CENTRAL OREGON
community college

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College Affairs Committee
Friday, November 13, 2026
10:00 – 11:30 a.m.
Boyle Education Center Boardroom and Remotely via Zoom

Click the following link to attend via Zoom:
https://cocc.zoom.us/j/94172824650
Dial up: 1-253-205-0468 | Meeting ID: 941 7282 4650

1. **Old Business**
    a. Review Minutes from the October 9, 2026 Meeting – Tracy Crockett and Lisa Merritt
    b. Inclusive Access Course Fees for the Winter, Spring and Fall 2027 Terms; Second Reading – Frank Payne
    c. Proposal to Establish G-23-4: Collegewide Digital Accessibility Policy, Second Reading – Matthias Austin and Steve Broadbent

2. **New Business**
    a. Proposed Revisions to G-34-1.4 Adjunct and Part-time Faculty Compensation, First Reading – Annemarie Hamlin and Laura Boehme
    b. Proposal to Revise B-2-0, B-9-0, G-31-8.3.1, G-31-8.3.3, G-31-11, and G-31.9.2.2; First Reading – Angie Anderson-May

Next Meeting: Friday, December 11, 2026, 10:00 – 11:30 a.m. in the Boyle Education Center Boardroom and via Zoom

College Affairs Committee

Date: October 9, 2026
Time: 10:00 a.m.
Location: Boyle Education Center Boardroom and Zoom

Attending:
Tracy Crockett (Co-Chair), Lisa Merritt (Co-Chair), Breah Bollom, Dallas Crumpton, Scott Dove, Ryan Powell, Greg Pereira (President), Kyle Matthews (Recorder)

Absent:
Galit Ruebush, Tom Barry, Sara Henson

Guests:
Frank Payne, Matthias Austin, Steve Broadbent

Meeting called to order at 10:00 a.m.

1. New Business

a. Committee Member Introductions – Tracy Crockett and Lisa Merritt

2. Old Business

a. Review Minutes from June 12, 2026 Meeting – Tracy Crockett and Lisa Merritt
   - Motion to approve the meeting minutes.
     Motion made by Scott Dove, seconded by Breah Bollom.

3. New Business

a. Inclusive Access (IA) Course Fees for the Winter 2027 Term and Beyond – Frank Payne
   - Payne explained to new Committee members that he submits quarterly requests for new IA course fees. IA has been found to be more cost effective for both students and the College as it avoids shipping and restocking fees. Publishers are also offering less discounts than they have in the past. Students can receive IA materials on their first day of class and will have two weeks to decide whether they want to opt out, in which case they will need to find course materials on their own. This is the first time that Payne has submitted such a request for three full terms, in this case Winter, Spring and Fall 2027. Physical course materials are proving to be more of a loss leader for COCC. Payne noted that this request includes The Bedford Bookshelf, which costs about $30 and contains over 100 titles that can be used in various Writing classes at COCC.
   - Merritt asked if Payne has heard any feedback from students who use IA, as compared to physical course materials or open educational resources (OERs), and how accessible digital course materials are.
     - Payne said that over 2,600 students in the current term are using IA and only 56 have opted out. Some students opted out because they already had access to their course materials by other means, while other students simply prefer physical over digital materials. Payne has not heard complaints about IA from students on a regular basis.
     - Powell said that some students don't realize that need to opt out until it's too late, and there is a solution that is currently in the works.
   - Merritt asked if any publishers offer lifetime access to IA course materials.

  - Frank said that some publishers do offer lifetime access, including VitalSource, which publishes The Bedford Bookshelf.
- Pereira asked if there is a way that COCC can recommend students opt for IA when it would benefit them in the long-term, particularly when it can overlap with classes they might take in the future.
  - Powell said that instructors, as well as staff from Admissions and Records and the eLearning department, have encouraged students to opt for IA.
  - Payne added that he has a meeting coming up with Cengage to discuss access costs to Cengage Unlimited for 2027. If there is value there, it needs to be tempered with the cost to students to make sure it's still valuable.
  - Dove added that eLearning staff will consult with students when possible about what classes they might take in the future and will advise them to consider products like Cengage Unlimited when it would grant them access to any titles they might need.
- Crockett asked if faculty have given any feedback on IA, and if there is any obligation placed on faculty to recommend IA to their students.
  - Payne said that faculty are not obligated to recommend IA to their students per COCC's academic freedom policy. It is presented to the faculty as a way to help students save money and have instant access at the start of term.
- Motion to approve moving the proposed IA course fees for the Winter, Spring and Fall 2027 term from first to second reading.
  Motion made by Breah Bollom, seconded by Ryan Powell.
  ☑ Motion approved by all voting members present.

b. Proposal to Establish G-23-4: Collegewide Digital Accessibility Policy, First Reading – Matthias Austin and Steve Broadbent

- Austin explained that COCC's current policy on digital accessibility only applies to instruction and academic materials, so this proposal is for a collegewide policy. It recognizes digital accessibility as a priority for the College. It also gives guidance on how to update instructional materials accordingly and work with vendors who might not provide accessible digital materials.
- Crockett asked if there are plans for action if this policy is adopted.
  - Austin confirmed this and explained that actions that would be carried out are different for each department, depending on how much digital content they have. It could be a simple matter of updating their webpages, reviewing whether their online PDFs are still relevant and up to date, etc.
- Pereira asked how COCC employees can be trained in accessibility compliance.
  - Austin explained that COCC currently does not require trainings for College employees.
  - Pereira suggested that some of the concepts in this proposal could be packaged along-side other employee expectations.
  - Austin suggested that such expectations could be added to eLearning expectations for instructors. For other staff members, it would depend on the requirements of their positions. Austin is working on a digital accessibility hub and has been meeting with various departments to learn how they use digital content.
- Bollom noted that complying with digital, visual and audible requirements for accessibility will require a lot of additional work for COCC's faculty and staff.

  - Austin acknowledged this reality and noted that the last sentence of the proposed policy states that all COCC employees "have a role in supporting the accessibility of the digital content and technologies they create, procure, or manage." He suggested that the more an employee knows about accessibility, the faster they can create accessible content and help other employees do the same.
  - Bollom suggested that online trainings and resources for creating accessible content should be made available for faculty.
  - Austin concurred and said that there will be a lot of varying factors that will need to be covered.
- Pereira suggested adding a link to the policy that can direct users to where they can learn more about digital accessibility requirements. Austin and Bollom concurred.
- Merritt asked if the incoming accessibility laws that are driving this policy have any onus on the products used by COCC, such as Adobe Acrobat or Canvas.
  - Austin said that some products have their own tools to check for accessibility, but not all of those tools can fix the errors they find.
  - Merritt asked if their parent companies are held accountable by the incoming law.
  - Austin explained that they are not subject to the law as they are private institutions.
  - Powell added that COCC can ask vendors to ensure their products meet the College's accessibility standards.
- Austin summarized that he will make some clarifying edits to the second sentence of the proposal and remove a specific reference in order to generalize the language. A link to COCC's accessibility resources will also be added to the proposed language.
- Motion to approve moving the proposal to establish G-23-4 with proposed revisions from first to second reading.
  Motion made by Scott Dove, seconded by Breah Bollom.
  ☑ Motion approved by all voting members present
- Broadbent asked if this proposal should be presented to any additional groups for feedback before it is returned to the College Affairs Committee for a second reading.
  - Merritt noted that this proposal has already been shared with various teams and departments, College leadership, and via Bobcat community, and feedback has been received.
  - Dove suggested that, if this proposal's second reading is approved, it would be helpful to notify all College personnel when the new policy is published.
  - Austin concurred and said he plans to post about the new policy on Bobcat Community if it is adopted.

Motion to adjourn the meeting.
Motion made by Breah Bollom, seconded by Ryan Powell.
Meeting adjourned at 10:44 a.m.

NEXT MEETING: Friday, November 13, 2026 at 10:00 a.m. in the Boyle Education Center Boardroom and via Zoom

College Affairs Committee

Presentation/Proposal Form

Inclusive Access Course Fee Proposals - Winter 2027 & Beyond

Name: Frank Payne **Date:** 10/06/2026

Department: Bookstore

Contact Information: fpayne@cocc.edu

- Complete Items 1–9 to the best of your ability (see Instructions form for reference).
- If an item is not relevant to your specific presentation/proposal, please mark it *N/A.*
- E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

This proposal is to offer required student course materials using Inclusive Access, delivered through Canvas, beginning Winter 2027 term on January 4th.

