



Southwestern Oregon Community College

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“Southwestern leads and inspires lifelong learning”

Board of Education Meeting – Work Session

Tioga Hall, Room 505, 1988 Newmark Ave., Coos Bay, Oregon
Monday, June 15, 2011

AGENDA –

WORK SESSION

1. CALL TO ORDER 4:00 p.m.
2. DISCUSSION ITEMS
 - A. Board Policies *1st Reading*
 - 1) 6015 Authorized Signatures, Exhibit # 2 A 1
 - 2) 6065 Budget Committee, Exhibit # 2 A 2
 - 3) 7010 Personnel Policy Goals, Exhibit # 2 A 3
 - 4) 7030 Personnel Contracts, Exhibit # 2 A 4
 - 5) 7040 Collective Bargaining, Exhibit # 2 A 5
 - 6) 7060 Leaves Without Pay, Exhibit # 2 A 6
 - 7) 7065 Leaves With Pay, Exhibit # 2 A 7
 - 8) 7070 Compensation and Benefits, Exhibit # 2 A 8
 - 9) 7095 Personnel Records, Exhibit # 2 A 9
 - 10) 7105 Staff Resignation, Exhibit # 2 A 10
 - 11) 7110 Discipline and Discharge, Exhibit # 2 A 11
 - 12) 7135 Alcohol and Drug-Free Workplace, Exhibit # 2 A 12
 - 13) 7145 Staff Ethics, Exhibit # 2 A 13
 - 14) 7160 Staff Complaints and Appeals, Exhibit # 2 A 14
 - 15) 7165/8020 Non Discrimination and Non Harassment, Exhibit # 2 A 15
 - 16) 7170 Cyberbullying, Exhibit # 2 A 16
 - 17) 7196 Evaluation of Staff, Exhibit # 2 A 17
 - 18) 9010 College Foundation, Exhibit # 2 A 18
 - 19) 9015 Naming Facilities, Exhibit # 2 A 19
 - 20) 9020 Facilities Planning, Exhibit # 2 A 20
 - 21) 10015 Community Use of College Facilities, Exhibit # 2 A 21
3. ADJOURNMENT

BOARD POLICY

BP: 6015**AUTHORIZED SIGNATURES**

The Board permits the President to authorize commitments or expenditures of \$25,000 or less. Commitments or expenditures of funds exceeding \$25,000 must have prior approval of the Board.

However, the President is permitted to authorize payments of invoices for *routine and customary expenditures* that exceed the President's \$25,000 signing authority. Examples include: bookstore purchases, utilities, and payroll liabilities. These expenditures are to be in the adopted budget. A report of these routine and customary payments over \$25,000 will be presented at each Board meeting.

The Board permits the President to determine authorized signers and appropriate spending levels.

The Board authorizes the use of facsimile signatures by those persons authorized to sign College checks.

END OF POLICY

Legal Reference(s):[ORS 294.120](#)[ORS 341.703](#)

BOARD POLICY

BP: 6065**BUDGET COMMITTEE**

Following Oregon Local Budget Law, the College will have a budget committee. The budget committee will have the responsibility for reviewing the financial program of the College, reviewing the proposed budget as presented by the President, and approving an annual budget in keeping with the provisions of applicable state laws.

The budget committee consists of seven members from the community at-large appointed by the Board plus the elected Board members. In January of each year, the Board will identify vacant budget committee positions which must be filled by appointment of the Board for next fiscal year's budget planning. The Board will announce the vacancies and receive applications from interested persons during the months thereafter. Such applications will include a signed statement that the applicant is willing to serve as a member of the budget committee and to adhere to the policies of the College.

At a regular Board meeting, the Board will review the names of persons filing applications and names of those persons who have served previously that are interested in reappointment. Also during a regular meeting, the Board will interview candidates, where appropriate, and appoint persons to fill the vacant positions. The appointive committee members of a budget committee in a district that prepares an annual budget will be appointed for three-year terms. The terms will be staggered so that, as near as practicable, one-third of the appointive members' terms end each year. If any appointive member is unable to complete the term for which he/she was appointed, the Board will announce the vacancy at the first regular Board meeting following the committee member's resignation or removal. An appointment to fill the vacant position for the remaining unexpired term will be made at the next regular Board meeting, when possible. If, however, less than seven community budget committee members are appointed at the time that the budget committee's meetings commence, that set number will remain until the next fiscal year's process.

At its first meeting of the year in May, the budget committee will elect a presiding officer from among its members. It may also establish such other ground rules as necessary for successful operation of the committee. A majority of the constituted committee is required for passing an action item. The budget committee shall hold one or more meetings to receive the budget message, receive the budget document, and to provide members of the public with an opportunity to ask questions about and comment on the budget document. The budget officer shall announce the time and place for all meetings, as provided by law. All meetings of the budget committee are open to the public.

The budget committee may request from the President any information used in the preparation of or for revising the budget document. The committee may request the attendance of any College employee at its meetings. The budget committee approves the recommended budget document as submitted by the President or as subsequently revised by the committee for adoption by the Board. After approval of the recommended or revised budget document, the budget committee's duties cease, but may be reactivated at any time during the fiscal year for budget changes as specified by law. The hearing on the adopted budget is held by the Board no later than June 30 of each year.

END OF POLICY**Legal Reference(s):**

[ORS 174.130](#)
[ORS 192.610 - 192.710](#)
[ORS 294.305 - 294.565](#)
[ORS 341.357](#)

BOARD POLICY

BP: 7010

PERSONNEL POLICY GOALS

The Board recognizes that a dynamic, competent and efficient staff dedicated to education is necessary to maintain a constantly improving educational program. The Board is interested in the College's personnel as individuals and recognizes its responsibility for promoting general staff welfare.

The President shall be responsible for maintaining administrative procedures that implement the personnel policies of the Board including, but not limited to:

1. Recruiting, selecting, employing, and retaining the most qualified personnel to staff the College;
2. Providing compensation and benefit programs for all employees;
3. Providing an in-service training program for all employees;
4. Conducting an effective employee evaluation program; and
5. Encouraging the development and maintenance of good employee morale.

