

General Procedure Manual

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Glossary of Procedures 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 subsequence 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).

Registration: Refers to initial registration in one or more classes for a given term.

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.

Registration Activity: Students may “add” classes to their initial registration, or “drop” classes, or change the credit/audit status at different points during the term depending on the length of the class by submitting an “add/drop” form directly to Admissions and Records. If the instructor has put online approval for the “add/drop”, students must visit or call Admissions and Records to complete the registration activity. Student registrations are complete only when the courses are web or data-entered into COCC’s computer system.

Academic Procedures

A-1-0 Academic Warning

The College notifies certificate or degree-seeking students of academic warning when the quality of the work they have accomplished is below the minimum level expected. Academic Warning is designed to alert the College to offer assistance to students.

All students on academic warning will be sent an email to their COCC email address specific to their situation the day after grades are processed.

Please see the Catalog for further detail.

A-2-0 Registration Activity (Add/Drop)

Instructor Approval:

Instructors may grant approval online in the faculty web account or also sign and date an add/drop form. The student will be registered in the class only if the student adds the class via their web account, or submits the signed form to Admissions and Records. The instructor will then see the student's name on subsequent rosters. If the name is not on the roster, the student is not registered and is not eligible to attend classes.

Registration deadlines:

Beginning the first day of the class an instructor approval is required to register in, or add, any class. Beginning the eleventh business day (or third week) of the term, a [late registration fee](#) is assessed for any registration or add.

The deadline for dropping a full-term class without penalty (i.e., the class will not show on the transcript) is the end of the seventh week of the term.

For full-term classes, the deadline for adding a class, changing from audit to credit or vice versa, or any other change to registration, is the end of the seventh week of the term. The deadline for withdrawing from a full-term class and receiving a "W" is the Wednesday before finals week.

A-3-0 Attendance Policy

If students are unable to attend a session within the first week due to extenuating circumstances, they must contact the instructor by phone, fax, email, or in person prior to the first class meeting if they wish to avoid administrative withdrawal.

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A-4-0 Admission

Students returning after an absence - Students who have attended COCC but have been absent for four quarters or more, must submit a new application as early as possible in order to receive timely registration information. No application fee is required.

Transfer students - Students transferring from another college or university must submit an application for admission and an application fee, if they have never attended COCC. In addition, all official transcripts from previous institutions must be submitted prior to advising and/or registration.

Students not seeking a certificate or degree - Many students take college credit courses at COCC, yet are not planning to earn a certificate or degree. Such students apply through the regular application process and are required to take the placement test prior to registration. Some students may be exempt from the placement test; see the College website for exemption criteria. Non-certificate/non-degree-seeking students are not required to participate in advising but are welcome to do so.

A-5-0 Curriculum Standards

The Curriculum Standards document has the following purpose:

The Curriculum Standards documentation provides COCC faculty and staff with guidelines and definitions to support the approval, revision, and communication of credit curriculum. The Standards establish a COCC process and criteria that align with and support those described by Oregon Administrative Rules and the Oregon Office of Community Colleges and Workforce Development (CCWD) and Higher Education Coordinating Commission (HECC) in addition to the regional accrediting agency Northwest Commission on Colleges and Universities (NWCCU). It is primary resource for the Curriculum Committee members who review and approve curriculum, and it assists academic departments, support departments, new employees, and others who need to understand our standards in order to support students.

The Curriculum Standards are maintained by the department of Curriculum and Assessment, shall be reviewed annually by the curriculum Committee and changes shall be communicated to the College annually through the Academic Affairs Committee.

A-6-0 Course Standards Statement and Outline

Deleted. Advanced Standing/Transfer Credit

COCC is committed to a curriculum that through its performance, integrity and quality, promotes the transfer or career success of our students. To this end, our courses are based on defined student learning outcomes and assessment and continuous improvement.

The following guidelines support this effort:

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- COCC credit courses adhere to College, state, and accreditation standards.
- Every active credit course will have defined and approved student learning outcomes which align with program and institutional outcomes and which are communicated to students.
- Every active course will have a current approved course outline that adheres to the format defined below and approved by Academic Affairs.
- Each course syllabus will incorporate the elements of the approved course outline that are described in the Syllabus Policy.

Course Outline

A course outline is a summary of the aspects of a course that are institutionally approved (through Curriculum Committee) and do not vary from one section or instructor, to another. Course outlines include:

- Title and Course Number
- Course Description
- Pre-requisites, co-requisites, and recommended preparation
- Credit hours
- Schedule type and contact hours (Lecture, Lab, Lecture/lab, etc.)
- Grade Mode
- Fee (future)
- Learning Outcomes
- Content Outline (or COG Themes/Concepts/Issues/Skills)
- Required materials (textbook, supplies, instrument, equipment)
- Assessment methods
- Degree Attributes (General Education/Related Instruction)

A-7-0 Advising

Academic Advising at COCC is provided by both the CAP Center (Career Services, Academic Advising, and Personal Counseling) and by faculty members in each department. The purpose of academic advising is to guide students toward achieving their educational goals and to help students become self-reliant in understanding College policies and practices. Various advising requirements are in place to support this purpose.

Prior to registering for classes, new certificate-and-degree seeking (CDS) students and students who have not attended for more than a year, participate in small-group advising sessions. After the first advising session, students are assigned an advisor in their declared program and emailed the advisor's contact information. Students are required to meet with their advisor to develop long-range academic and career plans before the next term's registration. All CDS students are required to obtain their advisor's approval to register for future fall, winter, spring and summer terms. Advisors can give permission for one, two, or three terms as they feel is appropriate for the individual situation.

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COCC provides an online tool, GradTracks, to help students and their academic advisor track progress toward graduation. GradTracks allows students to see how completed courses are applied toward their declared certificate and degree options. Students can access GradTracks by logging on to their Bobcat Web Account and selecting the Student Services & Financial Aid Tab; clicking on the GradTracks link and again on the GradTracks button. Students must take credit classes in order to view information in GradTracks.

Students are responsible for monitoring their advising requirement and for completing the advising steps in a timely manner. COCC recommends that students plan their advising appointments well in advance of the opening of registration. Students may find their advisors name and contact information in Bobcat Web and GradTracks. Students can also see if they have an advising requirement for an upcoming term by looking in their student Bobcat Web Account (Student Services and Financial Aid/Registration/ Can I register for Credit Classes). Students may request a specific advisor or a change in advisors if they change their declared program. Students not seeking a certificate or degree are not required to meet with an advisor, but are welcome to meet with a CAP Center advisor. Contact the CAP Center, Cascade Hall upper level, Ph. 541-383-7200, for advising options.

A-8-0 Articulation

High School Articulation: When it is appropriate to make a formal agreement about expectations for readiness to enter our programs, or to state procedures for reviewing exceptional high school students for advanced standing or course waivers, the College's articulation procedures must be followed, as outlined in "Articulation with High Schools: Memorandum of Understanding." Contact the Secondary programs office for a copy. Students who participate in any of COCC's high school articulation courses should work directly with COCC's program advisor(s) in the appropriate area as well as with Admissions.

Inter-College Articulation: When faculty obtain agreement with other colleges and universities about the transferability of our courses, a copy of that agreement should be forwarded to the Admissions and Records Office.

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A-9-0 Commencement

The Commencement ceremony is held each year, usually on the last Saturday of Spring Term.

Honors and awards are presented at Commencement. Students with a 3.6 or higher with at least 36 graded COCC credits are presented with honor cords. Students with a perfect 4.0 at COCC will have an asterisk by their name in the commencement program.

A-10-0 Concerns Procedure

Please see:

Student Concerns Procedures

Employee Concerns Procedures

A-11-0 Course Challenge

If approved, the student and department complete the "Petition to Challenge a Course" form by the end of the second week of the term. The challenge paper or final must be completed prior to the end of the term. It is the student's responsibility to schedule challenge examinations with the instructor. The exam may be rescheduled, only at the instructor's discretion, in extraordinary circumstances.

A-12-0 Deadlines

Most references to deadlines are based on an expectation of a full-term course, offered during Fall, Winter, or Spring. Courses that do not span the full term, and Summer courses, may use proportional deadlines.

A-13-0 Degrees/Certificates

Degree / Certificate Completion

Unless otherwise specified, the degrees are intended to be offered for completion within the next two years. Unusual budget constraints or other changes in resources might necessitate discontinuing particular courses, programs or degrees. As far as resources allow, the College makes every effort to enable students to complete their degree programs in a timely manner. Students should work closely with advisors to obtain accurate information about their progress toward degrees and certificates. Students planning to transfer to another college are responsible for receiving and evaluating information from the destination institution.

A-14-0 Services for Students with Disabilities

The Services for Students With Disabilities office, endeavors to ensure equal access to all students with qualifying, documented disabilities at all COCC campuses and Community Learning Centers, as defined by federal legislation. Awareness of students' needs and goals helps to create an atmosphere in which learning and growth can occur. We encourage referral of students by staff a faculty to the SSD office for consultation and determination of eligibility.

A-15-0 Moved to Policy

See: Enrollment Status

A-16-0 Enrollment Verification

Students are sometimes required to provide enrollment verifications to health insurers or other companies that require proof of enrollment. Enrollment verifications at COCC are provided online through the National Student Clearinghouse. There is no charge for this service when students access this service through their Bobcat Web Account.

A-17-0 Moved to Policy(1)

Moved to policy: FERPA, Confidentiality, Privacy, Non-Disclosure

A-18-0 Field Trips

Instructors taking students off campus for a field trip experience are responsible for following the college procedure.

Any COCC student who wishes to participate in a college-sponsored field trip may do so if they:

- a. are registered in the class conducting the field trip and
- b. have completed Part A of the Consent and Liability form and submitted the signed form to their instructor. This form is available through the instructor or on the college Risk Management website.

Forms are not required for classes that are scheduled to meet in an off campus location such as HHP activities classes, nursing clinicals or cooperative work experience placements.

Minor students who are under the age of 18 may participate in College sponsored field trips if they are registered in the class conducting the field trip. These students must have their parent or legal guardian sign the Consent and Liability waiver form and complete Part B of the form with additional parental contact information. The instructor must keep these forms with him/her during the field trip

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and should keep them on file until the end of the course. If any problems arise during the trip, the instructor should contact the Department Chair and the college Risk Manager for further instructions.

If college vehicles are used for transportation, drivers must fill out the "Approval to Drive College Vehicles" on the COCC employee website and submit it to Campus Services.

The current liability waiver form is located on the Risk Management web site and deals with liability waiver and consent to treat. All students should fill out Part A. Minor students require parental signature and must also fill out Part B. If students are driving a college vehicle, an additional form is required. The following process must be followed for college field trips:

The following process must be followed for college 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 the [Approval to Drive College Vehicles](#) form to Campus Services.

Should I go ahead and add that to the new web area?

A-18-1.1 Suggestions to Students Preparing a Grade Appeal

An appeal of a grade requires time and effort on the part of several people, especially the student who makes the appeal. The student has the responsibility for meeting the deadline to initiate the appeal (within three [3] weeks of the quarter following the quarter in which the grade was given). The student then must write the formal appeal (by the end of the fourth week of that quarter), and the student bears the burden of proof in the appeal. The following questions should help you determine whether to initiate a formal grade appeal.

1. Do you really need to initiate a formal appeal?

Grade errors can happen accidentally, so the first step is to confer with your instructor to determine whether the grade that appeared on your grade report is actually the grade your instructor intended for you to receive. If the error is identified at this point, your instructor will file a Grade Change Form with the Records office to correct the error and no further action is needed.

2. Do you have solid grounds for an appeal?

You may feel that you had poor instruction or that course objectives were unreasonable or that course grades were generally low. Such problems are addressed through other avenues, such as Faculty Evaluation, but they cannot be corrected through the Grade Appeal procedure. Grade Appeals based on such charges as these will not succeed, and a student who has spent hours preparing an appeal will feel frustrated as a result.

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The Grade Appeal procedure is available only for review of allegedly capricious grading (study the definition of "capricious grading" in the Grade Appeal Procedure document). The Procedure is not designed for review of the judgment of an instructor in assessing the quality of a student's work or for setting the standards for a course. A grade will not be raised because an instructor graded tests very severely, providing the instructor applied the same rigorous standards to all students. Proof that a faculty member has been antagonistic toward you will not be sufficient to raise a grade unless evidence exists that such antagonism did in fact result in your receiving a lower grade than you earned through performance in the course.

These comments are not meant to discourage you from making an appeal. Rather, they are intended to remind you that the grounds for appeal are limited.

3. Have you already exhausted other avenues for changing the grade?

The grade appeals procedure requires that you try to resolve the dispute at the lowest possible level. First, talk to the faculty member. When you do, listen to the faculty member's side of the story and make sure you offer concrete, objective arguments. Second, talk to the Department Chair (by the end of the third week of the quarter), who will listen to your case and perhaps try to arbitrate a solution on an informal basis.

Third, file a formal written appeal with the Vice President for Instruction, by the end of the third week (or the end of the fourth week, if written notice of intent to appeal has been submitted to the Department Chair by the end of the third week).

4. Preparing your written appeal:

Since the burden of proof is on you, you will need to prepare your appeal carefully. It need not be long. In fact, irrelevant charges and material are likely to confuse the issues and hurt your case. The following points should help you.