This proposal also includes Inclusive Access course materials that will not be used until Spring 2027 & Fall 2027.

Rather than purchasing course materials directly, students pay a course fee and then receive access to their course materials delivered on the first day of class. The College uses Vitalsource for digital course materials - who then deliver the course materials via Canvas - from the course fees collected.

Using Inclusive Access reduces course materials costs for students and allows students who can afford courses, but do not have access to bookstore credit, to have day one access to their course materials.

Inclusive Access course materials can be up to 50% cheaper than comparable physical course materials, and are usually 10% to 30% less expensive than the same digital products purchased directly.

Students have the first two weeks of the term to Opt Out of the Inclusive Access Course materials and receive a refund on their course fees.

2. TYPE OF PRESENTATION/PROPOSAL

☐ Information Item and/or Committee Feedback (requires approval of CA Chair)

☒ Action Item:

☐ Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)

☐ Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)

☐ Procedure/Policy — *new* (Attach proposed procedure/policy separately.)

☐ Identify suggested location in manual:

☒ Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed $X"):

☐ Other:

3. BUDGET IMPACT

See attached spreadsheet for course information and details.

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

List impacted departments/programs, describe the impact, and identify steps taken to communicate the impact(s)

Business
Baking
CIS
Dental Assisting
Health Information Management
History & Humanities
Physics
Veterinarian Tech
Writing

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

N/A

6. OPERATIONAL IMPACT

N/A

7. STUDENT IMPACT

See attached spreadsheet for courses and course fees.

8. ANTICIPATED IMPLEMENTATION TIMELINE

Beginning Winter term 2027 - January 4th

Other Inclusive Access course material will be implemented Spring and Fall terms, 2027.

9. MOTION TO BE RECOMMENDED

Dept	Course	Instructor Specific	Course Title for IA dashboard	Adopted ISBN	Title	Publisher	Inclusive Access ISBN	Duration	Net Cost	Course Fee	Notes
BA	232			9781119984825	DESIGNING BRAND IDENTITY	Wiley	9781119984825	Lifetime	$30.00	$34.50	
Bak	101				Professional Baking, 8e		9781119744955	150 days	$36.00	$41.00	
CIS	179				Network+ Certmaster Learn V9		9781642745245		$130.00	$149.00	
CIS	179CL				Cloud Essentials	Ascend	9780578586717		$164.00	$180.00	
CIS	124				Tech+ CertMaster Learn V6		9781642745269		$114.00	$130.00	
CIS	140/145				A+ Core CertMaster Learn V15		9781642746037		$202.00	$230.00	
DA	125			9780323764049	Infection Control and Management of Hazardous Materials for the Dental Team	Elsevier	9780323764933	Lifetime	$46.80	$54.00	
DA	130/131			9780323596589	Dental Materials	Elsevier	9780323596596	Lifetime	$54.00	$62.00	
DA	134/135				Dental Radiography	Elsevier	9780323695510	Lifetime	$61.80	$71.00	
DA	134/135			9780323695503	Workbook and Laboratory Manual for Dental Radiography	Elsevier	9780323695886	Lifetime	$29.40	$33.00	
DA	160			9780357456927	Medical Emergencies Guide for Dental Auxiliaries	Cengage	9798214348797	Lifetime	$56.64	$65.00	
DA	120			9780443249419	Modern Dental Assisting	Elsevier	9780443268717	Lifetime	$91.20	$104.00	
DA	120			9780443268663	Student Workbook for Modern Dental Assisting with Flashcards	Elsevier	9780443268670	Lifetime	$40.20	$46.00	
HIM	100	Year 1 - CU 12-month			Cengage Unlimited 12-month	Cengage	9780357700013	12-month	$300.00	$225.00	
HIM	110				ICD-10-PCS Code Book, 2027	AHIMA	9781939635754	Lifetime	$84.53	$97.00	*
HIM	120				Let's Code It!	McGraw	9781265378769	1825 Days	$39.00	$45.00	
HIM	120				ICD-10-CM Code Book	AHIMA	9781939635679	Lifetime	$84.53	$97.00	
HIM	121				ICD-10-PCS Code Book, 2027	AHMIA	9781939635754	Lifetime	$84.53	$98.00	
HIM	122				CPT 2027 Code Book, Spiral edition	AHIMA	9781640163423			$65.00	
HIM	140				Basic Allied Health Statistics and Analysis (Cengage Unlimited)	AHIMA		0	$84.53	*	
HIM	150				Understanding Health Insurance: A Guide to Billing and Reimbursement, 2025 Edition	AHIMA	9798214489872	Lifetime	$56.64	$65.00	
HIM	200				Health Information Management Technology: An Applied Approach	AHIMA	9781584269809	Lifetime	$80.50	$93.00	
HIM	210	Year 2 - CU 12-month			MindTap for McWay's Legal & Ethical Aspects of HIM (Cengage Unlimited)	Cengage	9798214482613	12-month	$84.53	*	
HIM	220				Principles of Healthcare Reimbursement	AHIMA	9781584269168	Lifetime	$73.47	$84.00	$225.00 CU
HIM	230				Documentation for Health Records, 3rd edition	AHIMA	9781584269717	Lifetime	$73.47	$84.00	
HIM	250				Health IT and EHRs: Principles and Practice, 7 edition	AHIMA	9781584269656	Lifetime	$69.79	$80.00	
HIM	260				Management for the Health Information Professional	AHIMA	9781584269373	Lifetime	$77.18	$89.00	
HIM	270				Documentation for Health Records, 3rd edition	AHIMA	9781584269717	Lifetime	$73.47	$84.00	
HIM	271				Quality and Performance Improvement in Healthcare: Theory, Practice…	AHIMA	9781584269670	Lifetime	$69.97	$80.00	*Dup from 230
HIM	290				Registered Health Information Technician (RHIT) Exam Preparation	AHIMA	9781584268734	Lifetimw	$62.44	$72.00	
HIM	130				Healthcare Code Sets, Clinical Terminologies, and Classification Systems, 5th Ed.	AHIMA	9781584269632	Lifetime	$73.47	$85.00	
HST	106				The Great Hanoi Rat Hunt	Oxford	9780190602703	180 days	$11.14	$13.00	
HST	199				Israel, What Went Wrong?	MacMillan	9780374618186	Lifetown	$11.66	$13.50	
HST	199				Neighbors : The Destruction of the Jewish Community	Princeton	9780691234304	Lifetime	$12.97	$15.00	
HUM	256	Malinda Williams		9781324084204	The Norton Anthology of African American Literature, 4th	Norton	9781324084204	180 days	$41.50	$48.00	
PH	100	Kevin Grove		9781307801521	Physical Science	McGraw Create	9781264450817	Lifetime	$14.15	$16.50	
VT	108				McCurnin's Clinical Textbook for Vet Technicians and Nurses		9780443281457	Lifetime	$71.40	$82.00	
VT	110				Laboratory Procedures for Veterinary Technicians		9780443122804	Lifetime	$49.80	$57.00	
VT	110				Laboratory Manual for Laboratory Procedures for Veterinary Technicians		9780443122231	Lifetime	$19.80	$23.00	
VT	114				Essential Calculations for Veterinary Nurses and Technicians		9780323833615	Lifetime	$25.20	$29.00	
VT	202				Small Animal Surgical Nursing		9780323764858	Lifetime	$48.60	$56.00	
VT	204				Lavin's Radiography for Veterinary Technicians		9780323763714	Lifetime	$48.60	$56.00	
VT	118				Clinical Anatomy and Physiology for Veterinary Technicians		9780323826334	Lifetime	$55.80	$65.00	
WR	121Z			9781324060031	The Little Seagull Handbook	Norton	9781307890617	180 days	$20.02	$23.00	
WR	ALL				Bedford Bookshelf	MacMillan	9781319530297	180 days	$25.82	$30.00	
WR	227			9781319568719	Practical Strategies for Technical Communication	MacMillan	9781319568719	180 Days	$39.16	$45.00	

College Affairs Committee

Presentation/Proposal Form

College-Wide Digital Accessibility Policy

Name: Matthias Austin

Date: 10/5/2026, Revised 11/5/2026

Department: Information Technology Services

Contact Information: maustin5@cocc.edu | 541-317-3063

1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

This proposal adds a college-wide Digital Accessibility Policy to the General Policy Manual at G-23-4. The three-sentence policy (attached) states the College's commitment to equitable digital access, names Web Content Accessibility Guidelines (WCAG) 2.1 Level AA as the standard, and gives every employee a role in the accessibility of what they create, procure, or manage.

