-11 Final Exam

A final examination schedule is prepared by the Office of Instructional Deans, approved by the Vice President for Instruction, and published online.

All classes at Central Oregon Community College include some kind of graded or evaluated activity during the period set aside and scheduled for final examinations. If the activity is a final examination, it should usually be comprehensive -- i.e., it should cover the work of the whole quarter. Final examinations should not exceed the allotted time and the total time expected to be spent on take-

home finals should not exceed the time taken on in-class finals including preparation and examination. Take home finals should be due at the end of the scheduled final examination hour.

On an individual basis, for emergencies and other special circumstances, a student may take a final examination at a time other than that scheduled, providing the student has received prior approval by petition signed by the instructor and the department chair. Approved petitions are returned to instructors, with copies sent to the Vice President for Instruction.

Classes without final examinations must be approved by the Academic Affairs Curriculum Subcommittee. This is a one-time approval for an alternative evaluated activity and does not need to be reviewed each time the activity changes.

An instructor who seeks to reschedule an examination must have prior written approval from the Vice- President for Instruction.

Final grade rosters are due in the Admissions and Records Office by 5:00 p.m. on the Tuesday following the end of the term unless otherwise stated.

G-30-12 Grades

Only the grades in the following table may be assigned. All courses graded with an A-F, P, NP, W, or I will apply to percentage of completion. P, NP, W, X, I, and IP do not apply to GPA.

A outstanding performance

A- superior B+ excellent B very good B- good

C+ better than satisfactory

C satisfactory

D passing (Note: Courses in which "D" grades are earned may not be used in the AAOT or to fulfill foundational requirements in other certificate or degree programs and may have limitations in specific certificate or degree programs. "D" grades are not considered passing for pre-requisite courses.

F not passing, counts as a non-completed course

X Audit

P Pass; may be awarded only in authorized classes

NP No Pass; may be awarded only in authorized classes

W Withdrawn; must be assigned by Records Office

I Incomplete; not computed in GPA, will convert to “F” if requirements of the Incomplete Grade Contract are not met by the end of the following term.

IP Course in Progress

Definitions:

Students who want the experience of taking a particular class but do not want to receive college credit may register as an audit student in any of the College's courses. Audit students are not required to meet specific course requirements but should participate fully in class activities. If students wish to audit a class, they must indicate so at the time of registration and note the following:

- “X” appears on the transcript
- “X” is not figured into a student's GPA
- Tuition is the same as classes taken for credit
- Audited courses do not meet graduation or transfer requirements and are not eligible for financial aid
- A student may convert “audit” status to “regular” status, and vice versa, before the end of the seventh week of the term for full-term classes.

Incomplete (I). An Incomplete/I grade is assigned when a student successfully completes approximately 75 percent of course requirements, but for reasons acceptable to the instructor, the student is not able to complete remaining requirements during the given term. An "I" grade is not a substitution for a failing

grade, but indicates that there is a reasonable expectation that the student will pass the course.

Students must complete the remaining requirements within one quarter after the end of the original course (summer term excluded) unless the instructor designates a later completion date.

if no grade is submitted, it is assumed the student did not complete the requirements and the "I" grade will convert to an "F".

An incomplete grade will not count towards academic warning, but it may affect Financial Aid and Satisfactory Academic Progress.

Pass (P)/No Pass (NP). “Pass” is interpreted as a “C” or better. The P/NP option is used for certain courses where it is deemed inappropriate to utilize the regular grading system. All such courses utilizing the P/NP format must first be approved through the normal committee structure of the College. Such courses set P/NP standards in their original submission for course approval. Every course completed with a P/NP option will be entered into the student's transcript.

Withdrawal (W). A "W" will be assigned by the Admissions and Records Office if a student drops a full term class between the eighth week of the term and the Wednesday before finals week. Permission of the instructor is required to withdraw from the course. For classes shorter than one quarter, proportional times will be used; contact the Admissions & Records Office for specific details.

Course in Progress (IP). When a course has an ending date past the regular term's grading period, the Records Office will assign an IP grade. IP will stand until the instructor submits a regular grade at the end of a course.

Grade Changes:

The responsibility to award grades at COCC is entirely the instructor's. A student who disputes the final grade (A-F, P, NP) in a course must follow the Grade Appeal Procedure.

1. Meet with the instructor to review the grade.
2. If not satisfied, meet with the department chair, who can further review the grade with the instructor.
3. Issues concerning the change of grade to or from I-W-X should go through the petition process that starts in the Admissions and Records office.

Instructors may submit grade changes based on a calculation error, or to change an Incomplete to a grade. This may only be done within one year of the original grade being awarded.

Exceptions to the grading policy should be requested by a student petition submitted to the Registrar. Requests for grade changes are considered only within one year of the grade being awarded.

Mid-term Grades:

Midway through each term, instructors have the option to file grades of "D" and "F" or "NP" for those students whose performance indicates it, including those who are not regularly attending class. It is entirely the instructor's discretion to submit or not submit a midterm grade report. If an instructor submits a midterm grade, the student will be sent an email at his/her college email address. Students must take responsibility for withdrawing if they do not wish to continue in a class.

Final Exams/Grades:

End-of-term grades are available via the student's Bobcat Web Account by the Thursday following the term only and will not be mailed or given out over the phone.

G-30-13 Honesty

All students are expected to submit work that is their own, and to properly cite the work of others. Application and registration forms must reflect true and accurate information. Plagiarism, cheating, forgery and other dishonest acts will not be tolerated and may result in disciplinary action. For a full statement, refer to the Student Rights and Responsibilities.

G-30-14 Honor Roll/ Deans List

Students enrolled in 12 or more credit hours with grades which apply to a GPA and who earn a GPA of 3.6 or higher will have a Dean's List notation on their official transcript for each term that the GPA is earned. The College Dean's List is published each term in a nondiscriminatory (A-Z) manner (no subdivision of college transfer, occupational or developmental).

Honors will be listed on the transcripts of COCC graduates based on the following cumulative GPA from the end of the term prior to the student's graduation:

3.60 - 3.74 Honors

3.75 - 3.89 High Honors

3.90 - 4.00 Highest Honors

Graduates participating in commencement exercises will receive honor cords. Graduates with a 4.00 will have an asterisk by their name in the annual commencement program.

G-30-15 Petition

In cases of exceptional circumstance, students can request an exception to a published academic by submitting the student petition form to Enrollment Services. Such policies may include but are not limited to late drop or withdrawal, late add, refund/waiver of tuition/fees after the published deadline, refund/waiver of late payment or late registration fees, changing to or from an audit, and course substitution and/or transfer policies. Students must submit the student petition form and include documentary evidence to support the request if applicable. Each case is decided upon its own merits and the decision of the committee is final and not subject to appeal, unless there is information pertinent to the outcome, which was not submitted at the time of the initial request. The student petition form, including instructions on how to complete it, is available in Enrollment Services on all COCC campuses. Please call 541-383-7500 for more information or have questions about petitions.

The "Petition to Challenge a Course" is available through the Admissions and Records Office. The student is responsible for acquiring the signatures of the persons involved with the approval process, and in submitting the form with proper signatures to the Admissions and Records Office by the end of the sixth week of class.

The Academic Reinstatement petition following the third Academic Warning is available through the Admissions and Records Office. The student is responsible for submitting it to the Admissions and Records Office no later than 5 p.m. Monday of the second week of the term, where it is further reviewed by the Academic Reinstatement Committee.

G-30-16 Registration

After submitting an application for admission, providing placement information, and meeting with an advisor (if applicable), students may register for courses based on the dates and times listed on the COCC website. The registration schedule for credit students is based on enrollment status and number of credits earned at COCC. Degree-seeking students who have attended credit classes at COCC in any of the past four terms are eligible for priority registration. Transfer credits may meet some program requirements but are not counted toward "earned credits" for registration purposes. Students may view the priority registration schedule on the COCC registration web page. Students wishing to pursue a cohort program without a selection process must meet the basic pre-requisite competencies and will be placed in the program according to seat availability on a first-come, first-served basis according to the priority registration schedule.

Student registrations are complete only when courses are web or data-entered into COCC's computer system. A student may not register if a debt is owed to the College. Students must be registered in order to attend class. Students may not take more than 19 credit hours per term without permission from Admissions and Records.

G-30-17 Repeat Grade Policy

As a general rule if a student takes the same course twice, whether at COCC or another institution, only one course may be used to satisfy certificate or degree requirements.

INSTITUTIONAL REPEAT POLICY

If a student repeats a course and both courses were taken at COCC, the most recent course will be calculated in the cumulative GPA and applied toward degree requirements. The original course and grade will remain on the transcript, with an "R" indicating it was later repeated. The original course grade will not be used in the GPA calculation for that term or the cumulative GPA calculation. Students may repeat a course as many times as they wish; however, only the original/first course's grade will be excluded from the term and cumulative GPA and only the most recent course will be

used toward graduation requirements. There is no limit to the number of courses a student may repeat, unless otherwise stated in specific program requirements.

Courses in music or theater performance, studio art, Cooperative Work Experience and HHP activity classes may be repeated for credit. The grades and credits for such courses will be recorded on the transcript and totaled cumulatively. In some cases, there may be a limit to the number of total credits allowed from those courses when used toward a certificate or degree. There is no limit to the number of courses a student may repeat. If students wish to use the grade repeat policy for music or theater performance, studio art, Cooperative Work Experience and HHP activity classes, they must complete a student petition and submit it to the Admissions and Records office; the course repeat policy will automatically happen for all other coursework.

TRANSFER REPEAT POLICY

If a student has repeat courses in transferred from another institution, the college will use the following criteria to determine which course applies to needed requirements:

- The most recent COCC course with a grade "C" or better.
- If both courses came from other institutions, the transfer course with the best grade will be selected.
- Some degrees and certificates have specific policies on permissible age of transfer courses. Please refer to the applicable Program Description.

G-30-18 Residency

Determination of residency for purposes of tuition will be made according to the following definitions. Applicants to the nursing program must satisfy in-district residency requirements as outlined in the nursing program application packet.

In-district

An individual who owns property, who, for one full year prior to beginning taking credit classes has either; a) owned property (or if under the age of 24, whose parent/guardian owns property); or b) maintained a permanent and continuous residence in the district will be classified as an in-district resident. The COCC District consists of all of Deschutes, Crook and Jefferson Counties, the northern portion of Klamath and Lake Counties, and the Warm Springs Indian Reservation in Jefferson and Wasco Counties.

Out-of-district (In-state)

An individual who, for one full year prior to beginning taking credit classes has either: a) owned property (or if under the age of 24, whose parent/guardian owns property); or b) maintained a permanent and continuous residence in the state of Oregon (but outside the COCC district) will be classified as an out-of-district resident. The student will remain an out-of district student for two calendar years after the term in which the student began courses; at that time, the student will convert to in-district residency.

Out-of-state

An individual who has not maintained a permanent and continuous residence in the state of Oregon during the full year prior to the beginning of the first term of enrollment will be classified as "out of state." The student's residency will convert to in-district two calendar years after the term in which the student began classes.

Exception

Per Oregon Administrative Rules, residents of Washington, California, Nevada and Idaho will be charged in-state (out-of-district) tuition.

Verification

Residency of each applicant for college credit classes is determined from information provided at the time of application. When there appears to be an inconsistency, the College staff may require additional information to verify residency.

In-district or in-state status at COCC does not guarantee in-state status for tuition purposes at any other Oregon college or university.

G-30-19 Transcript

The transcript-processing fee must be paid before transcripts are mailed. No transcript requests will be processed during the first week of the term. Official transcripts will not be released if the student owes a debt to the College. For more information and fees, see the COCC website.

G-30-20 Policy Statement on General Student Fees

The intent of COCC general student fees is to partially cover the cost of providing specific materials, activities, and services. General student fees are any fees other than course or program fees and fall into two categories:

- Direct Service Fees: The fee is directed to a specific service or tangible good and fee revenues are returned directly to the department coordinating the service.
- Indirect Service Fees: The fee is dedicated to a specific service, but is applied to the College's general fund as a means of covering a portion of the cost.

- Course and program fees: The fee is assessed to offset the high costs related to providing required materials, supplies, equipment maintenance and support, equipment/room rental, travel, and licenses/certificate costs for a course(s) in a program and/or department. Course and program fees also may be assessed for courses or programs that carry extraordinary administrative requirements that result in higher-than-normal expenses.
  Course and program fees assessed to cover high costs related to annual operations should be placed in the General Fund where the expenditures are recorded. Fees to cover special one-time purchases and/or expenditures for items that are expected to last more than one year, should be placed in an Auxiliary account.

As of 2013-14, direct service fees include: student activity fee, green energy fee, and Mazama Gym fee. Indirect service fees include: - technology fee, application fee, transcript fee, late registration fee, late payment fee, and online course fee.

G-30-20.1 Approval Process for General Student Fees

Student fees may be initiated by any of the following three means: student elections (see ASCOCC Constitution for details); student referendum (see ASCOCC Constitution for details); or by College employees. Student fees approved via a student election or referendum shall be direct recommendations to the COCC Board of Directors. All other student fees (either new or changes to existing fees) may first be reviewed for input by the COCC College Affairs Committee, as well as other campus committees, task forces, and departments as appropriate to each fee, and as possible. Feedback from these groups shall be presented by the President (or designee), along with a formal proposal, to the COCC Board of Directors.

Course and program fees are determined based on criteria determined by the College; contact the Office of Instruction for details. Annually, the Chief Financial Officer will establish a benchmark amount to evaluate course and program fees. Fiscal Services will provide an annual report that identifies program fees and the related costs for evaluation. New, or changes to, course and program fees will be evaluated by faculty, Program Directors, Department Chairs and Instructional Deans who will provide recommendations to the Vice President for Instruction. If approved by the Vice President for Instruction, the appropriate Department Chair, Program Director, Instructional Dean or appointed faculty member will submit the recommended fee changes to the College Affairs Committee for approval. The Vice President for Instruction shall provide the President and Executive Administrators an annual update and present an annual information item to the COCC Board of Directors summarizing all course and program fees.

The COCC Board of Directors has the sole responsibility for increasing or decreasing student fees, including the amount and maximum credit to which the fee shall apply if the Board determines that such modifications are in the best interest of students and COCC.

G-30-21 Syllabus Standards for Credit Classes

Each instructor must provide a course syllabus to enrolled students at the beginning of the course and

to the department administrative assistant (who maintains a historical record for the College) for each section taught. Instructors must complete their syllabus and post it to the Blackboard course site before the first class meeting of the term.

The syllabus serves as an outline of the course of study and communicates the instructor's design, including the information listed below. The syllabus may be used in grievance and judicial hearings; therefore, clarity and specificity are very important. The following elements are required to be included on every syllabus:

- Course Information (title, number, CRN, credits, term and year, meeting times, location/web site)
- Instructor information (name, office hours and location, phone and/or email)
- Course description (from Catalog)
- Learning Outcomes (from Banner)
- Program-level Outcomes (for courses meeting AAOT Focus Area requirements, list focus area outcomes)
- Course materials (list required materials including textbook, ISBN, publisher, any other required materials)
- Technology (identify required technology and provide support contact)
- Topics
- Due dates for major graded work (such as exams, major essay or project)
- Final Exam Date and Time
- Grading and Assignments (explain how grades will be determined)
- Grading Scale
- COCC Policies (Full policy statements for the following: Important enrollment deadlines, Americans with Disabilities approved statement, COCC Non-Discrimination Policy; links for the following: Final Exam Policy, Students Rights and Responsibilities, Title IX Statement)

Academic Affairs has approved a recommended syllabus template to provide students with consistent and comprehensive information to support their success. The template also includes optional elements to include on a syllabus and examples from COCC faculty.
Related Materials:
https://www.cocc.edu/instruction/faculty-resources/teaching-fundamentals/syllabus-template/

G-31-0 General Business Policies

Business Policies provide faculty and staff guidelines for day-to-day business operations.

G-31-1 Insurance

All insurance for the College district shall be arranged through the Chief Financial Officer. The Chief Financial Officer shall consult with the College Insurance Agent of Record when placing insurance.

G-31-2 Tax-Sheltered Annuities

The College will honor employees' requests to participate in tax-sheltered annuity programs as allowed by Section 403b of the Internal Revenue Service Code. In order to minimize the administrative work of maintaining the plan, the following employees will be excluded from the plan as allowed by Section 403b:

- Students who are excluded from FICA and FUTA taxes.
- Employees who contribute less than $200 per year.
- Nonresident aliens who have no earned income from US sources.
- Employees who work fewer than 20 hours per week.

Employees currently enrolled in a plan and working less than 20 hours per week will be allowed to continue in the plan. Employees whose hours are involuntarily dropped below 20 per week and are enrolled in a plan may also continue in the plan. From the effective date of this policy, the College will honor employee requests to add a company to the 403b approved vendor list if at least ten employees of the College want to enroll with the company. Once a company's enrollment drops below ten employees, the company will be removed from the approved vendor list and will no longer be available. Current enrollees may continue to contribute.

529 Oregon College Savings Plan

The College will honor employees' requests to participate in the 529 Oregon College Savings Plan. In order to minimize the administrative work of maintaining the plan, the following employees will be excluded from the plan.

- Students who are excluded from FICA and FUTA taxes.
- Non-resident aliens who have no earned income from US sources.
- Employees who work fewer than 20 hours per week.

Employees currently enrolled in a plan and working 20 hours per week will be allowed to continue in the plan. Employees, whose hours are involuntarily dropped below 20 per week and are enrolled in a plan, may also continue in the plan.

G-31-3 Professional Advice From Agents on Retainer

The auditor, attorney, and architect retained by the College are available for professional advice on College matters in their areas of competence. In order that their services may be efficiently used, certain guidelines shall be followed.

If a member of the College community needs the advice of one of these professionals, he/she should address his/her concern to the President or Vice President for Administration. If the concern raised cannot be satisfactorily answered within the College, the President or the Vice President for Administration will seek the advice of the attorney, auditor, or architect, as appropriate.

G-31-3.1 College Auditors

With regard to the College's auditors, the College will require the rotation of the lead/coordinating and reviewing partners every five years with a time-out of two years. Time spent as a lead/coordinating or reviewing partner prior to 2004 will not be considered in the count to five years.

G-31-3.2 College Auditors-Conflict of Interest

Prior to hiring a person who has worked for the College's audit firm in the past year as the Chief Financial Officer, Associate CFO, Accounting Manager, or other senior financial position, the President or their designee must receive Board approval after first having apprised them of the benefits, risks and action to be taken to minimize risks.

G-31-4 College Interest in Marketable Materials, Products, and Processes

The College attempts to foster employee initiative by establishing a climate in which creativity can occur and by providing the means to bring such efforts into tangible form. Often, this creativity results in improved instructional products and processes for students, increased visibility for the College, and, occasionally, financial gain.

When the employee uses his/her own time, materials, and equipment to produce new materials, or to discover new products or processes which are marketed for financial gain, the creative results are solely the possession of the employee.

When materials, products, or processes have been produced using College personnel, equipment, and/or facilities, and are proposed to be marketed for financial gain, then the College must become involved in ways having binding and legal implications. As an institution supported almost entirely by public and tuition monies, it cannot escape this responsibility.

Accordingly, the policy of COCC is that whenever College administrators' time, support staff time, faculty time, supplies, equipment, and/or facilities are used to produce new materials, products or processes, the College automatically has an interest in the materials, products and processes, and the materials, products and processes may be marketed for financial gain only after a contract delineating the nature of the individual and College interest is agreed to. It is the employee's responsibility to see that such a contract is written before a for-profit endeavor is undertaken.

G-31-4.1 Secretarial Staff Use

Staff submitting manuscripts to scholarly journals, not for financial gain, may use secretarial staff, but such secretarial time would enjoy a lower priority than the day-to-day work for ongoing classes.

G-31-5 Materials and Resources.

Materials and resources purchased for College use shall be used for College-related business only and shall not be available for personal use. Materials and resources include, but are not limited, to:

Office supplies, stationery, postage, long-distance telephone calls, College vehicles, tools, gasoline, computers, and cellular devices.

G-31-6 Fund-Raising

Any fund-raising efforts involving solicitation on campus, or any fund-raising off-campus by College groups or on behalf of the College must have the prior approval of the Vice President for Administration.

G-31-6.1 Solicitation/Selling on Campus.

Charitable or service organizations wishing to conduct on-campus solicitation or activities to benefit the citizens of the College District shall present a summary of proposed activities and obtain approval from the Director of College Relations.

Commercial solicitation on the COCC campus by telephone, electronic means such as email or posting on the website (except through folders designated for staff only) or use of the campus mailroom/distribution center, is prohibited.

Any other commercial solicitation on the COCC campus must be done at times and places set by the College and shall not be in conflict with services already offered on the campus. Such activity will be coordinated through the Office of Student Life.

G-31-6.2 Solicitation for Support

On-campus solicitation for support by either College individuals or groups, or off-campus individuals or groups, must have the approval of either the Director of Student Life, the Director of College Relations, or the branch campus administrator. This includes both solicitation through petition and the handing out of literature.

If approval is given, the College will establish a fixed location for such activity. This solicitation can in no way interfere with the educational process of students at the College nor impede individuals from free movement onto and on the campus.

G-31-7 Acceptance of Gifts

The following policy will be used in connection with acceptance of gifts other than cash:

1. If an individual within the institution is approached and offered a gift, he/she should, in a tactful and appropriate way, indicate to the potential donor the College's interest and appreciation and advise them that the College will determine if a use can be found for the gift.
2. The individual who has been contacted should then furnish the information about the gift to the appropriate Vice President/Dean, along with a recommendation for the acceptance or refusal of the gift.
3. If the gift can be used by the College, the appropriate Vice President/Dean will write a letter to the donor acknowledging the gift. If the gift cannot be used by the College, the appropriate Vice President/Dean will so notify the donor.
4. Copies of the acknowledgment will be sent to the Foundation office.
5. The College does not establish the value of a gift. That shall be the responsibility of the donor.
6. Gifts of real property can only be accepted by the Board of Directors.