First, state the basis for the appeal; i.e., whether you believe there was a departure from stated requirements in your case, a mechanical error, or inconsistent grading practices. Be explicit. The Grade Appeal Committee must know your grounds for appeal.

Second, state the evidence in support of your appeal. Stick to the facts. Name calling, unsubstantiated reports about other students' experiences, and exaggerated claims will not help your case.

Third, include any physical evidence that you have, such as your personal records, tests, comparisons of your score and those of other students, and so forth. Note that the instructor will be asked to supply relevant class records to the Grade Appeals Committee.

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Fourth, describe briefly the attempts you have made to resolve the matter, including names, dates and times, and outcomes of meetings you have had with the instructor and the Department Chair.

5. When it's all over:

There are no "victories" or "defeats" in the grade appeals process. Its purpose is to arbitrate differences over grades that could not be solved on a personal basis because both parties to the appeal believed they were right. Based on the evidence at hand, a disinterested committee does its best to render a fair judgment.

A-19-0 Moved to Policy(2)

Moved to policy: Final Exams

A-20-0 Grades

Students should request an Incomplete/I grade by contacting the instructor or the instructor may issue an incomplete if they choose to do so. Students and instructors should complete the "Incomplete Grade Contract."

Instructors will submit a grade change to the Admissions & Records Office within one week of the student completing the course requirements.

The Admissions & Records Office will notify instructors approximately two weeks prior to changing the student's grade to an F. At this point, the instructor has the option of submitting an alternate letter grade based on the student's work completed to date or authorize an extension.

If the student believes that the grade reflects discrimination in some form, the student has recourse through the College's Concerns Procedure

A-20-1 Grade Appeal Procedure

The following procedures are available only for review of allegedly capricious grading, and not for review of the judgment of an instructor in assessing the quality of a student's work nor for setting the standards of performance for a course. Definitions:

1. Capricious grading, as that term is used herein, is limited to one or more of the following:
 - A. The assignment of a grade to a particular student on some demonstrable basis other than performance in the course;
 - B. The assignment of a grade to a particular student by more exacting or demanding standards than were applied to other students in that section;
 - C. The assignment of a grade by a substantial departure from the instructor's announced standards and requirements (normally announced in the course syllabus).
2. Grade Appeal Committee: The Grade Appeal Committee will consist of three full-time faculty members, one of whom is also a department chair. The members will be appointed by the COCC Academic Affairs Committee, which will also appoint the chair of the Grade Appeal Committee. To

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maintain the confidentiality of the hearing, only the Vice President for Instruction, Committee members, the instructor, and the student may be present at the proceedings. If a Committee member is unable to serve, perhaps due to involvement in the specific case being heard, the Vice President will appoint a substitute for that particular case. Committee members must be present at all hearings in order to vote following deliberations.

Timeline:

The grade appeal must be initiated within the first three (3) weeks of the quarter immediately following the quarter in which the grade was assigned. (Exception: Grade appeals resulting from Spring Term will be initiated within the first three (3) weeks of Fall Term). Written notice of intent to appeal must be given to the Department Chair by the end of the third week of the quarter, and the formal written appeal must be received by the Vice President for Instruction by the end of the fourth week of the quarter. Responsibility:

The student has the job of writing the formal appeal and the burden of proof in the appeal lies with the student. Procedure:

1. After receiving a final grade, which the student feels, is unwarranted, he/she should consult immediately with the instructor. Most grading errors are unintentional and can be resolved by clarification with the instructor.
2. If the concern is not satisfied at this level (or if the instructor is unavailable), the student should meet with the Chair of the Department in which the course is offered. The Department Chair will consult with both the student and the instructor (either separately or together) in an informal attempt to reach a resolution. (If the instructor also serves as the Department Chair, the student should consult the Vice President for Instruction at this stage.)
3. If a resolution has not been reached by the end of the third week of the quarter, the student should give the Department Chair written notice of intent to file a grade appeal.
4. By the end of the third week of the quarter (following the one in which the grade was given), or by the end of the fourth week of the quarter if written notice of intent to appeal has been submitted to the Department Chair by the end of the third week, the student who has completed the above steps may file a formal written grade appeal with the Vice President for Instruction. The formal grade appeal must state in detail the basis for the appeal, the evidence in support of the appeal, and the steps, which were taken in an attempt to resolve the matter. Supporting documents (such as course syllabus or student work, if relevant) may be attached.
5. If the Vice President for Instruction recommends further review of the Appeal, he/she will refer the appeal (within two working days of its receipt) to the Grade Appeal Committee.
6. Within two weeks after receipt of the appeal, the Grade Appeal Committee will hold a hearing, complete deliberations, and submit a recommendation to the Vice President. Following the conclusion of the hearing, the Committee will deliberate privately and prepare a written recommendation to the Vice President for Instruction. The recommendation will be either to let the grade stand or to change it. If the recommendation is to change the grade, the recommended grade will be stated. The recommendation will include a brief summary of the facts of the hearing and the reasons for the Committee's decision.
7. Within two working days following receipt of the Committee's recommendation, the Vice President for Instruction will decide whether to accept or reject the recommendation and will provide a written statement of the decision to the Committee, the Chair, the faculty member, and the student. The decision of the Vice President for Instruction is final.

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A-21-0 Moved to Policy(3)

Moved to policy: Honesty

A-22-0 Moved to Policy(4)

Moved to Policy: Honor Roll/Deans List

A-23-0 Moved to Policy(5)

Moved to Policy: Petition

A-24-0 Registration

It is the instructor's responsibility to assure that the students in the class match the names on the roster. Students who are in class, but not on the roster should be referred to the Admissions and Records Office.

A-25-0 Moved to Policy(6)

Moved to Policy: Repeating Courses

A-26-0 Moved to Policy(7)

Moved to Policy: Residency

A-27-0 Moved

Roster moved to: Registration Procedure

A-28-0 Moved to Policy(9)

Moved to: Repeat Grade Policy

A-29-0 Transcript

Transcripts must be requested by the student via their secure online student account, in person in the Enrollment Services office, or in writing.

A-30-0 Tuition

Regular tuition rates are set by directive of the Board. Payment of tuition is due at designated times, as published on the COCC website. Tuition may be differentially set based on the residence of the student, or for the type of courses. Fees may be charged for late registration, labs, field trips, tests, supplies, etc. Tuition and fees are due by the second Friday of the term.

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Payment deadlines:

Tuition and fees payment for all classes is due by the end of business on the second Friday of the term. Students will be assessed a [late payment fee](#) each week after that the balance remains unpaid.

Refunds:

For courses that are full-term in length: A 100% refund of tuition and fees is available until the end of business on the second Friday of the term (5pm for Fall, Winter and Spring; 1pm for Summer). No portion of the tuition and fees is refundable after the end of this period.

For Short-term Credit Classes which meet only one, two or three times in the term: A drop must be submitted at least seven days before the class begins in order to be eligible for a 100% refund; the drop must be submitted on a Monday-Friday, excluding holidays. Otherwise, there is no refund.

For Short-term Credit Classes which meet four or more times in the term: A drop must be submitted before the beginning of the second class in order to be eligible for a 100% refund. Some specially priced courses do not follow this policy.

To qualify for the refund the student must assure that a drop is processed either by visiting or calling the Admissions and Records Office by the deadline. Any debt owed to the College will be processed against a refund first, and then the net balance, if any, will be remitted.

A-30-1 Moved to Policy(8)

Moved to: Policy Statement On General Student Fees

A-30-2 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.

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.

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A-31-0 Wait Lists

Students will receive a message in their COCC email account notifying them they have been registered for the course and are now responsible for applicable tuition/fees. Students who are not automatically registered in the course and remain on the waitlist can take a registration form to the first course session. If a seat is available, the instructor must sign the registration form that the student then submits in person the Enrollment Services within two days. Alternatively, the instructor can give online approval so the student can add the class via their Bobcat Web Account or call Admissions and Records to process the registration.

A-32-0 Significant Change of Academic Programs

A "significant academic program change" is any change that affects another program or department, or service courses to any program, certificate or degree. It includes new and revised certificates, degrees and degree requirements and changes to course or program credit if these changes affect other certificates, Associate of Applied Science degrees, AA Associate of Arts - Oregon Transfer and Associate of Science general education or discipline studies requirements. Departments that intend to present a new certificate or degree or any significant program change should begin the process of doing diligence early so that formal review can begin in the fall. See the [Reference Significant Change Form](#) for further details.

Business Procedures

Please note that several Business Procedures have moved to [Business Policies](#)

B-1-0 Fiscal Complaints/Concerns Procedure

The following procedure is established for the receipt, retention and treatment of complaints/concerns received by the College regarding accounting, internal controls and auditing matters. It also provides a mechanism for the confidential and/or anonymous submission of information by employees and members of the public regarding questionable accounting or auditing matters:

Employees and members of the public have two options to submit complaints/concerns regarding fiscal operations of the College:

1. They may call or submit written complaint/concerns to the Chief Financial Officer (CFO) or the Associate CFO. The CFO or the Associate CFO will be responsible for review and investigation of the complaint/concern and, where possible, provide the individual(s) submitting the complaint/concern feedback on his/her findings.
2. For confidential and/or anonymous complaints/concerns, employees and members of the public may call or submit written documents to the Director of Human Resources. Upon receipt of such

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complaints/concerns, the Director of Human Resources will promptly forward such submissions to the College's independent auditing firm for review and investigation. Upon request, the identity of the individual(s) submitting the complaint/concern will be treated as confidential (as determined by appropriate Oregon statute). Based on the nature and content of the complaint/concern, the independent auditor will be responsible for determining the appropriate investigatory process.

For other than anonymous complaints/concerns, the Director of Human Resources will notify the individual(s) submitting the complaint/concern of its receipt and the role of the independent auditors and the Board for its review, investigation and disposition. The independent auditors will report their findings to the CFO. If, due to the nature of the findings, there is a conflict with reporting to the CFO, the auditors will report to the President. If, due to the nature of the findings, there is a conflict with reporting to the President, the auditors will report their findings to the Board of Directors.

For other than anonymous complaints/concerns, the Director of Human Resources will be responsible for providing a response to the individual(s) who submitted the complaint/concern.

B-2-0 Central Oregon Community College Guidelines for Public Records Requests

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:

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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 Record(s) Request Form, [Public Records Request Form](#) (pdf). Mail request form and deposit to:

Central Oregon Community College

Director of College 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 192.440, 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 \$0.10 (ten 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 \$0.10 (ten cents) per page.

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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 192.440(4).
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 14 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-3-0 Purchasing Procedures

The College will establish procedures for and conduct purchasing operations in accordance with Central Oregon Community College Rules of Procurement, Oregon Revised Statutes and Oregon Administrative Rules. The Board of Directors of Central Oregon Community College will act as the district's Local Contract Review Board.

B-4-0 Tablet/iPad Acquisitions

When it is determined that the use of a tablet (iPad, PlayBook, or other tablet device) would significantly improve the efficiency and effectiveness of an employee in completing their job duties, a vice president or another member of the executive team can authorize the acquisition of a tablet using the following procedures. By following these procedures, the College and the employee are compliant with the Listed Property Policy (B-3-1.1) in the General Business Procedures manual. The Computer Acquisitions Policy (B-3-1.2) guides the acquisition of a computer or lap top computer.

1. The cost of a tablet will be shared 50/50 up to a maximum cost of \$800.
 - o The College will reimburse employees ½ of the purchase of a tablet and a one-year maintenance contract not to exceed \$400.
 - o Any accessories, including a keyboard and cover, are the responsibility of the employee.
2. Any additional maintenance or insurance will be at the employee's expense. The employee will be solely responsible for lost, stolen, or damage to the tablet.

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3. As the College does not provide technical or operational support for tablets, it is the employee's responsibility to ensure that the tablet is fully functional.
4. As employees use the College's Wi-Fi, the College will not pay for a tablet data plan.
5. Without limitation, employees are authorized to use the tablet for both college business and personal purposes.
6. The employee will reimburse the College for the prorated value of the tablet if the employee leaves the college within three years from the tablet purchase date. Full tablet ownership transfers to the employee after three years.
7. COCC faculty have the option of applying PIP funds to the purchase of a tablet/iPad in accordance with current practices and procedures related to materials and supplies purchased via PIP funds. In accordance to the COCC Computer Acquisitions Policy, B-3-1.2, PIP funds will be considered taxable income when used to purchase a tablet/iPad.
8. The COCC IT department does not support personal tablets/iPads.
9. Employees are authorized to connect tablets/iPads to the College's wireless network following the approved ITS guidelines.
10. Prior to purchase, each employee will be required to sign a statement acknowledging and agreeing to these procedures. (see link to agreement form)

B-5-0 Responsibility for Keys and FOBs

Keys and FOBs are issued to employees of the College and to certain other individuals to accomplish the work of the College. All employees being issued a FOB must have their photograph on record to the current FOB activation software. Individuals issued keys and FOBs are responsible for them and shall not loan such keys or FOBs to other individuals. Keys and FOBs issued to employees should not be used to provide access to buildings for other employees and citizens-at-large except within authority assigned to the key holder by the College. Lost or misplaced keys or FOBs should be reported immediately to the Office of Campus Services.

B-6-0 Responsibility of an Individual Who Goes Into a Locked Building

Staff and other authorized individuals have the responsibility for the securing of doors to buildings once they enter a building, which has been locked. They should check to see that the door they enter is locked sufficiently to prevent anyone from entering after them.