The legal basis is Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. The Department of Justice's 2024 rule under Title II requires public entities to bring web and mobile content into conformance with WCAG 2.1 Level AA. COCC's compliance date is April 2027. The requirement covers the College's entire digital environment, with the greatest weight on what students and the public use.

COCC already has a Digital Accessibility Policy in the manual (G-30-23), adopted by Academic Affairs and brought to College Affairs in February 2025. It sits within the Academic Affairs section, applies to instructional content and academic technologies, and is not changing. This proposal covers the whole institution. Together the two policies match the scope of the federal requirement.

The policy is deliberately short. It states the College's stance: steady improvement toward the standard as ability, resources, and capacity allow, with the whole institution taking part. It creates no new procedures, committees, or reporting structures. Existing guidance and support continue unchanged.

2. TYPE OF PRESENTATION/PROPOSAL

- ☐ Information Item and/or Committee Feedback (requires approval of CA Chair)
- ☒ Action Item:
  - ☐ Procedure/Policy — *typographical correction and/or federal/state mandate update*
  - ☐ Procedure/Policy — *revision*
  - ☒ Procedure/Policy — *new (proposed policy attached)*
    - ☒ Identify suggested location in manual: G-23-4
  - ☐ Course Fee

☐ Other:

3. BUDGET IMPACT

Adoption requires no new spending or positions. The work does carry costs that exist with or without this policy: the time employees spend making their own content accessible, which is part of doing the work like any other quality expectation, and the tools, training, and remediation support the College already funds. Investment in this work may need to grow over time to meet the federal requirement. Those decisions belong to the normal budget process; the policy does not set or change them.

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

List impacted departments/programs, describe the impact, and identify steps taken to communicate the impact(s)

The policy applies to every department that creates, procures, or manages digital content or technology, which in practice is all of them. The impact is a documented standard, not a new process. Adoption itself does not require any department to change staffing, adopt new systems, or meet a new deadline.

Over time, some departments will find that a current tool or process cannot produce accessible content and will need to adjust. That is driven by the federal requirement rather than by this policy, and support for working through it already exists.

Communication ahead of submission included meetings with individual teams and departments, college leadership, posts to the Bobcat Community, and broader outreach on digital accessibility expectations and requirements across the college. Feedback from that outreach shaped the version presented here.

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

None. Instructional content is already covered by the Academic Affairs Digital Accessibility Policy (G-30-23), which this proposal does not modify.

6. OPERATIONAL IMPACT

Minimal. The policy documents an expectation federal law already places on the College and makes digital accessibility a recognized institutional priority rather than a departmental option. The College works toward the standard over time as resources and capacity allow. Adoption sets no new deadlines, committees, or approval steps.

7. STUDENT IMPACT

Students interact with the College digitally at nearly every step: applying, registering, receiving financial aid information, and completing coursework. Accessible digital content removes barriers for students with disabilities before they encounter them, which reduces reliance on individual accommodation and improves access, independence, and the ability to succeed.

The same qualities help everyone. Captions serve students watching in a shared space or reading in a second language. Clear structure and readable contrast serve students on phones and slow connections. Content built to the standard works better for the whole student body.

8. ANTICIPATED IMPLEMENTATION TIMELINE

Effective upon adoption. No implementation steps are triggered by adoption. Living up to the policy is ongoing work that continues past the April 2027 compliance date; the policy sets the direction, and progress follows the College's resources and capacity.

9. MOTION TO BE RECOMMENDED

I move to adopt the College-Wide Digital Accessibility Policy and add it to the General Policy Manual at G-23-4 as submitted.

Attachment: Proposed Policy Text

Digital Accessibility Policy (College-Wide)

Proposed location: General Policy Manual, G-23-4

Central Oregon Community College is committed to ensuring equitable access to its digital content, services, and technologies for all students, employees, and community members. In compliance with Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the College strives to ensure ~~that all institutional digital properties and content conform to Web Content Accessibility Guidelines (WCAG) 2.1 Level AA standards~~ **all its digital content, services and technologies conform to the accessibility standards those laws require**. All College employees have a role in supporting the accessibility of the digital content and technologies they create, procure, or manage.

More information on the topic can be found at the Digital Accessibility Resource Hub (Intranet)

College Affairs Committee

Presentation/Proposal Form

G-34-1.4 Adjunct and Part-time Faculty Compensation at COCC

Name: Annemarie Hamlin; Laura Boehme **Date:** 11/12/2026

Department: Instruction

Contact Information: Annemarie Hamlin x7205; Laura Boehme x7219

- Complete Items 1–9 to the best of your ability (see Instructions form for reference).
- If an item is not relevant to your specific presentation/proposal, please mark it *N/A.*
- E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

Policy revision needed for G-34-1.4, Adjunct and Part-time Faculty Compensation at COCC. As a result of the recent Faculty negotiations, this policy requires updates to better reflect the current financial and operational needs and constraints of the College. More flexibility with regard to part-time faculty compensation is necessary. This policy aims to identify the College approach at this time and into the future.

2.TYPE OF PRESENTATION/PROPOSAL

☐ Information Item and/or Committee Feedback (requires approval of CA Chair)

☒ Action Item:

☐ Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)

☒ Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)

☐ Procedure/Policy — *new* (Attach proposed procedure/policy separately.)

☐ Identify suggested location in manual:

☐ Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed $X"):

☐ Other:

3. BUDGET IMPACT

The College is not in a fiscal position to continue with this policy. By changing the policy the College will continue to evaluate part-time compensation within the current budget approved by the Board, but the College does not have the authority to exceed that budget at this time.

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

List impacted departments/programs, describe the impact, and identify steps taken to communicate the impact(s)

The impacts of changing the policy do not indicate that immediate changes will occur. However, if part-time salaries are not addressed, there is the possibility COCC will have challenges in both hiring and retaining part-time faculty.

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

No immediate impacts known; long-term possibility of instructional impacts in hiring/retraining part-time faculty.

6. OPERATIONAL IMPACT

No immediate impacts known; long-term possibility of instructional impacts in hiring/retraining part-time faculty.

7. STUDENT IMPACT

No immediate impacts known; long-term possibility of instructional impacts in hiring/retraining part-time faculty that may impact course offerings.

8. ANTICIPATED IMPLEMENTATION TIMELINE

Effective immediately since Faculty CBA was just approved in October Board meeting.

9. MOTION TO BE RECOMMENDED

Approve policy with recommended language.

G-34-1.4 Adjunct and Part-Time Faculty Compensation at COCC

Revised: ~~9/18/2024~~11/9/26

COCC values the contributions and expertise brought by all contingent faculty, recognizing that in some cases, adjunct and part-time faculty enable the College to offer coursework in areas for which we don't have existing qualified staff. The College establishes part-time faculty compensation with consideration given to the adjunct faculty pay scale outlined in the current Collective Bargaining Agreement between the Central Oregon Community College Board of Directors and the Central Oregon Community College Faculty Forum, noting that part-time instructors are not represented by the Forum.

The President may determine and approve alternative pay levels based on institutional needs, budget limitations and other relevant considerations (specialized expertise, unique industry experience, etc.). ~~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.~~

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~~Process: In practice, all part-time faculty members are paid at the standard rate, unless the President approves placing a part-time faculty member at a different pay level. In exceptional circumstances, a department chair may recommend a different pay level to the Vice President for Academic Affairs.~~Part-time faculty are not eligible for benefits.

Salary increases typically occur at the beginning of the academic year. If a faculty member starts later in the academic year, the increase will be reflected in their contract. Adjustments to salaries only occur when preparing the first teaching contract of the academic year, with Fall being considered the initial quarter.

