

TABLE OF CONTENTS

BOARD GOVERNANCE	100.0000
Purpose.....	100.0100
Definition of Terms.....	100.0110
The Board of Education	100.0200
Authority	100.0210
Board Membership.....	100.0215
Student Representation on Board of Education	100.0217
Term of Office	100.0220
Vacancies on the Board	100.0225
Appoint to Fill Vacancies	100.0230
Officers of the Board	100.0235
Duties of the Officers.....	100.0237
Authority of Members.....	100.0240
Board Duties and Responsibilities	100.0245
Board Member Responsibilities.....	100.0250
Ethics.....	100.0255
Conflict of Interest	100.0260
Contract Review Board.....	100.0270
Board Development	100.0280
Board Operations.....	100.0300
Meetings.....	100.0310
Time and Place of Meetings	100.0320
Board Member Packets	100.0325
Meetings Open to the Public.....	100.0330
Quorum, Voting, and Rules of Order.....	100.0335
Minutes of Meetings	100.0340
Agenda	100.0345
Budget Committee	100.0400
Purpose.....	100.0410
Statement.....	100.0420
Board/President Relationship.....	100.0500
Board/President Relationship.....	100.0510
President’s Authority and Responsibility	100.0520
Board Delegation of Administrative Authority	100.0530
President Succession Plan.....	100.0540
Miscellaneous	100.0800
Policies.....	100.0810
Board Evaluation	100.0820
Presidential Evaluation	100.0830
Insurance Coverage for the Board	100.0850
Indemnification of the Board	100.0860
Board Member Compliance/Enforcement	100.0870

STRATEGIC DIRECTION **200.0000**

Values, Visions, and Mission.....205.0100
Key Result Areas205.0200
Success Indicators205.0300
Annual Review of Key Result Areas205.0400
Institutional Learning Outcomes..... 205.0500

COLLEGE ORGANIZATION **300.0000**

Administrative Officers305.0000
 College President305.0100
 Presidential Authority305.0110
 President’s Job Descriptions305.0120
 Other Authority of the President.....305.0130
 Organizational Structure305.0140
 Other Administrative Staff.....305.0150
 Development of Job Descriptions.....305.0160
 Councils and Committees305.0170
Board-Staff Relations.....305.1000
 Line of Responsibility.....305.1100
 President.....305.1200
 College Staff305.1300
 Board as an Adjudicating Body305.1400
Relations Among Units of the College305.2000
 Coordination and Cooperation Among College Units.....305.2100
Educational Organizations and Meetings305.3000
 Memberships in Professional Organizations305.3100
College Facilities305.4000
 Use of College Facilities and Equipment.....305.4100
 Health and Safety305.4200
 Smoking Policy305.4300
 Use of Alcoholic Beverages and/or Controlled Substances305.4400
 Infectious Illness305.4500
 Drug Free Schools and Communities305.4600
 Artistic Display305.4700
Compliance with Federal, State, and Local Legislation Regarding
 Sexual Misconduct.....305.5000
 Campus Sexual Violence Elimination (SaVE) Act305.5500

EXTERNAL RELATIONS **400.0000**

Governmental Entities405.0000
General Statement of Relationship405.0100
State/Federal Governmental Agencies -- College Relations405.0200
State Legislature -- College Relations405.0300

Oregon Community College Association	405.0500
Colleges and Universities	405.0600
Employment Services -- College Relations	405.0700
Law Enforcement Agencies and Courts	405.0800
Information Requests	405.0900
Local Community Advisory Groups.....	410.0000
Advisory Committees for Instructional Programs	410.0100
Advisory Committees for the Board.....	410.0200
College -- Community Relations	415.0000
Rationale	415.0100
Community Complaints	415.0200
Media Productions	415.0300
News Policy	415.0400
Tours and Visitations	415.0600
Registration of Visitors	415.0650
Staff Participation in Community Affairs.....	415.0700
Charter Schools.....	415.0710
Solicitation	420.0000
Soliciting from Students and Staff.....	420.0100
Sale of Commercial Commodities on Campus.....	420.0200
Use of College Records	420.0300
Use of College Name	420.0400

HUMAN RESOURCES

500.0000

Equal Opportunity.....	505.0100
Statement on Publications.....	505.0300
Grievance Procedure.....	505.0400
Harassment-Free Workplace.....	505.0500
Family Education Rights and Privacy Act (FERPA).....	505.0600
Recruitment and Selection	510.0000
Vacancies	510.0100
U.S. Citizenship	510.0200
Criteria for Selection.....	510.0300
Background Check Prior to Selection.....	510.0310
Transfer of Employees	510.0350
All Employees.....	515.0000
Policy Manual	515.0100
Credentials	515.0200
Job Description	515.0350
Classification System.....	515.0360
Employment.....	515.0365
Evaluation	515.0370
Probationary Period	515.0375
Work Schedule.....	515.0385
Rest and Meal Periods	515.0387