Staff and other authorized individuals should also secure the exit doors when they leave the building. If unable to do so, the Campus Public Safety office should be contacted and advised of the problem.

A person entering the building after it has been secured accepts responsibility for the security of that building until he/she leaves the building.

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B-7-0 Facilities Use During Hours When Buildings are Normally Locked

The use of buildings that have been previously secured should be limited to those staff or other authorized personnel engaging in legitimate College or instructional activity. These persons should have a definite need or purpose to enter that particular building. The buildings or rooms they enter should be the ones they would use during their normal course of work.

B-8-0 Inclement Weather – School Closure/limited Operations

The philosophy of Central Oregon Community College is that classes will be held except under extreme adverse conditions. We realize that there are times when road conditions on campus are acceptable, yet travel from some parts of the District may be inadvisable. We expect individual students to make whatever decisions are necessary for their own safety.

If conditions are questionable, College officials will attempt to make a decision by 6 a.m. as to whether or not to hold morning classes or close the college. If conditions change during the course of the day, decisions on later classes will be made as early as possible. We will do our best to use the instructional "time blocks" as a guide for when to start or end classes for the day.

With all decisions, announcements will be made through the College's Emergency Notification System, web page and through the media. The COCC ENS phone recording (541 383-7777) and COCC switchboard (541 383-7700) message will be updated as soon as a decision is made; a message will be put on the COCC Web site and all media outlets will be notified.

The College may make separate decisions for the Bend, Redmond, Madras and Prineville campuses. Unless specified, however, any announcement about the College shall be interpreted to mean all campuses. Any decision made for one of the campuses will impact all classes (COCC and OSU-Cascades) and all events on that campus.

The College will make one of two announcements:

"The College is closed," meaning that travel either in the area or on campus is unsafe and all classes and events are canceled, and all offices and buildings are closed. This will include the library, computer labs and gymnasium.

OR

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"Classes are canceled but the College is open," meaning that travel and/or parking is limited. This means the library, computer labs, gymnasium and other offices and buildings are open, and that staff members are expected to report.

B-9-0 Vehicle Use Procedures

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

- Two at fault accidents in 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 under the influence 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 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

Reservations

- 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.
- 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 and fuel cards

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

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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 : www.cocc.edu/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

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 Public 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

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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 November 1st - 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.

Emergency Service

In case of emergencies where the vehicle cannot be driven call 541-383-7775 or for after hours and weekends call the Campus Public Safety, cell phone at 541-480-2418 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 Public 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:

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- Having his/ her driver's license in his/ her 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:
 - o Using recommended grade of gasoline, checking the oil on long trips, reporting needed service or repairs by noting on the vehicle mileage report.
 - o Making sure the vehicle is returned in a clean condition.
 - o 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.
 - o Paying any traffic/ parking fines incurred during usage.
 - o Using and parking the vehicle in a manner that will not reflect unfavorably on COCC.
 - o Picking up and returning vehicle at the appointed times.
 - o Reporting to Campus Services any damage to the vehicle within 24 hours
 - o Prohibiting the use or possession of alcoholic beverages or controlled substances in a COCC or rental vehicle.
 - o Not talking or texting on a cell phone while driving.

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

B-10-0 Video Camera Systems

Background and Procedures: The purpose of this policy is to regulate the use of camera systems used to observe and record public areas for the purposes of safety and security. The existence of this policy does not imply or guarantee that cameras will be actively monitored. The College supports the use of video cameras on the campus as a means to monitor and maintain a safe campus environment for students, employees and guests.

To ensure the protection of individual privacy rights in accordance with the college's core values and state and federal laws, this policy is adopted to formalize procedures for the installation of surveillance equipment and the handling, viewing, retention, dissemination, and destruction of surveillance records.

General Statement: Video camera (or Closed Circuit Television) use is part of Central Oregon Community College's ongoing efforts to deter, detect, and delay threats to the campus community as well as share information of interest to the public.

Specific benefits to the College include:

- Deterrent to criminals
- More security coverage without additional personnel
- A signal to students and their families about COCC's security standards
- Timely and accurate investigations
- Coordinated incident management
- Improved information relay to first responders
- Remote viewing of construction projects
- Remote viewing of weather conditions

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This policy applies to all college-owned, leased, or controlled property, and includes public spaces such as offices, common areas, and labs, with the exception of restrooms, locker rooms, or other areas addressed in the policy. Furthermore, this policy applies to all staff, students, outside vendors and contractors, as well as guests of the College.

The content of the video recording is a student and college record subject to administrative regulations regarding confidential student records. In most instances, only those persons

with legitimate educational or security purpose may view video. Exceptions-the person or persons requesting to view video, or video footage, has a part in or serves a purpose in the investigation of a crime, code of conduct violation, significant campus safety concern or campus policy violation.

All recording or monitoring of activities of individuals or groups by college security cameras will be conducted in a manner consistent with college policies, as well as, state and federal laws, and will not be based on the subjects' personal characteristics, including age, color, disability, gender, national origin, race, religion, sexual orientation, or other protected characteristics. Furthermore, all recording or monitoring will be conducted in a professional, ethical, and legal manner.

The College uses video cameras to monitor *public* areas in order to deter crime, improve safety, assist student services, and to increase accountability of the College and its patrons. Any diversion of camera technology for other purposes is prohibited.

Authorized purposes for camera monitoring include, but are not limited to:

- Protection of individuals, property and buildings
- Confirmation of alarms
- Patrol of public areas
- Investigation of criminal activity
- Weather alerts and traffic information
- Construction site monitoring

Information obtained through video monitoring is used exclusively for safety, security, employee and student conduct, and construction site monitoring purposes. Recorded images will be stored in a secure manner with access by a limited number of authorized staff.

Video monitoring of public areas at the college is limited to uses that do not violate the reasonable expectation of privacy.

Scope:

The use of video cameras for security at COCC will be oriented to surveillance of areas regularly visible to the public and having a direct implication for public safety. This may include, but not be limited to:

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- Building entrances and exits
- Lobbies and waiting areas
- Parking lots
- Hallways
- Points of sale/transaction
- Bus and shuttle stops
- Areas with high value assets (galleries, computer labs, specialized storage)
- Testing areas
- Use of video cameras at COCC is prohibited in the following areas:
 - o Any area designed to accommodate changing of clothes
 - o Restrooms
 - o Locker rooms
 - o Designated lactation areas
 - o Individual employee work spaces (except those working at points of sale or frequent contact, e.g. retail, financial aid, reception)
 - o Conference rooms (excluding teleconferencing technology)

Network connectivity for video camera use must comply with Information Technology Services policies and procedures.

Monitoring:

All recording or monitoring of activities of individuals or groups by college security cameras will be conducted in a manner consistent with college policies, as well as, state and federal laws, and will not be based on the subjects' personal characteristics, including age, color, disability, gender, national origin, race, religion, sexual orientation, or other protected characteristics. Furthermore, all recording or monitoring will be conducted in a professional, ethical, and legal manner. All personnel with access to college security cameras will be trained in the effective, legal, and ethical use of monitoring equipment.

College security cameras are not generally monitored continuously under normal operating conditions but may be monitored for legitimate safety and security purposes that include, but are not limited to, the following: high-risk areas, restricted access areas/locations, in response to an alarm, special events, maintenance purposes, functionality purposes and specific investigations authorized by the President or their designee.

Monitoring of security video cameras at COCC will occur on an “as needed basis” by the Department of Campus Public Safety. This means that the system may not be constantly monitored by Campus Public Safety, but it will be consistently active and available for viewing by Campus Public Safety staff.

Campus Public Safety officers will only monitor security video cameras from the Campus Public Safety office or from Campus Public Safety vehicles unless authorized by a supervisor.

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Campus Public Safety staff must document all reportable observations in detail on the Computer Assisted Dispatch (CAD) system.

Campus Public Safety staff will monitor security video cameras:

1. During active incidents involving violence, suspicious circumstances, Campus Public Safety responses to calls in monitored areas
2. At unscheduled times to augment foot and vehicle patrol
3. During investigations
4. During special events
5. When an on-site response may compromise safety or effective investigations

Campus Public Safety personnel will not engage in the following as part of monitoring:

1. Repositioning of cameras for observations of activity not related to public health and safety
2. Viewing of cameras remotely unless authorized by a supervisor
3. Viewing of areas excluded from monitoring in this policy through windows, reflections, or other secondary means

Instances Where Stored Video Footage Would Be Released:

1. Stored Video Footage may be copied and transferred to any entity named in a Court Issued Subpoena.
2. Stored Video may be used by Campus Public Safety for the purpose of investigation in an incident or as evidence in a reported offense. Authorization to retrieve, review, and release information pertaining to an investigation is restricted to the President or their designee.
3. Stored Video may be copied and transferred to any Law Enforcement agency who requests that footage for the purpose of furthering or supporting an investigation of a crime.
4. Stored Video may be copied and transferred to the Department of Student Life upon written request when it will be used in any student judicial proceeding with the approval of the President, or their designee.
5. Video footage which is intended to be used to investigate and/or support an allegation of employee misconduct may only be searched for and stored by the Office of Human Resources with the approval of the President or their designee.
6. Any additional requests will be approved by the President or his/her designee.

Prohibited Conduct:

All use outside of the above instances where stored video footage would be released is prohibited. This could include the follow examples, but are not limited to:

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- No video surveillance footage may be saved or used for personal use
- No video surveillance footage may be saved and stored on personal removable devices
- No video surveillance footage may be transmitted to any social media site or personal webpages
- No video surveillance footage may be used for financial benefit

Recording, Storage, and Stored Data Access:

While Campus Public Safety will not constantly monitor the security camera system, footage will be recorded and stored whenever Campus Public Safety is actively using a security camera, or if triggered by some other means such as motion or analytic programming.

Personnel are prohibited from using or disseminating information acquired from college security cameras, except for official purposes. All information and/or observations made in the use of security cameras are considered confidential and can only be used for official college and law enforcement purposes upon the approval of the President or designee. Personnel are expected to know and follow this policy.

Data recorded by security video cameras will only be accessed by Campus Public Safety staff from a Campus Public Safety office computer, vehicle, or other College owned device.

When accessing stored data, Campus Public Safety personnel will fill out a form that documents the following:

- The security camera(s) used during the incident;
- Any pertinent information gathered by the camera(s); and
- The name and signature of the CPS supervisor authorizing the investigation along with the date and time of access

All surveillance records shall be stored in a secure location for a period of 30 days and will then promptly be erased or written over, unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the President or their designee.

Data recorded by security video cameras will be stored for no more than 30 days unless such images have historical data related to public safety incidents or Campus Public Safety investigations that may result in litigation. Any questions about the storage of this data should be directed to the Director of Campus Public Safety. Requests for information release will be submitted to Campus Public Safety and Risk Management.

Quality Assurance and Accountability Procedures:

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All personnel with access to college security cameras will be trained in the effective, legal, and ethical use of monitoring equipment.

Campus Public Safety's supervisory staff will provide ongoing oversight of security video camera operator activities and performance, including periodic, unscheduled reviews of the network digital recorder.

When an incident is reported, the personnel responsible for the area in question may request the Campus Public Safety to review the images from the camera. As circumstances require, the President, or their designee, may authorize others to review images. A record log will be kept of all instances of access to, and use of, recorded material.

In addition, periodically and without prior notice, Campus Public Safety administrators will have their employees demonstrate their knowledge and understanding of relevant policies, procedures, and technical skills.

B-11-0 Unmanned Aerial Systems

Unmanned aerial vehicles can create safety and privacy risks that are disruptive to the campus environment. These procedures should be followed to ensure compliance with the policy:

1. All requests to use or operate unmanned aerial vehicles or systems from, on, or above COCC college property should be directed in advanced to the Campus Public Safety department at 541-383-7272.
2. Campus Public Safety will respond to and investigate incidents involving the use of UAV's or UAS's and may refer cases to local, state, or federal law enforcement agencies on a case by case basis.
3. Monetary fines or disciplinary action may be imposed by the college.
 - a. Initial violation \$50.00 (other citations may be issued if other violations were committed).
 - b. Additional UAS policy violations double the amount of the initial citation upon each subsequent violation.
4. Downed UAV's may be recovered by campus public safety and held as found property or turned over to law enforcement agencies if there is evidence of criminal activity, including unlawful audio or video recording.
5. Commercial UAS services on campus must also be pre-approved through Campus Public Safety.

B-12-0 College Holiday Closures

The College closes on several holidays during the year. Those days normally include the following:

- New Year's Day
- Martin Luther King Jr. Day (?)
- Memorial Day
- Independence Day

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- Labor Day, including the prior Friday
- Veterans Day
- Thanksgiving Day & the Following Friday
- Winter Closure Week (which includes Christmas Day)

During holiday closures, the College does not schedule classes, events or activities on the campuses. Additionally, departments such as Campus Services, Campus Public Safety, Information Technology Services and others frequently close so that all staff can enjoy the holiday. Therefore, there is limited or no support service from these areas. There is key and FOB access to buildings. Heating, cooling and lighting of buildings may be reduced, which may make buildings not suitable for work. If you must be in a building during College closures, please let Campus Public Safety know by calling 541-383-7272 or via email publicsafety@cocc.edu for your and others safety.