Department chairs endorse part-time and adjunct faculty members for advancement on the salary schedule by (1~~.~~) verifying that the faculty member has taught at least one for-credit course in the previous academic year and (2~~.~~) confirming the faculty member's peer and student evaluations are satisfactory.

For information regarding pay periods and options for receiving pay, part-time faculty members can contact Payroll in Human Resources. ~~Detailed guidelines on load units, which define work expectations, can be found in the Faculty Collective Bargaining Agreement. These measures ensure transparency and fairness in the determination of part-time faculty salaries.~~

College Affairs Committee

Presentation/Proposal Form

POLICY & PROCEDURE CHANGES

Name: Angie Anderson-May **Date:** 11/13/2026

Department: Fiscal/Business Operations

Contact Information: x7204 | aamay@cocc.edu

- Complete Items 1–9 to the best of your ability (see Instructions form for reference).
- If an item is not relevant to your specific presentation/proposal, please mark it *N/A.*
- E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

Changes to the following policies and procedures:

- Facilities Use Policy: G-31-9.2.2
- Public Records Request Procedure: B-2-0
- Approval Authority Policy: G-31-8.3.1
- Spending Policy: G-31-8.3.3
- Vehicle Use Policy: G-31-11
- Vehicle Use Procedures B-9-0

2. TYPE OF PRESENTATION/PROPOSAL

☐ Information Item and/or Committee Feedback (requires approval of CA Chair)

☒ Action Item:

☐ Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)

☒ Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)

☐ Procedure/Policy — *new* (Attach proposed procedure/policy separately.)

☐ Identify suggested location in manual:

☐ Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed $X"):

☐ Other:

3. BUDGET IMPACT

NA

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

List impacted departments/programs, describe the impact, and identify steps taken to communicate the impact(s)

- Foundation & Campus Events - Facilities Use Policy revisions were written in collaboration with Heather Bryan and Zak Boone.
- Marketing & Public Records - Public Records Request Procedure co-authored with Lucas Alberg.
- Fiscal and Senior Leadership - Approval Authority and Spending policies were revised with feedback from the President, VP Team, and Cathleen Knutson
- Campus Services and instructional departments that use vehicles - Vehicle Use Policy and Vehicle Use Procedures revised in partnership with Josh Clawson and Dianna Bourdo with input from the Automotive and EMT programs.

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

With the changes to the Vehicle Use Policy and Vehicle Use Procedures, instructional driving can happen in a compliant way that aligns with our mission to serve students. A little extra paperwork is required on the student and instructor side.

6. OPERATIONAL IMPACT

All policy revisions are met to make our operations more efficient and compliant with current requirements and laws.

7. STUDENT IMPACT

Students now have a path to be able to drive vehicles for instructional purposes and be protected/covered under the College's insurance program.

8. ANTICIPATED IMPLEMENTATION TIMELINE

Winter Term 2027

9. MOTION TO BE RECOMMENDED

G-31-9.2.2 FACILITY USE POLICY

1. **Request for Use of Facilities**
   Requests for use of Central Oregon Community College facilities generally fall into two categories:

   A. College Groups and College Events - No Facility Fee
   This includes all College ~~instructional~~ classes, staff and committee meetings, events organized or sponsored by a College department~~,and~~ or a recognized College groups, ~~and recognized student groups (with the approval of the Director of Student and Campus Life). Reservationsgrou~~p. Reservation requested made by a non-COCC ~~organization~~entity to hold an event at the College are to be made through the Office of College Advancement for COCC's Bend, Redmond and Madras campus, or the branch campus director for COCC's Prineville campus.

   B. Non-College Groups and Events - Subject to Facility Fee
   ~~This pertains~~Any non-COCC entity approved to ~~all non-~~use a College ~~groups and events that are permitted on campus. Any non-College group using the~~ facility ~~is~~ may only use the College's name to provide location information. Unless otherwise expressly permitted, non-COCC's entities are prohibited from using the ~~College's~~College's name to imply sponsorship, endorsement, or financial support ~~of the event scheduled other than for purposes of providing location information, unless otherwise expressly permitted.~~ Fundraising activities ~~are limited and~~ must obtain approval from the Vice President of College Advancement prior to the activity being scheduled.
   Room rental rates and related fees are located on the College's website. Waiver or modification of the facility fee may be made by the President or Vice President of College Advancement based on meeting one or more of the following criteria:

   - There is a tangible and defined benefit to the College and/or service to the community~~.~~
   - ~~The College generates FTE from the event.~~
   - The College has a reciprocal agreement or formal partnership with the user~~.~~
   - 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~~are assessed on a case-by-case basis:

   - Equipment (media or other)
   - Computer lab or computer usage

- Technology personnel support
- Labor costs for scheduling, custom installation, room set-up, opening/closing, custodial services, and supervision.

2. Facility Use Process

~~The use of a College facility shall be requested 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 College Advancement for Bend, Redmond and Madras Campuses or the branch campus director for COCC's Prineville campus. The use of a College facility is reserved on a first-come, first-served basis, and is subject to the classification of priorities as listed in Section D (User Priority) as well as any other College use conditions or restrictions which may be applicable at the time the application is submitted.

A. Application and Approval

~~A Facility Use Application may not request~~Requests to use a College facility ~~use of more~~for longer than one ~~(1)~~ week ~~without permission, in writing,~~require written approval from the Office of College Advancement or the branch campus administrator. ~~Permission to use a College facility is given for a~~ Approval applies only to the specific ~~date or~~facility, dates, and times~~. Only the date(s), time(s), and the facility for which permission has been granted will be honored. Any rehearsal time,~~ authorized by the College. Rehearsal or decorating time, special ~~set-up~~setup and/or takedown time~~ must be included in the requested~~, and ~~approved Facility Use application. Permission to~~ use of College equipment and~~/or~~ supplies must be requested and approved via the Facility Use ~~application~~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~~All final permissions to use a College facility must be confirmed in writing.

~~B. 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 fifty dollar ($50) 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. Cancellations are subject to the terms and conditions outlined in the COCC Facility Use Contract.~~

~~C.~~B. Cancellation

Cancellations are subject to the terms and conditions outlined in the COCC Facility Use Contract.

~~D.~~C. User Priority

~~Following is the user priority list that shall be adhered to in reserving a College facility (Note: Coats Campus Center and Barber Library have separate policies):~~
The College generally uses the following criteria when prioritizing the use of space.

i. College instruction and academics~~.~~
ii. College-sponsored event~~.~~
iii. Non-instructional use by the Associated Students of Central Oregon Community College (ASCOCC) or a recognized COCC student organization~~.~~
iv. COCC~~ -~~ affiliated organization (e.g., NeighborImpact, Department of Veterans Affairs, etc.)
v. Non-College group or individual~~.~~
vi. General public (individual or business) using facility for non-profit purposes
vii. Non-Profit (501c3) or Government entity (local, state or federal)
viii. ~~Individual~~Personal or business ~~using facility for an event intended.~~use

Note: Coats Campus Center and Barber Library have separate use policies

3. Facility Availability and Requirements

College facilities are normally available Monday through Friday* 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 the Vice President of College Advancement. Due to class scheduling, the use of College classrooms 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. Scheduling of facilities does not imply COCC personnel will be available to support a request. Any and all COCC support personnel should be requested at the time of the application and approved before the scheduled event time.

**Exceptions can be made through the Office of College Advancement for COCC's Bend, Redmond and Madras campus, or the branch campus director for COCC's Prineville campus*

4. 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 any facility after reviewing the application and/or if the~~, including those that may disrupt College ~~reasonably believes the event will cause substantial disruption to its educational environment or if sufficient staffing is unavailable. 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~~operations, advocate discrimination or violence in any form~~. Approval will not be granted for an event that duplicates, substantially interferes with, or competes with College offerings, whether current, planned, or anticipated.~~, or compete with other College events. The College President or Vice President of College Advancement 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~~.

5. **College Services and/or use of Equipment**

~~The use of a College facility may require~~ Any request for services or equipment provided by the College ~~that are identified~~ must be made 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~~on the COCC website~~. There is no staffing for snow~~.

Snow removal on weekends or evenings is not generally available. 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, ~~the subsequent event will also~~all scheduled events must be cancelled~~, however, there~~. Renters will not be ~~no charge to the user~~charged for cancellations due to inclement weather.