This policy apply to gifts to the College and do not affect the current procedures used for handling donations to the College Foundation.

7. Employee Gifts and Events:

   The College provides awards and gifts to employees in the following forms;
   1. employee achievement awards (qualifying recipients determined through HR Dept.)
   2. length of service awards (qualifying recipients determined through HR Dept.)
   3. full-time employee retirement gifts (qualifying recipients determined through employee's Department).

These awards/gifts cannot exceed $100 and must be in the form of tangible property (e.g., plaques, pen-sets, coffee mugs, clothing, etc.) and **not cash, cash equivalents (e.g., gift cards) or other non-excludable awards (all considered taxable income by the IRS)**. Staff or departments may want to recognize employees for outstanding achievement, or length of service with a reception, party or lunch. It is inappropriate to expend college funds for these purposes. The Department may, however, seek approval to use some or all of the $100 on a combination of food for an on-campus event and gift (on campus only). Funds will come out of department's budget and may not be used for the purchase of alcohol. This applies only to retirement - no other event.

G-31-8 Fiscal Services

G-31-8.1 Budget Changes

There are two types of budget changes that occur at the College. The first type involves a budget change that crosses appropriation categories (e.g., Instruction to Student Services). Appropriation categories are broad spending categories approved by the College's Budget Committee and adopted by the College's Board of Directors in the annual budget process, and identified in the College's annual budget document. Per the Oregon Revised Statutes (ORS), any change of budget, which moves funds and/or spending authority from one appropriation category to another requires approval of the Board of Directors.

The second type of budget change is between departments within an appropriation category (e.g., Admissions to Enrollment Cashiering) or between accounts (e.g., salaries to outside services). Changes within an appropriation category require the approval of the College President or the appropriate Vice President/Dean.

Budget changes can be approved at the Vice President/Dean level under the following conditions:

1. The budget change(s) does not exceed $10,000 in any fiscal year. If for example, money is transferred from material to outside services for the same reason three times and they together total more than $10,000, the budget change which brought the dollar amount over the $10,000 threshold would need to go to the President for approval.
2. Budget changes which can be approved by the Vice President/Dean are in the following object classifications:
   - Salary lines (money can only be moved from one salary line item to another salary line)
   - Irregular Wages to a non-salary line item
   - Transfers to capital account for purchases between $1,000 and $4,999.99.

The President's signature is specifically required for budget changes under the following conditions:

- Any budget transfer over $10,000
- Any budget transfer to a capital line item that is $5,000 or more
- Any budget change that moves a salary line item to a non-salary line item
- Any budget change that involves payroll assessments
- Any budget change that involves a transfer line item

The Director of Accounting will review budget changes for compliance and bring those in violation to the appropriate Vice President/Dean.

The philosophy behind permitting budget changes is to provide flexibility in meeting unanticipated changes in operating conditions during the budget year. If the reasons requiring the budget change are expected to continue into the future, the cost center's budget should be discussed during the budget preparation process. Budget changes are not to be made for the same reason year after year.

G-31-8.2 Grant and Special Project Administration

Provision shall be provided in the annual budget for the receipt and expenditure of separately funded projects.

Proposal and Application Submission

All potential proposals will be approved by the appropriate Vice President/Dean and submitted to the Vice President for Administration for placement on the President's Advisory Team agenda.

All proposals and applications will be reviewed and approved by the Associate CFO, the Grants Officer, and the Director of Contracts and Risk Management. The Director of Contracts and Risk Management will submit all applications to the Deputy Clerk for final approval and sign-off by the institution.

Award Administration

All award documents will be reviewed by the Grants Officer, the Associate Chief Financial Officer, and the Director of Contracts and Risk Management prior to final approval and signature. When award conditions are deemed acceptable and the award is for $50,000 or more, the Grants Officer will place the agreement on the consent agenda of a regularly scheduled Board meeting, for Board approval. If the award is $50,000 or less, the Grants Officer will submit the agreement to the Deputy Clerk for final approval and signature.

Project reporting will be the responsibility of the Project Leader; fiscal reporting will be the responsibility of the Associate Chief Financial Officer. The Dean/Vice President approving the initial project will serve as the immediate supervisor to the Project Leader.

G-31-8.3 Purchasing

It shall be the policy of Central Oregon Community College to purchase goods and services on the basis of quality and price. Effort will be made to purchase the quality of goods and services necessary for a properly functioning college at the lowest competitive prices. Where possible, and whenever quality, maintenance, service and prices are equal, Central Oregon Community College shall purchase from vendors within the Central Oregon Community College District. Purchases will be made in accord with the Central Oregon Community College Rules of Procurement.

G-31-8.3.1 Departmental Signing Authority

It is the policy of the College that budget administrators of each department be delegated the accountability for budget compliance and signature responsibility for purchasing. For the purposes of instructional departmental operations, each departmental administrative assistant has the ability to issue purchase orders up to $2,500 each in material and supplies line items and process student field experience charges without the budget administrator's signature. (The dollar level of authority may be adjusted downward at the discretion of a Vice President or Dean.) The dollar level for non-instructional departments shall be set by the Chief Financial Officer or their designee.

G-31-8.3.2 Private Benefit

The purchasing power of the College shall not be used for the acquisition of materials and services for private benefit.

G-31-8.3.3 Purchasing Thresholds

Purchasing Thresholds shall be designated in the Community College Rules of Procurement for each class of purchase. Purchases of $100,000 or more will require Board approval prior to acceptance.

G-31-8.4 Disposition of Surplus Capital Property

It is the policy of Central Oregon Community College that capital property surplus to a Department's needs will first be made available to other Departments within the College. If no other Department can use the property, it will be declared surplus by the Vice President for Administration. Surplus property will be evaluated for value. Property having no value will be certified by the Vice President for Administration and may be disposed of in a public dumping site or recycled, if feasible. Property with a salvage value shall be stored and scheduled for future disposition. See CCR.320 for specific details.

G-31-8.4.1 Proceeds Received From the Sale Of Surplus Property

The proceeds received from the sale of goods and/or services belong to the College as a whole and not specifically to a particular area or Department of the College. All sales of surplus College property must be approved in advance by the Vice President for Administration. As a general rule, all such proceeds shall be receipted into miscellaneous income in the General Fund. The following exceptions allow for the

receipt of funds from the sale of surplus property into an enterprise or auxiliary fund of the College:

1. Sale of equipment used in operation of the motor pool, bookstore, cafeteria, residential hall, or COCC copy center.
2. Sale of parts and services associated with the automotive program's repair activities.
3. Sale of surplus library books.
4. Other activities specifically approved by the President.
   The provisions of this section do not apply to the sale of educational or training services.

G-31-8.5 Investment Policy

Funds of the College will be invested in accordance with the following primary investment objectives.

1. Primary Investment Objectives:
   a. Preservation of capital- Investments shall be selected in a manner that seeks to ensure the preservation of capital in the overall investment portfolio. The preservation objective will be to mitigate the default and interest rate risk.
   b. Liquidity- Investments shall be selected in a manner that ensures sufficient liquidity to meet all operating and construction requirements.
   c. Yield- The investment officer shall strive to maintain a maximum rate of return within the constraints of all primary objectives, Oregon Revised Statutes and Board adopted investment policies.

The Associate CFO will have the day-to-day responsibility of maintaining the College portfolio of investments. They will maintain available cash adequate to meet the current requirements of the College.

The College will utilize the following investment instruments:

U.S. Treasury bills, notes, bonds U.S. Government agency securities Bankers Acceptances Local Government Investment Pool Time Certificates of Deposit - Commercial Banks (Collateralized as required by the State of Oregon Banking Division.) Time Certificates of Deposit - Savings and Loans (Collateralized as required by the State of Oregon Banking Division.) Commercial Paper - Investments in commercial paper of Oregon issuers are limited to those rated A-2 or better by Standard and Poor Corporation, P-2 or better by Moody's Investors Service; holdings in any one issuer may not exceed 10% of the investment portfolio.

Investments shall be made so that at the time of purchase the total investment in any type of instrument does not exceed the following maximum percentages:

U.S. Treasury bills, notes, bonds 100% maximum Federal agency bonds and discount notes (No more than 25% in securities of single issuer) Local Government Investment Pool 100% maximum Repurchase Agreements (Must be collateralized 102% of market value with specific assignment of U.S. Treasury and Federal agency securities; collateral must be held in safekeeping at depository institution) Bankers' Acceptances 40% maximum Time Certificates of Deposit 50% maximum Commercial Paper 20% maximum

The College will invest in no instrument with a maturity longer than 18 months without the specific approval of the COCC Board of Directors and the Oregon Short-Term Fund Investment Manager.

G-31-8.6 Travel Policy

College recognizes that it is desirable and sometimes necessary for employees to travel away from their primary assigned campus in connection with their work. Budgetary allowance is made for such travel, and related expenses will be reimbursed within the budgetary allowance and in accordance with approved travel reimbursement procedures.

G-31-8.6.1 Reimbursement

Reimbursement for approved travel is listed below. Because these rates are periodically adjusted, employees may receive up-to-date information on personal car mileage and meal allowances from the Office of Fiscal Services.

1. Reimbursement for Personal Car Mileage

   Individuals will be reimbursed for personal car mileage for destinations both within and outside the State at the established mileage rates. The Board of Directors will be notified of the mileage rates annually.
2. In-town Mileage

   Institutional policy does not, as a general rule, provide for the payment of mileage for travel within the City where the campus is located.

   Occasionally, the unique nature of an individual's assignment will require a substantial amount of in-town travel. When an assigned project of this kind is anticipated, the individual involved, and his/her immediate supervisor, shall determine the dollar amount that will be reimbursed. The agreement shall be submitted in writing to the responsible Vice President/Dean for approval. All such reimbursement shall be within budgeted travel funds.

3. Reimbursement for Meals

   Reimbursement for the cost of employee meals shall be at the per-diem rates established by the Board of Directors. If attendance at a conference requires meals that exceed the approved per-diem rates, the meals shall be itemized and a written explanation of the cost over per-diem rates shall be included with the reimbursement request. When meals for groups of College employees meeting on College business are claimed or charged to the College, the expense must be approved in writing by the appropriate Vice President/Dean. The Director of Human Resources may approve reimbursement requests for candidate interviews.

   Whenever reimbursement is requested for meals for other than the claimant, names of the individuals shall be listed and a brief explanation provided.

   If an employee is required, by nature of his/her duties to host an off-campus guest in Bend, or other assigned locale, and partakes of that meal, which may exceed the approved per-diem, the

request for reimbursement shall include such an explanation and require approval of the appropriate Vice President/Dean.

4. Reimbursement for Lodging

   Reimbursement will be for the actual amount. These charges shall be supported by a detailed receipt. College employees planning to utilize motel/hotel accommodations will attempt to find reasonably priced lodging. If no receipt is presented for a valid overnight stay, reimbursement will be made at a rate of $25 per night.

5. Reimbursement for Family Member(s)

   The College does not pay meals, lodging, or other costs for family member(s) who may accompany the employee or Board member. In instances when family members share a room, the employee/Board member shall obtain the cost of a single accommodation and request reimbursement for only that amount.

   College employees and Board members, on occasion, must represent the College at locations removed from the Central Oregon area. Spouses of College employees/Board members, and children over the age of fifteen years, are allowed to travel in College vehicles at no cost for transportation on such necessary trips so long as neither COCC students nor other COCC employees are forced to seek alternate forms of transportation because of the participation of a spouse or a child.

6. Reimbursement of Other Expenses

   Many unforeseen expenses may arise during approved College travel, i.e., convention registration fee, airport shuttles, repairs to College owned vehicles, etc. Reimbursement for such items must be supported with a receipt.

7. Travel Advances

   It is recognized that some trips might impose an economic hardship on the individual, thus a minimum travel advance of $100 may be obtained up to a maximum of two weeks in advance of the approved trip. Payment of those expenses necessary prior to that time period (airplane, conference registration, etc.) can be processed through Fiscal Services or reimbursed with a receipt. In addition, travel advances are construed as a loan to the employee until a final accounting of the trip is achieved, within ten days after the end of the trip. Travel advances not accounted for in a timely manner will be considered a payroll draw and deducted from the next scheduled payroll. In addition, if the final accounting of said advance is not achieved, no new travel advance will be issued; i.e., no employee will be permitted to have more than one travel advance outstanding at one time.

8. Approval of Travel Expenses

   All travel and entertainment expenses shall be approved by the employee's immediate cost center supervisor. Out of state travel requires prior written approval from the appropriate Vice President/Dean if the expected cost of travel is $1,500.00 or greater. The President of Central Oregon Community College will submit travel and entertainment expense reports to the Chief Financial Officer for review.

9. Transportation in College-Owned Vehicles

   Central Oregon Community College attempts to provide College-owned vehicles to transport staff on general College business and to provide transportation for staff and students on instructional field trips. The purpose of this effort has been to provide reliable, safe, transportation.

   College vehicles are not to be used for personal use except that use which is incidental to the

purpose of the trip. The College is to be reimbursed at the current mileage rate by the employee for such incidental use.

1. All College-sponsored trips involving students should include provision for staff to accompany the group unless a College certified student driver is available and the trip, or trips, has the approval of the appropriate Vice President/Dean.
2. Any drivers for such groups must be approved in advance by the Director of Campus Services. This approval will include checking the proposed driver's record with the Department of Motor Vehicles.
3. The vans owned by the College have been purchased for the purpose of transporting numbers of people. It is not an economical use of vans to use them for fewer than six persons.
4. College vehicles should always be operated in a safe manner on roads designed and maintained for two-wheel drive, passenger vehicles.
5. It is the policy of the College that safety belts will be utilized whenever the vehicle is moving.
6. In case of an accident involving damage to either a College owned vehicle or property of a third party, the driver, or the College staff member accompanying on the trip, is responsible for gathering data to make an accurate report of the accident. Such reports should be made to the appropriate police agency and to the College's Director of Campus Services immediately upon return. If the College vehicle is safely drivable, it may be driven back to the College. If it is not, the driver should contact the Director of Campus Services for instructions. If this is impossible, the driver should take such action as necessary to safeguard College property (arrange to have the disabled vehicle towed to a safe storage area, etc.), and to secure adequate and safe transportation for COCC passengers.
7. In general, the judgment of a staff or certified driver will be respected when he/she has taken prudent action in handling unusual or emergency situations, keeping in mind the safety of the passengers in the vehicle, original objectives of the trip, and the necessity to minimize the financial and legal liability of the College.
8. Smoking is not permitted in any College-owned vehicles.
9. Upon return, all trash should be removed from College vehicles. If not removed, a service charge will be assessed the Department

10. Frequent Flyer Mileage and Credit Card Reward Programs

    All COCC employees traveling on College business are required to use routes, schedules and airlines that provide the lowest rates and most efficient travel. Because the cost of record-keeping outweighs any monetary benefit, COCC will not recapture airline bonuses or other credit card reward programs awarded to employees who use personal credit cards for conducting College business. Such frequent flyer mileage plans and other reward programs are deemed de minimus and may be used by employees as they choose unless the terms of a grant or contract require otherwise.

G-31-8.6.2 Insurance Responsibility for Use of Personally Owned Vehicles

Employees or volunteers may use personally owned vehicles on behalf of the College. When such use of a personal vehicle by an employee occurs, the following conditions apply with regard to insurance responsibility.

1. The employee or volunteer driving while working on behalf of the College must have a valid driver's license.
2. The owner of the vehicle's insurance is primary in the event of an accident.
3. The owner of the vehicle will be responsible for keeping the vehicle in safe working order.
4. The owner of the vehicle will be responsible for all damage to the vehicle.

5. The owner of the vehicle shall maintain liability insurance in the amount equal to or exceed the state minimum requirements.
6. The owner is responsible for injury to passengers and others as a result of any accident.
7. The College's insurance shall apply excess in the event the primary limits are exhausted.
8. The individual will indemnify and hold the College harmless for all liabilities and damage resulting from their actions. The College shall indemnify and hold harmless the individual for liability and damage caused through College actions.

G-31-9 Campus Services

G-31-9.1 College Equipment Use

Equipment purchased by the College is for College use only. College-owned equipment should leave the campus only when being used in connection with a recognized program of the College and should not be taken for personal use.

It is recognized that there are occasions when it is in the public interest to lend equipment to another public agency or service organization. Requests for such loans should be directed to the Director of Campus Services who, in turn, will contact the individual responsible for the equipment.

G-31-9.1.1 Listed Property Policy

Government employers frequently provide their employees with cellular devices, computers, photographic equipment, video recording, automobiles and other forms of tangible property. This can raise special tax concerns, due to the fact that these items are "Listed Property" under the Internal Revenue Code, and because employees may use them for business as well as personal use. Listed property includes items obtained for use in the business but are designated by the Internal Revenue Code as lending themselves easily to personal use.

To be able to exclude the use of listed property by an employee from taxable income, the employer must have a method to distinguish business from personal use. The amount that represents business use is excludable from income as a working condition fringe benefit. The amount that represents personal use is included in the wages at the fair market value of benefit received.

In general, unless the employer can achieve the business use substantiation requirements of listed property through policies, controls and procedures, the use of listed property will be considered income to the employee.

G-31-9.1.2 Computer Acquisitions Policy

The College provides its staff and departments with various types of computers and computer related equipment each year. Computers are identified in the Internal Revenue Code as "Listed Property". Listed property includes items obtained for the use in business but lend themselves easily to personal use. Personal use of College assets raises both accounting and special tax concerns. Computers represent a large financial commitment to the College, both in the initial acquisition and ongoing technical support. Computers also play a large role in the College's communications network. For these reasons, the following computer policy guidelines are being provided.

- Computers with a cost equal to or greater than $1,000 must be an approved item within the adopted budget's capital list. To insure favorable pricing, compatibility and supportability, these computers must be purchased through the Information Technology Department. As college equipment, they are to be used exclusively for mission related activity.

- Computers with a cost less than $1,000 must be approved by the appropriate dean or vice president if acquired with departmental funds. To insure favorable pricing, compatibility and supportability, these computers must be purchased through the Information Technology Department. As college equipment, they are to be used exclusively for mission related activity.
- Computers purchased by faculty members using their approved professional improvement program funding are considered personal use equipment (more than 50% personal) with the value being treated as taxable income to the faculty member. These personal use computers are not supported by the Information Technology Department or authorized to be connected to the College's intranet.

G-31-9.2 Facilities Use by Community Groups

It is the policy of Central Oregon Community College to permit the use of its facilities when such use is judged to be a service to Central Oregon or to the citizens of Central Oregon. It is further the policy of the College to make its facilities available on a charge-for-services basis to groups and organizations when such use is consistent with the goals and objectives of the institution.
The proposed use of the College facilities should not conflict or detract from the College's discharge of its educational responsibilities. Two additional concerns must be carefully weighed. First, the College must assess its ability to provide the necessary services to the organizations, i.e., security, custodial assistance, food service, etc. Second, the College retains the right to require personnel employed by the College, or approved by the College, to serve in a supervisory capacity when deemed necessary to meet College instructional, safety and maintenance standards. This cost of this service may be charged to the group or organization using the College facilities.

G-31-9.2.1 Insurance Requirement for Off-Campus Groups

A certificate of insurance for liability coverage in the amount of $1 million, naming the College as an additional insured, will be required whenever, in the judgment of College officials, the proposed use represents a significant level of exposure of claims of damage against the College. A non-College facility user will be required to indemnify, defend and hold the College, its elected directors, officers, employees and agents harmless from and against any and all claims, demands, lawsuits or causes of action (including claims for attorney fees and other expenses incidents thereto) for property damage, bodily injury, and death that may occur during or arise from the use of a College facility, whether or not based on negligence. The facility user will be responsible for any damage caused to College property arising out of facility use. The College will not be responsible for any loss of or damage to a facility user's property regardless of the cause of loss.

G-31-9.2.2 Facility Use Policy

1. Request for Use of Facilities

   Reservations to hold a meeting or event at the College are to be made through the Office of Campus Services, or the branch campus administrator, for college groups and events and the Office of the Chief Financial Officer for non-college groups and events. Requests for use of Central Oregon Community facilities generally fall into two categories:

   A. College Groups and College Events -- No Facility Fee

      This group includes all College instructional classes; staff and committee meetings; events organized or sponsored by the College in general; and recognized College groups, and

recognized student groups (with the approval of the Coordinator of Student Life). The appropriate Vice President or Dean must approve in writing any College-sponsored event planned in conjunction with external organizations.

B. Non-College Groups and Events -- Subject to Facility Fee

This section pertains to all non-College groups and events that are permitted on campus: non-profit groups; publicly funded agencies; government agencies including federal, state and local; for-profit groups and corporations; political organizations; and religious organizations. Any non-College group using the facility is prohibited from using the College's name to imply sponsorship, endorsement or financial support of the event scheduled other than for purposes of providing location information. Fund-raising activities are restricted and must obtain approval from the Vice President of Administration prior to the activity being scheduled. Rates to be determined based on the current academic year's rate chart, available online and from Campus Services upon request. Waiver or modification of the facility fee may be made by the Vice President of Administration or designee based on the following criteria:

1. There is a tangible and defined benefit to the College and/or service to the community.
2. The College generates FTE from the event.
3. The College has a reciprocal agreement or partnership with the user.
4. The College sponsors the event.

Room rental charges cover room use only. Additional direct costs related to the facility use, including but not limited to expenses associated with the following, may be assessed:

1. Equipment (media or other)
2. Computer usage
3. Utilities when events occur outside College regular schedule
4. Labor costs for scheduling, custom installation, room set-up, opening/closing, custodial services, and supervision.