For holidays that fall on Friday or Monday, the Saturday and Sunday are closed days at the College with scheduling and access limitations applying. Exceptions to this is that limited services may be available to support the residence hall during academic quarters, specifically with Veterans Day and Martin Luther King Day, and when the Library needs to be open due to Thanksgiving's proximity to finals week. Which services will be open will be determined prior to fall quarter each year.

Extraordinary circumstances may warrant the College hosting an event during a typical closure period. Direct requests for such exceptions to a department's respective PAT member and the Vice President for Administration for consideration. Factors to consider include, but are not limited to:

- Event consistent with the Mission and Vision of the College
- Event connected to/competes with COCC, the COCC Foundation or to the operations of a College department
- Event of service to the community
- Ability of College to provide necessary support services
- Timeliness of utilizing requested dates compared to other dates
- Financial burden/benefit to the College
- Number of anticipated participants

Human Resources Procedures

For more information contact Human Resources at 541-383-7216

HR-1-0 Mandatory Reporting Procedure

Effective January 1, 2013, all community college employees are required by Oregon law to report suspected cases of child abuse to the Oregon Department of Human Services (DHS) or law enforcement officials. This duty is personal to the individual community college employee and applies twenty-four hours- a-day, seven days-a-week whether or not you are on work time. You must immediately report to DHS or local law enforcement when you have "reasonable cause to believe" that any child with whom you come in contact with has suffered abuse, or that any person with whom you come in contact has abused a child.

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In addition, college employees must report to the Risk Manager at 541-383-7208 or the Director of Campus Public Safety at 541-383-7750 instances of inappropriate conduct when they witness, receive a report of, or reasonably believe an instance of child abuse has occurred through the course of their employment. This requirement applies to cases of abuse that allegedly occur on campus, on property owned or leased by the College, or while members of the faculty, staff or student body are participating in a College-connected activity off campus. Reporting to the designated College official does not satisfy the legal duty to report to DHS or local law enforcement.

DEFINITIONS

"ABUSE" means:

- Any assault of a child and any physical injury to a child which has been caused by other than accidental means;
- Any mental injury to a child, which shall include only observable and substantial impairment of the child's mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child;
- Rape of a child, which includes but is not limited to rape, sodomy, unlawful sexual penetration and incest;
- Sexual abuse;
- Sexual exploitation, including:
 1. Contributing to the sexual delinquency of a minor;
 2. Allowing, permitting, encouraging or hiring a child to engage in prostitution or patronize a prostitute;
- Negligent treatment or maltreatment of a child;
- Threatened harm to a child, which means subjecting a child to a substantial risk or harm to the child's health or welfare;
- Buying or selling a person under 18 years of age;
- Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured; or
- Unlawful exposure to a controlled substance, as defined in ORS 475.005, that subjects a child to a substantial risk of harm to the child's health or safety.

"Child" means an unmarried person who is under 18 years of age.

"Law Enforcement Agency" means:

- a city or municipal police department;
- a county sheriff's office;
- the Oregon State Police; or
- a county juvenile department.

Legal Reference - ORS 419B.005 to 419B.050

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HR-2-0 Consensual Relationships Procedure

Should a College employee enter into a consensual relationship with a student or another employee with whom s/he has an academic or evaluative relationship, the relationship must be disclosed to his or her supervisor (Dean, Administrative Director or Vice President), who will then notify the Director of Human Resources and/or the Assistant Director of Human Resources and Title IX/EEO/AA Officer. The College will take the necessary actions to mitigate the impact of the relationship on student(s) and/or employee(s). These actions may include, but are not limited to; workload reduction (with commensurate reduction in pay), and/or reassignment, and/or dismissal if judged to undermine the real or perceived integrity of the supervision provided and the particular trust inherent in the student/faculty or supervisory/subordinate relationship, including impacts on students/employees not involved in the relationship. Failure to disclose the relationship may result in immediate suspension and disciplinary action including dismissal.

The Director of Human Resources and the Assistant Director of Human Resources and Title IX/EEO/AA Officer are responsible for the implementation, monitoring and execution of the Consensual Relationships Policy. Nothing in the policy precludes any person from filing a formal grievance in accordance with applicable collective bargaining agreements or with the Bureau of Labor and Industries (BOLI) or the Equal Employment Opportunity Commission (EEOC).

HR-3-0 Vacant Position Procedure

Whenever position vacancies occur, the Director of Human Resources and the appropriate Vice President/Dean will review the position, for the purpose of ensuring that the job description is current and the position is classified at the correct grade level to accomplish the work of the College. Approval will be obtained from the President prior to the position being opened to candidates or advertised.

HR-4-0 Criminal Background Check Procedure

Final candidates and employees required to submit to a background check must sign a release form or on-line certification and release as part of the application process, authorizing the college to conduct a background check. Per Oregon statute, credit history information will only be obtained through the background check process when this information would be “substantially job-related,” and only then if the reasons for use of the information are disclosed in writing to the employee or applicant.

Criminal background reports with adverse information will be reviewed and evaluated by the Director of Human Resources and the Director of Contracts and Risk Management in conjunction with the following guidelines to determine an applicant's eligibility for employment:

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1. The passage of time since the commission of the crime.
2. The nature of the crime.
3. The relationship between the position to be performed and crime committed.
4. The number of convictions.
5. Rehabilitation efforts.

HR-5-0 Employee Evaluation Procedure

Faculty Evaluations (See Faculty section of the GP Manual)

Evaluation of Part-Time Faculty (See Faculty section of the GP Manual)

Non-represented/Regular Employee Evaluations (See Exempt, Confidential, and Supervisory Handbook.)

Classified Evaluations (See Collective Bargaining Agreement Between the Classified Association and the College.)

HR-6-0 Leave Without Pay Procedures (LWOP)

The following procedures for both long- and short-term LWOP have been adopted in order to clarify the economic and benefit aspect of the long-term LWOP.

HR-6-1 Approval Procedures for LWOP

Long-Term LWOP must be requested in writing, prior to the beginning of the leave. LWOP for Non-represented/regular employees must be approved by the President; LWOP for Faculty must be approved by the Vice President for Instruction; LWOP for Classified, Confidential, and Supervisory must be approved by the Vice President for Administration.

Short-Term LWOP may be approved by the immediate supervisor and/or budget administrator. All employees must report a short-term LWOP on the Leave Request form. Classified and Confidential employees must also report the LWOP on time sheets.

HR-6-2 Benefits During LWOP

HR-6-2.1 Partial Months of a LWOP

In the event that a LWOP includes partial month of work, the College will pay 100% of life and disability insurance for the entire month. Unless covered by an approved OFLA/FMLA leave of absence, health insurance premiums will be pro-rated to days worked, and the employee will pay the pro-rated cost of the premiums for the days that they are on LWOP. Flexible Spending Account payments will remain constant and will not be pro-rated. Sick leave and vacation will be pro-rated to days worked. PERS is based on gross dollars earned during any month.

HR-6-2.2 Full Months of a LWOP

If the employee wishes to retain health insurance during the full-months of the LWOP and the leave is not covered by OFLA/FMLA, he/she will be responsible for the entire cost of the premiums. The College is required to notify its insurance carrier, in writing, prior to the LWOP. Life, disability, workers compensation, unemployment insurance, and PERS will not be paid during the full months of a LWOP, and vacation and sick leave will not accrue.

HR-6-3 Reinstatement of Benefits Following LWOP

Subject to the conditions of the benefits carrier, benefits will be reinstated with all rights and privileges on the date an employee returns from the LWOP after the employee completes one full month of employment following the LWOP.

Employees who use LWOP for professional improvement purposes, as defined by the College, will be reinstated to the Health Insurance Plan without waiting periods or penalties. The definition of professional improvement will be solely at the discretion of the College and is not grievable.

HR-7-0 Family Medical Leave Act (FMLA)

The "FMLA year" is considered to be a twelve- (12) month period, rolling backward for each employee. During the period of FMLA/OFLA leave, the employer's insurance contribution toward the health plan will continue at that level and under the conditions coverage would have been provided if the employee had continued to be employed continuously during the leave.

The Employer's determination of FMLA eligibility requires medical certification that the leave is needed due to an FMLA-qualifying condition of the employee or that of a member of the family. At the College's expense, a second opinion may be requested.

HR-7-1 Medical Leave Assistance Program

The Medical Leave Assistance Program (MLAP) is a voluntary leave program available to benefited employees. MLAP provides income assistance to eligible employees on approved medical leave of absence who have exhausted sick pay and vacation accruals. Employees receiving assistance must be approved for protected leave under federal and state leave laws. Employees must contribute to the MLAP fund in order to receive income assistance.

Human Resources will maintain the MLAP voluntary leave program, in alignment with federal and state leave laws when verifying eligibility to participate and disbursement of funds. The participating employee is responsible to pay monthly contributions to the MLAP fund based on their FTE. Additionally, should the employee need income assistance, the employee must complete an application to draw funds from the MLAP program. If approved, the employee will be responsible to continue paying their monthly

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health insurance premium costs and any other voluntary benefit selections while receiving MLAP funds. Income assistance for eligible members shall consist of wages (subject to a cap) and employer paid benefits at the same levels prior to their absence for up to a maximum of sixty (60) contracted workdays. Enrollment is only offered during the new hire process or the annual open enrollment period. For more information, employees can contact Human Resources or visit the HR website on the COCC employee intranet.

HR-8-0 Personnel File Review Procedure

All employees have the right to inspect their own personnel files and may contact Human Resources to schedule a mutually convenient time to do so. Supervisors also have the right to review the personnel files of their own direct reports or that of an employee who has formally applied as a candidate for a vacant position that reports to that supervisor.

HR-9-0 Workers' Compensation Procedures

Injured workers must file a workers compensation claim in the Risk Manager's office within three days of injury. College provided benefits will remain in place for employees unable to work as a result of a workers' compensation injury.

HR-10-0 Return to Work Procedure

The objective of Central Oregon Community College is to return workers to employment at the earliest date following injury or illness as their physical condition permits. We desire to minimize serious injury or illness and reduce insurance costs. This applies to all workers and will be followed whenever appropriate.

Central Oregon Community College defines "light-duty" work as temporary, modified work assignments within the worker's physical abilities, knowledge, and skills. Light-duty positions are developed and assigned using the known physical restrictions as clarified by the worker's attending physician. The physical requirements of light-duty work, may be shared with the worker's attending physician to determine if the proposed light duty is within the physical capability of the worker.

Light-duty positions are developed with consideration of the worker's physical condition, the business needs of Central Oregon Community College, and the availability of light-duty work.

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HR-11-0 Salary on Promotion Procedure

HR-11-1 Classified Employees

Salary placement for classified employees who have been promoted to another position in the bargaining unit will generally result in advancement to the minimum of the new salary range or a 5% increase, whichever is greater.

The initial salary placement for classified employees promoted to a non-represented/regular position will be determined by the Director of Human Resources (or designee) 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 requires Presidential approval.

HR-11-2 Non-represented/Regular Employees

Salary placement for exempt employees who have been promoted to another non-represented/regular position will be determined by the Director of Human Resources (or designee) 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 requires Presidential approval.

HR-12-0 Moving Reimbursement Procedure

For benefitted positions hired through a national search process. Successful candidates may be reimbursed for qualified moving expenses based on the schedule below:

Distance	Amount
Moving within the College district	\$0
Moving 100 miles or less	\$0
Moving 101 to 500 miles	\$500
Moving 501-1,000 miles	\$1,000
Moving 1,001-2,000 miles	\$2,000
Moving over 2,000 miles	\$2,500

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HR-13-0 Selection to Emeritus Status Procedure

HR-13-1 Granting Emeritus status to Faculty(1)

- Faculty nominations are submitted to the Faculty Promotions Committee, which will be granted authority to review the candidates file. After determining that the retiring faculty member has completed 15 years of service, the committee will review the file to confirm that granting Emeritus status would have no negative impact on the reputation of the institution.
- The committee then submits the recommendation for Emeritus status to the school's president at least two weeks before the Board of Directors March meeting (where faculty promotions and tenure are officially granted), who submits it to the Board for approval at that meeting. Candidates are notified in writing or by email of the committee's recommendation, and of that Board meeting, which they are welcome to attend.

HR-13-2 Granting Emeritus status to Administrators

- Administrator nominations will be submitted to the college president, after which an *ad hoc Emeritus status committee* appointed by the president (or an administrator designated by the president), and consisting of at least two administrators, one classified employee and one faculty member, will meet in the Winter term, at least two weeks before the March Board of Directors meeting. The committee will confirm 15 years of service and that granting Emeritus status would have no negative impact on the reputation of the institution.
- The committee then submits the recommendation for Emeritus status to the school's president at least two weeks before the Board of Directors March meeting, who submits it to the Board for approval at that meeting. Candidates are notified in writing or by email of the committee's recommendation, and of that Board meeting, which they are welcome to attend.

HR-13-3 Granting Emeritus status to Classified

- Classified employee nominations will be submitted to the Classified Association Executive Team, which then will meet in the Winter term, at least two weeks before the March Board of Directors meeting. The committee will confirm 15 years of service and that granting Emeritus status would have no negative impact on the reputation of the institution.
- The committee then submits the recommendation for Emeritus status to the school's president at least two weeks before the Board of Directors March meeting, who submits it to the Board for approval at that meeting. Candidates are notified in writing or by email of the committee's recommendation, and of that Board meeting, which they are welcome to attend.