Some rooms are equipped with pianos. Pianos may not be moved from one room to another without prior written approval from the COCC Music Department. If ~~said~~an approval is granted, 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.

6. **Events requiring food services and food handling**

All events on the Bend Campus which require catering must use the College's current contracted food service provider. This restriction may be waived if the ~~person/organization using the COCC facility~~renter obtains prior approval from the food service provider. ~~If~~If the requirement to use the College's contract food service provider

is waived, all workers involved in food preparationwho prepare or servingserve food must possesshave a valid Food Handlers' Permit and the individual overseeingfood handler's permit. The person responsible for the event must be present duringremain on-site throughout the entire event to supervise food safety and ensure all Countycompliance with applicable county food safety regulations are followed.. All foodsfood must be prepared on-site or purchased from an approved source. Home-prepared foods may not be served to the public.

7. College Employees and Facilities Use

TheEvent services ofprovided by College employees may include, but are not limited to:

- Custodian(s)
- Club and Intramural Sports/Mazama Gym Staff
- Maintenance Services
- Campus Safety Personnel
- Information Technology Services (ITS) staff

The directors (or designee) for COCC offices of Campus Services, Information Technology Services and Public Safety will Applicants must identify personnelany requested for the proposed use of a College facility.College staffing support in the Facility Use Application. The appropriate department official will review requests and determine whether staff can be assigned. Staffing requests are subject to approval and availability. The event requestor will clearly state the need user may be charged for College personnel services at the application stage and these will be reviewed individually for each request. Anystaffing costs, including additional costs incurred for College personnel services, even if not identified during the application and approval process, may be charged to the user, and not all requests for personnel will be granted.

8. Audiovisual (AV) equipment

The majority of class and meeting rooms in the College facilities are equipped with computers, lecterns, projectors, screens, and whiteboards. The College reserves the right to limit the use and operation of College-owned AV equipment to College personnel.

9. User-owned equipment and supplies

User-owned Users must obtain prior written approval from the Office of College Advancement before bringing their own equipment and/or supplies onto College premises, including but not limited to, scenery, decorations, hazardous materials, or materials of another unusual nature, are not allowed on College premises without prior written approval by the Office of Advancement.materials. All electrical itemsequipment

must be ~~U.L. (Underwriters Laboratory)~~ UL-approved. ~~The College will not furnish equipment to the user such as:~~

Users are responsible for providing their own tools, ladders, easels, pens, extension cords, ~~etc. Any user~~and similar supplies, as well as any adapters or connectors needed to connect their laptops to the room's lectern system.

User-owned laptops may not connect ~~connect~~ directly to the COCC network ~~and the application should~~. Applicants must indicate ~~if~~in the Facility Use Application whether a guest user account ~~will be~~is needed ~~during the application process~~. The COCC scheduler will ~~then put in a~~submit the account request to ~~ITS for the event account. Additionally, any type of connectors or "dongles" to connect a laptop to a room lectern system are to be provided and brought by the user~~Information Technology Services.

G-31-9.2.2 FACILITY USE POLICY

1. **Request for Use of Facilities**
   Requests for use of Central Oregon Community College facilities generally fall into two categories:

   A. College Groups and College Events - No Facility Fee
   This includes all College classes, staff and committee meetings, events organized or sponsored by a College department or a recognized College group. Reservation requested made by a non-COCC entity to hold an event at the College are to be made through the Office of College Advancement for COCC's Bend, Redmond and Madras campus, or the branch campus director for COCC's Prineville campus.

   B. Non-College Groups and Events - Subject to Facility Fee
   Any non-COCC entity approved to use a College facility may only use the College's name to provide location information. Unless otherwise expressly permitted, non-COCC's entities are prohibited from using the College's name to imply sponsorship, endorsement, or financial support. Fundraising activities must obtain approval from the Vice President of College Advancement prior to the activity being scheduled. Room rental rates and related fees are located on the College's website. Waiver or modification of the facility fee may be made by the President or Vice President of College Advancement based on meeting one or more of the following criteria:

   - There is a tangible and defined benefit to the College and/or service to the community
   - The College has a reciprocal agreement or formal partnership with the user
   - The College sponsors the event

   Room rental charges cover room use only. Additional direct costs related to facility use, including but not limited to expenses associated with the following, are assessed on a case-by-case basis:

   - Equipment (media or other)
   - Computer lab or computer usage
   - Technology personnel support
   - Labor costs for scheduling, custom installation, room set-up, opening/closing, custodial services, and supervision.

2. **Facility Use Process**
   A Facility Use Application is required for any scheduled event and shall be filed with the Office of College Advancement for Bend, Redmond and Madras Campuses or the branch campus director for COCC's Prineville campus. The use of a College facility is reserved on

a first-come, first-served basis, and is subject to the classification of priorities as listed in Section D (User Priority) as well as any other College use conditions or restrictions which may be applicable at the time the application is submitted.

A. Application and Approval
   Requests to use a College facility for longer than one week require written approval from the Office of College Advancement or the branch campus administrator. Approval applies only to the specific facility, dates, and times authorized by the College. Rehearsal or decorating time, special setup and/or takedown time, and use of College equipment and supplies must be requested and approved via the Facility Use Application process. All final permissions to use a College facility must be confirmed in writing.
B. Cancellation
   Cancellations are subject to the terms and conditions outlined in the COCC Facility Use Contract.
C. User Priority
   The College generally uses the following criteria when prioritizing the use of space.
   i. College instruction and academics
   ii. College-sponsored event
   iii. Non-instructional use by the Associated Students of Central Oregon Community College (ASCOCC) or a recognized COCC student organization
   iv. COCC-affiliated organization (e.g., NeighborImpact, Department of Veterans Affairs, etc.)
   v. Non-College group or individual
   vi. General public (individual or business) using facility for non-profit purposes
   vii. Non-Profit (501c3) or Government entity (local, state or federal)
   viii. Personal or business use

Note: Coats Campus Center and Barber Library have separate use policies

3. Facility Availability and Requirements

College facilities are normally available Monday through Friday* 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 the Vice President of College Advancement. Due to class scheduling, the use of College classrooms 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. Scheduling of facilities does not imply COCC personnel will be available to support a request. Any and all COCC support personnel

should be requested at the time of the application and approved before the scheduled event time.

**Exceptions can be made through the Office of College Advancement for COCC's Bend, Redmond and Madras campus, or the branch campus director for COCC's Prineville campus*

4. **Event Content**
   The nature of an event must be described in detail in the Facility Use Application. The College reserves the right to reject any request, including those that may disrupt College operations, advocate discrimination or violence in any form, or compete with other College events. The College President or Vice President of College Advancement reserves the right to make the final determination in the event of conflict or anticipated conflict.

5. **College Services and/or use of Equipment**
   Any request for services or equipment provided by the College must be made and agreed to in the application process. Charges for services and equipment are made in accordance with the rates established on the COCC website.

   Snow removal on weekends or evenings is not generally available. 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, all scheduled events must be cancelled. Renters will not be charged for cancellations due to inclement weather.

   Some rooms are equipped with pianos. Pianos may not be moved from one room to another without prior written approval from the COCC Music Department. If an approval is granted, pianos may only be moved by a professional piano mover and may require tuning by a professional 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.

6. **Events requiring food services and food handling**
   All events on the Bend Campus which require catering must use the College's current contracted food service provider. This restriction may be waived if the renter obtains prior approval from the food service provider. If the requirement to use the College’s contract food service provider is waived, all workers who prepare or serve food must have a valid food handler’s permit. The person responsible for the event must remain on-site throughout the event to supervise food safety and ensure compliance with applicable county food safety regulations. All food must be prepared on-site or

purchased from an approved source. Home-prepared foods may not be served to the public.

7. College Employees and Facilities Use

Event services provided by College employees may include, but are not limited to:

- Custodian(s)
- Club and Intramural Sports/Mazama Gym Staff
- Maintenance Services
- Campus Safety Personnel
- Information Technology Services (ITS) staff

Applicants must identify any requested College staffing support in the Facility Use Application. The appropriate department official will review requests and determine whether staff can be assigned. Staffing requests are subject to approval and availability. The user may be charged for College staffing costs, including additional costs not identified during the application and approval process.