2. Application for Use

The use of a College facility shall be requested by an application process and reserved on a first come, first served basis, subject to the classification of priorities as listed in Section B. - User Priority, and any other College use conditions or restrictions which may be applicable at the time the Facility Use Application is approved. A Facility Use Application is required for any scheduled event and shall be filed with the Office of the CFO or the branch campus administrator where the event is to be held. A Facility Use Application may not request facility use of more than one (1) week. The Office of the CFO or branch campus administrator must approve, in writing, any exception for a longer duration or for consecutive weeks of use.

A. Cancellation

The College must receive written notice no less than two (2) business days prior to the date of the event if the applicant chooses to cancel the use of a facility. The College will charge a twenty-five dollar ($25) processing fee and any costs incurred if the user fails to provide notice of the cancellation more than two (2) business days before the event.

B. User Priority

Following is the user priority list that shall be adhered to in reserving a College facility:

1. College instruction.
2. College event.

3. Non-instructional use by the Associated Students of Central Oregon Community College (ASCOCC) or a recognized COCC student organization.
4. COCC - affiliated organization
5. Non-College group or individual.
   a. General public (individual or business) using facility for non-profit purposes
   b. Non-Profit (501) or Government entity (local, state or federal)
   c. Individual or business using facility for an event intended to generate a profit.

C. Facility Availability and Requirements

College facilities are normally available Monday through Sunday between the hours of 7:00 A.M. and 10:00 P.M., except on holidays and other days of scheduled closures. Hours are scheduled at the discretion of the Director of Campus Services and/or Vice President for Administration. Permission to use a College facility is given for a specific date or dates, and times. Only the date(s), time(s), and the facility for which permission has been granted will be honored. Any rehearsal time, decorating time, special set-up and/or takedown time must be included in the requested and approved Facility Use application. Permission to use College equipment and/or supplies must be requested via the Facility Use application process. The requested equipment and/or supplies must be available and identified in writing before permission will be granted for their use. Final permission to use a College facility must be confirmed in writing. Due to class scheduling, the use of a College facility generally cannot be confirmed more than ninety (90) days in advance of a request. It is recommended that no applicant should make any commitment, release any advertising, or take any action committing the use of a College facility until written confirmation is received from the College.

3. Event Content

The nature of an event must be described in detail in the Facility Use Application. The College reserves the right to accept or reject any request for use of a College facility and to impose additional requirements after reviewing the request of an organization if the College reasonably believes the event will cause substantial disruption to its educational environment. An event offered in any College facility will not contain information that has a reasonable likelihood of materially and substantially interfering with the operation or activities of the College or which may advocate imminent violence. Approval will not be granted for an event that duplicates, substantially interferes with, or competes with College offerings, whether current, planned, or anticipated. The College resident reserves the right to make the final determination in the event of conflict or anticipated conflict. Any event or activity that disrupts, by preventing the effective carrying-out of the operation or activities of the College, is prohibited. Sound amplification that significantly disrupts the operation or activities of the College is prohibited.

4. College Services and/or use of Equipment

The use of a College facility may require services or equipment provided by the College that are identified and agreed to in the application process. Charges for the services and equipment are made in accordance with the rates established in the Schedule of Charges. **There is no staffing for snow removal on weekends or evenings. It is the responsibility of the user to contact the college about how weather closures may affect their use of a facility. When the college is closed due to weather, there will be no charge to the user for cancellations.**

A number of rooms are equipped with pianos. Pianos may not be moved from one room to another without prior written approval from the COCC Music Department. Pianos may only be moved by a professional piano mover and may require tuning by a professional piano tuner after being returned to the appropriate room. If a piano is moved, it must be returned to the room where it was

originally housed. All costs for moving and tuning the piano will be the responsibility of the party renting the facility.

5. Food Events Approval and Food Handling

   All events on the Bend Campus that have food catered must use the College's current contracted food service provider (currently Sodexo). If the person/organization using the COCC facility obtains prior approval from the food service provider this restriction may be waived. In such case, all events that involve the preparation or serving of food or drink to staff, students, or the public must be approved prior to the event and follow the Temporary Food Booth Guidelines. The Office of Student Life must approve student events. All workers involved in food preparation or serving must possess a valid Food Handlers' Permit and the individual overseeing the event must be present during the entire event to supervise food safety and ensure all county food safety regulations are followed. All foods must be prepared on-site or purchased from an approved source. Home-prepared foods may not be served to the public.

   A. College Employees

      The services of College employees may include, but are not limited to:
      - Custodian(s)
      - Physical Education Facility Supervisor
      - Performing Arts Staff
      - Computer/Audiovisual Technician
      - Maintenance Services
      - Security Personnel
      - Parking and Transportation Services

      The Office of Campus Services, Information Technology Services and Public Safety directors or their designees will identify personnel that are required for the proposed use of a College facility. Any additional costs incurred for College personnel services, even if not identified in the application process, will be charged to the user.

   B. Audiovisual Equipment

      The majority of class and meeting rooms in the College facilities are equipped with TV/VCRs, projectors, screens, and whiteboards and/or chalkboards. Rooms may also have computer/projection units. Other audiovisual equipment may be reserved on an "as available" basis and for an additional charge by contacting Media personnel through the Facility Use office. The College reserves the right to limit the use and operation of College-owned AV equipment to College personnel.

   C. User-owned equipment and supplies

      User-owned equipment and/or supplies, including but not limited to, scenery, decorations, hazardous materials, animals, or materials of an unusual nature, are not allowed on the College premises without prior written approval by the Office of Campus Services. All electrical items must be U.L. (Underwriters Laboratory) approved. The College will not furnish equipment to the user such as: tools, ladders, easels, pens, extension cords, etc.

G-31-9.2.3 Denial of Requested Use of Facilities

Use of College facilities will be denied to groups or organizations whose intended use is contrary to law or institutional policy.

Facility users must agree to abide by all College guidelines and procedures. Failure to do so constitutes sufficient reason for revocation of all privileges extended to a user by the College. The waiver of any rule or regulation by the College at any time does not affect the applicability of any other rules or regulations. Additional approval by the appropriate Dean, Chair, VP or Library Director will be required for requests for the use or rental of facilities or equipment that is unique to a department or program.

G-31-9.2.4 Special Requirements

Certain facilities on the campus, because of their uniqueness, must be scheduled and utilized differently than other facilities. Additional approval by the appropriate Dean, Chair, VP or Library Director will be

required for requests for the use or rental of facilities or equipment that is unique to a department or program. This includes but is not limited to Art; Automotive; Forestry; Wildland or Structural Fire; Manufacturing Technology; Aviation; Vet Tech; GIS and EMT. These facilities are discussed individually as follows -

- Computer Labs
- Campus Center Building
- Grandview Student Center-Cafeteria
- Juniper Hall
- Mazama Physical Education and Recreation Center
- Pinckney Center for the Performing Arts
- Wille Hall
- Jungers Culinary Center
- Health Careers Center (specifically lab rooms)
- Science Center (specifically lab rooms)
- The Barber Library
- Facilities off the main Bend Campus including but not limited to Redmond Campus, Madras Campus, Prineville Campus and the Chandler Building
- "General Campus Use" such as parking lots, trails, stairs, roadways, etc.

G-31-9.2.4.1 Computer Labs Use

The Computer Labs at Central Oregon Community College and the equipment therein, are available for rental when its use is its equipment therein, are available for rental when its use is consistent with the mission of the College.
Supervision and/or technical support charges for use of a lab and equipment may also be assessed at the discretion of the College.

G-31-9.2.4.2 Residence Hall Use

The residence hall is available during summer months to groups. Use of the hall will be governed by the following guidelines:

1. The Residential Hall will be available only to groups--not on an individual basis. Arrangements must be made through the residence hall manager.
2. Groups contracting for the residence hall must be able to establish financial credibility.
3. Groups using the residence hall must submit a certificate of insurance for liability coverage in the amount of $1 million naming the College as an additional insured.

4. Groups using the residence hall may reserve rooms for meetings and outdoor facilities, through the Office of Campus Services.
5. Food service will be provided at prevailing rates of the food service contract and arranged for directly with the food services manager.

G-31-9.2.4.3 Mazama Physical Education and Recreational Center Use

Central Oregon Community College will make the Mazama Physical Education and Recreation Center as available to the public as the College's financial and personnel resources will allow.Because of the nature of the building, certain restrictions are necessary. The conditions and restrictions on the use of the building are as follows:

1. Use of the building involving physical activity--i.e., use of the weight room, gymnastics apparatus, tumbling mats, use of the gymnasium for organized or individual games or activities, etc.--shall be conducted only when personnel employed by the College, or approved by the College, are supervising the building.
2. An organization that has arranged for the use of the building and has the necessary supervision, as outlined above, may use the locker and shower room areas.
3. Children under the age of 16 will be allowed to use the facility only under the direct supervision of a responsible adult. Groups of youth under the age of 16 may use the facilities if such use is approved in advance in accordance with the policies of the College.

G-31-9.2.4.4 Pinckney Center for the Performing Arts Use

Use may include a set up and take down charge to set up per the requestor's instructions and restore to the original configuration.
Normal house lighting is routinely available at no additional charge. Theatrical lighting, when available, may carry an additional charge. The cost will be calculated based on use of lighting and the configuration requested. Use of theatrical lighting requires a minimum of two weeks' notice.

Use of the Pinckney Center may also incur supervision charges.
Restrictions may apply for the use of Pinckney Center. A representative from any organization requesting use of the Pinckney Center for Performing Arts must fully read, acknowledge and sign the User Safety Agreement.
Approval from the appropriate Fine Arts Department staff must be obtained for use of rooms in Pence.

G-31-9.2.4.5 Barber Library

Because of the unique nature of the Barber Library facilities, consideration of requests for reserving space in the Barber Library will be made in consultation with the Library Director. Reservation requests shall be made with Campus Services who will then coordinate communications with the Library Director to ensure involvement in determining appropriate use of the Library facilities.

I. LIBRARY ROTUNDA

Events may not be scheduled during Library hours in the Barber Library Rotunda or outside plaza area without approval by the Vice President for Administration. In the event that a special function is scheduled to take place in either of these areas:

- The Library Director shall be responsible for notifying library staff of special events scheduled in these areas
- Event organizers for events in the Library, which involve food and drink must keep the food and drink in designated areas. Cleanup is the responsibility of the event organizers and must be completed and performed immediately after the event. Groups using this area for a special event outside Library hours will be required to arrange for the security of the building at a level acceptable to the College. Security issues will be adequately addressed via Public Safety before permission is given. In general, when the front doors of the library building are unlocked, minimum security required includes a door monitor to direct people to their destination and turning away those who may come to use the Library.

II. OREGON ROOMS

South Oregon Room

The South Oregon Room is designated as a dedicated student lounge and study area. However, the South

Oregon Room may be scheduled for occasional events. This room may be reserved via Campus Services.

- The Library Director shall be responsible for notifying Library staff of special events scheduled in this area. Event organizers for events in the Library that involve food and drink must keep the food and drink in designated areas. Cleanup is the responsibility of the event organizers and must be completed and performed immediately after the event. Organizers of events that include a sit-down lunch or dinner should consider rolling up the special rugs in these rooms and storing them.
- Movement of furniture within this space should be kept to a minimum. Event organizers are responsible for moving furniture back to its original placement and leaving the room in its original configuration.
- Groups using this area for a special event outside Library hours will be required to arrange for the security of the building at a level acceptable to the College. Security issues will be adequately addressed via Campus Services/Public Safety and communicated to the Library Director.
- The Library Director shall be responsible for notifying Library staff of special events scheduled in these areas.

III.CONFERENCE ROOM (Max Merrill, 221 Room)

This room may be reserved and scheduled through Campus Services. Use of this room is limited during normal library business hours when the Library administrative/faculty area is accessible. (Monday- Thursday, 8am-6pm and Friday, 8am-5pm) Exceptions to these times may be considered.

- Organizers of events scheduled in this area involving food and drink must keep the food and drink in the designated conference room (i.e., may not use the adjacent staff room unless special permission is approved). Cleanup is the responsibility of the event organizers and must be completed and performed immediately after the event.
- Movement of furniture within this space should be kept to a minimum. Event organizers are responsible for moving furniture back to its original placement and leaving the room in its original shape.

IV. CLASSROOM (Room 117) AND LAB:

These rooms allow public access to the area when the library is closed. Users of these rooms may request the side door of the library be unlocked for access during hours when the Library is closed.

- The Library Director shall be responsible for notifying Library staff of special events scheduled in these areas.
- Groups using these rooms outside the Library hours will be responsible for the security of the building at a level acceptable to the College with security issues adequately addressed via Public Safety.

V. LOWER LEVEL (General classrooms 001 and 023; video-conferencing room 008B)

Organizers of events or activities using the Lower Level of the Library are responsible for the use of that space and must arrange access to the Lower Level and security through Campus Public Safety during hours when the Library is closed. In general, if the front doors of the Library need to be unlocked to provide access to the Lower Level areas, the College requires a minimum security of a door monitor to direct people to their destination, turning away those who may come to use the Library.

- The Library Director shall be responsible for notifying Library staff of special events scheduled in these areas.

G-31-9.2.4.6 Coats Campus Center Building Use

Operating Dates -

Fall, Winter and Spring quarter hours are: Monday - Friday: 7 am- 8pm Saturday/Sunday 10 am-1pm; 4 pm-8pm Summer quarter hours are:

Monday - Thursday: 7 am - 5 pm

Friday: 8am-1pm

Saturday, Sunday: Closed, unless summer conferences are in session

Mid-term holiday hours (Veterans' Day, Martin Luther King Day, Memorial Day)

Part-time employees and/or RA's to staff CCCB Reception; meal service available during specific times only. Hours: 10am-1pm; 4pm-6:30pm

Winter and spring break hours:

7:30 am - 5:00 pm

The building will be closed on the following dates: Thanksgiving Holiday

Winter/Christmas Week Campus Closure

Labor Day Weekend (Friday before and Monday after) Snow Days

Building will be open to residence hall students only; CCCB Reception to be staffed by RA's and food service provided only for specific times.

If building is reserved for use beyond these days or hours, a service charge will be assessed to assist with building staffing needs.

Room Reservation Calendar & Scheduling Priorities

Spaces available for reservations include:

- Wille Hall (seating capacity varies depending on room configuration, equipped with full multi-media set up)
- CCB 116 (equipped with full multimedia set up)
- TV Lounge (open area next to cafeteria)
- West Patio
- East Patio/Entry
- Multicultural Center (with approval by Director of Multicultural Activities)

Reservations for Coats Campus Center space will parallel the credit classroom scheduling process in that WebViewer will be available for specific groups for specific periods of time. Once each group has had access to scheduling, the system will be open to all interested parties, regardless of affiliation. Except for the symphony and concert band, recurring events or classes will not be scheduled for any Coats Campus Center space without approval from the Director of Student Life.

The calendar below will be used for scheduling in the Coats Campus Center:

- First week of January each year: The following academic year's symphony and concert band rehearsal times will be scheduled for Wille Hall in Webviewer (Mondays, 6 - 10 pm, Thursdays, 7-9:30 and occasional Sundays).
- First week of January: Scheduling for the following academic year will be opened to COCC student government and student-related activities for a two-week period.
- Third week in January: Scheduling for the following academic year will be opened to other COCC departments, including the COCC Foundation and hosting of events for institution-affiliated activities (e.g., statewide peer meetings) for a two-week period.

Note that the Coats Campus Center space is not primarily intended for credit class instruction. However, in times where other options are unavailable, credit classes may be scheduled with the intent of those classes being moved elsewhere as quickly as feasible. Continuing Education may schedule up to 80 hours per quarter. Regardless of the type of course, instructors should be aware

that this building might have a high degree of general traffic and other activities, which may take place during class times and may cause some background disruption to classroom activities.

- Second week of February: Scheduling for the following academic year will be opened to all OSU-Cascades departments, including student government and institution-affiliated activities; scheduling will be limited to number of hours/events agreed upon via the MOU.
- First week of March: Scheduling for the following academic year will be open to all interested parties, including those listed above, the general public and those groups with whom we have a working relationship (e.g., Rotary) in accordance with current policy. Events not affiliated with the College or who do not have College sponsorship will pay room rental fees (room rental rates TBD by Campus Services and the Institutional Support Committee). All spaces become available for reservations to any group (as defined by current policy), upon request, four weeks prior to any given date.

Residence Hall Meals

The Director of Student Life must approve all events which may require closure of the dining hall or that occur during regularly scheduled dining times. To avoid displacing residence hall students, availability for reserving the dining hall will be limited and approval given on a case-by-case basis.

G-31-9.2.4.7 Jungers Culinary Building

Any use of Jungers Culinary Building by non-COCC groups must be arranged directly with the appropriate staff in charge of that building.

G-31-9.2.4.8 Health Careers Center Labs

Labs in the Health Careers Center will not be available for use by non-college groups without special departmental approval.

G-31-9.2.4.9 Science Center Labs

Labs in the Science Center will not be available for use by non-college groups without special departmental approval.

G-31-9.2.4.10 Redmond, Madras, Prineville campuses

All rental requests for use of facilities in the Redmond, Madras or Prineville campuses must be approved and scheduled with the appropriate staff at those sites. All requests for facilities usage in the Chandler Building must have approval from the appropriate director.

G-31-9.2.5 General Campus Grounds use such as parking lots, trails, stairs, roadways, etc

The Vice President for Administration will consider use of these Grounds for approval on a case-by-case basis.

G-31-9.2.5.1 Designated Public Forum

Central Oregon Community College acknowledges students, faculty, employees and the general community their first amendment right to engage in public free speech and expression on campus. However, this right is secondary to maintaining an environment that is not disruptive to the educational purpose of the institution.

Additionally, the College has the discretion of establishing a Designated Public Forum space for free speech expression. The College may enforce content-neutral time, manner and place regulations on public expression in the Designated Public Forum.

The Designated Public Forum areas on the Bend campus are located at the convergence of the paved walkways from Ochoco and Grandview to the Modoc Plaza area, the plaza in front of the Barber Library and outside the entrance to the Campus Center. For some activities, inside the Library or Campus Center may be allowed. At the Redmond Campus the designated area is the East entrance to Building 3.

All organizers of free speech expression must reserve use of the Designated Public Forum through the

Campus Services Office.

All materials must be approved by the Director of College Relations prior to use at the Designated Public

Forum.

Organizers are responsible to ensure that all printed and other materials brought into the Designated

Public Forum are removed at the conclusion of the activity, and that college funds are not needed to return the Designated Public Forum to its original condition as the result of any individual or group exercising their rights of Free Speech in this area.

Expression in the Designated Public Forum shall not be limited except that:

1. There shall be no use of electronic or other sound amplification that interferes with the conduct of classroom, laboratory, library, office or activities on campus.
2. Organizers will not attempt by repeated demands, threats, or otherwise coerce passersby into stopping and participating in debate or discussion, nor interfere with, impede or cause blockage of the flow of vehicle or pedestrian traffic.
3. There shall be no obscene or slanderous speech or distribution of obscene or libelous materials.

4. No speech shall express or advocate racial, ethnic, religious, sex-based, other hate-based prejudice or other speech that incites students so as to create a clear and present danger of the imminent commission of unlawful acts or of the substantial disruption of the orderly operations of the college.
5. The Designated Public Forum will not be used for any commercial activity, nor shall there be any solicitation of funds of any kind in the area, nor shall there be any implied solicitation of funds in the area, unless specified by B-1.6.1 Solicitation.

G-31-9.2.5.2 Americans with Disabilities Act

Non-College organizations that conduct activities in or on college facilities shall be aware of, and responsible for providing appropriate accommodations (specific to the class, workshop or activity) as described in the Americans with Disabilities Act.

1. Marketing materials must indicate availability and encourage requests for necessary ADA accommodations. Accommodations and auxiliary aids and services must be provided free of charge to people with disabilities.
2. All materials must be available in alternative formats as needed. Interpreters provided on an as needed basis.

G-31-9.2.5.3 Alcohol Use

Current policy will be followed (See COCC Beverages and Food Policies).

G-31-9.3 Motor Vehicle Registration and Operation

All employees and students who intend to park motor vehicles regularly or occasionally on the campus are required to register them and permanently display a registration decal on the vehicle.

For the purpose of these regulations, the term "motor vehicle" includes automobiles, trucks, motorcycles, motor scooters, motor bikes, and any other motor powered vehicle operating on land.

Central Oregon Community College assumes no responsibility for the care and/or protection of any vehicle or its contents at any time during which it is operated or parked on the campus or other College property.

The individual to whom the parking permit is issued shall be responsible for all parking/traffic violations of the vehicle so registered regardless of who is operating the vehicle. The permit holder shall advise all drivers of his/her vehicle of the policies of the College regarding campus traffic and parking, particularly where the vehicle is authorized to be parked.

A bonafide visitor is any person other than staff or student who parks a non-registered vehicle on campus.

G-31-9.4 Equipment Inventory

It shall be the policy of the College to maintain an inventory of all major purchases of equipment owned by the College. For this purpose, an inventoried item of equipment is one with a useful life of two years and an initial cost of $5000.00 or more.

Listed equipment (e.g. tablets, cellular devices, cameras, etc.) are items designated by the IRS as lending themselves to personal use. Listed equipment with a cost of $500.00 or more will be tagged and inventoried annually.

The Associate CFO shall make the necessary arrangements with appropriate individuals to complete the annual inventory. The Office of Fiscal Services shall be notified in writing whenever an item of listed equipment is permanently relocated.

G-31-9.5 Building Security Policy

The primary responsibility for the security of the campus buildings lies with the Office of Public Safety. However, all staff using the buildings have a shared responsibility for security.