HR-14-0 Health Insurance for Spouse/Dependents of Retirees Procedure

These procedures reflect the current situation but may change if the above-referenced agreements and handbooks change.

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Nothing in this 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. Age 65: If the spouse of a retiree is 55 or older when the retiree reaches age 65, the spouse may remain on the retiree health insurance plan until the earlier of reaching age 65 or becoming eligible for Medicare. See "Note" below.

If the spouse of a retiree is under age 55 when the retiree reaches age 65, the spouse may continue health insurance coverage for up to 36 months under the COBRA plan. Coverage beyond 36 months under COBRA is subject to the insurance carrier. See "Note" below.

In both cases, the spouse will be required to pay the full cost of the insurance premium.

NOTE: It shall be the responsibility of affected individuals to contact the Payroll Office of Fiscal Services when changes occur in any of the above insurance categories for retirees, e.g., birth of a child, death of a spouse, spouse turns 65. Such changes in eligibility will require the eligible spouse to complete new insurance forms under his/her own Social Security Number. Failure to do so could result in a loss or a decrease of benefits.

HR-14-1 Death of Retiree

If the spouse is age 55 or above at the date of the retiree's death, the spouse may remain on the retiree insurance plan until the earlier of reaching age 65 or becoming eligible to receive Medicare. See "Note" below.

If the spouse is under age 55 at the date of the retiree's death, he/she may remain on the retiree health insurance plan for one year from the date of the retiree's death. Continuation of health insurance coverage after the one-year period will be available under COBRA for up to 36 months. Coverage beyond 36 months under COBRA is subject to the insurance carrier. See "Note" below.

In both cases, the spouse of the deceased retiree will be responsible for full payment of either the retiree insurance plan premium or the COBRA plan. See "Note" below.

NOTE: It shall be the responsibility of affected individuals to contact the Payroll Office of Fiscal Services when changes occur in any of the above insurance categories for retirees, e.g., birth of a child, death of a spouse, spouse turns 65. Such changes in eligibility will require the eligible spouse to complete new insurance forms under his/her own Social Security Number. Failure to do so could result in a loss or a decrease of benefits.

HR-14-2 Divorce

If a retiree divorces prior to OR after his/her retirement date, and the spouse is age 55 or above, the spouse may remain on the retiree insurance plan until he/she reaches age 65. See "Note" below.

If the spouse is under age 55 at the time of the divorce, he/she may retain coverage only until the divorce is granted (not final). However, he/she may retain insurance coverage under the COBRA option for up to 36 months. Coverage beyond 36 months is subject to the insurance carrier. See "Note" below

NOTE: It shall be the responsibility of affected individuals to contact the Payroll Office of Fiscal Services when changes occur in any of the above insurance categories for retirees, e.g., birth of a child, death of a spouse, spouse turns 65. Such changes in eligibility will require the eligible spouse to complete new insurance forms under his/her own Social Security Number. Failure to do so could result in a loss or a decrease of benefits.

HR-14-3 Remarriage

If a retiree marries after the effective date of his/her retirement, the new spouse will not be covered under the retiree insurance plan. Children born to this marriage will be eligible for coverage. See "Note" below.

NOTE: It shall be the responsibility of affected individuals to contact the Payroll Office of Fiscal Services when changes occur in any of the above insurance categories for retirees, e.g., birth of a child, death of a spouse, spouse turns 65. Such changes in eligibility will require the eligible spouse to complete new insurance forms under his/her own Social Security Number. Failure to do so could result in a loss or a decrease of benefits.

HR-14-4 Dependent Children

If a child is covered under the retiree health insurance plan at the date of retirement, he/she may remain on the retiree insurance plan until both the retiree and the spouse turn 65 or until the last day of the month the dependent child becomes 26 years of age. See "Note" below.

Children born to a spouse not covered (remarriage after retirement) will be covered until the retiree turns 65 or the child reaches age 26. At age 26, children may retain insurance coverage for up to 36 months under the COBRA plan. Coverage beyond 36 months is subject to the insurance carrier. See "Note" below.

NOTE: It shall be the responsibility of affected individuals to contact the Payroll Office of Fiscal Services when changes occur in any of the above insurance categories for retirees, e.g., birth of a

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child, death of a spouse, spouse turns 65. Such changes in eligibility will require the eligible spouse to complete new insurance forms under his/her own Social Security Number. Failure to do so could result in a loss or a decrease of benefits.

HR-15-0 Classified Staff Professional Development Procedure

The workshop, conference, class, or material provides information that cannot be obtained at COCC, or it is part of a college encouraged program, or it is required for a COCC course, or it is important in developing professional relationships and the sharing of knowledge with other community college or university staff.

In addition, the content of the material or workshop, etc., should meet one of these additional criteria.

- The information is relevant to the staff member's job.
- The information will improve the staff member's knowledge and skills professionally and personally, enhancing their job performance and the job performance of their work group when shared.
- The staff member is working toward a degree from an accredited school and the request is related to class or course work being done for that degree.

In addition:

- a. Repeat attendance at annual conferences is permissible if the conference falls within the above guidelines, and the content is new to the employee, or if COCC is strengthened by the representation.
- b. Travel money may be awarded when departmental resources for travel are not available for workshops, conferences, or classes that are job specific.
- c. Funds requested for job-related COCC courses may not be approved if it is determined they are payable under Article 21, Section 2 of the Classified Bargaining Agreement.

Article 21, Section 2: "With the approval of the supervisor and the Director of Human Resources (or designee) an employee may take a job-related COCC course; the course shall be free of tuition and fees and class time need not be made up. With the approval of the supervisor, an employee may take a class not related to his/her job during his/her regular work schedule; however, any course expenses not covered by Article 21.1 are the responsibility of the employee and any work hours missed must be made up, with hours to be approved by supervisor."

Funds will be distributed for reimbursement only - no advances will be granted.

- a. Actual funding is dependent on funding availability.
- b. Funds are not guaranteed on prepaid seminars.
- c. Managers and Administrators should never assume that \$500 will be supplied to classified workers from this fund - please refer them to the committee chair.

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- d. Up to \$500 may be requested by any member of the Association in a fiscal year based on the guidelines below. The \$500 distribution limit will be prorated to the members employment status (\$500 for FT; \$375 for 3/4 time and \$250 for 1/2 time - per fiscal year).
- e. It is the member's responsibility to return any paid funds for classes, trainings and/or books/supplies that they dropped, returned or did not attend.
- f. Members may be asked to share what they learned or post a summary to the Classified Staff folder, Refusal to do so may negatively impact future reimbursement requests.

HR-16-0 Sick Time Procedure

An employee must use at least a minimum of one (1) hour. To receive payment of sick time for qualified absences, employees must request these hours either on their electronic time sheet provided by the College (Web Time Entry) or, if not using the electronic time sheet, with submission of the approved paper request form provided by Payroll or Human Resources to be submitted and approved according to the payroll deadline for the pay period in which the qualifying absence occurred.

HR-16-1 Written Verification/Certification of Need

COCC reserves the right to require an employee to provide written verification or certification of need from a health care provider for absences due to personal illness, or for purposes of the illness of a family member, which last more than three (3) consecutive workdays. Written verification may also be requested when the college suspects an employee is abusing sick time, including a "pattern of abuse." A "pattern of abuse" includes, but is not limited to, repeatedly using unscheduled sick time around holidays, weekends, paydays, or vacation days. When requested, medical verification must be provided within 15 calendar days of the request by the college to the employee. Failure to provide requested verification will result in consequences consistent with other college employment policies including disciplinary action. If an out-of-pocket cost results from the doctor's visit for the employee to obtain certification, the College shall pay for this cost as verified by the "Explanation of Benefits" provided by the insurance carrier or a paid receipt from the doctor's office.

HR-16-2 Confidentiality

Oregon Sick Time health information and documentation for victims of domestic violence, harassment, sexual assault or stalking must be kept confidential.

HR-17-0 Reporting Process And Procedures For Nondiscrimination, Sexual Misconduct/Violence, and Sexual Harassment

[Política en Español](#)

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HR-17-1 Introduction

COCC's [nondiscrimination, sexual misconduct/sexual violence and sexual harassment policies](#) allow community members, employees, students and applicants for admission or employment to address any concerns associated with these policies as protected by the Americans with Disabilities Act, Title VII and Title IX of the Civil Rights Act. Members of the college community who believe they have been subjected to discrimination, discriminatory or sexual harassment and sexual misconduct/sexual violence are urged to contact the College's Title IX Officer (via Human Resources, 541.383.7216), Director of Student Life (Coats Campus Center, 541.383.7590), or Campus Public Safety (541.383.7272) to facilitate resolution of such concerns; individuals may also choose to complete an [Incident Report Form](#), which will be reviewed by the College's Title IX Officer in accordance with the Reporting and Investigation Process listed below.

Additionally, at any time during the process, individuals have a legal right to pursue their concerns through outside channels. See the Section V, Outside Avenues, for specific information related to filing complaints with external agencies or attorneys.

The following outlines the process and timeline associated with discrimination, discriminatory or sexual harassment and sexual misconduct/sexual violence investigations, noting that certain circumstances may require that the timeline be extended; in such situations, the College will make a reasonable effort to notify all affected parties. This process applies for students and employees.

HR-17-2 Role of Supporting Parties

A. Represented Employees: If an employee is represented by the Classified Association of Central Oregon Community College (CACOCC), the Central Oregon Community College Faculty Forum (COCCFF) , or the COCC Adult Basic Skills Instructors - Oregon School Employees Association, the employee may have a representative from her/his bargaining unit or other supporting party present with her/him at any time during the process.

B. Students, Community Members or Non-Represented Employees: If the party bringing the concern is a student, community member, or employee not represented by a bargaining unit of the College, the individual may have a support person present at any time during the process.

C. Role of Supporting Parties: In all cases, the supporting party should not have information that may inform the investigation, but instead, is solely in attendance in a supporting role. The support person is not permitted to speak during the investigation.

HR-17-3 Reporting and Investigation Process

The following outlines the process and timeline associated with discrimination, discriminatory or sexual harassment and sexual misconduct/sexual violence investigation, noting that certain circumstances may require that the timeline be extended; in such situations, the College will make a reasonable effort to notify all affected parties.

- A. The Title IX/EEO Officer (or designee) will meet with the concerned individual within five (5) business days of receiving the complaint to review the concerns and determine the proper avenue for addressing the complaint.
 - i. If it is determined that a Title IX/EEO investigation is not warranted, the Title IX/EEO will provide guidance and resources as to other avenues to address the concern if appropriate.
 - ii. If it is determined that a formal investigation is warranted, the Title IX/EEO Officer will designate an investigating officer; the investigating officer will complete an investigation within fifteen (15) business days after the Title IX/EEO Officer meets with the concerned individual.

As part of the investigation, the investigating officer may notify the appropriate College staff of the investigation. The investigation may include interviewing all parties to the complaint and interviews with witnesses as identified. All parties have the right to have a support person present at such interviews as outlined in section II. The investigating officer will collect all supporting documentation.

- B. Upon completion of the investigation, the investigating officer will prepare a final investigation file including interview summaries and supporting documentation; the investigation file will be completed within ten (10) business days of the completion of the investigation and submitted to the Title IX/EEO Officer.
- C. The Title IX/EEO Officer will review the file and prepare a written summary of the investigation to be shared with the complainant and accused within five (5) business days after receipt of investigation file. For investigations involving students, the written summary and recommendations for further actions will be given to the Office of Student Life for adjudication; for investigation involving employees, the written summary and recommendations for further actions will be given to the appropriate supervisor and Director of Human Resources for adjudication.
- D. If neither party objects to the determination, the complaint will be considered resolved. If either the complainant or accused disagrees with the determination and wishes to appeal the decision, s/he may pursue the complaint further by requesting an appeal in writing to the Title IX/EEO Officer within five (5) business days of receipt of the final investigation written summary.

HR-17-4 Appealing a Formal Process Decision

The following outlines the process and timeline associated with an appeal of a decision regarding discrimination, discriminatory or sexual harassment and sexual misconduct/sexual violence investigations. Note that certain circumstances may require that the timeline be extended; in such situations, the College will make a reasonable effort to notify all affected parties.

- A. If an appeal is filed, the Title IX/EEO Officer will work with the Director of Human Resources (or designee) to identify an appeals officer of the College to lead the appeal process. The appeals officer is typically someone not immediately affiliated with the situation who can objectively review the Title IX/EEO Officer's decision.

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- B. The appeals officer will review the investigation file and may choose to meet with any party associated with the complaint and/or request additional documentation. The appeals officer will prepare a written decision to include findings and recommendations (if any). The written decision will be sent to the complainant, accused, and the Title IX/EEO Officer within 15 business days of notice of appeal.
- C. Either party may file an appeal of the appeals officer's decision to the Title IX/EEO Officer within five (5) business days of receipt of the decision under the following circumstances only:
 - i. Evidence exists that shows the discrimination, discriminatory or sexual harassment and sexual misconduct/sexual violence investigative process was not followed, and the failure to follow the process materially affected the outcome of the investigation;
 - ii. New information or evidence is available that was not available at the time of the original investigation or appeal and is relevant to the complaint.
 - iii. Clear abuse of discretion on the part of the investigating or administrative officer.
- D. The appeal of the appeals officer's decision will be reviewed by the College President or designee. A written decision will be sent to the complainant, accused and Title IX/EEO Officer within ten (10) business days of notice of the appeal. The president's or designee's decision shall be the final decision of the College.