8. Audiovisual (AV) equipment

The majority of class and meeting rooms in the College facilities are equipped with computers, lecterns, projectors, screens, and whiteboards. The College reserves the right to limit the use and operation of College-owned AV equipment to College personnel.

9. User-owned equipment and supplies

Users must obtain prior written approval from the Office of College Advancement before bringing their own equipment or supplies onto College premises, including scenery, decorations, hazardous materials, or other unusual materials. All electrical equipment must be UL-approved.

Users are responsible for providing their own tools, ladders, easels, pens, extension cords, and similar supplies, as well as any adapters or connectors needed to connect their laptops to the room's lectern system.

User-owned laptops may not connect directly to the COCC network. Applicants must indicate in the Facility Use Application whether a guest user account is needed. The COCC scheduler will submit the account request to Information Technology Services.

B-2-0 CENTRAL OREGON COMMUNITY COLLEGE GUIDELINES FOR PUBLIC RECORDS REQUESTS: CURRENT POLICY

Pursuant to Oregon Revised Statutes, every person has a right to inspect any *nonexempt* public record. (See Oregon Revised Statute, Public and Private Records; Public Reports and Meetings, Chapter 192, for definitions of *exempt* public records.)

"Public record" means any writing containing information relating to the conduct of the public's business that is prepared, owned, used, or retained by a public body regardless of physical form or characteristics, including, but not limited to, handwriting, typewriting, printing, photographing, and every means of recording, including letters, emails, digital records, pictures, sounds, or symbols, or combination thereof, and all papers, maps, files, facsimiles, or electronic recordings.

Inspection and copying of a public record shall be done during regular business hours at the office where the record is located, or another facility designated by the College. College records shall not leave College premises for the purposes of public record disclosure. The College may directly supervise the inspection or copying of College records, may list records inspected or copied by or at the request of a requestor, and may contemporaneously copy for the College's own purposes records inspected or copied by or at the request of the requestor. The College may provide a copy of a record in lieu of the original to protect the original record. The College may provide a redacted copy in lieu of an original record in order to delete exempt material.

How to Request a Public Record from Central Oregon Community College

There are two types of public records requests:

Informal Requests

The first type of public records request is one that is verbally or electronically submitted by the requesting party for records that are incidental, readily accessible or reproducible at negligible cost, and are typically available for general public distribution.

Formal Requests

All other public records requests must be submitted in writing and will be granted or denied in accordance with Oregon Public Records Law.

Guidelines for Public Records Requests

1. Requesting parties shall pay a deposit of $25 (twenty-five dollars), at the time of submitting their public records request to the College. Any overpayments to the College by the requesting party will be promptly refunded after the nonexempt public records are disclosed to the requesting party. Deposit must accompany the Public Records Request Form, Public Records Request Form (pdf). Mail request form and deposit to:

Central Oregon Community College
Director of Marketing and Public Relations
Boyle Education Center
2600 NW College Way
Bend, OR 97703

2. The College requires that the requesting party make payment to the College for the balance of the reasonable costs over and above the $25 deposit, prior to the release of the public records. (e.g., public records will be made available to the requesting party only upon payment in full to the College, and prior to release/disclosure of the records.) These reasonable costs shall include, but are not limited to: actual personnel costs; reproduction costs; delivery expenses; and attorney's fees, if any, for reviewing, redacting or segregating the public records into exempt and nonexempt records.

3. Pursuant to ORS 192.324, the College shall provide the requesting party with an estimate, in writing, if the public records request is expected to exceed $25. After receiving the estimate, requesting party shall notify the College whether it wants the College to proceed with making the public records available.

4. Requesting party shall be charged at the rate(s) established below:
    a. If the public records request requires a nominal amount of staff time (less than 30 minutes, which includes searching, locating, retrieving, copying, transporting, conveying, etc.), copies shall be made at no charge, unless the number of copies requested exceeds 10 pages.
    b. Records that require only a nominal time of staff time (less than 30 minutes), but the number of copies exceeds 10 pages, shall be charged for the actual cost of staff time, including fringe benefits, plus copying/delivering charges and attorney's fees, if any, for reviewing, redacting or segregating the public records into exempt and nonexempt records. Copying charges shall be at the rate of $0.08 (eight cents) per page.
    c. Records that require more than a nominal amount of staff time (30 minutes or more), will be provided to the requesting party for the actual cost of staff time, including fringe benefits, plus copying/delivery charges. Copying charges shall be at the rate of $0.08 (eight cents) per page.

       Personnel costs shall be computed on the basis of quarter hours, rounded up, for time expended by College staff and/or the College's attorney(s). Attorney fees, if any, shall be limited to the cost of time spent by attorney(s) for the College in reviewing the public records, redacting material from the public records or segregating the public records into exempt and nonexempt records.

5. The fee may be waived or reduced if the furnishing of the copies is determined by the College to be in the public's best interest as set forth in ORS 192.324(5).

6. The College may charge for search time even if the Custodian of the record fails to locate any records in response to the request, or even if the records located are subsequently determined to be exempt from disclosure. When the amount of staff time used exceeds the amount of the $25.00 deposit, the requesting party's deposit shall be forfeited.

7. In most cases, the college will be able to respond to the request for public records within 10 working Days (depending the nature and size of the request). While the college shall make every attempt to respond to the request within this timeframe, requests shall not affect the operations of the college nor interfere with the regular discharge of the custodian's duties.

8. Any party requesting a fee reduction or waiver shall fully cooperate with the college in identifying the reason(s) for the fee-reduction request. In order to determine whether or not the requested public records are exempt from disclosure, qualify for fee reduction or waiver, or if the documents meet the "public interest test," requesting party/parties must fully disclose their intended purpose of the request. Each request must reasonably describe the records being sought. This means that a request must be specific enough to permit a college staff person who is familiar with the subject matter to locate the record in a reasonable period of time.

B-20-0 PUBLIC RECORDS REQUESTS: NEW DRAFT

In compliance with Oregon law, the following policy governs access to Central Oregon Community College public records. Applicable federal, state, and local laws, regulations, and ordinances control if they conflict with this policy.

1. Method of Request

A public records request must be submitted in writing to the following:

Central Oregon Community College
Director of Marketing and Public Relations
Cascades Hall
2600 NW College Way
Bend, OR 97703

E-mail: feedback@cocc.edu

Requests may be delivered in person, by mail, or by email. Requesters are encouraged to use the College's designated form and must describe the requested records sufficiently for the College to identify them.

The Director of Marketing and Public Relations will coordinate the College's response in consultation with appropriate departments, records custodians and legal counsel, as necessary. College departments and employees are responsible for assisting in identifying, locating, and providing responsive records within their custody or control. A person who is a party to a civil judicial proceeding involving the College, or who has filed a notice under ORS 30.275(5)(a), must submit a written request simultaneously to the designated College records custodian and the College's attorney if the person knows the requested records relate to that proceeding or notice. This requirement also applies to the person's representative or agent.

2. College Response

"Business day" is defined in ORS 192.311(1) and excludes days when the College's central administration offices are closed.

Within five business days after the designated College official receives a written request, the College will acknowledge receipt or complete its response, subject to the exceptions in Section 3.

The acknowledgment will state whether the College is the custodian of the requested records or is uncertain of its custodianship.

The College may request additional information or clarification in good faith to expedite its response. Its obligation to complete the response is suspended until the requester provides the information or affirmatively declines to do so. The College will close the request if the requester does not respond within 60 days.

If fees apply, the College will provide a written estimate and notice that payment is required before records are released, unless the fees are waived. After notice of the fee, the College's obligation to

complete its response is suspended until payment is received, or the fee or ordered waived. The College will obtain confirmation from the requester that they wish to proceed before fulfilling the request. The College will close the request if payment is not received within 60 days after notice of the fee or denial of a fee waiver.

3. Completion of the Records Request

The College will complete its response as soon as practicable and without unreasonable delay. Unless a suspension or exception applies, no later than 10 business days after the acknowledgment deadline, the College will either:

a. Complete its response to the public records request in accordance with ORS 192.392(2). If the College determined that the record is exempt from public disclosure, the College will include a statement to that effect, and that the requester may appeal the decision pursuant state law.
b. Provide a written statement that the College is still processing the request and a reasonable estimated date by which the College expects to complete its response based on the information currently available.