Legal Reference(s):
ORS 341.290(2)
OAR 589-008-0100

DATE OF ADOPTION:
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:

BOARD POLICY

BP: 7030

PERSONNEL CONTRACTS

Each employee of the College who is not covered by a collective bargaining agreement holding a temporary, annual, continuing, full or part-time position will be issued a contract (payroll authorization statement) in writing and stating the length of time the contract is in force as well as the rate of pay, the renewal notification date.

Contract decisions will be based on current duties, ability of a given employee to assume additional duties, based upon job skills and abilities and the employee's evaluation. Such contracts shall be approved by College President and filed in the Human Resources/Payroll Office in the official personnel file of each employee.

END OF POLICY

Legal Reference (s):

ORS341.290

ORS 341.547

OAR 589-008-100(1)(e)

Administrative Policies and Procedures:

6.4.002

6.4.004

BOARD POLICY

BP: 7040

COLLECTIVE BARGAINING

Southwestern Oregon Community College is a public employer within the meaning of the Oregon Collective Bargaining Law.

The college will undertake collective bargaining with recognized employee organizations in compliance with applicable collective bargaining laws of the state of Oregon and the United States of America.

END OF POLICY

Legal Reference(s):

ORS 243.711

ORS 243.795

Administrative Policies and Procedures:

7.000

BOARD POLICY**BP: 7060****LEAVES WITHOUT PAY****Family Medical Leave (Federal and State)**

Family medical leaves will be granted for those employees meeting the qualifying guidelines of the Federal Family and Medical Leave Act and the Oregon Family Leave Act. Leaves will be administered in conformance with those acts.

Domestic Violence/Sexual Assault/Stalking Leave

Domestic Violence/Sexual Assault/Stalking leaves will be granted for those employees meeting the qualifying guidelines as set forth in applicable laws and employer policies and will be administered in conformance with such laws.

Military Leave

Military leave will be granted for those employees meeting the qualifying guidelines as set forth in applicable state and federal laws and will be administered in conformance with such laws.

Other Leaves without Pay

A leave of absence without pay may be granted, if the College deems such leave to be in the best interest of the College.

The terms and conditions of a leave of absence without pay request shall be submitted in writing in advance and shall be submitted to the Board for action with a recommendation from the President.

Bargaining Unit Employees

Leaves of absence for employees subject to collective bargaining agreements shall be governed by the respective agreements; failing such provisions, board policies shall apply.

END OF POLICY

Legal Reference(s):

ORS 332.507
ORS342.545
ORS 659A.150-659A.186
ORS 659A.270-659A.285
ORS 659A.885
OAR 839-009-0200 to 0320

Family Medical Leave Act of 1993, 29 U.S.C. (need updated info on this since it changed in 2009)

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

Administrative Policies and Procedures:

6.3.006
6.3.016
6.3.028
6.3.040

FMLA/OFLA Information and Policy Statement

DATE OF ADOPTION:
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:

BOARD POLICY

BP: 7065

LEAVES WITH PAY

Leaves with pay will be granted to employees as outlined in Administrative Policy and Procedures and approved by the Board of Education.

Bargaining Unit Employees

Leaves with pay for employees subject to collective bargaining agreements shall be governed by the respective agreements; failing such provisions, Board policies shall apply.

END OF POLICY

Legal Reference(s):

ORS 341.290 (2)

Administrative Policies and Procedures:

6.3.006
6.3.018
6.3.020
6.3.024
6.3.026
6.3.030
6.3.048

DATE OF ADOPTION:
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:

BOARD POLICY

BP: 7070

COMPENSATION AND BENEFITS

Management/Exempt

The President will approve the starting salary and benefits for all management/exempt personnel, based upon the recommendations of the supervisor and Human Resources.

Faculty Bargaining Unit

The President will approve the starting salary and benefits for all faculty personnel, based upon the recommendations of the supervisor and Human Resources.

Starting salaries, benefits and salary advancements for faculty members are applied in accordance to provisions of the current faculty collective bargaining agreement.

Classified Bargaining Unit

The President will approve the starting salary and benefits for all classified personnel, based upon the recommendations of the supervisor and Human Resources.

Starting salaries, benefits and salary advancements for classified members are applied in accordance to provisions of the current classified collective bargaining agreement.

END OF POLICY

Administrative Policies and Procedures:
6.3.002

DATE OF ADOPTION:
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:

BOARD POLICY

BP: 7095**PERSONNEL RECORDS**

An official personnel file will be established for each person employed by the College and will be maintained in the Human Resources office.

All records containing employee medical condition information such as workers' compensation reports, release/permission to return to work documents, and medical leave eligibility will be kept confidential and in a separate file from personnel records. Such records will be released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

The President will be responsible for establishing regulations regarding the control, use, safety and maintenance of all personnel records. Employees will be given a copy of evaluations, complaints and written disciplinary actions to be placed in their personnel file and may submit a written response to be attached to the file copy.

Personnel Files and Working Files

Personnel files shall be the official repositories of all materials relevant to the employee's employment with the College, including but not limited to letters of intent, payroll changes and authorizations, evaluations, application materials, transcripts, contracts, commendations, written discipline or other materials deemed appropriate by the College. Payroll information such as deductions, benefits costs and membership are maintained in the Business Office. Medical records are maintained in the Human Resources office but separate from the employee's personnel file. The employee will be notified when materials are placed in his/her personnel file.

A working file may be kept by the supervisor. This file should only house materials developed for an employee's annual evaluation (such as goals, objectives, memorandums or letters to the employee) and/or documentation of conversations/counseling the supervisor had with the employee. If used as part of the annual evaluation, the information in the working file will be shared with the employee, and when appropriate, placed in the official personnel file.

Safekeeping

Personnel files shall be kept in a locked filing cabinet in the Human Resources office. Files will be locked at all times and may only be opened by Human Resources staff.

The Director of Human Resources shall be responsible for holding keys to all personnel files. The Vice President of Administrative Services will have a back up door entry card.