HR-17-5 Outside Avenues for Discrimination, Discriminatory or Sexual Harassment and Sexual Misconduct

Members of the college community have the legal right to pursue their complaints through external channels. Students should contact the United States Department of Education Office of Civil Rights (OCR). The OCR has a filing deadline of 180 days from the date the complainant knew of the alleged discriminatory incident.

College employees may contact either the state Bureau of Labor and Industries (BOLI) or the United States Equal Employment Opportunity Commission (EEOC). BOLI complaints must be filed within one year of the date the employee knew of the alleged discriminatory incident. EEOC complaints must be filed within 300 days from the alleged discriminatory act.

Also, complainants always have the right to consult a private attorney at their own expense. Under Oregon law (ORS 30.275) any person intending to file a discrimination suit against a public agency must file a notice of intent to sue within 180 days of the alleged discriminatory act.

HR-18-0 Employee Concerns

Introduction

The Employee Concerns Process is used for general issues or concerns in regards to College employees or a College policy or process as the issue occurred in relation to the employee's professional role. However, if the concern is in regards to discrimination, discriminatory or sexual harassment and sexual misconduct/sexual violence, the concern must be addressed via that topic's process. This process may not be used to appeal personnel disciplinary or discharge decisions; information regarding disciplinary or discharge decisions can be found in the appropriate [collective bargaining agreement or employee manuals](#).

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An employee who needs assistance with or has questions about the employee concerns process may contact the Assistant Director or Director of Human Resources.

HR-18-1 Timing

Employees wishing to utilize the Employee Concerns process for issues not covered via the discrimination, discriminatory or sexual harassment and sexual misconduct policies, or options available through the associated collective bargaining agreements must present the concern within six months of the date the issue occurred.

HR-18-2 Disability Accommodations

Employees who need special accommodations associated with this process because of a physical or learning disability should contact the Director of Human Resources (or designee), 541.383.7216, in advance of their need for accommodation.

HR-18-3 Procedure

Employees may address their concerns via an informal and formal process, both of which are detailed below.

The College encourages employees to resolve concerns via the informal process described below. However, an employee may initiate the formal procedure at any time.

- A. **Informal:** Employees are encouraged to resolve the issue with the appropriate faculty or staff member(s) who is the subject of the concern or has responsibility for the issue in question. The employee may work with the Assistant Director or Director of Human Resources for assistance in identifying the appropriate contact.
- B. **Formal:** To initiate the formal process, the employee completes the Employee Concern Report; the employee may work with the Assistant Director or Director of Human Resources for assistance in initiating this process.

The employee concern form should include full and relevant detail and include appropriate documentation. The employee should address the following areas in his/her report:

- o The subject of the concern;
- o All facts and documentation relevant to the concern;
- o Steps taken previously to resolve the matter (if any);
- o The resolution sought; and
- o All arguments in support of the desired solution.

The general nature of the concern is shared with the appropriate individuals as needed to best respond to the concern; in some cases, it may be necessary to share the actual written statement.

The Assistant Director or Director of Human Resources screens the concern and directs it to

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another process if appropriate or forward the concern to the appropriate employee with responsibility for the issue in question (note: if the concern is regarding the Assistant Director or Director Human Resources, the concern is screened by an Administrative Officer of the College).

The individual(s) reviewing the concern provides a written decision to all parties of the concern within 15 business days receiving the report. There may be circumstances in which the decision process may be extended; all attempts will be made to notify the employee if a delay occurs. The employee may either accept the decision or s/he may initiate the appeal process within five (5) business days from receipt of the decision.

C. **Appealing Decisions from the Formal Process**

The employee may appeal a decision only under the following conditions:

1. Evidence exists that shows the concerns process was not followed; or
2. New information or evidence relevant to the original concern is now available; or
3. Clear abuse of discretion on the part of the individual(s) reviewing the concern.

For assistance in determining if an appeal condition is applicable, an employee may contact the Assistant Director or Director Human Resources.

The appeal should be submitted to the Assistant Director or Director Human Resources, who determines the appropriate appeals officer (note: if the concern is regarding the Assistant Director or Director Human Resources, the appeal may be submitted to an administrative Officer of the College).

The College designates an appeals officer to review all documentation from the initial review and may choose to request additional information or meet with the parties involved. Based on the entirety of appeals officer review, the appeals officer decides one of the following actions:

4. Uphold the original decision or sanctions; or
5. Modify the original decision or sanctions; or
6. Overturn the original decision or sanctions; or
7. Refer the concern to the appropriate College policy or process for review.

The appeals officer notifies the all parties of his/her determination in writing, within ten (10) business days of receiving the appeal. There may be extenuating circumstances in which the decision process may be extended; all attempts will be made to notify the employee if a delay occurs.

The appeals officer's determination is final.

Student Procedures

Please note that several Student Procedures have moved to [Student Policies](#)

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S-1-0 Student Rights and Responsibilities

Central Oregon Community College reserves the right to make changes in the rights, regulations, procedures, and information contained herein as educational, financial, and legal considerations require, subject to and consistent with established procedures and authorizations for making such changes. Academic policies in the Central Oregon Community College Catalogue supersede the academic policies listed in this document if in conflict. Additionally, some academic programs may have additional student conduct requirements in addition to the policies contained in this document.

PREAMBLE

Central Oregon Community College exists for the open exchange of knowledge and philosophies, the development of capacity for critical judgment and the creation of an atmosphere conducive to the independent search for truth and to the gaining of practical experience in our community. Free inquiry and free expression are indispensable to the attainment of these goals. The institution has a responsibility to develop policies, which encourage the broadest participation of the college community.

The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The purpose of the Student Rights and Responsibilities document is to enumerate the essential provisions for students' freedom and for students to understand how they participate responsibly in the college community.

COCC is committed to providing equal opportunity in its recruitment, admission and educational programs, activities, and employment, without discrimination on the basis of age, disability, gender, national origin, race, color, marital status, religion, sexual orientation, or veteran status. Various state and federal laws enforce this policy. These include Title IX, which prohibits sex discrimination in education, and Section 504, which prohibits discrimination on the basis of disability.

Central Oregon Community College is committed to the prevention of illicit drug use and the abuse of alcohol by both students and employees. In compliance with the Drug-Free Workplace Act of 1988 (Public Law 100-690), Title V, Subtitle D) and the Drug-Free Schools and Committees 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.

Faculty, staff and students are protected from discrimination and harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Persons who, because

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of a physical or learning disability, need special accommodation should contact the 504/SSD Coordinator in advance of their need for accommodation. Further inquiries may be directed to the Affirmative Action Officer, c/o COCC's Human Resources office.

Principles of Community at Central Oregon Community College

The Community of Learners at Central Oregon Community College is dedicated to personal and academic excellence. Choosing to join the community obligates each member to a code of civilized behavior and responsibility for academic success. This introduction submits that membership in the Central Oregon Community College community is not without its responsibilities. It is understood that joining is evidence of subscribing to certain ideals and an agreement to strive for the level of achievement and virtue suggested by the following:

The Practice of Personal and Academic Integrity

A commitment to this principle encourages honesty and fairness in and out of the classroom. It should eliminate cheating, plagiarism, lying, deceiving, and making excuses and dishonesty in academic and professional relationships.

Respect the Dignity of all Persons

A commitment to this principle encourages understanding. It is inconsistent with behaviors that compromise or demean the dignity of individuals or groups, including discrimination, intimidation and hazing, taunting, baiting, ridiculing, insulting and harassing other individuals.

Respect for the Rights and Property of Others

Commitment to these principles is inconsistent with all forms of theft, vandalism, misappropriation, and malicious damage to or desecration and destruction of property. Respect for others' personal rights is inconsistent with any behavior that violates an individual's right to move about freely, to express appropriately and enjoy privacy.

Promote Empathy and Learn from Differences in People, Ideas and Opinions

Support for equal rights and opportunities for all members of the community regardless of their age, sex, race, religion, disability, ethnic heritage, socioeconomic status, sexual orientation and political, social, other affiliation or disaffiliation.

Promote a Healthy and Safe Learning Environment

A commitment to this principle is a pledge to be compassionate and considerate, to avoid behaviors that are insensitive, inhospitable or insightful or that unjustly or arbitrarily inhibit another's ability to feel safe and welcomed in his or her pursuit of personal and academic excellence.

Allegiance to these Principles

Community members are not only obliged to embrace these principles and appropriate actions but

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also have a responsibility to confront, challenge and respond to or report inappropriate behaviors whenever and wherever they are encountered.

SECTION I: Teaching and Learning Values

The following shared values concerning teaching and learning at Central Oregon Community College express those beliefs which guide the institution in the development of the mission, goals, philosophy and operational values.

A. Central Oregon Community College values learning

To support this value, the College:

- o creates an environment conducive to teaching and learning
- o supports life-long learning
- o encourages the free interchange of ideas and beliefs
- o provides the resources necessary for teaching and learning
- o provides advisement and counseling to support the needs of students
- o expects everyone to participate actively in the learning process
- o addresses the learning needs of the community
- o emphasizes communication skills
- o provides appropriate technology to support teaching and learning
- o encourages and supports learning outside the classroom

B. Central Oregon Community College values change in order to meet educational needs and to improve learning

To support this value, the College

- o encourages and supports innovation and creativity
- o responds to the changing educational needs of the community
- o anticipates the future needs of the community
- o supports staff development
- o respects and accepts different learning and teaching styles

C. Central Oregon Community College values access to learning while maintaining quality

To support this value, the College;

- o provides supportive services to assist students in meeting their educational goals
- o offers students developmental learning opportunities
- o provides professional/technical education and training which prepares students with work-force skills necessary for employment at a family-wage level
- o expects students to meet defined standards
- o provides academic programs which prepare the graduate to succeed in upper division learning
- o provides educational opportunities for personal development
- o structures the admissions process to encourage enrollment
- o provides a variety of scholarships and financial aid programs

D. Central Oregon Community College values diversity in order to broaden understanding and learning

To support this value, the College

- o encourages interdisciplinary educational programs
- o teaches students about diverse cultural, economic, political, and social environments
- o helps students to understand themselves and others

Definitions When Used in the Code

1. The term "College "means Central Oregon Community College.

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2. The term "student" includes all persons enrolled in or auditing any course at Central Oregon Community College, those who attend post-secondary educational institutions other than Central Oregon Community College and who reside in college residence halls and any persons dually admitted to OSU-Cascades. Any course registration, whether in a non-degree or degree seeking program, characterizes the person as a student from the point of registration to the completion of course of study. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered, for the purposes of this code, students. Examples include, but are not limited to, students who are enrolled, but not taking classes due to an academic break, medical or other personal leave and/or students participating in study abroad programs.
3. The term "faculty member" means any person hired by the college to conduct classroom activities.
4. The term "college official" includes any person employed by the college, performing assigned administrative or professional responsibilities.
5. The term "member of the college community" includes any person who is a student, faculty member, college official, or any other person employed by the college. A person's status in a particular situation shall be determined by the Dean of Students or designee for the purposes of this code.
6. The term "college premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the college.
7. The terms "club" and "organization" means any number of persons who have complied with the formal requirements for college recognition and/or registration.
8. The term "shall" is used in the imperative sense.
9. The term "may" is used in the permissive sense.

Jurisdiction of Central Oregon Community College

The Code of Student Rights and Responsibilities (the "Code") applies principally to conduct which occurs on College premises or at College-related activities or facilities. Off-campus conduct may also subject a student to disciplinary or other appropriate administrative action where it reasonably is perceived to adversely affect the college community and/or the pursuit of its objectives.

SECTION II: Student Rights and Responsibilities

Student Rights

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.

- A. **Instructional**
Academic Dishonesty Disruption Freedom, Academic and Speech
- B. **General Campus**

General Provisions
Attempted Violations

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Complicity
Public Laws

Offenses Against Persons

Abuse of Self or others
Assault and/or Battery
Threats Extortion
Harassment
Hazing
Non-Consensual Sexual Act
Stalking

Offenses Against Property

Damage of Property
Emergency Equipment
Fire Safety
Theft and Unauthorized Poss.
Trespassing
Unauthorized Use of Facilities

Public Order/College Order Offenses

Activities on Campus
Bad Checks Breach of Peace
Contracting
Dress Standards
Falsification of Records
Identification
Distribution of Literature and Goods
Obeying Orders
Parking
Providing False Information
Recognition of Student Groups
Search & Seizure
Use of Vehicles
Violation of Probation
Weapons

Alcohol & Drug Offenses

Alcohol
Illegal Drugs
Controlled Substances

C. Other College Policies

Acceptable Computer Usage
Children on Campus
Designated Public Forum
Gambling
Pets
Smoking

Academic Honesty

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Procedures

The faculty has primary responsibility and authority in the classroom. The following steps should be followed for all offenses against the Academic Honesty policy.

1. When an alleged offense against Academic Honesty occurs, the faculty member will consult with the accused student(s) directly as to the alleged offense.
2. If the faculty member determines that the student has violated the Academic Honesty policy, the instructor may impose one of the following sanctions:
 - o Require the student complete another assignment
 - o Assign a grade of F or zero on the assignment
 - o Assign a final grade of F for the course

In the event a case of academic dishonesty is not resolved prior to the deadline for reporting final grades to the registrar, the student shall receive a grade of Incomplete ("I") until the appropriate grade can be determined.