The time periods, established by Oregon law and identified above, will not apply to the College if compliance would be impracticable because:

a. Necessary staff or volunteers are unavailable;
b. Compliance would demonstrably impede the College's ability to perform other necessary services; or
c. The volume of public records requests being processed simultaneously prevents compliance.

In these situations, the College will acknowledge the request and complete its response as soon as practicable and without unreasonable delay.

4. Access to the Public Records

The College will provide a single copy of requested records or a reasonable opportunity to inspect or copy them during usual business hours. For records maintained in machine-readable or electronic form, the College will provide a copy in the requested format if available. Otherwise, it will provide access in the format maintained.

Upon request, the College will provide accessible formats or appropriate auxiliary aids and services for individuals with disabilities, including large print, Braille, audio recordings, readers, assistance locating materials, or equally effective accommodations. Advance notice is encouraged to allow time to arrange accommodations.

5. Fees for Public Records

When fulfilling a request requires more than 30 minutes of combined staff time, the College will assess the following charges, reasonably calculated to recover, and not exceed, its actual costs:

a. Clerical time: $40 per hour;
b. Administrator time: $90 per hour;

c. Printing: $0.25 per page;
d. Certified copies: an additional charge of up to $3.75; and
e. Delivery and postage: actual costs, including courier fees.

Fees may include actual attorney costs for reviewing records, redacting material, and separating exempt from nonexempt records, but not for determining how Oregon Public Records Law applies.

For requests that would disrupt normal operations, the College may charge additional amounts reasonably necessary to recover actual production costs not otherwise covered by the fee schedule, without duplicating charges.

The College may waive or substantially reduce fees when disclosure primarily benefits the general public. A requester may seek review of an unreasonable denial of a fee waiver or reduction under ORS 192.324(6).

G-31-8.3.3 PURCHASING THRESHOLDS

Purchasing Thresholds for each class of purchase shall be ~~designated~~ established in the Community College Rules of Procurement (CCRP).~~for each class of purchase~~. ~~Purchases of $100,000 or more will require Board approval prior to acceptance.~~ Formal procurements requiring a publicly advertised solicitation process, such as a Request for Proposals (RFP), generally require Board approval. Applicable procurement and approval thresholds are set forth in the CCRP.

G-31-8.3.1 DEPARTMENTAL ~~SIGNING~~ SPENDING AUTHORITY

It is the policy of the College that budget administrators of each department be delegated the accountability for budget compliance~~ and~~. ~~signatur~~Spending ~~e~~approval responsibility for purchasing is designated by the Fiscal Services Department.~~ ~~Spending authority shall not conflict with other relevant policies, including Board policy and the Community College Rules of Procurement (CCRP). ~~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-31-8.3.3 PURCHASING THRESHOLDS

Purchasing Thresholds for each class of purchase shall be established in the Community College Rules of Procurement (CCRP).Formal procurements requiring a publicly advertised solicitation process, such as a Request for Proposals (RFP), generally require Board approval. Applicable procurement and approval thresholds are set forth in the CCRP.

G-31-8.3.1 DEPARTMENTAL SPENDING AUTHORITY

It is the policy of the College that budget administrators of each department be delegated the accountability for budget compliance. Spending approval responsibility for purchasing is designated by the Fiscal Services Department. Spending authority shall not conflict with other relevant policies, including Board policy and the Community College Rules of Procurement (CCRP).

G-31-11 VEHICLE USE POLICY

Approval to Drive

- Driving approval is required to operate college-owned vehicles or rentals. Forms are available on the Campus Services webpage or can be picked up at the Campus Service Office. Students who will drive as part of a course must obtain Student Instructional Driving Approval. This approval may be granted regardless of age and is limited to the approved course, activity, vehicle, supervision, and period.
- 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. Student instructional driving approval expires on the date specified in the approval, no later than one year after issuance.

~~First-time applicants~~Applicants must:

- Read and sign the ~~*Vehicle Use Procedures.*~~*applicable Vehicle Use Procedures.*
- Review the *Fire Safety Training Material and the 15-~~Passanger~~ Passenger Van Advisory* (pages 4 and 5 of the Driving Approval Form) as applicable to the vehicle and activity~~.~~

Before instructional driving begins, the program must document appropriate pre-drive training and a practical competency check.

A staff member must supervise any student drivers. ~~In instances where multiple vehicles are being used, a staff member must be in the caravan at all times.~~ Instructional driving must follow the supervision plan approved for the activity. When multiple vehicles are used, each student driver must receive the supervision specified in the plan; a staff member's presence elsewhere in the caravan is not sufficient by itself.

B-9-0 VEHICLE USE PROCEDURES

~~**Guidelines for Declining Driving Approval, but are not limited to:**~~**Driving Approval**

Campus Services approval is required before a person drives a COCC-owned or rental vehicle for College purposes. Drivers must be 21 or older, except students approved to drive for instructional purposes under G-31-11. Student instructional approval is limited to the course, activity, vehicle, supervision, and period stated in the approval.

Campus Services may decline or restrict approval based on the driver's record or other safety concerns. Grounds include:

- Two at fault accidents in the past three years, two minor traffic convictions, or one of each within the past three years; ~~or~~
-
- ~~Two minor traffic convictions in the past three years, or~~

- ~~A combination of one at fault accident and one minor traffic conviction in the past three years, or~~
- ~~Operating~~ Driving under the influence, driving with unlawful blood alcohol content, or failing to stop or report a collision; ~~of liquor or drugs, or~~
- ~~Operating with an unlawful blood alcohol content, or~~
- ~~Failure to stop or report an accident, or~~
- ~~Negligent homicide, manslaughter, assault involving the operation of a motor vehicle, or~~
- Driving ~~on a~~while the person's license was suspended or revoked ~~license~~
- ~~If a driver has a DUI on their driving record and has completed a Diversion Program, to drop charges, they will need to provide proof that the DUI charge was dismissed due to the Diversion Program to be eligible to drive COCC vehicles. Until documentation has been received, the driver will not be able to apply for driving approval until three years after their arrest date~~
- ~~Depending on the severity of the violations, approval can be given at the discretion of the Director of Campus Services or the Vice President for Administration~~
- ~~Drivers must be 21 or older~~

A driver whose DUII charge was dismissed following diversion must provide documentation of the dismissal. Without that documentation, the driver is ineligible to apply until three years after the arrest. The Director of Campus Services or Vice President for Operations may consider the nature and severity of a driver's record when making an approval decision.

Before instructional driving begins, the program must document training and a practical competency check appropriate to the vehicle and activity. A COCC instructor or other approved staff member must supervise each student driver under the approved supervision plan. A staff member's presence elsewhere in a caravan does not, by itself, meet this requirement. The instructor must verify the student's approval before each drive and stop the activity if the student or conditions no longer meet the approval requirements.

Reservations and Rentals

Submit a vehicle reservation through as instructed on the Campus Services website. Include the department, approved drivers, and departure and return times. Allow one week for most fleet reservations and one month for three or more vehicles, a 15-passenger van, or a reservation of three or more consecutive days. Arrange vehicles needed throughout a term at the beginning of the term.

For student instructional driving, the supervising instructor is responsible for arranging, reserving, checking out, and returning the vehicle. Students may not independently reserve or rent vehicles, sign rental agreements, or check out keys or fuel cards. If a rental will be used, the instructor must confirm with Campus Services that the rental company permits the approved student to drive it. COCC driving approval alone does not make a student an authorized driver under a rental agreement.