The door to the Human Resources office shall be closed and locked when Human Resources personnel are not present. The personnel files shall be available for review or inspection by the employee and such other persons officially designated in writing by the College, who are currently the College attorney, Vice President, President, immediate supervisor and employees of the Human Resources department. The employee may designate, in writing, other persons who may inspect the employee's personnel file. Inspections may only be done in the Human Resources office.

Confidentiality

Confidentiality of personnel files shall be protected in accordance with the directions of the administration and in accordance with requirements of any laws. Contents of personnel files shall not be released to parties other than individuals designated by the College. Unless and/or except as follows:

1. The employee has authorized the release; or
2. By order of a court or administrative agency; or
3. If the information requested falls within compliance of the Freedom of Information/Public Disclosure law or State public record laws.

Employment Verification

These procedures apply to all College employees.

All verifications of employment should be forwarded or directed to Human Resources. Verification of employment, employment dates, and job title may be released verbally. Information regarding an employee's address, telephone number, work history, performance, or salary will not be given over the telephone. Requests for salary or other confidential information must be in writing and signed by the employee, authorizing release of specific information. Work reference requests for both present and terminated employees must be in writing and signed by the employee, authorizing release of information.

Upon inquiry, the director of Human Resources may furnish the last known address of any present or former employee of the college. This information shall not be made available for mailing lists.

END OF POLICY

Legal Reference (s):

ORS 341.290

ORS 652.750

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

Administrative Policies and Procedures:

6.2.002

DATE OF ADOPTION:
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:

BOARD POLICY

BP: 7105

STAFF RESIGNATION

All resignations shall be submitted to the immediate supervisor and Human Resources. Human Resources in writing.

Management/exempt staff will provide notification at least thirty (30) days prior to the date of resignation.

Bargaining Unit Staff

Specific notification periods/procedures are subject to collective bargaining agreements and shall be governed by the respective agreements; failing such provisions, board policies and administrative rules shall apply.

END OF POLICY

Legal reference(s):
ORS 341.290(2)

BOARD POLICY

BP: 7110**DISCIPLINE AND DISCHARGE****Bargaining Unit Employees**

Discipline and discharge of employees subject to collective bargaining agreements shall be governed by their respective agreements; failing such provisions, board policies shall apply.

Exempt and Confidential Staff

Management and exempt employees may be disciplined and a currently-in-force employment contract may be terminated when the college determines that an exempt employee has:

1. Intentionally or willfully failed to abide by the lawful rules and regulations of the college;
2. Intentionally or willfully disobeyed or failed to abide by a lawful order or instruction given by duly authorized college authorities;
3. Engaged in serious or repeated misconduct that causes the college to lose confidence in the employee's fitness to continue as an employee. Such conduct may include, without being limited to, the following: violence or threats of violence; dishonesty or theft; failure to observe safety or quality guidelines; harassing or intimidating behaviors; or neglect of duty;
4. Been convicted of a felony (or acts, which if prosecuted, would constitute such), the nature or cause of which act would substantially interfere with the performance of his or her duties at the college or continued employment would cause the college substantial loss of confidence by/from the citizens of the district;
5. Failed to carry out his/her official duties at an appropriate level of quantity and/or quality; or
6. Intentionally or willfully disrupted or substantially interfered with an ongoing administrative process of the college; or
7. Violation of the Standards of Conduct.

Discipline may be imposed for any act specified above. Discipline may include any of the following: verbal warning, written warning, suspension with or without pay for a fixed term, reassignment, reimbursement to the college for loss of or injury to college property, and/or discharge or any other sanction, or combination of sanctions that are appropriate to the offense. Prior to implementation of discipline or discharge action, management and exempt employees have the right to a discussion of the occurrence(s) with the president.

END OF POLICY**Administrative Policies and Procedures:**

HR Procedure - Disciplinary Procedure
Personnel Procedure 1.010

BOARD POLICY

BP: 7135

ALCOHOL AND DRUG-FREE WORKPLACE

The College recognizes controlled substance abuse as illegal and interfering with effective teaching, work and the development of a safe and healthy environment for learning. The College has a fundamental legal and ethical obligation to prevent controlled substance abuse and to maintain an alcohol/drug-free work and educational environment.

This policy applies to all members of the College (students, faculty, staff) while at the workplace, as that term is described below.

Definitions

1. "Workplace" shall mean the site for the performance of work done for the College in connection with a federal grant or contract, including any building premises used by the College, any College-owned vehicle (or any other College-approved vehicle used to transport students or fellow employees to and from work-related activities or to transport fellow employees to and from different work sites) and any off-College property used for any College-sponsored or College-approved activity, event or function.
2. "Drugs" shall include any illegal drug, hallucinogenic drug, prescription drug (in the possession of an individual without a valid prescription), narcotic drug, amphetamine, barbiturate, marijuana or any other controlled substance (as the same is defined in ORS 475.005 or Schedules I through V under the Federal Controlled Substances Act, 21 U.S.C. Section 812).
3. "Alcohol" shall include any form of alcohol for consumption, including beer, wine, wine coolers or distilled liquor.

College Policy

The College prohibits the unlawful manufacture, distribution, dispensation, possession or use of alcohol or illicit drugs in the workplace. Alcohol may be consumed on the campus only upon the written consent, obtained before usage, of the President.

[No College employee shall knowingly sell, market or distribute steroid or performance enhancing substances to College students with whom the employee has contact as part of the employee's College duties; or knowingly endorse or suggest the use of such drugs.]

College Awareness Program

The College shall provide notice at least annually through in-service or otherwise of the following:

1. The dangers of alcohol/drug abuse in the workplace;
2. The College's policy of maintaining an alcohol/drug-free workplace/College;
3. Information on appropriate, available alcohol/drug counseling or assistance programs; and
4. Notice of the penalties that may be imposed upon employees/students for alcohol or drug abuse violation in the workplace/College.