G-31-9.5.1 Key and Fob Control

On the Awbrey Butt campus, the Director of Campus Services, or their designee, has the responsibility for issuing keys and FOBS to authorized individuals. Keys and FOBs will be issued according to the following guidelines:

1. Each full-time employee or other authorized individual will be issued keys and FOBs if required, giving them access to their building and office. Requests for keys/FOBs must come to the office of Campus Services via the Helpdesk system. This process does not apply to term keys necessary for instruction. The list of required term keys for instructors will be obtained via a Banner report. Requests for keys or FOB access upgrades to buildings/room where the employee does not traditionally work must be approved by the appropriate supervisor or head of the department. The building manager where additional access is being requested must also provide approval.
2. Department Heads, or individuals whose responsibilities encompass the use of an entire building, will be issued a master key/FOB for the building. Such master keys/FOBs will be issued on the written approval of the responsible Vice President/Dean.
3. Grand Master keys will be issued only with the approval of the President. Campus Grandmaster Keys, both interior and exterior, will be maintained on campus, in a secure and lockable container, when not being used by an employee in the performance of their duties.
   Employees are prohibited from removing Grandmasters from the campus when the employee is not performing their duties. Department Heads are responsible for the security of Grandmasters issued to employees under their supervision. The Director of Campus Public Safety will routinely monitor for compliance of this policy.
   The President may grant, in writing, the approval for certain employees to remove Grandmaster keys from campus. Approval will normally be limited to those employees whose job responsibilities require them to come to campus for emergencies, or for inter-campus maintenance and security.
   All for the branch campuses, keys and fobs are issued to staff and faculty via the campus administrator. At the end of their assignments, all keys and fobs must be returned to the campus administrator.

G-31-10 Bookstore

The Central Oregon Community College Bookstore exists to serve the college community. The Bookstore is operated as a self-supporting enterprise.

The pricing structure of the Bookstore is designed to make books, services, and supplies available to students at reasonable prices, while covering its cost of operations.

Textbooks:

Adoptions: Textbook Adoption Forms must be completed by each instructor for each course they are teaching each term, approved by the Department Chair and submitted to the Bookstore by the established term deadline (Fall: May 1; Winter: October 30; Spring: January 30; Summer: April 17). Textbook Adoptions submitted after the deadline may not arrive on time without additional expense to the Department and will not be included in consideration for Buy-Back. Assumptions about the current or

continuing book inventory should not be made. Regardless of whether a book has been used in the past or is currently in inventory, an Adoption must be received to guarantee sufficient books for a

class. Adoption must be received even if no text is required and so stating that fact. Books not adopted will be returned to the publisher each term.

Adoption of instructor-authored textbooks: Instructor selection of educational materials is essential to providing quality materials. This guidance regarding the selection of a textbook authored by a COCC instructor is meant to ensure the right to select the most appropriate textbook while safeguarding the instructor from any appearance of conflict with the Oregon Ethics law (which prohibits public employees from "using their official position to obtain financial gain").

1. Instructors who have authored textbooks and wish to require those textbooks for COCC credit courses must first submit this request to the Vice President for Instruction for approval, prior to submitting book order.

Information needed with request would include:

- Details of publisher contract regarding royalties
- Availability of other texts
- Justification for selecting this text (brief)
- Price, and comparison with prices of other texts available for such a course
- Strategies instructor employs to reduce student textbook cost (example: copy of text on reserve

Timeline - submit request 3 weeks prior to deadline for book order.

2. Royalties derived from COCC sales are to be diverted by the instructor to the Foundation (when instructor is paid royalties by the publisher).

3. Whether any share of royalties for sales outside COCC go to the College is governed by Article 18 of the

Faculty Collective Bargaining agreement.

Publisher Policies: Most publishers allow adequate return policies for textbook overstock. However, there are still publishers who have extremely limited return policies or do not allow returns at all. In cases where the publisher has restrictive policies, the academic Department will be notified and have the final say in the Adoption of the book and the order quantity. Unsold, nonreturnable books will be charged back to the Department at the end of each term.

Changed Orders: If a textbook selection is changed after the Bookstore has placed its orders, it can be done only with the authorization of the Department Chair. The Department then becomes responsible for all costs connected with the change: all freight costs, books purchased during buy-back and any that students may have purchased and damaged.

Over-enrollment: It is very important for each instructor to notify the Bookstore when it is evident that a course enrollment has exceeded the expected enrollment given to the Bookstore. If the Bookstore is notified prior to selling out of books, one copy will be placed on reserve at the library until the reorder arrives. The Bookstore does not provide books for long-term library reserve. This must be provided by the Department or the instructor.

Course Packs: If an instructor wishes to have printed materials sold through the Bookstore, the process begins with a Textbook Adoption Form, listing the Course Pack as if it were a textbook. The instructor will be sent a copyright disclaimer form, which will need to be signed and returned to the Copy Center. The Copy Center will then secure rights and establish royalty fees for any copyrighted materials, a six to eight week process. All copyrighted materials are reprinted in accordance with federal copyright laws. The instructor will also submit the master and the printing instructions to the Copy Center. The Bookstore will determine the number to print, the Copy Center keeps the master, and prints on demand to cover any shortages. Any royalty fees will be added to the cost of the Course Pack. Masters will be returned at the end of the fourth week of the current term.

Student Policies:

Returns: During the first two weeks of fall, winter and spring quarters and the first week of summer quarter, students may return textbooks for a full refund if the books are completely clean, unmarked, and undamaged, packaged items are not opened, and they have their cash register receipt from the current quarter. The refund will be made in the tender rendered. If the book is damaged or written in, it will be refunded at half-price and sold as a used book.

Defective Books: Should a student purchase a defective book (missing pages, binding falling apart) he/she should return it immediately for a replacement.

Textbook Buy-Back: Two types of textbook buy-backs are conducted at the Bookstore: Term-End and Mini-Buys. Term-End

buy-backs are held during Finals Week. Hours and days are posted. At this time, students have the

opportunity to sell their textbooks. There is no guarantee that any book will ever be purchased at buy- back. However, the Bookstore buys as many books as possible. The buy-back is conducted by Bookstore staff who purchase for the Bookstore and for the wholesalers. This gives the widest buying power for used books. Ongoing-Buys are conducted daily, except during Rush and Term-End buy-backs. At this time, books are purchased from wholesale companies. Students are encouraged to wait until Term-End buy- back for the best possible price.

Instructor's Manual and Desk Copies:

Instructors should order their own manuals and desk copies directly from the publisher. Depending on publisher, these are provided at no charge by the publisher once a book has been adopted for use. The Bookstore can provide desk copies in cases of emergency. These will be charged to the Department at the time they are picked up. Full credit will be given for desk copies replaced with new, clean copies before the end of the sixth week of the term.

Supplies:

General school, office and art supplies are carried at the Bookstore. Selections are based upon sales history and requests from the campus community.

Required for a Course: Supplies required or recommended for a course should be listed on the Textbook

Adoption Form to insure adequate stock and timely arrival.

Department Charges:

Department budgets are directly charged for supplies and books purchased at the Bookstore. Budget Administrators submit authorization cards that determine who may charge on each account. Special ordered supplies are discounted, if possible.

College Staff:

Discounts: College staff is given a 20 percent discount on most merchandise purchased at the Bookstore. Staff must identify themselves before the transaction and must be present to get the discount. Please do not send others to get your discount. The Bookstore is not able to honor this request.

Charges: Full-time college staff may sign up for payroll deduction for purchases made at the Bookstore.

Services and Merchandise:

Services available to the college community for a fee include incoming and outgoing Fax service, stamp sales, and special ordering of books, software and supplies. Merchandise selections include textbooks, school, office, and art supplies, general reference and reading books, educationally priced software, imprinted clothing and gifts, snack foods and greeting cards.

G-31-10.1 Printing and Mail Services

Printing and Mail Services provide the following services for Central Oregon Community College: duplication and bindery of printed materials, photocopier toner, paper supplies, various college forms, campus mail delivery, UPS, Federal Express and US Postal Service.

G-31-10.2 Printing

Duplication: Duplication services on camera-ready copy are available to all campus departments and organizations. Charges are made for printing and bindery services, based on the current rate. Department budgets are directly charged for all services. Various types and colors of paper are available. Please check with the Copy Center staff.

Printing Exams: Work-study students perform the work in this department. Please send all exams in a sealed envelope as a security measure.

Equipment: Duplication and bindery equipment may only be operated by the staff of the Copy Center. Photocopiers: Photocopiers are located in each building. Each Department may request

Personalized copier account numbers or as many as they require for their billing process. Copies made are charged back to the Department. Paper must be ordered through Printing and Mail Services. White, 20-lb. bond paper is provided. Other stock may be purchased by the Department.

G-31-10.3 Mail Services

Central Oregon Community College Mail Services operation is a public supported service for official and exclusive use of Central Oregon Community College, in the conduct of College business. It is operated pursuant to the United States Postal Service regulations. Unidentifiable mail handled and/or processed through COCC's mail service is the property of COCC and may be subject to inspection at the Vice President for Administration's approval.

US Mail, UPS, Federal Express services for student and staff members are provided as a convenience to them and operated as a self-supporting service. COCC reserves the right to limit or restrict use of this privilege when it feels it is in its best interest to do so.

First Class Mail: First class mail is processed daily and goes to the Post Office daily at 3:30 PM.

Bulk Mailings: If you are planning a bulk mailing, please consult with Mail Services prior to printing to insure that the piece meets the regulations of the US Post Office and that the Bulk Mailing account has enough postage to cover the mailing.

Campus Delivery:

Mail is picked up and delivered on the Awbrey Butte campus daily. Route schedule is available in Mail Services.

The Redmond branch campus receives intercampus mail once per day and at this time there is no intercampus mail delivery to the Madras or Prineville branch campuses. Mail to these campuses are done through UPS or Fed Ex.

Other Services: For Fed Ex, UPS or other courier service schedules, please contact Mail Services for appropriate delivery and pick-up times.

G-31-10.4 Copyright

The College will comply with laws relating to copyrighted material. Use of College-owned equipment to circumvent the law is contrary to College policy, and such use is solely the responsibility of the individual who violates the law. Copies of the federal copyright law are available from the Bookstore.

G-31-11 Vehicle Use Policy

Approval to Drive

- Driving approval is required to drive college vehicles or rentals. Forms can be found at Campus Services/Driving approval form.
- or picked up at the Campus Service Office. First time applicants must: Read and sign the Vehicle Use Procedures; Read the Fire Safety Training Material; Fill out and sign the driving approval form; Complete the fire safety test and Read/Sign the 15 passenger advisory page.
- An Oregon driver's license is required. Out of state license holders may be granted a one-time only driving approval at the discretion of the Director of Campus Services.
- Driving approval is valid for two years for staff members and for one year for students.

A staff member must supervise student drivers. In instances where multiple vehicles are being used, a staff member must be in the caravan at all times.

G-31-12 Unmanned Aerial Systems

Use of unmanned aerial vehicles (UAV) or systems (UAS) from, on, or above COCC college property is prohibited without prior, written approval from the President or his or her designee.

G-32-0 Human Resources Policies

G-32-1 Employment Policy

Employment at Central Oregon Community College is a privilege extended after careful consideration only to those individuals possessing high personal and professional qualifications. All job offers to faculty, administrative, confidential, supervisory, or classified staff members upon

employment, or at any other time, shall be presented in a formal written document of the College and approved at the appropriate level. No verbal promises will be honored.

G-32-2 Equal Employment Opportunity/Affirmative Action/Non-Discrimination Policies

G-32-2.1 Equal Employment Opportunity Policy

Central Oregon Community College has a continuing commitment to programs of equal opportunity and affirmative action to extend community services and educational, employment and promotional opportunities to all legally protected classes.

Central Oregon Community College does not discriminate on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran status or any other protected classes under Federal and State statutes in employment, activities or educational programs.

Equal opportunity for employment, admission, and participation in the College's benefits and services shall be extended to all persons and the College shall promote equal opportunity and treatment through a positive and continuing Equal Opportunity Policy.

Unlawful discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran status, or any other protected classes under Federal and State statutes shall not be tolerated in any area, activity or operation of the College.

G-32-2.2 Affirmative Action Policy

Community Colleges in Oregon are required by Oregon Statute to include an affirmative action policy as part of their overall personnel policies. Central Oregon Community College is committed to the concepts and goals of affirmative action. It is therefore the policy of Central Oregon Community College to take affirmative action to recruit and to employ members of protected groups. Protected minority groups include American Indian or Alaskan Native, Asian or Pacific Islander, Black and Hispanic individuals. Women are also designated as a protected group. The protected groups are those groups of persons who have historically been most disadvantaged by

discriminatory practices formerly sanctioned by law. Affirmative employment efforts are also required for disabled veterans, veterans of the Vietnam era and for disabled persons.

Persons having questions about equal employment opportunity and non-discrimination, should contact the EEO/Affirmative Action Officer in Human Resources. Harassment complaints should be directed to personnel trained to deal with such allegations. A list of such trained personnel is kept in the Office of the President.

G-32-2.3 Non-Harassment Policy

The College's goal is to provide an atmosphere that encourages individuals to realize their potential. Therefore, it is against the College's policy for any manager, supervisor, faculty, staff, or student to engage in harassment of any member of the College community based on his/her age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, genetic information, veteran status or any other classes protected under Federal and State Statutes.. Under the College policy, harassing behaviors will not be tolerated. Therefore, it is the responsibility of every member of the College community to ensure that the policy is strictly enforced. This includes notifying each employee/student of his/her rights and responsibilities under COCC's non-harassment policy. Management staff is responsible for taking reasonable action to maintain work and educational environments free of conduct that causes or reasonably could be considered to cause intimidation or hostility.

G-32-3 Employment of Family Members Policy

In compliance with Oregon laws, the College does not discriminate against any individual solely because another member of that individual's family works or has worked for the College. However, the College will not hire or employ an individual in a position of exercising supervisory, appointment or grievance adjustment authority over that individual's family member. A member of the individual's family includes husband, wife, domestic partner, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, or stepparent, or stepchildren and members of the domestic partner's family as listed or in an equivalent relationship.

G-32-4 Mandatory Reporting - Child Protection Policy

Central Oregon Community College is committed to protecting the safety and well-being of children and students under the age of 18 who are on College premises, and/or who participate in College-related programs and activities, both on and off campus.

The participation of children and students under the age of 18 in these programs and activities requires an increased level of care, and an expectation that College employees will conduct themselves appropriately in the presence of children on and off campus and/or in College-related programs and activities.

G-32-5 Standards of Conduct Policy for College Employees

It is the expectation of Central Oregon Community College that all employees behave in a manner that is professional, ethical, and compliant with Federal and State regulations and COCC policies at all times.

G-32-6 Drug-Free Workplace Policy

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), it shall be the policy of Central Oregon Community College to maintain a drug-free campus for all employees and students. In accordance with ORS 475.300 -475.346, COCC's Drug Free Campus Policy includes prohibiting the use or possession of medical or recreational marijuana on campus property or for any campus-sponsored class, activity or event regardless of location. It is the responsibility of the College to notify students and staff of college policy. As such, the following policy is in effect:

The possession, use, or distribution of illicit drugs and/or alcohol is prohibited on the College campus, in all College facilities, or as part of any College-sponsored activity, regardless of where that activity is located. Violators of this policy will be prosecuted to the full extent of State and Federal law and, in addition, there are specific consequences for employees and for students which are also stated in the College Drug-Free Campus Procedures.

G-32-7 Consensual Relationships Policy

Central Oregon Community College must maintain an atmosphere that encourages the full realization of each individual's potential. This effort is promoted by professionalism in the relationships that faculty and staff have with students and each other. These relationships are intended to foster a free and open exchange of ideas, productive learning, and the work that supports it.

In addition, those who supervise or evaluate the work of students and staff must be perceived to be making their decisions fairly and without favoritism. This perception is potentially jeopardized when faculty/staff enter into consensual romantic relationships with their students or those employees with whom they hold a position of authority.

Therefore, no College employee shall enter into or maintain any romantic or sexual relationships with students or employees over whom they exercise any academic, administrative, supervisory, evaluation, counseling or extracurricular authority or influence without disclosure of the relationship to the appropriate College officer(s).

Faculty and staff are cautioned that consensual romantic relationships with their students and subordinates can prove to be unwise and problematic, and should be avoided. When consensual romantic relationships occur, questions of fairness, favoritism, and coercion arise:

- Such relationships may undermine the real or perceived integrity of the supervision provided, and the particular trust inherent in the student-faculty or supervisor/subordinate relationship.

- Relationships in-which one party is in a position to review the work, or influence the career of the other, may provide grounds for complaints when that relationship appears to give undue access or advantage, restricts opportunities, or creates a hostile and unacceptable environment for others.
- Such relationships may, moreover, be less consensual than the individual whose position confers the power believes. The relationship is likely to be perceived in different ways by each of the parties to it, especially in retrospect. While some relationships may begin and remain harmonious, they are susceptible to being characterized as unprofessional and disrespectful to others.
- Teaching professionals in particular are under a special obligation to preserve the integrity of their relationships with students, and therefore are expected to maintain at all times, the highest level of professionalism with students, whether or not any real or perceived authority over the student exists.

G-32-8 Sexual Misconduct Policy

COCC believes in a zero tolerance policy for sexual misconduct. Members of the College community, guests and visitors have the right to be free from sexual misconduct. When an allegation of sexual misconduct is brought to the administration and a respondent is found to have violated this policy, serious sanctions will be used to ensure that such actions are never repeated. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

To view the entire policy go *http://www.cocc.edu/student-life/*

G-32-9 Primary Responsibility Policy of College Employees

The primary responsibility of all full-time employees during contracted periods is to Central Oregon Community College.

G-32-9.1 Outside Commitments

Employees who consider taking an additional position as a part-time or full-time employee or consultant in public or private employment, shall first provide the appropriate Vice President/Dean with the details of the employment. Should there be concern with respect to apparent undesirable effect of such outside activities, the individual may be urged not to undertake such activities.

To assure compliance with the Affordable Care Act (ACA) and PERS reporting requirements, and to protect retirement benefits, employment of individuals with the College who are concurrently employed by another PERS covered employer must be reviewed and approved by the Director of Human Resources in advance of any employment offer.

It is expected that faculty members will carry a full class load; if not, teaching for some other public agency may be considered as part of the instructor's load, with payment by that agency made to the College.

G-32-9.2 Conflict of Interest

All employees of COCC are both agents of the College and public employees, and as such, are subject to the terms and provisions of ORS 244. All employees are expected to know their rights and responsibilities under this statute.

No College employee shall use his/her official position or office to obtain financial gain other than official salary, honoraria, or reimbursement of expenses, or for any member of his/her household or for any business with which he/she, or a member of his/her household, is associated. [Refer to ORS 244.040 (1).]

To implement the above procedure, the following guidelines shall apply to Central Oregon Community

College employees:

1. Private business shall not be conducted during assigned College working hours.
2. College supplies, facilities, equipment, and personnel shall not be used to carry out private business.
3. College officials shall not receive private compensation for performing their College duties.
4. No official action toward a third party shall be conditioned on a private business relationship with that third party.
5. Employees will notify their appropriate Vice President/Dean, in writing, of any potential conflict of interest.

G-32-10 Recruitment Policies

G-32-10.1 Vacant Positions Policy

The College is committed to filling approved, vacant positions with the most qualified candidates to carry out the work of the College in alignment with its mission, values and goals to support student success and lifelong learning.

G-32-10.2 Criminal Background Check Policy

In a continuing effort to further ensure the safety and welfare of students, faculty and staff, Central Oregon Community College requires criminal records checks on all newly hired full-time and part-time employees. Criminal background checks will be conducted in compliance with applicable state and federal guidelines, post-offer and prior to starting employment. Criminal background checks will also be conducted for student employees (Work Study) and volunteers. Background checks will be done whenever a current employee transfers into a position that s/he:

- Will be handling money.
- Are issued college purchasing privileges/credit cards.
- Have direct unsupervised contact with minors under the age of 18 or persons with developmental disabilities. (Direct, unsupervised contact" means contact with children [under age 18] or developmentally disabled persons that provides the employee opportunity and probability for personal communication or touch).
- Works with data-sensitive information and/or in security sensitive positions such as information technology. (Data-sensitive information means employee or student social security numbers, dates

of birth, driver's license numbers, medical information, personal financial information or criminal background information).
- Are issued master keys/FOBS to the college.

In addition, when a current employee transfers into a new position but has never had a criminal background check completed (as with those employees who were “grandfathered” in September 2011, when the college implemented its Criminal Background Check Policy), a criminal background check will be completed prior to the transfer to the new position.

G-32-10.3 Administrative Positions

The President or appropriate Vice President is responsible for recommending to the Board of Directors new employees for full- or part-time administrative positions, along with appropriate salary and title. The College reserves the right to recommend direct appointments of current employees to administrative and professional/non-managerial positions where such appointments are in the best interest of the College staffing requirements and not in conflict with equal employment opportunity policies.

G-32-10.4 Classified, Confidential, Supervisory Positions

The appropriate Vice President is responsible for recommending to the President new employees for full- or part-time classified, confidential, and supervisory positions, along with appropriate salary and title.

G-32-10.5 Faculty Positions

The Vice President for Instruction is responsible for recommending all new employees for full-time and Adjust Faculty as well as part-time professional instructional staff. For policies and procedures on recruiting and hiring all Faculty and Instructor positions, refer to Faculty section of the GP Manual.

G-32-11 Employee Evaluation Policy

The college believes in providing constructive feedback to all employees of the college on a regular and ongoing basis to help them to be successful in their employment and specific positions at the college. This regular feedback can be in the form of one-on-one supervisory meetings, coaching, student or peer feedback, 360-degree feedback, or written performance evaluations, or as outlined in the respective collective bargaining agreements.

Each faculty member and administrative staff member of Central Oregon Community College shall undergo evaluations pursuant to procedures and criteria established under the direction of the

President. The immediate supervisor, the appropriate Vice-President/Dean, and the President shall all have a role in evaluation of College personnel under their jurisdiction.

Irregular Evaluations

The Evaluation Policy, for the most part, addresses the regularized procedures for evaluations. It should be understood that the College reserves the right to examine the work of personnel with the College on a daily basis throughout the year and may provide written or oral evaluation comments affecting the work of such personnel at any time during the year.