Return vehicles to their designated spaces by the reserved return time. Contact Campus Services promptly if a reservation must change or the vehicle will be late. Cancellation deadlines, rental arrangements, current rates, and any applicable charges are available from Campus Services.~~Requests must be made to reserve a vehicle by submitting a **Campus Services Staff Helpdesk** ticket. Category will be Front Office, Vehicle Reservation. One-week notice is required for reservations of most fleet vehicles. One-month notice is required for: Three or more vehicles; 15-passenger vans; or the request is for three consecutive days or longer. Requests for term vans will be taken once, at the beginning of the term. Department Administrators will be contacted prior to the start of each term to place requests for scheduled field trips. On your request, please include the date/time of departure/ return, along with the department and drivers names.~~

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- ~~If the reservation is on a weekend, please ensure arrangements are made to pick up keys **before** 4 pm on Friday or 1:00 pm during the summer term.~~
- ~~Each vehicle has a designated parking spot where it is to remain until your reservation pick up time. Upon your return, park the vehicle in its designated spot. Prompt return of the vehicles is mandatory because vehicles may be scheduled again for another department on the same day.~~
- ~~A late drop-off fee may be charged for vehicles returned after the return date/time specified in the original reservation request.~~

~~Issuance of keys~~Keys ~~and~~, F~~f~~uel ~~cards~~Cards, and Vehicle Condition

The person checking out the vehicle is responsible for its keys and any issued fuel cards. Verify the starting mileage and vehicle condition before departure, record mileage as directed by Campus Services, and return the keys and cards after use. Fuel cards may be used only for fuel for the assigned COCC or approved rental vehicle.

Report maintenance concerns, missing equipment, or an unsafe condition to Campus Services promptly. Do not operate a vehicle that appears unsafe until Campus Services or the rental company provides direction. Return the vehicle clean and at the required fuel level.

~~Keys will be checked out for a specific van. In most instances, each key will be provided with a Pacific Pride card and Chevron card for your convenience. Fuel cards will be signed out to you at pick up, please verify cards before signing as these will be your responsibility while signed out to you. It is mandatory to fill out the vehicle mileage slip for each trip. If unsure what account to charge please see your department admin for this information. Campus Services will verify the beginning mileage before your arrival; please confirm this information before you leave and if there is a discrepancy please see Campus Services **before** you leave with the vehicle. Fuel cards are to be used for the COCC or Enterprise vehicle **fuel only**. Using cards for unauthorized purchases constitutes fraud and the user will be held liable. The charge for usage of COCC fleet vehicles is $0.82/ mile, there is a minimum of a $35.00 charge.~~

~~Outside rentals will not automatically be issued fuel cards. Please verify with Campus Services if a card is available for your rental period. Fuel expenses along with the rental charge are the responsibility of your department. Please make certain you have department approval before you secure a rental vehicle. If you have not received approval, the costs for the fuel and the rental will be your responsibility. For Outside rate information, please see : Campus Services - Vehicle Use Reservations These rates are subject to change without notice.~~

~~The rental contract (pink slip) will need to be returned to Campus Services upon the return of your outside vehicle rental. If the fuel is not at the required level, the outside rental agency will add on their current fuel charge prices to your invoice. The outside rental agency's hours are 8:00am - 5:00pm. Vehicles returned after 5:00pm will incur charges through the following day, as will vehicles being delivered the evening before an early morning rental. The rental company is open Saturday 9:00am -12:00pm. Invoices for outside rentals will be sent to your departments' administrative assistant. Direct payment to the rental agency will be handled through the individual departments.~~

~~Cancellations~~

~~All cancellations must be made within 48 hours of your scheduled rental or you may incur charges. For outside rentals of minivans, large SUV's 12 and 15 passenger vans, 3 days' notice of cancellation must be made in order to avoid being charged.~~

Damage

A driver may be held responsible for damage resulting from negligent or unauthorized use, driving outside the conditions of their approval, or failure to meet licensing requirements. Responsibility for a particular loss will be determined under applicable law, insurance coverage, and any rental agreement.

Report all vehicle damage to Campus Services and Campus Safety as soon as possible and no later than 24 hours after it is discovered. For student instructional driving, the supervising instructor is responsible for making sure the report is submitted.~~The department of the staff/student driver driving the vehicle may be charged the first $500.00 deductible in certain circumstances. This would be determined by the insurance carrier.~~

~~COCC will not assume financial responsibility for damage caused by the negligence of the driver renting a COCC or rental vehicle. This includes, but is not limited to, situations where the driver was not acting in good faith, had been using the vehicle for non-COCC related reasons, failed to meet licensing requirements or comply with these regulations. In these cases, the driver may be required to pay all costs resulting from the accident.~~

~~Body damage or accidents in or on the vehicle must be reported within 24 hours to Campus Services and the Campus Safety Department. Any other issues including maintenance issues that need addressed may be reported on the vehicle mileage slip; please also verbally inform us~~

~~of this issue so that we may address it in a timely fashion. Rarely, vehicles may be deemed unsafe to drive and must be pulled off the line for immediate maintenance. We will do everything we can to supply a substitute vehicle on these occasions, but it is highly recommended that all vehicle users have a contingency plan in place on the chance no other vehicle is available.~~

~~Cleanliness~~

~~Users are responsible for removing all garbage from vehicles and maintaining its cleanliness. Pets, smoking, smokeless tobacco and alcohol are prohibited in all rental vehicles, COCC or outside rentals. Failure to abide by these rules will result in the department incurring a $25.00 charge and possible relinquishing of future rental rights. Anyone in the vehicle who is charged by public officials for any non-legal actions will be responsible individually and not covered by COCC or any of its representatives or insurance.~~

~~Weather~~

~~All college vans are equipped with studded tires during the legal period of November1st – April 1st.~~

~~Additionally all vans include a set of tire chains. Use of chains and choosing to drive in inclement weather is at the user's discretion. Any financial liability resulting from negligence of the driver will not be assumed by COCC. By signing this form, you are agreeing that you know how to properly attach chains to tires and drive appropriately with chains on in inclement weather conditions.~~

Collisions and Emergencies~~y Service~~

For an emergency, call 911. For a vehicle that cannot be driven or another urgent vehicle problem, call Campus Services at 541-383-7775, or Campus Safety after hours at 541-383-7272.

After a collision, attend to immediate safety, follow law enforcement directions, and move the vehicle out of traffic if it is safe to do so. Exchange information with other drivers and obtain witness information and photographs when possible. Notify Campus Services and Campus Safety as soon as possible. The department using the vehicle is responsible for ensuring that required College, rental company, law enforcement, and DMV reports are completed.~~In case of emergencies where the vehicle cannot be driven call 541-383-7775 or for after hours and weekends call the Campus Safety, cell phone at 541-383-7272 to relay any problems encountered.~~

~~In the event you are involved in an accident with one of the COCC vehicles or a rental vehicle, follow these procedures.~~

- ~~Do not move the vehicle or leave the scene of the accident.~~

- Immediately notify local law enforcement and include all pertinent information relative to the accident. Obtain the name, address, and insurance carrier of the other driver and the names and addresses of any witnesses.
- Notify Campus Services and Campus Safety.
- If possible, take a picture of the damage to the vehicle(s).
- The department using the vehicle is responsible for making sure all the proper forms are completed and appropriate authorities notified.

Responsibilities of Operator

The operator is responsible for:

- Having their driver's license in their possession at all times.
- Abiding by rental regulations, applicable State, and local laws.
- Permitting only employees, students of COCC, or other persons of official COCC business to be transported in the vehicle.
- Properly caring for the vehicle which includes, but is not limited to:
    - Using recommended grade of gasoline, checking the oil on long trips, reporting needed service or repairs by noting on the vehicle mileage report.
    - Making sure the vehicle is returned in a clean condition.
    - Locking the vehicle when it is not in use and placing personal possessions out of sight in vehicle. COCC is not responsible for stolen items.
    - Paying any traffic/ parking fines incurred during usage.
    - Using and parking the vehicle in a manner that will not reflect unfavorably on COCC.
    - Picking up and returning vehicle at the appointed times.
    - Reporting to Campus Services any damage to the vehicle within 24 hours
    - Prohibiting the use or possession of alcoholic beverages or controlled substances in a COCC or rental vehicle.
    - Not texting or talking on a cell phone or 2-way radio while driving.

Questions or comments should be directed to feedback@cocc.edu.

G-31-11 VEHICLE USE POLICY

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Applicants must:

- Read and sign the applicable Vehicle Use Procedures.
- Review the Fire Safety Training Material and the 15-Passenger Van Advisory

Before instructional driving begins, the program must document appropriate pre-drive training and a practical competency check.

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- Driving under the influence, driving with unlawful blood alcohol content, or failing to stop or report a collision;
- Driving while the person's license was suspended or revoked

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