College Action

An employee who violates the terms of this policy shall, at his/her own expense, satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program approved by the Board. If the employee fails to satisfactorily participate in such program, employment may be suspended, his/her contract nonrenewed or he/she may be dismissed, at the discretion of the Board, which shall

base its decision on the risk to the health or welfare of students or staff posed by the employee or on the probability of recurrence of the employee's violation of the policy in the future. Any student who violates the terms of this policy shall be subject to such disciplinary actions as the Board determines is appropriate.

Federal Drug-Free Workplace Act of 1988₁

No employee engaged in work in connection with a direct federal grant or contract of \$100,000 or more shall unlawfully manufacture, distribute, dispense, possess or use any drug or alcohol on or in the workplace.

Each employee who is engaged in work related to a direct federal grant or contract of \$100,000 or more shall notify his/her supervisor of his/her conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction. The College shall notify the federal granting agency within 10 days after receiving notice of an employee's conviction on any criminal drug violation occurring in the workplace.

Good Faith Effort

The College shall make a good faith effort to maintain an alcohol/drug-free workplace through implementation of this policy.

END OF POLICY

₁Colleges directly receiving grants or contracts of \$100,000 or more from the federal government are required to meet this obligation.

Legal Reference(s):

[ORS 342.721](#)
[ORS 342.723](#)
[ORS 342.726](#)
[ORS 657.176](#)
[OAR 581-022-0416](#)

Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 701-707 (2006); General Principles Relating to Suspension and Debarment Actions, 34 C.F.R. §§ 85.600 - 85.645 (2006).

Controlled Substances Act, 21 U.S.C. § 812; Schedules of Controlled Substances, 21 C.F.R. §§ 1308.11 - 1308.15 (2006).

Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101-7117 (2006).

Board Policies:

7135

BOARD POLICY**BP: 7145****STAFF ETHICS****Conflicts of Interest**

No College employee will use his/her College position to obtain personal financial benefit or avoidance of financial detriment or financial gain or avoidance of financial detriment for relatives, household members or for any business with which the employee, household member or relative is associated.

This prohibition does not apply to any part of an official compensation package, honorarium allowed by ORS 244.042, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the \$50 gift limit for one who has a legislative or administrative interest in the College.

College employees will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as staff members. This means that:

1. Employees will not use their position to obtain financial gain or avoidance of financial detriment from students, parents or staff;
2. Any device, publication or any other item developed during the employee's paid time shall be College property;
3. Employees will not further personal gain through the use of confidential information gained in the course of or by reason of position or activities in any way;
4. No College employee may serve as a Board or budget committee member in the College;
5. An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that he/she needs to fulfill the position's responsibilities; nor will an employee use any College facilities, equipment or materials in performing outside work.
6. If an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after leaving College employment.

If an employee has a potential or actual conflict of interest, the employee must notify his/her supervisor in writing of the nature of the conflict and request that the supervisor dispose of the matter giving rise to the conflict.

In order to avoid both potential and actual conflicts of interests, College employees must abide by the following rules when an employee's relative or member of the household is seeking and/or holds a position with the College:

1. College employee may not appoint, employ, promote, discharge, fire, or demote or advocate for such an employment decision for a relative or a member of the household, unless he/she complies with the conflict of interest requirements of ORS Chapter 244. This rule does not apply to employment decisions regarding unpaid volunteer position, unless it is a Board-related position.
2. A College employee may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or a member of the household. An employee may still serve as a reference, provide a recommendation, or perform other acts that are part of the normal job functions of the employee.
3. More than one member of an employee's family may be hired as a regular College employee. In accordance with Oregon law, however, the College may refuse to hire individuals, or may transfer current employees, in situations where an appointment would place one family member in a position of exercising supervisory, appointment or grievance adjustment authority over another member of the same family.

1. The employee’s spouse or domestic partner;
2. Any children of the employee, or his/her spouse, or his/her domestic partner; and
3. Brothers, sisters, half-brothers, half-sisters, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, mothers-in-law, fathers-in-law, aunts, uncles, nieces, nephews, stepparents, stepchildren, or parents of the employee, or his/her spouse, or his/her domestic partner.

Gifts

College employees must comply with the following rules involving gifts:

Employees are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of \$50 from any single source in a calendar year that has a legislative or administrative interest in the College. All gift related provisions apply to the employee, their relatives, and members of their household. The \$50 gift limit applies separately to the employee, and to the employee’s relatives or members of household, meaning that the employee and each member of their household and relative can accept up to \$50 each from the same source/gift giver.

1. “Gift” means something of economic value given to an employee without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.
2. “Relative” *in the gift context* means the spouse of the employee; the domestic partner of the employee; any children of the employee or of the employee's spouse; siblings, spouses of siblings or parents of the employee or of the employee's spouse; any individual for whom the employee has a legal support obligation; or any individual for whom the employee provides benefits arising from the employee's public employment or from whom the employee receives benefits arising from that individual's employment.
3. "Member of the household" means any person who resides with the employee.

Determining the Source of Gifts

Employees should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the employee’s personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of \$50 in a calendar year, if the source has a legislative or administrative interest in the College. If the giver does not have a legislative/administrative interest, the ethics rules on gifts do not apply and the employee need not keep track of it, although they are advised to do so anyway in case of a later dispute.

Determining Legislative and Administrative Interest

A legislative or administrative interest means an economic interest distinct from that of the general public, in any action subject to the official decision of an employee. For example, everyone within a county has a general interest in the fire department, but the person who sells the uniforms to the fire department has a legislative/administrative interest in the fire department that is distinct from the general public.

The College does not have a legislative or administrative interest in its employees, therefore the employee can accept meals and passes to College sporting events, for example, provided by the College.

Determining the Value of Gifts

The fair market value of the merchandise, goods, or services received will be used to determine benefit or value. “Fair market value” is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of the gift if the employee does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

1. In calculating the per person cost at receptions or meals the payor of the employee’s admission or meal will include all costs other than any amount donated to a charity.
For example, a person with a legislative or administrative interest buys a table for a charitable dinner at \$100 per person. If the cost of the meal was \$25 and the amount donated to charity was \$75, the benefit conferred on the employee is \$25. This example requires that the employee does not claim the charitable contribution on personal tax returns.