G-32-12 Leaves of Absence Policies

Employees of Central Oregon Community College may be eligible for leaves of absence for various reasons. In addition to the leaves of absence provided through Federal and State regulations (i.e. Military, Oregon Family Leave Act/Family Medical Leave Act, etc.), it is the policy of the College to support professional and personal leaves, whenever possible without disrupting business needs and as approved by the appropriate Dean or Vice President, and such leaves include the following:

G-32-12.1 Sabbatical Leave

The President is authorized to approve or disapprove sabbatical and professional improvement leaves. Such leaves may be approved only when sufficient moneys are in the appropriate accounts to fund them and when the plan is seen as clearly contributing to the goals of the College. [Refer to the Collective Bargaining Agreement Between the Faculty Forum and the College,and the Exempt, Confidential, and Supervisory Handbook.]

G-32-12.2 Leave Without Pay (Non-FMLA/OFLA)

Leave without pay (LWOP) is an issue collectively bargained. LWOP may be either long-term (in excess of five working days in any one pay period), or short-term (five working days or less in any one pay period). Conditions for granting of long-term LWOP may be found in the collective bargaining agreements for faculty and classified staff, and the Handbook for Exempt, Confidential, and Supervisory Staff. Conditions for granting of short-term LWOP are listed only under "Leave Approval Procedures" below.

G-32-12.3 Family Medical Leave Act

The College complies with the federal Family Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA) for all eligible employees (contact the Human Resources Department for information regarding eligibility). The following provisions in the administration of the FMLA/OFLA are applicable:

Prior to taking unpaid leave, employees must use sick leave or other applicable forms of paid leave (other than compensatory time) to which they are entitled under the appropriate collective bargaining agreement (or handbook) in conjunction with the FMLA/OFLA.

G-32-12.4 Personal/Business/Emergency Leave

Full-time faculty and Adjunct Instructors have non-accumulative personal, business or emergency leave days granted each year that are charged against accrued sick leave (reference Article 9 of the Faculty Forum/COCC Collective Bargaining Agreement for complete information). Requests for personal and business leave require prior approval. Request forms are located on the HR Forms page of COCC's webpage.

G-32-13 Employee Personnel File Policy

Official personnel files are kept confidential and locked by the Human Resources Department. In order to maintain the integrity of personnel files, only official evaluations and other authorized documents relative to an employee's service may be placed into a personnel file, unless otherwise authorized by the President. For specific information on the procedure, refer to the respective collective bargaining agreement or handbook.

G-32-14 Employee Recognition Policy

The College supports recognition of employees for outstanding service and achievement through an annual awards nomination process and service awards for every five (5) years of service.

G-32-14.1 Faculty Achievement Awards

Refer to the Faculty Section of the Policy Manual.

G-32-14.2 Classified Employee of the Year

The members of the Classified Association of Central Oregon Community College will nominate and select a Classified Employee of the Year to recognize a member with outstanding performance and service to the College, and the winner receives a $1,000 award.

G-32-14.3 Administrative Employee of the Year

The Administrative Employee of the Year is nominated and selected each spring by a selection committee for outstanding performance and service to the College, and receives a $1,000 award.

G-32-15 Resignation Policies

Employee resignations and retirements have a significant impact on the College; therefore, employees are asked to provide adequate notice of their departure to facilitate replacement and training and minimize disruption of services and continuity.

G-32-15.1 Faculty Resignations

Notification of faculty retirements and resignations are requested in writing by November 15 of the academic year in which retirement/resignation will occur.

G-32-15.2 ABS Instructors

Notification of ABS Instructor retirements and resignations are requested in writing by November 15 of the academic year in which retirement/resignation will occur.

G-32-15.3 Classified Employee

Classified employees are requested to provide proper notice in writing of resignation or retirement. (See the Collective Bargaining Agreement between the COCC Board of Directors and the Classified Association of COCC regarding resignations.)

G-32-15.4 Exempt, Confidential, and Supervisory

Exempt, Confidential and Supervisory employees are requested to provide proper notice in writing of resignation or retirement. (See the Exempt, Confidential, and Supervisory Handbook for proper notice requirements.)

G-32-16 Benefits Policies

Eligible employees at Central Oregon Community College will be provided a comprehensive benefits package in accordance with Board Policy BEP-5 (replaced EL 6 12/09/15).

G-32-16.1 Workers' Compensation

Any employee injured on-the-job will have the duty to report the injury to the Risk Management Officer and be awarded with the appropriate leave and benefit as allowed by Workers Compensation law.

G-32-16.2 Unemployment Insurance

A Notice of Termination Form shall be provided to a terminated employee by the Office of Human Resources. This form will then be used by the College's unemployment insurance carrier to determine eligibility for unemployment insurance claims.

G-32-16.3 Continuation of Health Insurance at Resignation/Termination

Insurance coverage for all terminating employees expires the last day of the last month worked, e.g., insurance for employees leaving in June, is June 30. Terminating employees may continue insurance coverage through COBRA based on Federal regulations. Forms will be provided by the Office of Fiscal Services (Payroll).

G-32-17 Compensation Policies

The President is required to follow Board Policy BEP 5 (replaced EL 6 12/09/15) regarding compensation and benefits for the College.

The President has delegated the responsibility for determining the appropriate market for the College's compensation and benefits of College employees to the Director of Human Resources in

consultation with the President and the President's Advisory Team. Classified, Faculty and ABS employees' compensation and benefits are also subject to collective bargaining.

At the direction of the President, the Human Resources Department will survey the appropriate market for each employee group to determine whether ranges and individual compensation amounts are appropriate. With Board approval, ranges will be adjusted to reflect the requirements of Board Policy BEP 5 (replaced EL 6 12/09/15).

G-32-17.1 Initial Salary Placement

Initial Salary Placement Index:

G-32-17.1.1 Faculty Placement

Refer to the Faculty Section of the Policy Manual.

G-32-17.1.2 ABS Salary Placement

Initial salary placement for ABS positions will be determined in accordance with the terms of the collective bargaining agreement.

G-32-17.1.3 Classified and Non-Represented/Regular Placement

As a matter of practice, all vacant classified and non-represented/regular positions are advertised between the minimum and mid-point of the appropriate salary level. The initial salary placement for these employees will be determined by the Director of Human Resources in consultation with the hiring supervisor and based on the relevant education and experience of the successful candidate. The consultation will include consideration of internal equity, the external market for the particular position and available funding. Placement above the mid-point of the salary range requires Presidential approval.

G-32-17.1.4 Non-represented/Regular Employees

The Director of Human Resources will have the responsibility to monitor the salaries of non-represented/regular employees annually to meet these expectations and make the appropriate recommendations to the appropriate Vice President or Dean. Such recommendations will be in consultation with the appropriate supervisor and Vice President/Dean.

G-32-17.2 Salary Advancement Policy

Index:

G-32-17.2.1 Faculty, Classified staff and ABS employees

For these represented groups of employees, salary advancement is subject to the terms of the appropriate collective bargaining agreement. The President, based on the recommendation of the appropriate Vice President or Dean, shall have the authority to increase the salary of individual

employees in these groups. Such recommendations will be based on consideration of available funding, internal equity, external market forces and/or exceptional merit. The appropriate Association, Forum and Chapter representatives will be notified accordingly of any adjustments.

G-32-17.2.2 Non-represented/Regular Employees(1)

Non-represented/regular employees annually; based on available funding and the recommendation of the President, the Board may approve a general salary increase to exempt employees who have received a satisfactory evaluation. Non-represented/regular employees on a work improvement plan will receive the increase on the first day of the month following the month in which they successfully complete the work plan. The increase will not be retroactive.

Contingent on available funding and the initial placement of a non-represented/regular employee on the salary schedule at the time of employment, it is generally expected that after three years, employees in the same position with satisfactory evaluations will be at or above the first quartile of their salary range. After five years in the same position, employees with satisfactory evaluations are expected to be at or above the mid-point of their salary range.

Non-represented/regular employees who are at or above the mid-point of their salary range will be reviewed periodically to assure internal equity and compliance with Board Policy BEP 5 (replaced EL-6 12/09/15):

The President, based on the recommendation of the appropriate Vice President or Dean, shall have the authority to increase the salary of individual exempt employees above the Board approved general increase.

The President, with recommendation of the appropriate Vice President or Dean, shall also have the authority to grant a lump sum payment to exempt employees based on exceptional performance during the fiscal year.

Employees who have reached the maximum of their appropriate salary range may have their compensation adjusted by the following:

- The President shall have the authority to grant a lump sum amount equal to the Board approved general increase to such employees for each year that they are above the maximum of their appropriate salary range.
- The President may also grant paid leave and/or a combination of paid leave and a lump sum payment in an amount equal to the Board approved increase to such employees.
- Annual increases to their base salary will resume when adjustments to salary schedule allow. Salary determinations for exempt employees are not subject to the College Concerns Procedure.

G-32-17.2.3 Executive Compensation

The President shall have the authority to determine the initial salary placement, salary advancement and annual leave accruals of the Vice Presidents and Deans to assure appropriate levels of compensation and benefits are maintained in key leadership positions.

G-32-17.3 Salary on Reclassification

Index:

G-32-17.3.1 Classified Employees

Salary placement for classified employees subject to position reclassification is in accordance with the terms of the collective bargaining agreement.

G-32-17.3.2 Non-represented/Regular Employees(2)

Salary placement for non-represented/regular employees upon reclassification will generally result in advancement to the minimum of the new salary range or a 5% increase, whichever is greater.

G-32-17.3.3 Responsibility Factor Adjustment for Non-represented/Regular Employees

A responsibility factor is a salary adjustment resulting from a major responsibility being added to an existing non-represented/regular position that does not increase the current salary range. This duty (or duties) becomes part of the regular responsibilities of the position and the pay increase will become part of the employee's base salary. Assignment of the additional responsibilities must be approved in advance by the appropriate Vice President and the increase approved by the President.

G-32-17.3.4 Special Assignment Adjustments for Employees

A special assignment is defined as a major responsibility being added to an existing non-represented/regular position either for a short term or for an entire contract year. Any title and/or salary adjustments must be approved by the President. Any salary adjustment will exist for the period of the special assignment and will not become part of the employee's base salary upon completion of the special assignment.

G-32-17.3.5 Pay Method for Hourly, Non-Exempt Employees Who Work Less Than 12 Months

Hourly, non-exempt employees who work fewer than 12 months are paid by the hour in the less than full-time months, e.g., June and September. Labor day and the last workday in August are not a paid holidays for employees who return to work in September after Labor Day.

G-32-18 Moving Reimbursement

The scope of each hiring search is identified when the position is posted by Human Resources. A national search process is utilized when the College anticipates that a qualified pool of candidates may not be obtained through a local or regional search process.

Reimbursements will only be paid for qualified and documented moving expenses as defined by the IRS. With this accountable plan, the moving expense reimbursement is nontaxable. Newly hired, benefitted employees have up to six months from the date of employment to submit receipts for reimbursement of qualified moving expense reimbursements.

The HR moving reimbursement procedure should be consistently applied. However, the College President has the right to make exceptions when he/she determines it is in the best interest of the College.

G-32-19 Staff Retirement Policies

Employees retiring after a minimum of ten years of qualified service to the college and who have reached the appropriate retirement age are eligible for certain retirement benefits through the college.

G-32-19.1 Retired Employee Card

As a mark of the College's appreciation and respect for those employees who have officially retired from Central Oregon Community College, they and their spouse shall be awarded an appropriate card recognizing their service of ten or more years. Cards will be made available through the Information Office and will entitle retirees to free admission to regular College events and to one tuition-free class per retiree and spouse per quarter.

G-32-19.2 Emeritus Status (for Faculty and Administrators)

G-32-19.2.1 Criteria for Eligibility of Emeritus Status - Faculty

Faculty members retiring from Central Oregon Community College at the rank of associate or full professor, and recommended by the Promotions Committee.

G-32-19.2.2 Rights and Privileges of Emeritus Status

Receive bulletins, announcements, and other publications of the College; participate in commencement; be listed in the College catalog; receive free admissions to all regular College events; full use of the College library; use of a computer, ability to keep college email address; attend the annual employee retreat of the College; use of an office receive occasional and limited administrative assistance for pre-approved projects related to the College of the individual's discipline; and be listed in the Speakers Bureau.

G-32-19.2.3 Health Insurance for Dependents of Retirees

Eligibility for health insurance is based upon collective bargaining agreements and handbooks between the College and employee groups. Nothing in this policy and corresponding procedure shall be construed as creating a contract between the employee and the College or changing a handbook or contract between College employee groups or the insurance carrier. Domestic partners of retirees are eligible for the same benefits as spouses of retirees.

G-32-20 Classified Staff Professional Development Policy

Index:

G-32-20.1 Classified Staff Professional Improvement Funds

The Professional Improvement Fund is provided by the College in accordance with the COCC/CACOCC Collective Bargaining Agreement. It is administered by the Classified Association of Central Oregon Community College in accordance with the Guidelines and Procedure for the Award of Classified Staff Professional Improvement Funds Revised: 8/15/00 and is open to all Classified Association members, in good standing, in the association and on regular status.

G-32-21 Sick Time Policy

Central Oregon Community College (COCC) provides paid sick leave to all college employees as required under Oregon law (OL, Chapter 537) through the following:

- Collective Bargaining Agreements (Faculty Forum, Classified Association, and ABS/OSEA employees)
- Employee Handbook (Administrative/Confidential/Supervisory employees)
- Oregon Sick Time Law (all other non-benefited employees)

All COCC employees whom are in a benefited status, including those covered under a CBA with the College, Administrative, Confidential and Supervisory employees, are already receiving a

negotiated, paid, sick leave benefit through ORS 332.507 which provides the substantially equivalent requirement under the Oregon Sick Time Law.

All other COCC employees who are not working in a position and status with College benefits are now eligible for this paid sick time benefit through SB 454 as of January 1, 2016. Students who receive Federal Work Study financial aid for working in approved Work Study positions at the College, and Community Assistants who receive Residence Hall room and board in exchange for their services are exempt from the Sick Time law under SB 454. For those employees who are paid by a stipend or measurement other than hours, a reasonable method will be used to calculate and convert this payment to hours.

Any sick leave accrued through SB 454 is required to be kept separate and distinct from that which accrues through ORS 332.507, is not transferable, is only available for use in the job for which it was earned, and does not count toward any PERS calculation under ORS 332.507.

Employees are not entitled to be paid for earned but unused sick days, either before or when their employment is terminated for any reason. If an employee's employment with the College ends and s/he is rehired within 180 days of separation, any accrued, unused balance at the time of separation will be reinstated, and the days worked in that previous period of employment will count toward the 90-day waiting period before the accrued sick time may be used. If the rehire date is greater than 180 days after separation, the employee will start accruing from a zero balance upon rehire, and the 90-day waiting period will apply.

G-32-21.1 Accrual of Sick Time

Eligible employees accrue sick time hours at the rate of one (1) hour for every 30 hours worked up to a maximum of 40 hours of leave per calendar year. Hours worked includes overtime hours worked. A maximum of 40 hours of unused sick time may be carried over from one year to the subsequent year, up to a total of 80 hours. Sick time earned in one month is available for use in the following month.

Employees will have written notice of the requirements for Oregon Sick Time and receive quarterly notifications by email to inform them of their accrued and unused sick leave balance, and will be able to look up their Sick Leave balance on their personal Bobcat accounts online.

G-32-21.2 Sick Time Notification to Supervisor

All employees shall notify their immediate supervisors when they will be absent from their scheduled shifts due to an illness or injury or other covered absences (see approved uses, below) according to the procedures established for their position and department.

Specific procedures are defined by the respective CBAs for each bargaining unit for scheduled and unscheduled absences. For scheduled absences for all others, advance notice is required, and employees are to schedule health appointments around their work schedules and responsibilities as much as is practicable. For unscheduled absences, employees are required to call in not less than one hour before their scheduled shifts unless the absence is caused by a true emergency for the employee or covered family member.

The College may require reasonable advance notice for use of Oregon Sick Time if the leave is foreseeable. If the Oregon Sick Time Leave is unforeseeable, the employee needs to provide notice as soon as is practicable.

G-32-21.3 Sick Time Usage

New employees will start accruing sick time hours upon their first day of employment, but must wait 90 days before using any accrued sick leave to be paid for qualified absences as of their 91st day of employment.

Although employees covered by SB 454 may not otherwise qualify for the *12-weekleaveprovisions* through the Oregon Family Leave Act (OFLA), sick leave accrued may be used for the following purposes:

1. For the employee's mental or physical illness, injury or health condition; need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or need for preventive medical care;
2. For care of a family member with a mental or physical illness, injury or health conditions; care of a family member who need medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or care of a family member who needs preventive medical care;
3. To care for an infant or newly adopted child under 18, or for a newly placed foster child under 18, or for a child over 18 if the child is incapable of self-care because of mental or physical disability;
4. To care for a family member with a serious health condition;
5. To recover from or seek treatment for a serious health condition that renders the employee unable to perform at least one of the essential functions of the employee's job;
6. To care for a child of the employee who is suffering from a non-serious illness, injury or condition;
7. To deal with the death of a family member by attending the funeral or alternative, making arrangements necessitated by the death of a family member, or grieving the death of a family member;
8. 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 for proceedings related to domestic violence, harassment, sexual assault, or stalking;
9. To seek medical treatment, recover from injuries, or obtain services related to domestic violence, sexual assault, harassment or stalking incidents to the employee or employee's minor child or dependent;
10. Public health emergencies by order of a public official that deems a closure of the college, the employee's child's school or day care facility

For purpose of this sick time policy, “family member” is defined as the employee's spouse, domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, stepparent, parent-in-law, a parent of an employee's same domestic partner, an employee's grandparent or grandchild, or a person with whom the employee is or was in a relationship of in local parentis. It also includes the employee's biological, adopted, foster child or stepchild or the child of the employee's domestic partner.

G-33-0 Student Policies

Student Policies inform students and staff of the rules regarding student-related issues, such as student rights and responsibilities, student concerns process, student awards, and many others.

G-33-1 Student Awards Program

G-33-1.1 Avon F. Mayfield Award

The name of the distinguished student in the graduating class who displays progress in scholarship, qualities of leadership, contribution to student welfare, progress toward useful and active citizenship, and outstanding service to the institution is engraved on this plaque. Selected by the Faculty Forum and presented by the President of the Faculty Forum or designee; coordinated by the Office of Student Life.

G-33-1.2 COCC Distinguished Student Service Award

Awarded to a student who contributes outstanding service to the institution during the academic year. Selected by the Student Affairs Committee and presented by the Dean of Student and Enrollment Services or designee; coordinated by the Office of Student Life.

G-33-1.3 Helen Leicester Honorary Scholastic Award

Each year the name of the student who has the highest scholastic average, with the highest number of COCC credits, among those receiving the Associate Degree is engraved on this plaque. Award is determined by highest COCC GPA, with a minimum of 36 COCC credits, through the Director of Admissions/Registrar. The award is presented by the department chair if awarded to an Associate of Applied Science student, or by a chosen faculty member, if an AAOT student. In case of a tie, all students with the highest GPA and highest number of COCC credits will receive the award. In the event that a student is eligible for both the Helen Leicester and Walter G. Coombs awards, then he or she may receive both awards.

G-33-1.4 Walter G. Coombs Distinguished Achievement Award

Each year the name of the student who has the highest scholastic average, with the highest number of COCC credits, among those receiving the One Year Certificate of Completion is engraved on this plaque. Award is determined by highest COCC GPA, with a minimum of 36 COCC credits, through

the Director of Admissions/Registrar and presented by the chair of the department awarding the student's respective certificate. In case of a tie, all students with the highest GPA and highest number of COCC credits will receive the award. In the event that a student is eligible for both Leicester and Coombs award, then he or she may receive both awards.

G-33-1.5 Honors Grade Point Average Award

An honors cord is presented to each student participating in commencement who has completed all requirements for a degree or certificate with a final cumulative grade point average for work accomplished at Central Oregon Community College of: 3.60 - 3.74, Honors; 3.75 - 3.89, High Honors; 3.90 - 4.0, Highest Honors.

G-33-2 ASCOCC

The Associated Students of Central Oregon Community College is recognized as the governing body of all enrolled students, by the College and the Board of Directors. ASCOCC operates under the parameters of The ASCOCC Constitution and By-Laws. ASCOCC is responsible for providing support to officially recognized student clubs and associations; opportunity for student expression via student publications; and social and cultural programs that will enhance a student's college experience.

Funding

ASCOCC is funded by a student fee that is currently set at $1.50 per credit hour up to 12 credit hours per term. The Student Fee committee reviews budget proposals and makes recommendations to ASCOCC on budget allocations.

Student Council

Student Council serves as the liaison between the college and the student body. Elected officers as well as students at large serve on the college standing committees as well as various advisory committees as needed.

The Broadside

Funded by ASCOCC and advertising revenue, The Broadside serves as the campus newspaper and a vehicle for student expression. The Broadside works under the guidance of the Broadside Policy and Procedures Manual and a College staff advisor, to insure that the publication meets established journalistic standards. The Publication Board serves as the publisher of the Broadside and hires the editor and business manager for the publication.

G-33-3 Student Rights and Responsibilities

Student Rights

A. **Freedom of Student Participation in Institutional Government**

The student body shall have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs.

B. **Freedom of Access**

The facilities and services of the College shall be open to all of its enrolled students in accordance with policies and procedures stated in the Central Oregon Community College General Procedures Manual.

C. **Protection of Freedom of Inquiry and Expression**

Central Oregon Community College recognizes the rights of all students to engage in discussion, to exchange thought and opinion, and to speak, write, or publish freely on any subject, in accordance with the guarantees of Federal or State constitutions.

Students are free to engage in peaceful and orderly protest, demonstration, and picketing which does not disrupt the regular and essential operations of the College (See Policy Statement on Freedom of Expression and Dissent).