Pay.....	515.0400
Payday.....	515.0401
Benefits	515.0440
Retirement Plan.....	515.0460
Payroll Deductions.....	515.0500
Jury Duty.....	515.0650
College Closure or Delayed Opening	515.0660
Tenure	515.0700
Standards of Conduct.....	515.0800
Code of Ethics.....	515.0900
Consensual Relationships	515.0950
Ongoing Outside Employment	515.1000
Political Activities/Controversial Issues	515.1100
Personnel Records.....	515.1200
Resignation	515.1500
Disciplinary Actions and Discharge	515.1550
Severance Pay	515.1570
Acceptance of Gifts.....	515.1900
Care and Use of College Property	515.2100
Copyright Policy	515.2150
Creative and Scholarly Work.....	515.2175
Health and Safety.....	515.2200
Integrated Pest Management (IPM)	515.2203
Employee Accidents	515.2205
Serious Infectious Illnesses.....	515.2250
Student Illness or Accident	515.2270
Drug and Alcohol Use in the Workplace	515.2300
Smoking and Tobacco Use on Campus	515.2305
Travel	515.2600
Use of Privately Owned Vehicles	515.2605
Travel Expense Reimbursement	515.2610
Travel Advances	515.2615
Frequent Traveler Programs	515.2620
Support Staff	520.0000
Letter of Appointment.....	520.0300
Holidays	520.0400
Overtime Compensation	520.0600
Vacation	520.0800
Sick Leave.....	520.1100
Sick Leave Donation.....	520.1110
Family Medical Leave Act and Oregon Family Leave Act.....	520.1150
Personal Leave	520.1200
Bereavement Leave.....	520.1400
Unpaid Leave	520.1500
Extended Leave of Absence.....	520.1600
Military Leave.....	520.1800

Community Service Leave.....	520.1900
FICA, Unemployment and Workers' Compensation.....	520.2000
Health Insurance	520.2200
Group Life Insurance	520.2300
Group Accidental Death and Dismemberment Insurance	520.2400
Group Long-Term Disability Insurance.....	520.2500
Tuition Remission.....	520.2600
Resignation	520.3000
Temporary Full-Time Faculty.....	535.0000
Letter of Appointment.....	535.0300
Faculty Assignment	535.0350
Additional Assignment	535.0370
Holidays	535.0400
Sick Leave.....	535.1100
Family Medical Leave Act and Oregon Family Leave Act	535.1150
Personal Leave	535.1200
Bereavement Leave.....	535.1400
Military Leave.....	535.1800
FICA, Unemployment and Workers' Compensation.....	535.2000
Health Insurance	535.2200
Group Life Insurance	535.2300
Group Accidental Death and Dismemberment	535.2400
Group Long-Term Disability	535.2500
Tuition Remission.....	535.2600
Resignation	535.3000
Adjunct Faculty.....	545.0000
Contract for Employment	545.0300
Faculty Assignment	545.0350
Additional Faculty Assignments.....	545.0370
FICA, Unemployment & Workers' Compensation.....	545.2000
Tuition Remission.....	545.2600
Administrative Staff and Administrative Faculty	550.0000
Letter of Appointment.....	550.0200
Holidays	550.0600
Vacation	550.0800
Vacation Required	550.0850
Sick Leave.....	550.1100
Sick Leave Donation.....	550.1110
Family Medical Leave Act and Oregon Family Leave Act	550.1150
Personal Leave	550.1200
Bereavement Leave.....	550.1400
Unpaid Leave	550.1500
Extended Leave of Absence.....	550.1600
Sabbatical Leave	550.1700
Military Leave.....	550.1800
Community Service Leave.....	550.1900

Health Insurance	550.2200
Group Life Insurance	550.2300
Group Accidental Death and Dismemberment Insurance	550.2400
Group Long-Term Disability Insurance.....	550.2500
Tuition Remission.....	550.2600
Consultancy.....	550.2700
Resignation	550.3000
Reduction in Force.....	550.3100
Nine Month (174 day) Faculty.....	551.0000
Letter of Appointment.....	551.0200
Holidays	551.0600
Vacation	551.0800
Sick Leave.....	551.1100
Family Medical Leave Act and Oregon Family Leave Act.....	551.1150
Personal Leave.....	551.1200
Bereavement Leave.....	551.1400
Unpaid Leave.....	551.1500
Extended Leave of Absence.....	551.1600
Sabbatical Leave	551.1700
Military Leave.....	551.1800
FICA, Unemployment & Workers' Compensation.....	551.2000
Health Insurance	551.2200
Group Life Insurance	551.2300
Group Accidental Death and Dismemberment Insurance	551.2400
Group Long-Term Disability Insurance.....	551.2500
Tuition Remission.....	551.2600
Consultancy.....	551.2700
Resignation	551.3000
Reduction in Force.....	551.3100

FISCAL MANAGEMENT GOALS

600.0000

Multi Year Financial Projections	600.0100
Sufficient Fund Balance.....	600.0200
Budgeting and Planning.....	610.0000
Fiscal Year	610.0110
District Budget.....	610.0120
Funds Sufficiency.....	610.0130
Interfund Transfers.....	610.0135
Contingency	610.0140
Interfund Loans	610.0145
Adoption.....	610.0150
Fiscal Accountability	620.0000
Accounting for Funds - System of Accounts.....	620.0100
Monthly Financial Report.....	620.0110
Capital Asset Inventory.....	620.0120