2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the employee's meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:
 - a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner;
 - b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
 - c. The source calculates the actual amount spent on the employee.
3. Upon request by the employee, the source will give notice of the value of the merchandise, goods, or services received.
4. Attendance at receptions that qualify as an exception to the gift definition is permitted without regard to the fair market value of the food and beverage provided.

Value of Unsolicited Tokens or Awards: Resale Value

Employees may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under \$25 (even if the personalized item cost the source more than \$50), unless the personalized item is made from gold or some other valuable material that would have value over \$25 as a raw material.

Entertainment

Employees may not accept any gifts of entertainment from any single source in a calendar year that has a legislative or administrative interest in the College unless:

1. The entertainment is incidental to the main purpose of another event (i.e. a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or
2. The employee is acting in their official capacity for a ceremonial purpose. An employee appears at an entertainment event for a "ceremonial purpose" when the source of the entertainment requests the presence of the employee at a special occasion associated with the entertainment. Examples of an appearance by an employee at an entertainment event for a ceremonial purpose include: throwing the first pitch at a baseball game, appearing in a parade and ribbon cutting for an opening ceremony.

Exceptions

The following are exceptions to the ethics rules on gifts that apply to employees.

1. Gifts from "relatives" and "members of the household" are permitted in an unlimited amount; they are not considered gifts under the ethics rules.
2. Informational material, publications, or subscriptions related to the recipient's performance of official duties.
3. Food, lodging, and travel generally count toward the \$50 aggregate amount per year from a single source with a legislative/administrative interest, with the following exceptions:

Organized Planned Events. Employees are permitted to accept payment for travel conducted in the employee's official capacity, for certain limited purposes:

 - a. Reasonable expenses (i.e. food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the \$50 aggregate amount IF:
 - (1) The employee is scheduled to deliver a speech, make a presentation, and participate on a panel, or represent the College; AND
 - a) The giver is a unit of a:
 - i) Federal, state, or local government;
 - ii) An Oregon or federally recognized Native American Tribe; OR
 - iii) Non-profit corporation that receives less than 5% of its funding from a for-profit entity.
 - (2) The employee is representing the College:
 - a) On an officially sanctioned trade-promotion or fact-finding mission; OR
 - b) Officially designated negotiations or economic development activities where receipt of the expenses is approved in advance by the President.

- b. The purpose of this exception is to allow employees to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.
4. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the employee is at the event to give a speech or answer questions as part of a scheduled program. "Reception" means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal.
5. Food or beverage consumed by employee acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(5)(b)(I)(I).
6. Waiver or discount of registration expenses or materials provided to employee at a continuing education event that the employee may attend to satisfy a professional licensing requirement.

Honoraria

An employee may not solicit or receive, whether directly or indirectly, honoraria for the employee or any member of the household of the employee if the honoraria are solicited or received in connection with the official duties of the employee.

The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the employee.

END OF POLICY

Legal Reference(s):

[ORS 244.010 to-244.400](#)

[ORS 260.005](#)

[ORS 294.311](#)

[ORS 294.336](#)

[ORS 332.016](#)

[ORS 659A.309](#)

[OAR 199-005-0005 to-199-020-0020](#)

[OAR 584-020-0040](#)

BOARD POLICY

BP: 7160

STAFF COMPLAINTS AND APPEALS

Procedures for processing staff grievances and appeals for those employees covered by a collective bargaining agreement will be contained in the appropriate agreement.

Administrative policies/procedures for processing grievances and appeals for those employees not covered by a collective bargaining agreement will be developed by the President or designee, as necessary.

END OF POLICY

Legal Reference(s):

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

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

Administrative Policies and Procedures:

6.2.070

BOARD POLICY**BP: 7165 / 8020****NON DISCRIMINATION AND NON HARASSMENT POLICY**

The College is committed to providing an atmosphere that encourages individuals to realize their potential. The College prohibits unlawful discrimination based on race, color, religion, and ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, or age in any area, activity or operation of the College. In addition, the College complies with the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), USERRA – Uniformed Services Employment and Reemployment Rights Act, and all local and state civil rights laws. The prohibition against harassment or discrimination based on the use of native language does not require the college to offer classes in any language other than English.

Under this policy, the college is committed to equal opportunity in all of its programs, policies, procedures, and practices, and the college shall promote equal opportunity and treatment through application of this policy and other college efforts designed for that purpose.

Employees who cannot work on a given day of the week for a legitimate religious reason must communicate this to and obtain approval from their immediate supervisor.

Under the College's policy harassing or discriminatory behaviors will not be tolerated. Therefore, it is the responsibility of every member of the college community to strictly comply with this policy and any procedures directed by the President to implement the policy. Management and staff will be held accountable to take reasonable action to maintain work areas and educational environments free from conduct that causes, or reasonably could be considered to cause, intimidation, hostility, or discrimination. Any employee, supervisor, or manager who is made aware of an alleged incident of discrimination will take immediate action to bring the matter to the attention of the most appropriate management authority, who will take action pursuant to this policy and any applicable Administrative Policy and Procedure.

Any employee or student who believes they have been discriminated against or harassed by college employees, representatives or visitors, or employees who believe they have been discriminated against or harassed by students, are encouraged to file a complaint through the Vice President of Administrative Services (EEO/AAO) or designee in Human Resources.

Students who believe they have been discriminated against or harassed by other students are encouraged to file a complaint with the Vice President of Instruction, or designee.

If the complainants do not feel comfortable reporting to the Vice President of Administrative Services (EEO/AAO) or the Vice President of Instruction, they should contact another member of Human Resources.

The President may establish additional procedures that implement this policy consistently across the district.