D. **Freedom of Association**

Students shall be free to organize and join associations to promote their common interests.

E. **Freedom of Student Publications**

Student editors and managers shall be free to develop their own editorial policies and news coverage. The advisor does not review copy unless requested to do so by a staff member. This separation helps protect the institution from legal actions relating to obscenity, criminal or civil libel or copyright infringement. In addition, the advisor offers ethics training as well as ongoing education to ensure the student newspaper is in compliance with the canons of journalism and journalistic ethics. Specific student publication rights shall follow those contained in the current student publication policies.

F. **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act ("FERPA") grants students certain rights with respect to their education records. This notice summarizes the College's Student Records Access policy. This notice, all College student records access policies and procedures, and their terms, are to be interpreted and applied in accordance with FERPA and its related regulations.

In sum, the rights granted to students under FERPA are:

1. A student has the right to inspect and review his/her education records within 45 days of the date the College receives a request for access. The student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the records he or she wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. A student has the right to request the amendment of any student education record that the student believes are inaccurate or misleading. A student may ask the College to amend a record that he or she believes is inaccurate or misleading. The student should write to the College official responsible for the record, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional

information regarding the hearing procedures will be provided to the student along with the notice of a decision by the College not to amend an education record.

3. A student has the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. For example, one exception that permits disclosure without consent is disclosure to a school official whom the College has determined has a legitimate educational interest in the record or information. A school official is defined as: a person employed by the College in one or more of the following types of positions or capacities: administrative, professional, supervisory, academic or research, health care, or support staff; a person or company with whom the College has contracted (such as an attorney, auditor, collection agent, or service provider); a person serving on the Board of Trustees or an authorized College committee, such as those charged with responsibility under College policy to review the academic, disciplinary, financial aid, or scholarship status of students; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record or receive information from an education record in order to perform his or her responsibilities in one or more of the positions or capacities noted above. As another example of an exception permitted by FERPA, the College upon request will disclose education records without consent to other agencies or institutions in which a student seeks or intends to enroll. FERPA also permits disclosure without consent in a number of other circumstances, including health and safety emergencies, the lawful issuance of a subpoena or court order, audits by federal education officials, certain disciplinary violations, certain lawsuits, and other situations as specified in the FERPA regulations.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the federal office that administers FERPA are:

   - Family Policy Compliance Office
   - U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605

   Further information about FERPA is available at the U.S. Department of Education's website, http://www.ed.gov/offices/OM/fpco/

   PUBLIC NOTICE DESIGNATING DIRECTORY INFORMATION

   The Family Educational Rights and Privacy Act of 1974 grants to all College students the right to not have personal information contained in the records of the College released to any individual, agency, or organization. Central Oregon Community College has designated the following as directory information and therefore will not release this information to persons requesting it if a student requests it not be released.

   - Name
   - Address
   - Telephone number
   - Email address
   - Dates of attendance
   - Class
   - Previous institution(s) attended
   - Major field of study
   - Enrollment status

- Awards
- Honors (including Dean's List)
- Degree(s) conferred (including dates)
- Past and present participation in officially recognized sports and activities
- Physical factors (height, weight of athletes)
- Date and place of birth

G. **Student Records Policy**

To minimize the risk of improper disclosure, academic and disciplinary records shall be separate, and the conditions of access to each shall be set forth in an explicit policy statement (as defined by the Family Rights & Privacy Act of 1974). Transcripts of academic records shall contain only information about academic status. Each student shall have access to all records and transcripts pertaining to him/her, except those which are specifically labeled "Confidential" and understood to be so by the student at the time he/she enters the file-such as letters of recommendation and counseling information.

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H. **Student Responsibilities**

1. Students are ultimately responsible for their academic success with the support of COCC.
2. Students shall be responsible to respect the rights of others and not interfere with the exercise of those rights.
3. Students shall be responsible to civil authority as are other citizens.
4. When students are exercising the rights set forth in this document, they shall do so in an orderly and responsible manner; this includes but not limited to proper care of campus equipment, facilities and grounds.
5. Students shall adhere to College policies and rules.

It is the responsibility of the student to also recognize the rights of the college and adhere to the codes of conduct as outlined in the remainder of this document.

It is recognized that Central Oregon Community College has the right to protect its educational purpose and its students from the irresponsible conduct of others. In order to insure this right, the following areas of responsibility require student compliance for the welfare of the College community.

i. **INSTRUCTIONAL**

Central Oregon Community College respects the need for students to discover ways of learning including individualized and collaborative methods. Central Oregon Community College believes that the students should expect the education and degrees they receive will reflect the standards of this institution. To this end, Central Oregon Community College establishes the following academic regulations in order to maintain the academic integrity of the institution and to allow for the individual pursuit of knowledge. Academic dishonesty or an offense against academic honesty includes acts, which may subvert or compromise the integrity of the educational process at Central Oregon Community College. Such acts are serious offenses, which insult the integrity of the entire academic community of the College.

a. **ACADEMIC HONESTY**

Offenses against academic honesty are any acts, which would have the effect of unfairly promoting or enhancing one's academic standing within the entire community of learners, which includes, but is not limited to, the faculty and students of Central Oregon Community

College. Academic dishonesty also includes knowingly permitting or assisting any person in the commission of an offense against academic honesty. All academic work (e.g. homework, assignments, written and oral reports, creative projects, performances, in-class and take-home exams, extra-credit projects, research, etc.) are subject to the following standards of academic integrity:

- Cheating: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Students must adhere to the guidelines provided by their instructor for completing coursework and may not present the same (or substantially the same) work for more than one course without obtaining approval from the instructor of each course.
- Fabrication: intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- Plagiarism: representing the words or ideas of another as one's own. All ideas, arguments and phrases submitted without attribution to other sources, must be the creative product of the student. Plagiarism includes copying portions of the writing of others with only minor changes in wording, with inadequate footnotes, quotes, or other reference forms of citation or only a list of references. Paraphrasing without appropriate citation is also plagiarism.
- Collusion: intentionally or knowingly helping or attempting to help another to violate the academic honesty policy. Students may only collaborate within the limits prescribed by their instructors.

The following is a list of some, but not all, offenses of academic dishonesty accommodated by the above definitions.

1. Acquiring from other persons or from commercial organizations, or other sources, or utilizing other unauthorized assistance, and submitting as one's own work, homework assignments, term papers, research reports, laboratory reports, or comparable documents prepared in whole or in part by others than oneself.
2. Communicating in any manner with other students during an examination, collaborating in the preparation of reports, laboratory reports, or take-home examinations, copying, or giving aid, or otherwise failing to abide by the College or instructor's rules governing the exercise or examination, without the instructor's specific permission.
3. Bringing to an examination or using crib sheets, supplementary notes, or comparable aids during an examination session except as specifically permitted by the instructor.
4. Soliciting, obtaining, possessing, or providing to another person an examination or portions of an examination prior to, or subsequent to, the administration of the examination, without the authorization of the instructor.
5. Substituting for, arranging for substitution by another student, or otherwise representing oneself as another person during an examination session or comparable circumstance.
6. Altering or changing an examination or comparable document so as to mislead other users or the reader.
7. Altering, changing, or forging College academic records, including attendance records or sign-in sheets, regarding one or others, entering the signature of any academic officer on any official College form.
8. Causing any false information to be presented at an academic proceeding or intentionally destroying evidence important to an academic proceeding.
9. Infringing upon the rights of other students to fair and equal access to any College Library materials and comparable or related academic resources. This may include theft, mutilation, or unreasonably delayed responses when materials are requested by others.
10. Attempting deliberately to prevent other users' access to the Central Oregon Community College computer system, deprive them of resources, and degrade system performance, or copying or destroying files or programs without consent.

11. Falsification of data collected in the conduct of research or the presentation of falsified data in papers, manuscripts, books or other documents submitted for publication or as course or degree requirements.

    The above is not an exhaustive list and other instances of academic dishonesty may occur. Their identification will require the prudent judgment of faculty and students. The above definitions and examples apply to all Central Oregon Community College students regardless of the academic unit with which they are affiliated or within which they are enrolled.

b. **Disruption**
Disruption or obstruction of teaching, research, administration, disciplinary proceedings, and other College activities, including its public-service functions on or off campus, or other authorized non-college activities, when the act occurs on college premises is prohibited. Disruption shall include, but not be limited to the following:

- Physical violence or abuse of any person or College-owned or controlled property, or verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
- Deliberate interference with academic freedom and freedom of speech, including not only disruption of a class, but also interference with the freedom of any speaker invited by any section of the College community to express his/her views. (Faculty is authorized to have students removed from class if warranted.)
- Forcible interference with the freedom of movement of any member or guest of the college.
- Blocking of entryways to buildings, rooms, or sections of buildings, or of hallways, or stairways, in such fashion that people find it difficult or impossible to pass.
- Blocking of vehicular traffic.
- Noisemaking or other physical behavior which is so distracting that it becomes difficult or impossible to conduct a class, a meeting, or any other authorized event.
- Congregating in such a fashion as to create a situation, which could endanger life or property.
- Incitement to any of the above-mentioned actions, or to other violations of College policy, which could result in such actions, whether orally, through written materials, electronic materials or pictures.

ii. **GENERAL CAMPUS**

a. **General Provisions**

Attempted Violations
Attempts to violate this Code, including unsuccessful attempts, are prohibited and are subject to the same response under this Code as are actual violations

Complicity
A student present during the commission of an act by another student, which constitutes a violation of College policy may also be charged if his/her subsequent behavior constitutes a permission or condemnation of the violation. Students witnessing any act(s), which constitute a violation of College policy, are required to report such incidents to the proper authorities. Students who are believed to have assisted in violating any provision of this Code may be charged with a Code violation to the same extent as those persons committing a violation.

Public Laws
Any act by a student, which constitutes a charge of a violation of a public law, occurring either on or off campus, may establish cause for legal and/or disciplinary action by the College.

b. **Offenses Against Persons**

Abuse of Self or Others
Inflicting mental or bodily harm upon any person (including one's self), engaging in any intentional or reckless action from which mental or bodily harm could result (including one's self) and/or causing a person to believe that the offender may cause mental or bodily harm is prohibited.

Assault and/or Battery
No student shall threaten bodily harm or discomfort to another such as would constitute an assault. Nor shall any student commit, or aid in the intentional commission of, an act, which causes bodily harm or discomfort to the person of another such as, would constitute a battery. Physical abuse includes, but is not limited to, personal injury, physical restraint against a person's will, and holding or transporting an individual against his or her will.

Threats
Verbal or written communication, which unlawfully exposes any individual or group to hatred, contempt, or ridicule, and thereby injures the person, property, or reputation of another, is prohibited. Verbal or written communication, which threatens another of a crime or offense, or threatens injury to the person, property, or reputation of another, or maliciously threatens to expose another to disgrace is prohibited.

Extortion
Verbal or written communication, which threatens another of a crime or offense, or threatens injury to the person, property, or reputation of another, or maliciously threatens to expose another to disgrace with the intent to extort money or other advantage whatsoever, is prohibited.

Harassment
Threatening or causing non-physical abuse or abusive behavior towards another person, including, but not limited to, verbal or written statements, which constitute a form of expression unprotected by law, such as obscenity, fighting words, and defamation. Non-physical abuse means psychological abuse or abusive behavior through verbal or written statements, which intend to or could reasonably be foreseen to cause embarrassment, humiliation, shame, fright, grief, or intimidation. Examples of harassment include but are not limited to:

1. **Sexual Harassment**

It is the policy of COCC that no member of the college community may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

i. submission to that conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
ii. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or

iii. the conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive employment, education, or living environment.

Examples of sexual harassment may include, but are not limited to, the following:

- unwelcome sexual propositions
- sexually graphic comments about a person's body
- unwelcome touching, patting, pinching, or leering
- persistent, offensive, and unwelcome sexual jokes and comments
- unwelcome displays of sexually graphic pictures

Sexual harassment is illegal under both state and federal law. It is also unlawful to retaliate against an employee or student for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment. In some cases, sexual harassment may be subject to prosecution under criminal law. At COCC, sanctions for sexual harassment by employees and students may include the full range of disciplinary actions up to and including termination of employment or expulsion from the college. See the College General Procedure Manual HR-3-1

2. **Discriminatory Harassment** includes verbal or physical abuse of individuals because of their membership in a group. Students and staff should not be subject to harassment because of their ethnicity, religion, political viewpoint or sexual orientation.

Hazing
Oregon Statute prohibits students from engaging in any kind of hazing action or situation on or off campus. "Hazing" means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, participating in, or maintaining membership in any organization that is affiliated with an educational institution; and that is intended, or should reasonably be expected, to have the effect of humiliating, intimidating, or demeaning a student or endangering the mental or physical health or safety of a student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in such acts. Hazing occurs regardless of the consent or willingness of a person to participate in the activity. Hazing may occur on or off campus. "Hazing" does not include any activity or conduct that furthers legitimate curricular, extracurricular, or military training program goals, provided that (1) the goals are approved by the College; and (2) the activity or conduct furthers the goals in a manner that is appropriate, contemplated by the College, and normal and customary for similar programs at other educational institutions.

Non-Consensual Sexual Act
Any actual or threatened non-consensual sexual act is prohibited.

Stalking
Stalking, which is willfully, maliciously, and repeatedly following, contacting, or harassing another person in a manner which would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested.

c. **Offenses Against Property**

Damage or Destruction of Property
Destroying or vandalizing property, including accidental damage or vandalism, to property including but not limited to Central Oregon Community College property, facilities, and/or

equipment is prohibited.

Emergency Equipment
Fire escapes, ground-level fire doors, fire hoses, extinguishers, and alarm equipment are to be used only as emergency devices. Blocking of fire exits or other means of impeding traffic is prohibited. Abuse, tampering with fire detection or alarm devices, or misuse of fire extinguishing equipment will not be tolerated. Offenders are subject to disciplinary action.

Fire Safety
No student shall commit, or aid in the intentional commission of, an act, which results in a fire being, ignited which causes damage, or is intended to cause damage, to the property of the College or to the property of any other person. Falsely reporting a fire or other emergency situation, including, but not limited to, activating a fire alarm or pre-alarm cover when there is no reasonably perceived emergency is also prohibited.

Theft, Unauthorized Possession and/or Sale of Property
Students involved in theft, unauthorized possession, and/or sale of property not belonging to them are subject to College disciplinary action as well as to arrest and prosecution by legal authorities. Students are required to make full restitution. Students in possession of property owned or controlled by the College (i.e., the bookstore, library, audio-visual department, athletic department) or of another person without authorization or payment for such property will be subject to College disciplinary action.

Trespassing
Trespassing upon, forcibly entering, or otherwise proceeding into unauthorized areas of College owned or leased buildings or facilities, their roofs, or the residential space of another without permission is prohibited.

Unauthorized Use of College Facilities
The unauthorized use of, or entry into, any college facilities (i.e. classrooms, athletic fields), whether by force or not, is prohibited.

d. **Public Order/College Order Offenses**

Activities and Events On-Campus
Use of college facilities for on-campus activities and events (i.e., outdoor concerts, student rallies, outside speakers) is prohibited on any of Central Oregon Community College properties except in areas designated by the proper college authority and subject to any limitations and provisions established by the director of Campus Services or designee.

Bad Checks
Students shall not make and/or deliver any check to the College, which is not supported by sufficient funds on deposit or is in any way worthless.

Breach of Peace
Conduct or expression on College-owned or controlled property which disrupts the orderly functioning of the College, or which is lewd, indecent or obscene, is prohibited.

Contracting or Representation in the Name of the College
Students are prohibited from contracting in the name of Central Oregon Community College and may not claim to be official representatives of the College for any commercial purposes.

Dress Standards

Students must comply with standards of dress established for safety or health reasons in specific classes, which require a dress standard.

Falsification of Records
Falsification of College records, including but not limited to admission, registration, student disciplinary and health records by forgery or other means of deception, is prohibited.

Identification
Students are required to present student identification when requested by authorized College officials on college property or at college sponsored events. Any misrepresentation, alteration or misuse of identification is prohibited.

Distribution or Sale of Literature or Goods
Distribution or sale of literature or goods on the campus, including campus mail, must be approved by the Director of Student Life in accordance with the College Policies and Procedures Manual.

Obeying Reasonable Order of College Officials
Students are required to comply with reasonable requests or orders by authorized College officials or representatives acting in behalf of the College. This requirement includes reasonable requests for students to meet appointments in administrative offices and at disciplinary investigations and hearings.

Parking
Students must park in student-designated spaces only. Failure to do so may result in a citation from a civil authority as well as disciplinary action on part of the College. Detailed information on COCC's regulations can be found in the COCC Traffic/Parking Regulation handbook which are available from Campus Services, the Boyle Education Center Information Booth, Redmond Campus Admissions Office, and the front office of the Madras Campus.

Providing False Information
No student shall knowingly give false or perjured testimony in any College investigation or proceeding. No student shall knowingly give false information to a College official or show reckless disregard for truth.

Recognition of Student Groups
In order to be classified as a student organization, established recognition procedures must be met and approved by the Associated Students or the Office of Student Life

Search and Seizure
College officials reserve the right, with probable cause, to search lockers or other College property when deemed necessary to uphold the basic responsibility of the College regarding discipline, safety, and the maintenance of an educational atmosphere. Contraband items will be confiscated and may be used as evidence in disciplinary cases. Briefcases, handbags, and other such containers may be searched in the library, in laboratories, in the bookstore, and at other places where materials or equipment are not secured.

Use of Vehicles
Riding of bicycles in hallways, in buildings, or on walkways is prohibited. Motorized vehicles are prohibited in areas other than designated roadways and parking lots. Mopeds are considered in the same category as bicycles. In-line skating or skateboarding is prohibited on all campuses of Central Oregon Community College in any locations or at times which, in

the discretion of campus officials, constitute a pedestrian or motor traffic hazard, or which imperil the health or safety of persons and property on the campus. Due to Fire Marshall restrictions, bicycles are not permitted in buildings under any circumstances. Bikes may be locked only in approved locations (not to include handrails and/or lampposts).

Violation of Probation
A student who is alleged to have violated the Code of Conduct while being subject to Disciplinary action may be charged with the separate offense of violating disciplinary probation.

Firearms
No person - including students, employees, vendors, college patrons, or other visitors - may bring, possess, conceal, brandish, use or be in possession of a firearm, destructive device or other dangerous weapons (as defined by ORS 161.015 (1)(2), or give the appearance of being in possession, on college-owned or controlled property or at activities under the jurisdiction or sponsorship of the college, except as provided by ORS 166.360, ORS 166.370 and federal law. Campus Public Safety FAQ.

e. **Alcohol and Drug Offenses**

Alcohol / Illegal Drugs
Drug-Free Campus. The unlawful possessions, use or distribution of illicit drugs and/or alcohol is prohibited on COCC property and grounds.

Controlled Substances
Possessing or using controlled substances as defined by federal, state, and local statutes and is prohibited. (Controlled substances may be taken pursuant to a properly issued prescription, provided the controlled substance is taken as and in the amount prescribed.)

iii. **OTHER CAMPUS POLICIES**

a. **Acceptable Use of College Computer Services**
The college makes available computing and network resources for students. Appropriate use of the resources includes instruction, independent study, and campus communications. Those who avail themselves of the campus and network computing services are required to behave in their use of the technology in a manner consistent with the College Student Rights and Responsibilities Code of Conduct.

Respecting the rights, privileges and sensibilities of each other is essential in preserving the spirit of community at COCC. Actions, which make the atmosphere intimidating, threatening, or hostile to individuals, are therefore regarded as serious offenses. Abusive or harassing behavior, verbal, physical or electronic use which demeans, intimidates, threatens or injures another because of his or her characteristics or beliefs is subject to the Colleges disciplinary sanctions.

The computing and network resources of the College may not be used for commercial purposes or for financial gain. Students utilizing the COCC conferencing system will abide by the conditions set forth in the COCC/NSFNET Backbone Services Acceptable Use Policy. Students are required to acknowledge they have read and understand this policy prior to receiving their COCC conferencing account.

b. **Children On Campus**
Only students who are enrolled in a given class or lab may sit in the class or lab. Children

(under high school age 14) are not permitted to be enrolled as a student at Central Oregon Community College. Children (under high school age 14) are not permitted on campus unless directly supervised by a responsible adult. This adult accepts responsibility for maintaining acceptable behavior on the part of the child. The responsible adult will be asked to remove the disrupting child or children. Notwithstanding the above, children (under high school age 14) are not permitted in the College's Fitness Center in Mazama Hall at any time.

NOTE: Exceptions would, with an instructor's concurrence, include students here at the invitation of theCollege, such as Honor's Day guests, Senior and special class visitation, etc.

c. **Designated Public Forum**
To promote the free exchange of ideas, Central Oregon Community College acknowledges students, faculty and employees their first amendment right to engage in free speech on campus in accordance with maintaining an environment that is not disruptive to the educational purpose of the institution The College has the discretion of designating a Designated Public Forum space for the purpose of open public communication for students, faculty, staff and the general public. The College may enforce content-neutral time, manner, and place regulations.

d. **Designated Public Forum**
The Designated Public Forum will be located at the convergence of the paved walkways from Ochoco and Grandview to the Modoc plaza area on the Bend Campus and the East entrance to the MATC building on the Redmond Campus.

Use of the above Designated Public Forums is limited to daylight hours during the College's normal operating schedule. Students and staff may reserve use of the Designated Public Forum through the Office of Student Life. General Community may reserve use of the Designated Public Forums through Campus Services.

e. **Forum through the Campus Services Office.**
Speakers must have all printed materials approved prior to use of the Designated Public Forum. Speakers are responsible to ensure that all printed and other materials brought into the Designated Public Forum are removed at the conclusion of the activity, and that college funds shall not be required to return the Designated Public Forum to its original condition as the result of any individual or group exercising their rights of Free Speech in this area.