3. Documentation of the violation and sanction must be reported to the appropriate Academic Dean via the Academic Honesty Code Violation Form. The instructor and student each retain a copy of the form and the original is sent to the student's Academic Dean of record.
4. If the accused student does not believe that s/he has been justly accused, or believes that the punishment is unreasonable, the student may file a complaint using the Student Concerns Procedure outlined in the COCC General Policy Manual.
5. In the case of repeated academic honesty offenses (defined as an individual student who has been found to have violated the Academic Honesty policy more than once), the student may be referred to a formal hearing (as defined in the Code of Student Rights and Responsibilities) which may result in suspension or dismissal from Central Oregon Community College.
6. The fact that the student has been found guilty of, or admits to, a violation of academic honesty, will be made a part of a permanent record, to be maintained in the Office of the Dean of Instruction. Such information, however, will not be indicated on the student's transcript. Availability of such records will be subject to COCC policies governing access to student records.

The Judicial System & Procedural Rights

Judicial Process

A. Reporting Violations

1. Any student, staff, faculty, community member, or Police officer may report any perceived violation of this Code and/or College policies and procedures. The report may be made to the Juniper Hall Housing Manager, if the perceived violation occurred in the residence halls, or to the Office of Student Life. Perceived criminal activity should be reported immediately to the Office of Campus Services or the Police, which will submit its report of a student violation to the Office of Student Life.
2. The Office of Student Life or designee may decline to adjudicate a complaint that if proven, would not constitute a violation of the Code. All other complaints will be adjudicated.
3. When the Office of Student Life or designee decides to adjudicate a complaint, it may do so by a pre-hearing disposition of the charge with the student or by adjudicating the matter through the student judicial process.

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4. The Office of Student Life may elect to wait for any outstanding incident report before adjudicating a complaint. For example, the Office of Student Life may elect to wait for a Police report when it believes that the police report will provide significant relevant information.

B. **Interim Suspension**

Generally, student status is not altered pending hearing and appeal, unless preliminary evidence demonstrates that a student's continued presence on campus would pose a threat to the student's health or safety, or the health, safety, or well-being of other persons within the College community, in which case, the student may be suspended on an interim basis. Except in an emergency situation, the Dean of Students or designee will communicate with the student before instituting the suspension. The Dean of Students or designee will state, in writing, the terms and conditions of the interim suspension.

C. **Notice**

A student charged with violating a College policy or rule shall be given written notice to meet with the Director of Student Life or designee at a specific time, date and place for a conference regarding a charge of misconduct.

D. **Required Attendance**

Failure on the part of the student to meet as requested for an informal or formal hearing may result in a decision being made in the student's absence. The student shall be notified of this decision by certified return mail. Records, registration and transcript details may be held in abeyance until the student follows up on a Notice to Appear.

E. **Victim Notification**

Upon request of a victim (or victim's next of kin, if the victim is deceased as the result of the offense) of a violent crime or a sex offense, COCC will provide a report on the results of any disciplinary proceedings against a student who is the alleged perpetrator of the offense.

F. **Hearings**

There are two levels of hearings, informal and formal.

The informal hearing shall be held for all misconduct cases. The results of these hearings will be considered binding when the decision of the hearing officer calls for a disciplinary action that does not include expulsion from the college or eviction from Juniper Residence Hall. If the student claims responsibility for actions or there is overwhelming evidence of student responsibility during the informal hearing process, the result could include indefinite or long-term suspension.

Formal hearings are held where alleged misconduct could result in such disciplinary action as final expulsion, indefinite or long-term suspension from the college or eviction from Juniper Hall.

1. **Informal Hearings**

The Director of Student Life or designee shall conduct an informal hearing with the student at which time the College official shall:

- a. Review the charges with the student.
- b. Review the incident report or other documentation upon which the charges are based.
- c. Review the possible disciplinary action that could be taken if found guilty.
- d. Provide the student an opportunity to respond to the charges.
- e. Discuss the charges and the student's response. The student shall be given an opportunity to plead responsible or not responsible to the charges.
- f. Inform the student of his/her decision with respect to the charges within two business days of the conference via a written decision letter. Possible actions that would result from the informal hearing include but are not limited to:
 - Dismiss the charges.
 - Assign sanctions.
 - Order restitution.
 - Order probation.
 - Order a summary suspension.

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- Order a formal hearing.
- g. The written decision of the conference will notify the student that s/he has a right to appeal that decision to the Dean of Students within five (5) business days from the date the hearing decision was received. Please see below for further information on appeals.

2. Formal Hearings

Formal hearings are held in cases where alleged misconduct could result in such disciplinary action as final expulsion, indefinite or long-term suspension from the College. The President or designee will appoint the Hearings Officer. The procedural requirements are as follows:

Notice: The written notice of the formal hearing shall inform the student of:

- The policy or regulation alleged to have been violated in sufficient detail to allow the student to prepare a defense.
- The possible disciplinary action to be taken.
- The right not to be compelled to testify against oneself.
- The right to a hearing as established under these disciplinary procedures.
- The right to examine the evidence, hear all testimony and to ask questions of witnesses appearing and testifying against him/her and to offer witnesses and evidence in his/her behalf. Such evidence must be requested 48 hours before the hearing
- The right of an advisor of his/her choice, at his/her own expense, acting in an advisory capacity only. The name and address of the advisor shall be provided to the office of Student Life no later than 24 hours prior to a hearing. The advisor is not permitted to speak at the College hearing.
- The right to enter a plea of responsible or not responsible within three school days after the charge. If the student fails to enter a plea within three school days, a plea of not responsible is entered and a hearing date being set by the Hearings Officer.
- The right to bring witnesses to the hearing. A witness is a person who has personal knowledge of the incident at issue. Character witnesses are considered irrelevant and will not be permitted to testify. A person who serves as a witness may not serve in any other capacity during the hearing. The student must submit a list of witnesses to the hearing officer 24 hours in advance of the hearing. The list should include each witness' name and a summary of the witness' expected testimony. It is the student's responsibility to bring his/her witnesses to the hearing at the scheduled date and time.

3. Hearing Procedures

The purpose of a hearing is to review all the facts and to consider testimony, both written and oral, in an effort towards determining whether or not College policy has been violated and whether or not the student should be disciplined, and if so, what disciplinary action should be taken.

- Closed Hearing. All proceedings are closed, except that an alleged victim(s) may be given permission by a hearing officer to attend. Those present in the hearing room will be the Hearing Officer, college staff recorder, the student's advisor, and the student involved in the action. In addition, witnesses will be interviewed individually.
- a. Unbiased Adjudicator. Hearing Officers must remove themselves from hearing a case if they believe that they cannot be unbiased. Respondent will be notified of the hearing officer(s) who will consider the Charge at least three business days before the hearing. If respondent or other interested party believes the hearing officer cannot be unbiased, s/he must write to the Dean of Students in the Office of Student Life to request a replacement, stating the specific reasons s/he believes the hearing officer would be biased. The written request must be made a minimum of two business days before the hearing is scheduled to be held. If the Dean of Students agrees, s/he will reassign the Charge to a different Hearing Officer, but the hearing date will remain unchanged if possible.

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- b. **Hearing Record.** The hearing officer will make a record of the hearing. If the College deems it appropriate, the hearing will be audio tape-recorded. The recording will remain on file in the Office of Student Life.
- c. **Maintaining Order.** The hearing officer is responsible for maintaining order during the hearing. The hearing officer may take all steps reasonably necessary to ensure an orderly hearing.
- d. **Presenting Evidence/Questioning Witnesses.** The student will have an opportunity to present relevant information and witnesses in response to the Charge. The student will have the opportunity to examine all information leading to the charge(s) and to respond to all witness testimony. The hearing officer will question witnesses. The student may not question witnesses directly, but may submit questions to the hearing officer, who will decide which, if any, of the questions to ask witnesses. Witnesses who have already testified may not talk with witnesses who have not yet testified.
- e. **Requesting Evidence.** The student or the hearing officer may request the presence of relevant witnesses. If an alleged victim or a witness is not present at the hearing, his/her presence can be requested.
- f. **Sexual Offenses.** A victim of an alleged sexual offense or assault may testify via an intercom or other remote audio or video device, so that s/he may testify without face-to-face contact with the accused student. The identity of all witnesses who testify must be known to the accused student. In no event may testimony via intercom or other remote device be used to keep the alleged victim's identity from the accused student.
- g. **Anonymous Evidence/Evidence Received Outside the Hearing.** The hearing officer will refuse to accept or hear any evidence coming from an anonymous source or evidence which is presented outside of the hearing.
- h. **Relevant Evidence.** The hearing officer will decide whether to admit evidence. Rules of evidence used in courts of law are not used in this judicial process. Generally, a hearing officer will agree to hear evidence which is relevant to the subject matter of the hearing and is fair and reliable under the circumstances of the case. Character witnesses generally are not considered relevant.
- i. **Adjudicatory Standard.** The hearing officer/judicial council will determine whether the Respondent is "responsible" or "not responsible" for the alleged violation. The Respondent will be presumed "not responsible" until proven otherwise by a preponderance of the evidence. A preponderance of the evidence is reached when the hearing officer/Judicial Council concludes that it is more likely than not that the Respondent violated the Code as alleged in the Charge.
- j. **After reviewing available information on the case,** the Hearings Officer will afford the student an opportunity to make his/her final comments before a decision is made.
- k. **Written Hearing Decision.** The hearing officer will provide a written decision to the student within two business days following the hearing. The hearing decision will state what evidence the hearing officer/judicial council considered and how it reached its decision based upon that evidence. If the Respondent is found responsible, the hearing decision will state what sanctions will be imposed.
- l. **Notice of Appeal.** The Respondent will be notified upon receiving the hearing decision that s/he has a right to appeal that decision, as described below, to the Judicial Affairs Officer or designee within five (5) business days from the date the hearing decision was sent.

4. Appeals Procedure

- 1. Individuals wishing to appeal disciplinary decisions made through the informal or formal hearing process may do so to the Dean of Students or designee within five (5) business days from the date the hearing decision was received.
- 2. Appeals Procedure
 - a. **Bases for Appeal.** The hearing decision may be appealed for the following bases only: (1) a procedural error unfairly and materially affected the outcome of the case, (2) evidence has been

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discovered which was not reasonably available at the time of the hearing, and/or (3) a clear abuse of discretion on the part of the hearing officer.

b. **Submitting an Appeal.** To appeal, the Respondent must submit a written statement to the Dean of Students or designee stating, as precisely as possible, the basis for the appeal and the evidence to support the appeal

c. **Consideration of Appeal.** Upon receipt of the appeal, the Dean of Students or designee may elect to meet with the Respondent to discuss the appeal and, if necessary, hear the new evidence. The alleged victim may be given an opportunity to respond to the appeal

d. **Written Appeal Decision.** The Dean of Students or designee will render a written decision regarding the appeal. If the appeal is granted, the Dean of Students or designee will state on what basis the appeal was granted and describe any new evidence that was received and considered in rendering an appeal decision. The appeal may modify the hearing decision, including sanctions, as warranted. The appeal decision is final

5. **Post-Hearing Procedure**

If the student fails to comply with the sanctions imposed upon him/her, as may have been modified by appeal, the hearing officer retains the power to impose additional sanctions on the student, up to and including dismissal from the College. In addition to the sanctions listed in the next section, the hearing officer may place a hold on the student's future registration privileges with the College. Such a hold results in a cancellation of all pre-registered courses. The hold remains in effect until the outstanding judicial matter and/or sanctions have been resolved and the initiating party authorizes its release. This action is not subject to appeal unless the sanction involves suspension from the residence halls or suspension/dismissal from the College. In these instances, an appeal may be filed using the procedure set forth above

G. **Sanctions**

The following forms of discipline may be imposed on a student who is guilty of misconduct:

1. **Warning**

Notice that a student's conduct in a specific instance does not meet College standards and that continued misconduct may result in a more serious disciplinary action.

2. **Disciplinary Probation**

Notice that the student found in violation of the College standards may continue to be enrolled under stated conditions, violations of which may be cause for more serious disciplinary action

3. **Restitution**

Compensation for loss, damage to or misappropriation of property or injury. This may take the form of appropriate service to repair or otherwise compensate for damages. Restitution may be imposed in combination with any other penalty.

4. **Educational Sanction**

These may include, but are not limited to:

- a formal apology, in writing and/or in person
- a public presentation
- reading books
- watching videos
- a reflective essay or a research paper on a designated topic
- alcohol and other drug education, which may require the completion of:
 - Alcohol and Other Drug Education
 - Consultation with a Counselor and completion of any/all referrals made as a result of the consultation
 - Specified number of sessions with a Certified Drug and Alcohol Counselor (CDAC)

All alcohol and other drug education classes, as well as sessions with a CDAC, may have fines or fees associated with them, which must be paid for by the student.

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5. **Community Restitution**

Performance of a specified number of community restitution hours. This sanction will be fulfilled either on or off campus, as specified. On campus service will be in a specified department.

6. **Fines**

When appropriate, fines payable to the college may be levied for selected policy violations.