Definitions

1. Unlawful Discrimination
 - Different treatment of or denial of a benefit to a person because of the person's protected status. Harassment, defined below, is a form of discrimination.
2. Harassment
 - Verbal, visual or physical behavior that:
 - A. Can reasonably be perceived by the receiver(s) as unwelcome/offensive and refers in a demeaning way to characteristics of any of the groups listed in the policy statement above; and
 - B. Creates a hostile or adverse work/educational environment; or
 - C. Subjects employees or students to different terms or conditions based on the characteristics listed in the policy statement. Examples of harassment may include, but are not limited to: comments, slurs, jokes,

D. The most common types of harassment are:

1) Sexual Harassment

Sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. The courts have interpreted the principles reflected in the EEOC guidelines as describing two principle types of sexual harassment:

- a. Quid Pro Quo Cases Harassment used as a term or condition of employment or when specific academic or employment benefits are withheld as a means of coercing sexual favors. This type of harassment occurs when the party in the superior position of power uses his or her actual or apparent authority to hire, fire, discipline, promote, or otherwise affect an employee's benefits of employment or to make academic benefits contingent on desired responses to implied or overt overtones of a sexual or romantic nature.
- b. Hostile Environment Cases
Harassment that creates a "poisoned" or "hostile" work or educational environment. In typical "hostile work environment" cases, a superior either creates or condones a work environment in which sexual harassment exists. A hostile environment can be caused by sexually demeaning jokes or remarks.

2) Sex-Based Harassment

A behavior that degrades, denigrates, ridicules, and/or is physically abusive of an employee/student because of his or her perceived gender or sexual orientation.

3) Racial Harassment

A behavior that denigrates, ridicules, and/or is verbally or physically abusive of an employee/student because of his or her perceived race.

4) Harassment Based on National Origin

A behavior that denigrates, ridicules, and/or is physically abusive of an employee/student because of his or her perceived ancestry, heritage or background identification.

Harassment can occur based on any protected status and all such harassment is prohibited by this policy.

Non-Retaliation Statement

The College respects the rights of our employees and students to raise harassment and discrimination concerns and to participate in investigations. We do not allow supervisors, managers, employees or others to retaliate against those who report harassment or discrimination, cooperate with investigations, testify in harassment proceedings or assist in enforcement of the harassment policy.

“Retaliation” is broadly construed and means any adverse action against an employee or student for opposing harassment or discrimination, participating in an investigation, etc. It may include any on-duty or off-duty, or off campus conduct that could discourage an employee or student from engaging in this type of protected activity. It includes overt actions such as changing a student’s grade, changing an employee’s job duties, refusing to work cooperatively with the person, or badmouthing the person to co-workers. It could also include more subtle conduct such as “cold shoulder” treatment.

Employees are expected to promptly report concerns about retaliation to the Director of Human Resources, the Vice President of Administrative Services (EEO/AAO), or the Vice President of Instruction. Students should promptly report concerns about retaliation to the Vice President of Instruction or the Vice President of Administrative Services (EEO/AAO). A complaint alleging retaliation by the President should be reported to the Director of Human Resources, who will then refer the complaint to the Board.

If an employee or student is found to have violated this policy, appropriate disciplinary action up to and including immediate discharge, as well as other steps determined to be appropriate.

Complaint Procedure

Employees who feel that they are being harassed by another employee, including a supervisor or manager, have an affirmative obligation to immediately notify the Vice President of Administrative Services (EEO/AAO) or the Vice President of Instruction. A student who feels they are being harassed by another student, employee or third party may report this conduct to the Vice President of Administrative Services (EEO/AAO) or the Vice President of Instruction. A complaint alleging harassment by the President should be reported to the Director of Human Resources, who will then refer the complaint to the Board.

Employees and students are expected to report conduct that creates an offensive work or learning environment or interferes with work or learning; even it occurs off the job or off College premises. Likewise, Employees and students are expected to report harassment by a student, business visitor or other non-employee, whether it is directed toward the employee or student, or another employee or student.

Exhibit # 2 A 15
Date June 15, 2011

There is both an informal and formal complaint procedure. Normally the informal process is followed before any formal process begins unless the college determines it is more appropriate to begin with the formal process.

The EEO/AAO or Vice President of Instruction, at their discretion, may enlist any assistance deemed necessary to resolve a complaint.

Any individual may initiate a discrimination or harassment complaint by contacting the EEO/AAO (for students, the Vice President of Instruction). The allegations will be examined for application of this policy. If the allegations do not implicate discrimination or harassment, the college will notify the individual of any other applicable college policy or procedure for addressing the concerns. A record will be kept of the complaint or incident for the time period required by law.

If any of the college's representatives typically involved in processing a nondiscrimination and nonharassment policy complaint are or become the subject of the complaint, the following guidelines will be followed:

1. If the President is the subject of allegations of harassment or discrimination the complaint will go directly to the chair of the Board of Education.
2. If the EEO/AAO or any member of Human Resources is the subject of allegations of harassment or discrimination the complaint will go directly to the President.
3. If the complaint is against the Board of Education, the complaint falls outside the scope of this document and should be filed with the State of Oregon Affirmative Action Director.

STEP I: INFORMAL COMPLAINT PROCEDURE

The informal procedure is voluntary and creates an avenue to attempt to resolve the complaint through personal and cooperative meetings with the involved parties. If informal means do not resolve the complaint, the complainant has the option of filing a formal complaint.

- A. Complaints within the scope of the Nondiscrimination and Nonharassment Policy must be addressed to the Vice President of Administrative Services (EEO/AAO) or Vice President of Instruction either in writing using the harassment/discrimination informal complaint report.
- B. Complaints must be made within a maximum of sixty (60) days after a disputed action.
- C. After receiving an informal complaint, the Vice President of Administrative Services (EEO/AAO) or Vice President of Instruction or his or her designee will:
 1. Meet with the complainant and determine the nature of the complaint.
 2. Explain the informal complaint procedure and develop an action plan.
 3. Attempt to resolve the complaint by meeting with the complainant, any individual accused of discrimination or harassment, college officials, and anyone else involved. These meetings will be informal, and unless all parties agree in writing, neither the complainant nor the college will be represented by an attorney.
- D. Informal complaints will be conducted in a prompt and equitable manner in attempting to resolve complaints alleging action prohibited under this policy.
- E. Complainants may skip the Informal Complaint Procedure and file a formal complaint which will be handled under the Formal Complaint Procedure.