Speech in the Designated Public Forum shall not be limited except that:

1. There shall be no use of electronic or other sound amplification that interferes with the conduct of classroom, laboratory, library, office or other activities on campus.
2. Speakers will not attempt by repeated demands, threats, or otherwise to coerce passersby into stopping and participating in debate or discussion.
3. Interfere with, impede, or cause blockage of the flow of vehicle or pedestrian traffic.
4. There shall be no obscene or slanderous speech or distribution of obscene or libelous materials.
5. No speech shall express or advocate racial, ethnic, religious, sex-based, other hate-based prejudice or other speech that incites students so as to create a clear and present danger of the imminent commission of unlawful acts or of the substantial disruption of the orderly operations of the college.
6. The Designated Public Forum will not be used for any commercial activity, nor shall there be any solicitation of funds, or implied solicitation of funds, of any kind in the area

f. **Gambling**
Gambling is not permitted on campus.

g. **Pets**
Pets are not permitted on campus.

h. **Smoking**
Smoking is banned in all of the buildings of Central Oregon Community College. Smoking or the use of smokeless tobacco is limited to campus parking lots. During high fire danger periods, smoking will be banned completely.

G-33-4 COCC Drug & Alcohol Policy

"In compliance with the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), it shall be the policy of Central Oregon Community College to maintain a drug-free campus for all employees and students. In accordance with ORS 475.300 -475.346, COCC's Drug Free Campus Policy includes prohibiting the use of medical marijuana on campus property or for any campus-sponsored class, activity or event regardless of location. It is the responsibility of the College to notify students and staff of college policy. As such, the following policy is in effect:
The unlawful possession, use, or distribution of illicit drugs and alcohol is prohibited on the College campus, in all College facilities, or as part of any College-sponsored activity, regardless of where that activity is located. Violators of this policy will be prosecuted to the full extent of State and Federal law and, in addition, there are specific consequences for employees and for students which are also stated in the College Drug-Free Campus Procedures."

G-33-5 Student Death

The Dean of Student and Enrollment Services will be the primary point of contact for the family of the deceased; the Director of Admissions/Registrar (or appointee) will be the primary coordinating person for ensuring that the following on-campus action steps are taken:

1. COCC is notified of a death of a student. Notification can be from a newspaper article, obituary, from a family member or family representative, police report, etc. If notified in person, the college representative should ask what the family is willing to share about the death, using his/her judgment on what information will be shared with the campus community. Additionally, the college representative will summarize how the school will respond, that the Dean of Student and Enrollment Services will be the primary contact person should the family have any questions, and ask who the school should contact if the school has questions about the student's account. As possible, the college representative will confirm the death without causing undue distress to the family; a death certificate will not be required.
2. The Director of Admissions and Records will contact the Financial Aid Office, the Cashier's Office, Payroll/Fiscal Services, ASCOCC, the student's instructors and advisors, Human Resources, Office of Student Life, Instructional Dean's Office, Office of College Relations, Dean of Student and Enrollment Services Office, President's Office and any campus organization with which the student was involved. When contacting these groups, the Director will use discretion as to what information can be released about the student and his/her death.
3. The Admissions and Records Office inactivates the student's address and indicates "deceased" on the address line.
4. If the student dies at any point between the time they registers for classes and the last day of the term, the student's registration is backed out of the system and a full refund is sent to the family. All fees or fines (parking, library, etc.) are backed out of the student's account. If a refund is owing, the Cashier's Office immediately issues a check to be included with the President's letter of condolence (see #11).

5. The Records Office will award an honorary degree for current degree-or certificate-seeking students. A notation will be placed on the diploma indicating that it is an honorary degree. The appropriate degree/certificate will be included with the President's letter of condolence (see #11).
6. The Records Office will award an honorary degree for any current or former degree-or certificate-seeking student who is killed in action while serving in the military. A notation will be placed on the diploma indicating that it is an honorary degree. The appropriate degree/certificate will be included with the President's letter of condolence (see #11).
7. A posthumous degree indicating that the student had completed the degree/certificate requirements at the time of death may be awarded at the discretion of the President.
8. The Payroll/Fiscal Services Office determines if the student is owed any money due to campus employment. If so, a check is immediately issued and forwarded to the Admissions and Records Office to be included with the President's letter.
9. The Human Resources Office determines if the student is an employee receiving COCC benefits via health insurance, life insurance, etc. If so, the Human Resources Office will contact the next of kin to discuss the appropriate information.
10. he Financial Aid Office contacts the next of kin to explain the forgiveness policy regarding the student's loans. All financial aid records are backed out of the system.
11. The President or designee writes a letter of condolence to the family. This letter will include: notation that the appropriate campus offices and instructors have been contacted; refund and payroll check (if applicable); information stating the student has been dropped from his/her classes; degree/certificate (if applicable); statement that the Dean will be the campus contact person.

G-33-6 Student Media

Any COCC student or student group wishing to initiate a single or serial media source under the auspices of Central Oregon Community College, its name, derivations thereof, or logo with the intent of general distribution to the campus or Central Oregon community, must apply to the COCC Student Affairs Committee for approval. All media sources which meet the definition of student media (see Section A) are subject to this approval process.
As of 2012-13, *The Broadside* was COCC's only recognized student media source.

G-33-7 Student Concerns Process

Política en Español

The Student Concern Process should be used for *general* issues or concerns in regards to College staff or faculty or a College policy or process. Concerns regarding any of the following areas must be addressed through the appropriate processes linked below:

- Student Discipline Process
- Grade Appeal Procedure
- Discrimination
- Sexual Misconduct or Sexual Violence
- Sexual Harassment
- Student Petition: Petitions for exceptions to late adding, dropping or withdrawal from a course; refund or waiver of tuition and fees after the published deadline; refund or waiver of late payment or late registration fees; changing to or from an audit, and certificate or degree course substitutions.

A student who needs assistance with or has questions about the student concerns process may contact the Director of Student Life.

G-34-0 Faculty Policies

G-34-1 Faculty Positions **(Formerly HR-5-3)**

Index of Faculty Positions:

G-34-1.1 Recommendation to Hire Full-Time Instructional Professionals

(Formerly HR-5-3.1)

The Vice President for Instruction is responsible for recommending to the President the new full-time instructional faculty and administrators to be hired, along with salary and academic rank placement. The President makes the final recommendation to the Board, which takes appropriate action. [Refer to Collective Bargaining Agreement Between the Central Oregon Community College Board of Directors and the Central Oregon Community College Faculty Forum]

G-34-1.2 Recommendation to Hire Part-Time Professional Instructional Staff

(Formerly HR-5-3.2)

Part-time professional instructional staff must be approved through the Office of the Vice President for Instruction. Once this process is completed, instructional administrators who report to the Vice President for Instruction are responsible for the employment of part-time professional instructional staff. [Refer to Collective Bargaining Agreement Between the Central Oregon Community College Board of Directors and the Central Oregon Community College Faculty Forum]

G-34-1.3 Adjunct Relationships

(Formerly HR-5-3.3)

The College may invite certain individuals to form an adjunct relationship of less than a full-time nature within the College.

The adjunct relationship will be deemed to be of a temporary nature and signing of an adjunct agreement shall not be considered to be a promise of future employment, nor shall notice be required to terminate an adjunct relationship.

Individuals assigned to an adjunct relationship are not eligible for sabbatical or for consideration for tenure. Adjunct faculty are eligible for professional improvement funds under the conditions of the Collective Bargaining Agreement between the Central Oregon Community College Board of Directors and the Central Oregon Community College Faculty Forum.

Approval of this policy grants no rights under the Collective Bargaining Agreement Between the Central Oregon Community College Board of Directors and the Central Oregon Community College Faculty Forum unless agreed to hereafter by signature of the President of the Faculty Forum and the President of the College, or unless incorporated in a future negotiated contract.

[Refer to Collective Bargaining Agreement Between the Central Oregon Community College Board of Directors and the Central Oregon Community College Faculty Forum]

G-34-1.4 Part-Time Faculty Employment at COCC

G-34-1.4.1 Part-Time Faculty Compensation and Benefits

Compensation: Part-time faculty are compensated at the rate assigned to adjunct faculty based on the current Collective Bargaining Agreement Between the Central Oregon Community College Board of Directors and the Central Oregon Community College Faculty Forum. Part-time faculty are not eligible for benefits.

Process: The department chair recommends placement to the Vice President for Instruction on the basis of a current evaluation. All salaries are determined in the Fall quarter contract or, in the case of someone who does not teach Fall quarter, the first contract in the academic year. No adjustments are made at any other time than the preparation of the first teaching contract of the academic year-counting Fall as the first quarter of the academic year.

For purposes of counting quarters, a contract of three load units or more counts as a quarter. Contracts of less than three load units over several quarters may be aggregated to count as a quarter. More than 24 load units in two quarters may be counted as three quarters. In practice, all part-time faculty, including those who are not currently members of the bargaining unit, are paid at

this rate, although the President may approve placing a part-time faculty member at a different pay level. Under exceptional circumstances, a department chair may recommend to the Vice President for Instruction to place a part-time faculty member at a different pay level. (Load units are defined in the Faculty Collective Bargaining Agreement.)

Information regarding pay periods and options for receiving pay for part-time faculty may be obtained by contacting the Office of Fiscal Services.

G-34-1.5 Minimum Standards for Instructors

(Formerly HR-5-3.5)

The standards listed below are the minimum for instructional personnel at the entry level. The College may establish higher standards for a specific position or assignment.

Minimum standards for regular certification as a full-time, tenure-track instructor in College **transfer** courses:

Master's degree in the field of primary teaching assignment, or if a Master's degree is not generally offered in the primary teaching field, a Master's degree in a related field and at least 30 quarter hours (20 semester hours) of graduate credit in academic courses in the field of primary teaching assignment.

Note: Although the above is a minimum requirement for faculty teaching College transfer courses, the College has undertaken a major effort to employ individuals who possess a doctoral degree, or recent ABD, in an appropriate academic discipline.

G-34-2 Faculty Personnel Files

(Formerly HR-8-0)

In order to maintain the integrity of personnel files, only official evaluations and other authorized documents relative to an employee's service are kept in the faculty member's personnel file may be placed into a personnel file, unless otherwise authorized by the President. Personnel files should contain, but are not limited to:

1. Complete transcripts of all College undergraduate and graduate work,
2. Annual evaluations, special evaluations, and rehire recommendations including peer team reports and student evaluation summaries,
3. Complete records of Professional Improvement Plans, including Final Reports.
4. Annual Reports of Activity with attachments,
5. Tenure recommendations, (including the advisory letter sent by the Tenure Committee when it does not recommend tenure)
6. Records of promotion activities, which include:
   - Promotion recommendations,

- Actions taken by the Promotions Committee, President, and Board (including the advisory letter sent by the Promotions Committee when it does not recommend promotion).

[Faculty should also refer to the Collective Bargaining Agreement Between the Central Oregon Community College Board of Directors and the Central Oregon Community College Faculty Forum]

G-34-3 Criteria for Promotion, Tenure and Evaluation of Performance

(Formerly HR-9-0)

G-34-3.1 Promotions

(Formerly HR-9-1.1)

Central Oregon Community College has used a system of academic rank throughout its history as a means of recognizing the quality of a faculty member's contribution to the College. The system of rank encourages and guides the ongoing balanced evolution of faculty engagement at the levels of primary assignment, professional development, and service to the College and to the community. The College believes the system of rank fosters and rewards excellence that enhances the learning experiences of COCC students, facilitates engagement with our colleagues and the larger community, and reinforces COCC's mission and values. Promotion recommendations are made to the Board of Directors by a faculty- chaired committee.

G-34-3.1.1 Eligibility

Eligibility for promotion will adhere to the following time limits, unless exceptional conditions warrant otherwise may be recommended by the President for early advancement to any of the ranks noted below:

Assistant Professor I: Entry Level

Assistant Professor II: A faculty member should be in his/her third year of service at the rank of Assistant Professor I at the time he/she is first considered for promotion to Assistant Professor II.

Associate Professor: A faculty member should be in his/her fourth year of service at the rank of Assistant Professor II at the time he/she is first considered for promotion to Associate Professor.

Professor: A faculty member should be in his/her sixth year of service at the rank of Associate Professor at the time he/she is first eligible for consideration to be promoted to Professor. Note: the faculty member can choose not to stand for promotion to Full Professor.

G-34-3.1.2 Description of rank and criteria for promotion

Considerable effort is undertaken to employ faculty members who are fully qualified in the disciplines, who have the potential for significant personal and professional growth, and who are committed to the goals and philosophy of Central Oregon Community College. Thus, the College expects that all faculty members will satisfactorily perform his/her primary assignment and will maintain competency in his/her field (competency implies that one keeps current in one's field). The College also expects that all faculty members will act professionally and ethically. In addition to these assumptions, the College expects tenure- track and tenured faculty to satisfy other criteria specific to rank. Assistant Professor II, Associate Professor and Professor each carry expectations for performance in four criteria:

- Primary Assignment
- Professional Improvement
- Service to the College
- Community Service

Assistant Professor I should focus on pedagogy, expectations for performance will be evaluated in three criteria:

- Primary Assignment
- Professional Improvement
- Service to the College

Faculty members employed at Central Oregon Community College, regardless of the rank they initially occupy and whatever qualifications they possess on initial employment, are expected to mature as professionals and progress through the ranks to become outstanding faculty members.

G-34-3.1.3 Definition of Criteria

Definition of Primary Assignment: A faculty member's primary assignment is defined by his/her current job description. Typically, this includes teaching requirements, advising, and curriculum development. It may also include administrative duties such as program director and may change over time with other administrative duties as assigned, such as becoming a department chair.

Definition of Professional Improvement: The main purpose of this program is to improve faculty members' effectiveness in their College assignments and in their professions.

Definition of Service to the College: The College believes it must constantly improve in its efforts to meet the needs of its constituents in an efficient and effective manner. It therefore needs and values collaborative efforts by faculty to take part in College governance, such as standing committees, hiring committees and task force groups. However, College service is not exclusive to committee work. Of equal importance are individual efforts to improve the operation, systems,

faculty/staff and student performance on an innovative, regular and continual basis. Some examples would include peer teams, assessment projects, significant accreditation efforts, new program development, or special projects/task forces as assigned.

Definition of Service to the Community: In an effort to better understand the needs and strengthen the community it serves, the College values regular efforts by faculty to reach out to its community. "Community" can be broadly defined. It includes service both inside our district and beyond (including state and national service). The evaluation of one's service is based on the level of meaningful and significant contribution as appropriate by rank.

While initially those interactions and service opportunities cover a wide range of areas of assistance and expertise, it is expected as faculty move up in rank that their service efforts will be more focused on their expertise in their academic field of study. This will strengthen the community in those areas as well as strengthen the competencies of the individual faculty member.

G-34-3.1.4 Rank with Associated Criteria

Assistant Professor I: This is the rank at which many faculty are hired. Faculty members at this rank are expected to focus on establishing their expertise in their primary assignment. In addition to this, faculty should regularly attend department meetings, mandatory College wide meetings, and a selection of campus workshops that will help them understand the workings and culture of the College. Beyond the first year, faculty members should be expanding their engagement with the larger College community. This may include serving on peer teams or other College committees and exploring options for further professional, and College service.

Assistant Professor II: In most circumstances a faculty member should be in his/her third year of service at the rank of Assistant Professor I at the time he/she is first considered for promotion to Assistant Professor II. In order to achieve the rank of Assistant Professor II, a faculty member must demonstrate that he/she is regularly seeking out ways to contribute to the success of his or her department and also begins to reach beyond the department by serving on larger College committees, task forces, peer teams or other meaningful ways to contribute to the work of the College. This person is now reaching out to the community to extend the service of his/her expertise to various activities throughout the year.

The following provides a guideline for promotion to Assistant II with respect to each criterion :

- **Primary Assignment**: Evidence of improvement and refinement of teaching ability or, in the case of non- teaching faculty, evidence of improvement of performance in one's assignment. The individual shows regular, significant improvement in the quality of teaching or performance in non-teaching assignment. The individual contributes to maintenance and development in his/her curricular or program area.
- **Professional Improvement**: The faculty member should have an approved Professional Improvement Plan (PIP) on file and have demonstrated progress toward completing PIP goals as noted in the Annual Report of Activities (ARA).

- **Service to the College**: The faculty member demonstrates that she/he is finding meaningful ways to contribute to the work of the College. Prior to achieving the rank of Assistant II, faculty are not discouraged from taking on leadership roles or positions depending on experience; however, this is not an expectation. Once faculty have achieved this rank, they should begin exploring more meaningful engagement with leadership roles at the College.
- **Service to the Community**: The faculty member expresses to the community the willingness to serve as a resource in her/his discipline, and strives to establish/build meaningful relationships with the community.

Associate Professor: A faculty member should be in his/her fourth year of service at the rank of Assistant Professor II at the time he/she is first considered for promotion to Associate Professor. In order to achieve the rank of Associate Professor, a faculty member should demonstrate significant competence while striving for excellence in the primary assignment, and contribute in meaningful ways to the success of his/her department. Faculty should also demonstrate reaching beyond the department level to take on significantly meaningful or leadership roles within the College. This person now has established his/her expertise in the community or within his/her discipline beyond the College boundaries.

The following provides a guideline for promotion to Associate Professor with respect to each criterion.

- **Primary Assignment**: The individual demonstrates significant competence while striving for excellence in teaching ability or performance in the primary assignment. The individual has contributed significantly to maintaining and developing the existing curriculum or program area.
- **Professional Improvement**: In most circumstances, the individual applying for the rank of Associate Professor should have a final PIP report on file for the first PIP cycle and documented progress toward completion of the second PIP cycle.
- **Service to the College**: In achieving this rank faculty demonstrate significant and meaningful engagement with the College beyond the department level, and active pursuit of leadership roles.
- **Service to the Community**: Building on community relationships developed while an Assistant Professor II, the faculty member serves the community as a resource within her/his discipline by accepting meaningful local, statewide, or national roles.

Professor: A faculty member should be in his/her sixth year of service at the rank of associate professor at the time he/she is first eligible for consideration to be promoted to Professor. In order to achieve the rank of Professor, a faculty member should demonstrate consistent excellence in the performance of his/her primary assignment. The individual demonstrates an ongoing commitment to sharing his/her expertise and knowledge by regularly accepting leadership roles on campus committees or task forces that help to create meaningful change for the College. Faculty achieving this rank are firmly established in consistent and meaningful contributions of their professional expertise at the local, regional, or national level.

The following provides a guideline for promotion to Professor with respect to each criterion

- **Primary Assignment**: The individual continues to demonstrate regular and significant improvement and refinement in maintaining excellence in teaching ability or performance in the

primary assignment. The individual has demonstrated leadership in curricular or program development.

- **Professional Improvement**: The individual has a long-term documented record of broad commitment to professional growth.
- **Service to the College**: To achieve this rank, faculty demonstrate significant and meaningful leadership roles within and beyond the department level that help the institution move forward**.**

  Service to the Community: Further building on local and/or more widespread community relationships, the faculty member regularly serves the community as an expert resource by accepting meaningful local, statewide, or national roles.

G-34-3.1.5 Review for Faculty No Longer Standing For Promotion

Faculty members who have been at the Associate Professor or Professor rank for more than 5 years, are reviewed following the post-Tenure review process.

G-34-3.1.6 Faculty Promotions Procedures

The Promotions Committee reviews content in the candidate's personnel file from either their date of hire (for promotion to Assistant Professor II) or since their last promotion, including recommendations from the last Promotion Committee's notice of promotion. During candidate deliberations, only items contained in the file can be used as part of the discussion. Discussion of personal knowledge of a candidate or special circumstances not contained in the file are not part of the deliberations.

The Promotions Committee needs a complete file with required documentation to be able to conduct a thorough review. The faculty member is responsible for ensuring required items are submitted by the established deadlines. However, the faculty member shall be held harmless for items missing from the file as long as the faculty member has documented proof that the original submission deadlines (such as October 15 for ARA and PIP Final Reports) has been met for any items required to be in the file. Faculty should allow two to three weeks for documentation to go through the appropriate channels before checking his/her file in HR. The faculty member is still responsible for reviewing the file for any missing documents and take appropriate action to submit documentation or provide rationale for extenuating circumstances in advance of the deadline for file closure in January.

If the Committee needs clarification on an item contained in the file, the Committee may ask for a meeting with either the candidate or the candidate's designated evaluator. The faculty member or their designated evaluator shall not be called in to clarify items missing from the file.

While the Committee strives to reach a unanimous decision, a faculty member will be recommended for promotion when five of the seven members of the committee affirm the recommendation. Voting is to be done by a written ballot made public to the committee upon each individual member's vote,

giving each member the opportunity to justify his/her vote. Discussions contained during deliberations as well as actual voting results are to remain confidential; they are not made public beyond the committee.

Faculty denied promotion will have an opportunity to meet with the committee during that spring term to discuss concerns and recommendations noted in the letter they had previously received from the Committee. Their designated evaluator can also attend that meeting if the faculty member prefers. This meeting will not change the outcome of the decision made previously by the Board of Directors, but can help direct the candidate how to strengthen his/her file for the next time the candidate stands for promotion.

G-34-3.2 Tenure

(Formerly HR-9-1.2)

Tenure is awarded by the Board of Directors upon recommendation by the President. Conditions of tenure are provided in the Collective Bargaining Agreement Between the Central Oregon Community College Board of Directors and the Central Oregon Community College Faculty Forum.

G-34-3.2.1 Awarding of Tenure

(Formerly HR-9-1.2.1)

Tenure is awarded to those faculty members who have, during their probationary years, demonstrated the promise of the overall excellence in instruction (or other primary assignment) and commitment to the College and the community expected of COCC professional staff.

Completion of five probationary years does not automatically result in the awarding of tenure.

Employment while on the Notice of Appointment, or contract other than regular probationary contract, does not accrue time toward tenure unless specified in writing.