College Audit	620.0130
Investments	620.0200
Investment of Funds	620.0210
Investment of Bond Proceeds.....	620.0215
Short Term Borrowing	620.0220
Deposit of Receipts	620.0230
Insurance	620.0300
Property, Casualty, and Liability Insurance Programs.....	620.0310
Bonded Employees and Officers.....	620.0320
Resources	630.0000
Tax Rate	630.0100
Tuition	630.0200
Tuition - In State	630.0210
Tuition Out of State.....	630.0220
Tuition - International Students	630.0230
Reciprocity	630.0240
Adult Basic Education Level-One Tuition.....	630.0250
Fees	630.0260
Tuition and Fee Refunds	630.0270
Returned Checks	630.0280
Grants	630.0300
Contributions to Klamath Community College Service District	630.0400
Expenditures	640.0000
Payment of Bills	640.0110
Purchasing Authority	640.0120
Purchase Contracts	640.0130
Petty Cash Accounts	640.0140
Credit Card Use.....	640.0150
Bidding Requirements.....	640.0160
Relations with Vendor.....	640.0180
Authorized Signatures	640.0190
Expenses Reimbursements.....	640.0210
Recognition Meal Costs	640.0220
Payroll	640.0310
Payday Schedule	640.0320
Advanced Salary Payments.....	640.0330
Debt Management Policy.....	650.0000
Communication of Debt.....	650.0100
Commitment for Repayment of Debt	650.0110
Short-Term Debt	650.0120
Long-Term Debt.....	650.0130
Bonded Debt Limitation.....	650.0140
General Fund Debt	650.0150
Naming of Building, Facilities, and Campus Green Spaces.....	660.0000
Guidelines for Naming.....	660.0100
Types of Gifts for Naming Commitments	660.0110

Guidelines for Funding	660.0200
Facilities	660.0210
Existing Buildings.....	660.0211
New Building Structures.....	660.0212
Special Acknowledgement or Memorial Opportunities	660.0300
Approval Process for Naming of Facilities or Programs	660.0400

STUDENT SERVICES

700.0000

Admissions.....	710.0000
Admission of Students	710.0100
Right to Deny Admission.....	710.0110
Enrollment Limitations	710.0120
Appeal	710.0130
Admission to High Demand Programs	710.0140
Dual Enrollment of Selected High School Students	710.0150
Resident and Non-Resident Students.....	710.0160
International Students	710.0170
Transfer Students	710.0180
Full-Time and Part-Time Students.....	710.0190
Directory Information	710.0200
Immunizations.....	710.0210
Criminal Background Check.....	710.0220
Registration	720.0000
Admission to Class	720.0100
Delinquent Accounts.....	720.0110
Transcripts.....	720.0120
Withdrawal from College	720.0130
Refund Policy.....	720.0140
Student Support.....	730.0000
Counseling	730.0100
Academic Advising.....	730.0110
Career Development and Referral	730.0130
Financial Aid.....	740.0000
Federal.....	740.0100
State.....	740.0110
Scholarships	740.0120
Veterans Scholarship Policy	740.0121
Tuition Waiver for Students 65 Years of Age and Older	740.0130
Performance Grants	740.0140
External Scholarships.....	740.0150
Student Life.....	750.0000
Student Groups.....	750.0100
Student Activities.....	750.0110
Groups Charter	750.0120
Student Conduct and Responsibilities	750.0130

Authority for Suspension or Probation	750.0140
Conduct Appeals	750.0150
Equal Opportunity/Civil Rights	750.0170
Sexual Harassment (College Students).....	750.0180
Publications.....	750.0190
Smoking and Tobacco Use on Campus	750.0200

LEARNING SERVICES **800.0000**

Curriculum	810.0000
Programs	810.0100
Degrees and Certificates	810.0200
Program Development	810.0300
Assessment of Student Achievement	810.0400
Program Review.....	810.0500
Academic Policies	810.0600
Course Scheduling	810.0700
Instruction	820.0000
Instructor Qualifications	820.0100
Academic Freedom	820.0200
Study of Controversial Issues	820.0300
Instruction Methodology.....	820.0400
Instructional Partnership	820.0500
Deliver Systems	820.0600
Copyright	820.0700
Conflict of Interest	820.0800
Learning Resources.....	830.0000
Selection of Materials	830.0100
Partnership Authorization	830.0200
Withdrawal of Materials	830.0400
Loss or Damage	830.0500
Controversial Materials.....	830.0600
Confidentiality of Library Records	830.0700

INFORMATION **900.0000**

User Conduct.....	900.0100
Privacy and Security	900.0200
Archives	900.0300
Ownership	900.0400
Compliance with the Law	900.0500

APPENDIX

Salary Ranges	A - 1
Klamath Community College Mission, Values, Visions	B - 1

Strategic Goals	B - 2
Performance Indicators	B - 3
Institutional Governance System	C - 1