STEP II: FORMAL COMPLAINT PROCEDURE

- A. If the complaint is not resolved informally or if it begins under the Formal Complaint Procedure, the complainant must prepare a written statement, using appropriate forms, describing the basis of the claim and a summary of the facts which are alleged to constitute discrimination or harassment.
- B. The Vice President of Administrative Services (EEO/AAO) or Vice President of Instruction or designee will meet with the complainant to learn more about the complaint. The Vice President of Administrative Services (EEO/AAO) or Vice President of Instruction will determine whether the Nondiscrimination and Nonharassment Policy is applicable.

- C. If the complaint alleges behavior that is prohibited by the Nondiscrimination and Nonharassment Policy, the Vice President of Administrative Services (EEO/AAO) or Vice President of Instruction, or designee shall notify the person against whom the complaint has been made. Before meeting with a person against whom the complaint has been made the college will provide a summary outlining the complaint. The Vice President of Administrative Services (EEO/AAO) or Vice President of Instruction, or designee, shall objectively investigate the allegations, interview witnesses, and review any supporting documentation. All parties involved have the right to have another person present as a witness during interviews.
- D. Information concerning an investigation is generally considered confidential and will be disclosed only if required by law. The college may keep the names of witnesses and complainants confidential when, in the discretion of the college, doing so is necessary for the protection of the student or employee.
- E. Complainants, respondents and witnesses are expected to fully cooperate with any investigation. If the complainant refuses to cooperate, the complaint will be deemed withdrawn. If the respondent or employees identified as witnesses refuse to cooperate, it will be considered a violation of college policy. Failure of an accused student to attend a scheduled conference, without good cause and prior notification or a verifiable emergency, will constitute a waiver of the student's right to participate and appeal further
- F. After completing the investigation, the Vice President of Administrative Services (EEO/AAO) or Vice President of Instruction, or designee shall prepare a draft report to be discussed with the appropriate manager, the direct supervisor, or the appropriate academic administrator, describing the complaint, the results of the investigation, and the suggested remedy, if any. The final report will be submitted to the President, with a summary sent to the involved parties.
- G. The Vice President of Administrative Services (EEO/AAO) or Vice President of Instruction, or designee will strive to complete the investigation and the report within sixty (60) college business days of the receipt of the complaint. If circumstances warrant an extension of the sixty (60) day deadline, the complainant and the respondent will be notified.

In cases where allegations are proved to be without foundation, no record of the allegations or the investigation would be included in the personnel or student file of the accused.

STEP III: DECISION BY THE APPROPRIATE EXECUTIVE OFFICER

- A. Step III only comes into effect in the event that the investigator concludes that the allegations are substantiated. The Vice President of Administrative Services (EEO/AAO) or Vice President of Instruction shall issue a written determination concerning the complaint. If appropriate, the decision should contain an outline of the actions proposed to remedy the situation.
- B. The Vice President of Administrative Services (EEO/AAO) or Vice President of Instruction will try to provide the written decision to the complainant and the respondent within ten (10) business days of the meeting with the complainant or of the complainant's decision not to meet.

STEP IV: APPEAL TO THE COLLEGE PRESIDENT

- A. A complainant may appeal a decision that finds the complaint unsubstantiated to the President by providing a written letter of appeal within fifteen calendar days of receipt of the summary report.
- B. The President or designee will review the appeal and any information the President deems necessary to determine if the investigation was fair and impartial and whether the findings are supported by facts. Within fifteen (15) business days of receiving a written appeal, the President or designee will respond to the complainant and provide a copy to the Vice President of Administrative Services (EEO/AAO) or Vice President of Instruction, the respondent, and any other appropriate personnel.
- C. The decision by the President is final, subject only to appeal pursuant to OAR 589-010-0100.

STEP V: APPEAL

The complainant may appeal the College's decision by writing to the Department of Community Colleges and Workforce Development commissioner pursuant to the Oregon Department of Education Administrative Rule OAR 589-010-0100.

Legal Reference(s):

ORS 243.706	ORS 342.865	OAR 581-021-0038
ORS 342.700	ORS 659.850	OAR 584-020-0040
ORS 342.704	ORS 659A.006	OAR 584-020-0041
ORS 342.708	ORS 659A.029	OAR 589-010-0100
ORS 342.850	ORS 659A.030	

Administrative Policies and Procedures:

- 6.2.070
- 6.2.71

BOARD POLICY

BP: 7170**CYBERBULLYING**

The Board is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as “cyberbullying,” by staff, students or third parties is prohibited and will not be tolerated in the College. “Cyberbullying” is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person’s true or false identify. In addition, any communication of this form which disrupts or prevents a safe and positive educational or working environment. Staff and students will refrain from using personal communication devices or College property to harass or stalk another.

The College will take any report of cyberbullying seriously and will investigate credible reports promptly. Staff will take appropriate action and will bring it to the attention of the principal when students report an incident of cyberbullying. Staff will attempt to preserve evidence of the cyberbullying and will submit any evidence to the principal.

Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, discipline, up to and including expulsion. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board. “Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.

The College may also report individuals to law enforcement if necessary.

The College will inform staff and students annually of its Internet/electronic communications policies.

END OF POLICY**Legal Reference(s):**[ORS 163.190](#)[ORS 166.065](#)[ORS 166.155 - 166.165](#)

BOARD POLICY

BP: 7196**EVALUATION OF STAFF**

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

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

MASSC

A regular performance appraisal system will be maintained for exempt employees. The appraisal system will be detailed in the Administrative Policy and Procedure.

FACULTY

The faculty performance appraisal process is governed by their collective bargaining agreement.

CLASSIFIED

The classified performance appraisal process is governed by their collective bargaining agreement.