7. **Suspension From Residence Halls**

Prohibits the student from residing in any College-operated residence hall on either a temporary or a permanent basis. Student may reapply for housing after stated period of suspension. Specific restrictions on access to residence halls during the period of suspension may also be invoked. Suspension usually includes forfeiture of any fee rebate for the remainder of the housing contract.

8. **Suspension by an Instructor**

An instructor has the authority to immediately remove a student, who in the judgment of the instructor, is violating the College disruption policy or whose behavior jeopardizes the safety or wellbeing of the class.

9. **Summary Suspension from College**

A student may be suspended from presence on COCC's campuses and participation in any or all programs (including academic programs) and any and all activities sponsored by the College, by the College President or designee, when the alleged acts are so serious that the continued presence of the student in the College community represents a potential danger to the health, welfare, and safety of the College or community or which places the educational mission of the college at risk. The determination of the seriousness of the alleged act shall be in the sole discretion of the College President or designee. Such suspension shall be in effect until a formal disciplinary hearing with the College President or designee has taken place. Determination of continued suspension or expulsion will be made through the formal hearing process.

10. **Deferred Suspension**

Placement on deferred suspension status during which there is observation and review of behavior. If the student is found to further violate college regulations during this period then the student is suspended without further hearings. Deferred suspension may be for a period of one term up to and including the remainder of a student's enrollment at the college.

11. **Suspension from College**

Separation of the student from the college for a definite period of time, after which the student is eligible to return. Such separation prohibits attendance at any classes and participation in any College programs during the suspension period. The terms of the suspension may restrict access to College grounds or buildings, as well as attendance at College-sponsored social events, or other functions, as deemed appropriate by the College President or designee. The student may not register and/or enroll until the stated period of suspension is completed, and any requirements for the period of suspension are met.

12. **Expulsion**

Expulsion for an indefinite period of time includes loss of all College privileges including college employment and the privilege of entering any portion of the College's campuses, participation in any College programs or any activities sponsored by the College, except by written authorization from the Office of the College President or their designee.

S-2-0 Student Media

A. **Definition of Student Media**

In order to qualify as a student media source, all of the following conditions must be met:

- I. The media source serves the general welfare and takes into account the variety of interests and issues of the College community; and

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- II. Students play the primary leadership role in the production of the news and editorial content, whether that media source is print, radio, television or other electronic means of communication; and
- III. The primary purpose of the media source is to report to and distribute to the general student body; and
- IV. Student fees and/or general fund dollars support the media source.

B. Recognizing New Media Sources

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.

I. Proposal Contents

To apply for student media recognition, the student(s) must submit a proposal, which includes the following minimum information:

- a. Goals and intent of media source
- b. Proposed content and area of focus
- c. Intended audience
- d. Estimated cost
- e. Source of funds
- f. Names and backgrounds of potential first year staff
- g. Advisor name (must be COCC faculty or staff with expertise in the media type and intent). During trial status, this assignment may be on a voluntary basis. However, should the media source move to permanent status, the advisor position may be assigned to the College's general student media advisor if workload and budget dollars permit
- h. Description of advisory board. Advisory Board must be composed of at least three COCC faculty and/or staff, including at least one member with expertise in the type of media being proposed. Responsibilities of the Advisory Board including meeting on a regular basis (to be determined through advisory board charter) to approve an annual and/or quarterly operations budget, hire and train new senior editor/manager annually and provide a critique on the media source. This critique will cover the quality, range and depth of editorial coverage and design of the media outlet.
- i. If a serial media source, plan for continuing beyond initial year.
- j. Criteria by which it will evaluate its effectiveness in meeting media source's intent or goals.

Student(s) may include any additional information that may help the Student Affairs Committee make its decision.

II. Approval Criteria: Trial Status

Criteria for approving the new student media source include but are not limited to, the following:

- a. The proposed media source must provide a unique focus, intent and/or format, one that is not currently being provided by an existing source;
- b. The financial forecast for the media outlet must be sustainable;

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- c. The student senior editor/manager must hold skills appropriate to the media type; d. A COCC employee must agree to serve as the media source's advisor and the advisor has the appropriate skills and training as related to the media type and intent.
- d. An advisory board has been established to provide professional guidance and expertise to the media source.

The COCC Student Affairs Committee, or a sub-committee appointed by the Student Affairs Committee approves all new student media proposals.

III. **Approval Criteria: Permanent Status**

Once initial approval is received, the publication will be on "trial status" for two years. In order to receive permanent status, the following conditions must be met:

- a. The media source has demonstrated its effectiveness based on original goals and intent; and
- b. The media source is still in operation and has a viable and sustainable student staffing structure in place; and
- c. A permanent funding source has been identified; and
- d. After an assessment of the return on investment of staff time and resources, the College is able to allocate general fund dollars towards expanding the existing media advisor's role or creating a new advisor position to include the new media; and
- e. The College has determined an appropriate advisory board structure to support new and existing media sources.

The above information will be submitted to the Student Affairs Committee for review and approval.

If the above conditions cannot be met, the COCC Student Affairs Committee will determine appropriate next steps. Decisions of the Student Affairs Committee may be appealed to the Dean of Student and Enrollment Services.

S-3-0 Student Concerns

Students may address their concerns via an informal and formal process, both of which are detailed below.

The College encourages students to resolve issues informally by discussing the concern between the student and the appropriate faculty or staff member. However, a student may request to initiate the formal procedure at any time.

- A. **Informal:** Students are encouraged to resolve the issue with the appropriate faculty or staff member. For academic concerns, this should begin with the instructor. If the student is not comfortable discussing directly with the instructor, the student may initiate the concern with the appropriate department chair. If the instructor is the current department chair, the student may initiate the concern with the appropriate instructional dean. For non-academic concerns, the student should bring the issue to the Director of Student Life for assistance in identifying the appropriate contact. For assistance in identifying the appropriate faculty or staff member, contact the Office of Student Life, 541.383.7590.
- B. **Formal:** To initiate the formal process, the student completes the Student Concern Form. The Director of Student Life reviews all concerns and submit to the appropriate faculty or staff member for review and follow up (if the concern is in regards to the Director of Student Life, the Dean of

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Student and Enrollment Services reviews the concern). The Director of Student Life also screens the concern and directs it to another process if appropriate.

The student concern form should include full and relevant detail and include appropriate documentation. A student who wishes assistance with preparation of a concern may contact the Director of Student Life. The student should address the following areas in his/her report:

- o The subject of the concern;
- o All facts and documentation relevant to the concern;
- o Steps taken previously to resolve the matter (if any);
- o The resolution sought; and
- o All arguments in support of the desired solution.

The general nature of the concern is shared with the appropriate individuals as needed to best respond to the concern; in some cases, it may be necessary to share the actual written statement.

The individual(s) reviewing the concern will provide a written decision to all parties of the concern within 15 business days receiving the report. There may be circumstances in which the decision process may be extended; all attempts will be made to notify the student if a delay occurs. The student may either accept the decision or s/he may initiate the appeal process within five (5) business days from receipt of the decision.

C. **Appealing Decisions from the Formal Process**

The student may appeal a decision only under the following conditions:

1. Evidence exists that shows the concerns process was not followed; or
2. New information or evidence relevant to the original concern is now available; or
3. Clear abuse of discretion on the part of the individual(s) reviewing the concern.

For assistance in determining if an appeal condition is applicable, a student may contact the Director of Student Life.

The appeal is submitted to the Director of Student Life, who determines the appropriate appeals officer (note: if the concern is regarding the Director of Student Life, the appeal may be submitted to the Dean of Student & Enrollment Services).

The appeals officer reviews all documentation from the initial review and may choose to request additional information or meet with the parties involved. Based on the entirety of appeals officer review, the appeals officer decides one of the following actions:

4. Uphold the original decision or sanctions; or
5. Modify the original decision or sanctions; or
6. Overturn the original decision or sanctions; or
7. Refer the concern to the appropriate College policy or process for review.

The appeals officer notifies the all parties of his/her determination in writing within ten (10) business days of receiving the appeal. There may be extenuating circumstances in which the decision process may be extended; all attempts will be made to notify the student if a delay occurs.

S-4-0 ASCOCC Advisory Committee

A. Advisory Committee general responsibilities include:

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- Providing guidance and direction on issues related to ASCOCC Council, including questions regarding the Constitution and Bylaws.
 - Reviewing and providing feedback on ASCOCC recommended changes to the Constitution, prior to being sent to the full student body for a vote.
 - Reviewing and providing feedback on ASCOCC recommended changes to bylaws or other governing policies, prior to ASCOCC recommendation to the Dean of Student and Enrollment Services.
 - Convene a Hearings Board (Bylaws Article III.4.E.iv) to address grievances not directly covered by the Student Rights and Responsibilities or the Student Concerns process.
 - As an advisory group, this committee can only recommend changes to ASCOCC and/or College administration. As such, the Advisory Committee shall not supplant the day-to-day responsibilities of ASCOCC members or the advisor, nor shall they control ASCOCC meetings and associated votes.
- B. Regular Meetings: The Committee will meet at least once per term. Minutes will be taken at the Committee meeting and made available within two weeks to the public.
- C. Executive Session: During the course of a regular meeting, the Student Government Advisory Committee may call an executive session in compliance with Oregon statutes. Executive sessions will only be open to voting and standing Advisory Committee members. Members of the news media and designated staff (as approved by the Advisory Board Chair) are allowed to attend executive session, noting that the media may not report on the deliberations of executive session.
- D. Committee Chair: The Committee will elect its Chair on an annual basis, generally in fall term. The Chair will be responsible for calling meetings, coordinating the agenda for each meeting, managing time during meetings and ensuring that all responsibilities of the Committee are met. Unless the Committee agrees to other operating guidelines, the Committee meetings will operate under Robert's Rules of Order.
- E. Student Concerns and the Role of the Advisory Committee: The College expects that most issues will be resolved informally by a discussion between the concerned individual(s) and ASCOCC Council. To that end, should someone have a concern about ASCOCC Council members and/or their activities, the following process shall be utilized:
- The concerned party will bring the issue to the ASCOCC Council and/or their College-appointed advisor. If the concern is related to COCC's Student Rights and Responsibilities, the Council or the advisor will automatically refer the concern to the Director of Student Life. If not an issue under the Rights and Responsibilities, then all parties will exhibit professionalism and a good-faith effort to resolve the concern informally.
 - If no mutually acceptable resolution is reached, the concerned party will present a written summary of their concern to the Dean of Student and Enrollment Services, making sure to include the following information:
 - The act, omission, or matter which is the subject of the concern;
 - All facts the concerned party believes are relevant to the concern;
 - Steps previously taken to resolve the matter informally;
 - The resolution sought; and

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- All arguments in support of the desired solution.
- Having received a written or verbal complaint, the Dean of Student and Enrollment Services shall take one or more of the following actions:
- Dismiss the concern if it is untimely, is being currently reviewed in another forum, was previously reviewed or decided upon prior to this request, is frivolous, or is filed in bad faith.
- Refer the concern to the Student Conduct Process if the concern appears to be a violation of COCC's Student Rights and Responsibilities.
- Refer the concern to the ASCOCC Advisory Committee Hearings Board.
- If the issue requires convening the Advisory Committee as a Hearings Board, the Hearings Board will utilize the following process:
- If applicable, the Hearings Board will meet in executive session.
- The Chair of the ASCOCC Advisory Committee will serve as Chair of the Hearings Board, and read the concern to the other members of the Hearings Board.
- If invited to do so by the Hearings Board chair, the individual(s) issuing the complaint may provide a verbal summary.
- If invited to do so by the Hearings Board chair, ASCOCC members may provide a verbal or written summary.
- The Board may ask questions/seek information to fully understand the complaint from the concerned individual(s), ASCOCC members or other parties as needed.
- The concerned parties and ASCOCC will be required to leave the room while the Board reviews the concern.
- The Hearings Board will recommend appropriate next steps to the Dean of Student and Enrollment Services in writing.
- The Dean of Student and Enrollment Services will accept the Hearings Board's recommendation, refer the issue to the appropriate campus process or reject the Hearings Board's recommendation. Should the Advisory Committee recommend removal from office, the Dean of Students shall confer with the College President.
- Confidentiality: All information related to a Hearings Board shall remain confidential unless otherwise required by law, and will not be available for public review.
- Hearings Board Membership: The Hearings Board shall consist of the ASCOCC Advisory Committee chair, two faculty or staff from the existing ASCOCC Advisory Committee and two students from the existing ASCOCC Advisory Committee. No member of the Hearings Board shall be directly connected to the specific concern being addressed. If needed to address conflict of interest, the Chair may make an appropriate substitution at his/her discretion.
- The Dean of Student and Enrollment Services' decision shall be provided in writing to the appropriate parties.

S-4-0 ASCOCC Appointment Committee

A. Operations

- The Appointment Committee will run a selection process during the spring term.

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- The position announcement will be posted for two weeks; if there are no applicants/or unqualified applicants, pool will remain open until position is filled.
- All applicants must be asked the same questions to ensure consistency, although the Committee may ask follow up questions specific to the candidate's answer to original questions.
- The Appointment Committee shall make a written offer or phone call to all finalists within approximately one week of the final interview.
- All other applicants must be informed within one week of candidate selection with a standardized email or phone call.
- If there are no qualifying candidates⁶, the Committee must re-open a search for a new Council member(s).
- Committee will abide by the COCC nondiscrimination policy.