G-34-3.2.2 Procedure for Tenure Consideration

Prior to October 15 of each year, the Vice President for Instruction will advise the immediate supervisors with personnel responsibilities, in writing, of individuals in the department who will have met the length of service criteria at the end of the academic year.

Prior to January 15 of each year, all evaluation instruments and proposed actions in relation to faculty members' eligibility for consideration of tenure shall be forwarded to the appropriate Vice President/Dean. Candidates should then review their files before January 15th to determine if all forwarded materials have been received.

Prior to February 1 of each year, the Vice President for Instruction will provide a written evaluation with recommended action. This document will be sent to the President, copied to the candidate, and placed in the file. The candidate will then have five working days to respond to the letter (if they choose) by sending a response for the file. The candidate must also sign off on his or her file within those five days. This process must be completed prior to Tenure Committee review of the file.

Prior to March 1**, the Committee shall submit to the President a list of all faculty members considered by** the Committee. The Committee shall outline its recommendations for each individual considered and shall state the basis for such recommendations.

Any member of the Committee may submit an individual report on any matter voted by the Committee. The individual report may support the majority or may present a minority view. Copies of the individual report shall only go to the Chair of the Tenure Committee, to the appropriate Vice President/Dean, and to the President.

The Tenure Committee may take the following actions:

1. Recommend granting of tenure,
2. Recommend not granting tenure,
3. Recommend an additional year as a probationary period.(This option may include recommendations for specific conditions to be met or actions to be taken, as determined by the committee.)

The Tenure Committee should be prepared to provide the reasons for their recommendation in all of the above cases.

The President shall study the recommendations of the Tenure Committee and shall notify candidates of his/her recommendations.

Appeals of the President's recommendation(s) and/or any aspects of the tenure procedure are to the Board of Directors, and the grounds for such appeal should be procedural (due process). The President will forward his/her recommendation for granting tenure to the Board of Directors for action as soon as possible after the completion of the Tenure Committee's work.

G-34-3.3 Faculty Evaluations

G-34-3.3.1 Evaluation of Part-Time and Adjunct Faculty

(Formerly HR-9-1.4)

It is the departmental chairpersons' responsibility to evaluate their department's part-time faculty utilizing the following:

A. First Year at COCC

1. Student evaluations, all sections, every quarter.
2. Peer Evaluation: minimum one class visit, pre and post conference, review of materials with written report to Designated Evaluator.
3. Designated Evaluator review: written summary.

B. Second Year at COCC

1. Student evaluations, all sections, every quarter.
2. Peer Evaluation: minimum one class visit, pre and post conference, review of materials, with written report to Designated Evaluator (Individual departments may wish to use forms for this purpose, such as provided within the Peer Evaluation Handbook. However, written commentary should be added to the checklists).
3. Designated Evaluator review: written summary.

C. After Two Years, or Six Quarters

1. If, in the judgment of the Designated Evaluator, the performance to this point, as measured by the components for evaluation listed above, is sufficiently consistent and meritorious, the next Peer Evaluation and Designated Evaluator written review can be scheduled as much as three years later (allowing a gap of up to two years). This schedule could be readjusted to allow for more frequent review should the Designated Evaluator deems this desirable at any time.
2. Written feedback should be received for the instructor's personnel file in either Winter or Spring quarter, but not later than May 15, unless the department chair notifies the instructor that it will be late.
3. Part-time faculty have the option of submitting a statement of explanation or comment on such evaluations. Written evaluations and any faculty response will be filed in the instructor's personnel file.

D. Lapses in Service

In cases of absences of a year or more, returning faculty may be returned to the same position in the evaluation cycle.

G-34-4 General Responsibilities of All Instructors(Formerly HR-9-2)

General Responsibilities of All Instructors (including part time, adjunct, full time temporary and full time tenure track)

The responsibilities of a professional at Central Oregon Community College are broad and demanding. For an individual hired as a member of the teaching staff, responsibilities include but are not limited to:

1. Meet, as a condition of employment, the minimum requirements for the position.
2. Teaching responsibilities as assigned and as College needs indicate. Courses may be during the days and/or evenings and on or off campus. Departments are encouraged to rotate such responsibilities among full-time faculty members when such assignments are required.

3. Keep oneself and one's courses current in content and instructional methods and make recommendations for equipment and supplies purchased.
4. Office hours and Student Contact: Part time and adjunct instructors are expected to be available to their students outside of class for approximately one hour/week for each section they teach up to a maximum of five hours/week.
5. Keep a record of student achievement to support the grade assigned and record the midterm grade (if a D or F) and/or final grade in Bobcat Web on or before the deadline announced each term. Late grades can result in financial aid and eligibility problems for students.
6. Grade record retention: each instructor is responsible for keeping an accurate paper or electronic grade book. Grade records should be retained by the instructor for one full year.
7. Retention of important student work: faculty members are responsible for maintaining accurate files of important student work (midterm exams, final exams and formal papers) through the end of the regular following quarter (except summer), if such work is not returned to the student.
8. At the time an instructor leaves COCC, a record of the grades for all classes he/she taught within the past year will be deposited with the Department Chair and retained for one full year.
9. Assignment of load for administrative duties performed by department chairs and program directors is determined by the Vice President of Instruction and is generally uniform across the College. Variations to chair load may occur when the department is relatively large (number of programs and of full time faculty) and there is limited additional administrative load assigned to others for directing programs in the department. Variations in program director load may occur in the year in which the program is subject to professional accreditation, or if a certain level of load is required by professional licensing or accrediting body, or if major curricular change is initiated.
10. Attendance Records: attendance must be taken the first week of each term and faculty should administratively withdraw students who fail to attend all classes as discussed in the Class Attendance and Withdrawal policy noted in the catalogue.
11. Administrative withdrawal: All faculty are responsible noting the absence of students either on the roster or electronically via email to Records. The Administrative Withdrawal/Attendance Policy states that students will be withdrawn for non-attendance during any part of the first week of classes, or the first class of a short term class.
12. Course syllabus: a syllabus for each course taught must be filed in the department office each quarter. Recommended information for inclusion in the syllabus is noted in the syllabus template located in Faculty Resources at http://www.cocc.edu/instruction/faculty-resources/teaching-fundamentals/syllabus-template/
13. Absence from classes by faculty members: All faculty members are expected to meet all their scheduled events and follow procedure to notify the department of absence due to illness, emergency or bereavement. See HR section of the General Policy and/or Procedures Manual.
14. Planned or scheduled absence: If a faculty member is anticipating an absence from College events, for reasons other than those addressed above (i.e. seminars, workshops or other professional development activities), the faculty member must consult with the Department Chairperson about appropriate coverage.
15. Become computer literate in general and to the depth needed in specialized technology in one's subject area.
16. As appropriate, locate and supervise cooperative work experience stations.
17. Honor current policy for final exams.

G-34-4.1 Full time temporary faculty responsibilities

Full time temporary faculty responsibilities include all of the above and the following additional responsibilities

1. Participate in academic advising.
2. Post and keep a minimum of five office hours a week for student help sessions and program assistance.
3. Attend all scheduled department meetings.

4. As appropriate, work with Advisory Committees in one's area.
5. As appropriate, aid in placement of students in area of their training.
6. As appropriate, arrange through College offices publicity for one's program and undertake responsibility for recruiting students into it.
7. Take responsibility for working with the College library and media departments for keeping the library collection current in one's field.
8. Cooperate with College personnel in assisting students with career planning, follow up studies and other relevant institutional research.

G-34-4.2 Full time tenure track faculty responsibilities

Full time tenure track faculty responsibilities include all of the above general and full time temporary responsibilities as well as

1. Participate in the affairs of the College either on campus or in the district as the position demands
2. Meet as a condition of employment the minimum requirements for the position and such other appropriate College requirements that become necessary throughout the teaching career.
3. Articulate with members of the community regarding educational interests and needs and the College's ability to provide educational services.
4. Participate on College committees, in the faculty organization, on Peer Teams or in peer review of part time instructors, professional committee meetings, etc.
5. Cooperate with the department chairperson in program planning and course development and revision.
6. Perform non-teaching professional responsibilities as assigned.
7. Develop and maintain a rigorous professional improvement program
8. Serve as Department Chair if requested to do so.
9. Submit required reports (Annual Report of Activities, Professional Improvement Plans, etc.).

[Refer to Collective Bargaining Agreement Between the Central Oregon Community College Board of Directors and the Central Oregon Community College Faculty Forum]

G-34-4.3 Specific Responsibilities of Part-Time Faculty

(formerly HR 9-2.1)

Grade Records: Each faculty member is expected to keep a record of student achievement to support grades given to students. Enter final class grades in Banner by the due date. Late grades can result in financial aid and eligibility problems for students. (Instructions for transmittal of grades are announced each term).

Grade Book Retention: Each instructor is responsible for keeping an accurate and up-to-date permanent grade book.

At the time an instructor leaves COCC, the electronic or paper grade records of all classes he/she taught within the last academic year will be deposited with the Department Chair.

Attendance Records: Attendance records must be maintained and forwarded to the appropriate College office when required by State, Federal, or other College recognized agencies.

Administrative Withdrawal: All faculty are responsible for completing and returning the first week rosters, noting the absence of students on the roster. The Administrative Withdrawal/Attendance

Policy (General Procedures Manual A-3-0) states that students will be withdrawn for non-attendance during any part of the first week of classes, or the first class of a short-term class. Please refer to the Class Schedule for a full description of the Class Attendance and Administrative Withdrawal policy and consult with Department Administrative Assistant for procedures

Office Hours & Student Contact: Part-time faculty are expected to make themselves available to their students outside class for approximately one hour for each class they teach.

Field Trips: Any instructor who wishes to take groups of students off campus during class hours should distribute a list of the students' names to all faculty. The list should circulate not less than one week before the date of absence. See A-18-0 in the General Procedures Manual.

Student Registration: Only registered students should be allowed to attend classes at COCC.

Retention of Important Student Work: Faculty members are responsible for maintaining accurate files of important student work (mid-term examinations, final examinations, and formal papers) through the end of the following regular quarter (except summer), if such work is not returned to the student.

Course Syllabi: A syllabus for each course taught must be filed in the department office each quarter. Generally, a syllabus will include a statement of course objectives, text requirements, class meetings (credit hours, lecture/lab requirements, etc.), a statement of prerequisites (this may indicate required and/or recommended courses), a brief description of special course requirements (term papers, examinations, grading systems, etc.). See syllabus template available online in Faculty Resources.

Absence from Classes by Faculty Members L Faculty members are expected to meet all classes at the regularly scheduled time. In cases of an unanticipated emergency or illness, the faculty member should notify the department chairperson as soon as possible. In cases of planned absence, the faculty member should give advance notice to the department chairperson to discuss arrangements to be taken to cover the absence and any necessary financial adjustments.

G-34-4.4 Absence from Classes and Scheduled events by Faculty and Instructors

(Formerly HR-9-2.2)

Faculty members are expected to meet all classes at the regularly scheduled time. In cases of an unanticipated emergency or illness, the faculty member should notify the department chairperson as soon as possible. In cases of planned absence, the faculty member should give advance notice to the department chairperson to discuss arrangements to be taken to cover the absence and any necessary financial adjustments.

1. The Department Administrative Assistant will provide a "Use of Sick Leave" form (available on "forms" section of the HR webpage) and put it in the faculty member's mailbox.

2. Within 2 days of returning to campus, the faculty member will complete the form and submit it to the Department Administrative Assistant for signature by the Department Chairperson (or in the case of Emergency leave, the Vice President of Instruction).
3. If the full-time faculty member is away from campus due to illness less than one full day but reports to campus for part of the day, the actual number of hours of class time, office hours, committee meetings or other scheduled events missed must be entered on the form.
4. If the full-time faculty member is off campus the entire day due to illness/bereavement, then eight (8) hours should be entered on the form.
5. Adjunct Instructors are to report the actual hours missed (class time and office hours) due to illness or other applicable reasons.
6. The following is the method for calculating the daily charge for sick leave for full-time faculty members on a reduced load (for the entire term) due to illness:

   For sick leave taken in Fall or Winter Term, the number of hours per day will be calculated as follows: (number of loads taught in the applicable term) divided by (one third of total loads assigned for the year), then multiply by 8; take this total and subtract from 8 to determine the daily sick leave hours, which will then be multiplied by the number of days in the term.

   For sick leave taken in Spring Term, the number of hours per day will be calculated as follows: (number of loads taught Spring term) divided by (remaining loads necessary to fulfill the contract), then multiply by 8; take this total and subtract from 8 to find the daily sick leave hours, which will then be multiplied by the number of days in the term.

   For example, if we assume a full time yearly load of 45 and the faculty member is teaching 8 loads in Fall or Winter term, then sick leave taken in Fall or Winter term will be calculated as follows:

   8 - (8) 8/15 = 3.7 hours for each sick day.

   For example, if we assume a full time yearly load of 45, and the faculty member has taught 33 loads in Fall and Winter terms and is going to teach 8 loads Spring term, then sick leave taken in Spring term will be based on the remaining 12 loads to fulfill the contract:

   8 - (8) 8/12 = 2.7 hours for each sick day. Planned or Scheduled Absences

   If a faculty member is anticipating an absence from College events for reasons other than those addressed above (i.e. seminars, workshops or other professional development activities), the faculty member must consult with the Department Chairperson about appropriate coverage.

G-34-4.4.1 Notifying Department of Absence Due to Illness or Bereavement

1. If there is a need to be absent from scheduled class meetings or events (i.e. committee meetings, office hours, advising, etc.) normally due to personal illness, illness or death of a family member, the faculty member/Instructor will contact the Department Chairperson and/or the Department Administrative Assistant as soon as possible. Use of accrued sick leave under these circumstances will be in accordance with the appropriate provisions of the COCC/Faculty Forum collective bargaining agreement. If a class is cancelled for the day, the Department Administrative Assistant, or office specialist for the branch campuses, will be responsible for posting a sign at the classroom with instructions for the students. If a scheduled event such as an advising day is missed, the Department Chair will attempt to find an appropriate substitute.
2. In the case where a substitute will be needed for a class, the Department Chair in consultation with the program director if appropriate is responsible for finding a qualified substitute. To be qualified,

class substitutes must be an approved part-time, adjunct, or full-time faculty member. Faculty members/Instructors are neither to hire nor to pay substitute instructors. If an absence is anticipated ahead of time, the faculty member missing class should provide assignments and activities consistent with the syllabus to the approved substitute that has been cleared by the Department Chairperson. The following process should then be followed in choosing and paying substitutes:

a. Faculty can substitute for another faculty member on an informal basis, without adjustments to NOAs, if agreed to by both faculty members. The Department Chair should still be informed.
b. If a substitute is needed and is not done on an informal basis, the following process should be used:

   b1. Part-time or adjunct faculty that substitute for another faculty member should be compensated as follows:

   b2. In most cases, short-term substitutes (5 hours or less) would be paid $25/hour and long-term substitutions (over 5 hours) would be paid a percentage of the load for that class (ex. 6 classes substituted out of 30 total classes = 6/30 = 0.20 or 20% of the total load for the class. If the total load is 3, the substitution load would be 20% of 3 = 0.6 LU). Chairs have the flexibility to use either method for paying substitutes based on the circumstances.

   b3. Part-time non-benefited faculty may be absent one class session per course per term without reduction in pay due to illness (only). For short-term concentrated classes, the sick leave with pay will be no more than 50% of the contracted course hours as determined by the appropriate department chairperson. This benefit for part-time instructors does not accrue from term to term. Additional classes missed due to illness or other reasons in the term will result in a revised contract to reduce the hours paid. Under those circumstances, part-time instructors missing a class will have their NOA adjusted for short- term illness (5 hours or less) at $25/hour and long-term illness (over 5 hours) would be deducted at a percentage of the load for that class.

3. Department chairs must ensure that these changes are correctly indicated on the NOAs. It is the responsibility of each Department Chair and Administrative Assistant to track the absenteeism of part-time instructors and to document it with the appropriate form located on the HR forms page. A copy of the completed form needs to be forwarded to the Instructional Deans' offices for approval and processing along with any supplemental NOAs that are done for substitute part-time instructors covering classes. The Deans' office will be responsible for tracking absences across campuses for part-time instructors.
4. If more than 3 days will be missed due to illness of the faculty member/Instructor or family member, he/she should contact Human Resources regarding the use of Family Medical Leave Act and/or Oregon Family Leave Act as applicable.

G-34-4.4.2 Notification of Absence Due to Emergency

Fulltime and Adjunct Instructors shall have available two (2) days of non-accumulative emergency leave per year, (pro-rated for adjunct instructors) which shall be charged against sick leave. Except in cases where emergency leave is used to supplement bereavement leave in accordance of the COCC/Faculty Forum labor agreement, emergency leave must have written approval of the Vice President of Instruction.

G-34-5 Faculty Achievement Award for Full Time Faculty

(Formerly HR-9-3)

The deadline for submitting recommendations for the Faculty Achievement Award is February 15.

G-34-5.1 Purpose

(Formerly HR-9-3.1)

The Faculty Achievement Award, which includes $2,500, exists to recognize excellence in teaching.

G-34-5.1.1 Eligibility(1)

(Formerly HR-9-3.2)

Full time faculty members (Tenure Track and Temporary) are eligible. Current members of PIRT and past winners of the FT Faculty Achievement Award are not considered eligible.

G-34-5.1.2 Criteria

(Formerly HR-9-3.3)

The award will be given to the faculty member who has, in the judgment of PIRT, demonstrated significant achievement in teaching and leadership. The seven criteria that will be used as the basis for this judgment are:

- Instructor communicates enthusiasm and passion for the curriculum.
- Instructor is willing to take risks, to innovate, to work cooperatively with colleagues and students, and to revise and refresh curriculum.
- Instructor is able to engage students and hold their attention; instructor challenges students and motivates them to learn.
- Instructor displays a genuine interest in students and their progress.
- Professional Improvement: Considered in their relevance to excellence in the fulfillment of the primary assignment.
- Service to College: Considered in their relevance to excellence in fulfillment of the primary assignment.
- Service to Community: Considered in their relevance to excellence in fulfillment of the primary assignment.

G-34-5.1.3 Nominating Procedures

(Formerly HR-9-3.4)

Nominations may be made by any full-time or part-time faculty member, administrator, other full-time staff member, or any student who has accumulated more than 30 credit hours at the College within the two years immediately preceding, and including the year of the nomination. These nominations will be provided to PIRT, through the Office of the Vice President for Instruction. For each nominee, PIRT will take into consideration both the recommendation received and relevant information contained within the nominee's personnel file (at the Human Resources Office) that addresses the designated criteria. The annual award will be announced and presented at the convocation in May. Questions may be addressed to members of PIRT, through the Office of the Vice President for Instruction.

G-34-5.2 Faculty Teaching Award for Part Time and Adjunct Faculty

(Formerly HR-9-3A)

The deadline for submitting recommendations for the Faculty Teaching Award for Part Time and Adjunct Faculty is March 15.

G-34-5.2.1 Purpose(1)

(Formerly HR-9-3A.1)

The Part Time and Adjunct Faculty Achievement Award, which includes $500, exists to recognize excellence in teaching.

G-34-5.2.2 Eligibility(2)

(Formerly HR-9-3A.2)

Part time and adjunct instructors who have taught for the College for at least three years and who have averaged at least eight credits per year over the three years immediately proceeding, and including the year of the nomination are eligible.

G-34-5.2.3 Criteria(1)

(Formerly HR-9-3A.3)

The award will be given to the part time or adjunct faculty member who has demonstrated significant achievement in classroom teaching. The four criteria that will be used as the basis for this judgment are:

- Instructor communicates enthusiasm and passion for the subject.
- Instructor is willing to take risks, to innovate, to work cooperatively with colleagues and students, and to revise and refresh course content.
- Instructor is able to engage students in the course and hold their attention; instructor challenges students and motivates them to learn.
- Instructor displays a genuine interest in students and their progress in the course.

G-34-5.2.4 Nominating Procedures(1)

(Formerly HR-9-3A.4)

Nominations may be made by any full-time or part-time faculty member, administrator, other full-time staff member, or any student who has accumulated more than 30 credit hours at the College within the two years immediately preceding, and including the year of the nomination. These nominations will be provided to PIRT through the Office of the Vice President for Instruction. For each nominee, PIRT will take into consideration both the recommendation received and relevant information contained within the nominee's personnel file (at the Human Resources Office) that addresses the designated criteria. The annual award will be announced and presented at the end of year celebration in June.

G-34-6 Faculty Resignations

(Formerly HR-9-4)

Notification of faculty retirements and resignations are requested by November 15 of the academic year in which retirement/resignation will occur.

G-34-7 Initial Salary Placement

(Formerly HR-10-4.1)

G-34-7.1 Faculty Placement

(Formerly HR-10-4.1.2)

The Vice President for Instruction has the responsibility for determining the hiring range and initial salary placement for fulltime faculty. [Refer to Collective Bargaining Agreement Between the Central Oregon Community College Board of Directors and the Central Oregon Community College Faculty Forum]

Part-time and adjunct faculty salary placement is determined by the terms of the collective bargaining agreement.

G-34-7.2 Adult Basic Skills Faculty Placement

(Formerly HR-10-4.1.3)

Initial salary placement for ABS positions will be determined in accordance with the terms of the Collective Bargaining Agreement Between the Central Oregon Community College Board of Directors and the Central Oregon Community College Adult Basic Skills Instructors/Oregon School Employees Association Chapter 700.

G-34-7.3 Salary Advancement

G-34-7.3.1 Faculty and ABS employees

(Formerly HR-10-5.1)

For these employees, salary advancement is subject to the terms of the appropriate collective bargaining agreement. The President, based on the recommendation of the appropriate Vice President or Dean, shall have the authority to increase the salary of individual employees in these groups. Such recommendations will be based on consideration of available funding, internal equity, external market forces and/or exceptional merit. The appropriate Association, Forum and Chapter representatives will be notified accordingly of any adjustments.