END OF POLICY**Legal Reference(s):**[ORS 341.290\(2\)](#)[OAR 589-008-0100\(1\)\(h\)](#)**Administrative Policies and Procedures:**

#6.4.006

BOARD POLICY

BP: 9010

COLLEGE FOUNDATION

The College Foundation is an independent, nonprofit 501(c)(3) tax exempt charitable organization, the purpose of which is to raise funds for the College. The Foundation acts as a separate organization from the College, with policies set forth by the Foundation board of directors.

The College Board shall designate one of its members to be an ex-officio member of the Foundation board and to make periodic reports on Foundation activities to the College Board.

END OF POLICY

Legal Reference(s):

[ORS 65.036](#)

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

DATE OF ADOPTION: DATE(S) OF REVISION(S): DATE OF LAST REVIEW:
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BOARD POLICY

BP: 9015

NAMING FACILITIES

This policy is to establish the criteria to guide the process for naming facilities and spaces at Southwestern Oregon Community College.

Guidelines for Naming Tributes

1. A contribution of time or talent that has had a significant positive impact on the institution over an extended period of years.
 - Such honor will typically be recommended no less than one year following the end of the individual's service to the College.
 - The President of the College, or a committee appointed by the President, is charged with determining whether the person proposed is worthy of the honor, as well as the degree of internal and external support for the proposed naming, prior to submitting to the Board for approval.
2. A significant monetary contribution to the actual construction cost, if for new construction; a major portion of the replacement or major renovation cost, if for an existing building or facility; or the fundraising goal.
3. Specific contribution levels may be established by the President and Foundation Board with either fixed or minimum dollar amounts for sponsorship of other physical property, programs, and endowed chair positions on campus.
 - Such property may include but is not limited to pavers, benches, planters, fountains, gardens, equipment, musical instruments, artwork, and outdoor plazas.
 - Amounts for these naming opportunities shall be reviewed periodically by the Southwestern Foundation and the College Board of Education

Guidelines for Naming Based on Monetary Contributions

Contribution levels for naming are to be recommended by the College President and Foundation Board to the College Board of Education. All levels will be determined based on the size, location and function of the space.

Facility Commemoration Opportunities	Gift Minimums and Ranges
New building	50% of cost of construction
Existing building	\$1,000,000 minimum
Entrance/Lobby	\$100,000 to \$250,000
Bookstore, art gallery, library	\$100,000 to \$250,000
Athletic facility	\$25,000 to \$500,000
Classroom or laboratory	\$25,000 to \$500,000
Architectural features	\$5,000 to \$500,000

Permanency of Names

1. When a gift from an individual, family, corporation or Foundation is involved, a facility receives a designation that shall last the lifetime of the facility.
 - Demolition or significant renovation shall not terminate the designation. The College Board reserves the right to reevaluate continued recognition of the name associated with the building or facility and consult with the donor prior to any action.
2. When a name is to be removed from an existing facility, approval shall be sought through the same procedures as are required for naming a facility.
3. Any legal impropriety or other act which brings dishonor to the College on the part of the donor who is still living or no longer in existence shall make the gift and naming subject to reconsideration by the College.

Authority and Approvals

1. Prior to approval, the College Board shall have reasonable assurance that the proposed name shall bring additional honor and distinction to the College and that any philanthropic commitments connected with the naming shall be realized.
2. The College President, in collaboration with the donor and the Southwestern Foundation, has the right to:
 - Determine content, timing, location and frequency of any public announcements associated with the gift.
 - Approve the color, design, and size of any physical marker that provides information about the designee or donor and/or the nature of the gift or honor.
 - Determine and carry out the exact nature of any ongoing care and maintenance of any memorial or tribute gifts or their physical markers.
3. The final authority for any naming, memorial or tribute decision rests with the College Board of Education.
4. The Guidelines set forth in this policy statement shall not be deemed all-inclusive.
5. The College Board of Education reserves the right to consider any and all factors regarding the privilege of name association with the program, fund or physical aspect of Southwestern Oregon Community College as particular acts and circumstances warrant. Decisions will be made consistent with the stated mission of Southwestern Oregon Community College.

This policy is effective as of the date of publication and will supersede all prior policies relating to this matter.

DATE OF ADOPTION: 11/23/09
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW: 06/15/11

BOARD POLICY

BP: 9020

FACILITIES PLANNING

The Board will analyze appropriate data to evaluate the College's facilities needs on a long-range basis. Such data will include, but not be limited to, enrollment projections, anticipated changes in the instructional program, analysis of community building plans, analysis of sites and evaluation of present facilities.

The Board shall analyze a five-year capital plan documenting new construction, remodeling, maintenance, equipment and projects needed to meet the Americans with Disabilities Act, including requirements of the projects costs of meeting these needs.

END OF POLICY

Legal Reference(s):

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

[OAR 589-003-0100](#)

DATE OF ADOPTION: DATE(S) OF REVISION(S): DATE OF LAST REVIEW:
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BOARD POLICY

BP: 10015**COMMUNITY USE OF COLLEGE FACILITIES**

The primary use of College buildings and facilities shall be dedicated to the educational program. The Board acknowledges a responsibility to the College community. The Board authorizes the administration to prepare procedures that will allow the College's buildings and facilities to be used by the College community if such use does not conflict with the educational program.

Facilities may be used by/for:

1. College affiliated student and employee groups;
2. Not-for-profit community organizations;
3. Religious organizations; the use shall be temporary and irregular; and
4. Political organizations; must be sponsored by the Associated Student Government.

Admissions receipts from fund raising activities occurring in College buildings and facilities must be dedicated to beneficial College or community endeavors.

College buildings and facilities will not be available for personal or enterprise gain. The upper level of Prosper Hall shall not be used for dances where participants wear street shoes.

The administration shall prepare a procedure allowing College community use of College buildings and facilities. Also the administration and the Associated Student Government shall prepare a procedure allowing student use of College buildings and facilities.

END OF POLICY

Legal Reference(s):

ORS 330.430
ORS 332.107
ORS 332.172

DATE OF ADOPTION: DATE(S) OF REVISION(S): DATE OF LAST REVIEW:
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