

Klamath Community College Subject: <u>College Organization</u> Policy #: <u>300.0000</u> Issue Date: <u>April 24, 2001</u> Revision Dates: <u>03/21/06; 10/26/06, 06/23/15,</u> <u>03/08/16</u>

COLLEGE ORGANIZATION 300.0000

POLICY

The Board shall establish a framework of organization within which it will empower the President and staff to develop, operate, and maintain the College.

PURPOSE

The Board is responsible to the citizens of the District for operation of Klamath Community College. In discharging that responsibility, it is primarily concerned with creation and direction of policies for the district and effectiveness of those policies. The execution of policy, decisions made within its framework, and methods used to enforce its provision are properly the responsibility of the District’s administrative staff.

IMPLEMENTATION ADMINISTRATIVE OFFICERS 305.0000

College President 305.0100

The Board of Education shall, at its sole discretion, select and employ a College President as its executive officer to implement the Board’s policies, organize, manage, and operate the District and College, and to assist the Board in discharging its legal and policy level functions.

President’s Authority 305.0110

The Board delegates to the College President administrative authority over the District and College and shall hold him/her responsible for efficient operation within the policies adopted by the Board.

President’s Job Description 305.0120

The Board and President shall develop and implement the President’s job description, delineating his/her responsibilities, consistent with Board policies.

Other Authority of the President 305.0130

In situations not envisioned by policy or in emergency situations, the Board expects the President to take whatever action he/she deems necessary. If a policy of the Board is involved, the President shall report such action to the Board at it’s next meeting for ratification.

Organizational Structure 305.0140
The President shall establish and provide the Board with an organizational structure for its approval. The structure shall include such administrative officers as necessary for successful District and College operation.

Other Administrative Staff 305.0150
The President may delegate authority to other administrative staff as necessary consistent with organizational structure and job descriptions.

Development of Job Descriptions 305.0160
The President shall ensure each employee is provided a job description of his/her duties.

Councils and Committees 305.0170
The President shall establish such Councils and/or Committees of employees as may be necessary to provide a vehicle for recommendations to the formation and implementation of College level policies and procedures. See Appendix C - 1: Institutional Governance System

BOARD-STAFF RELATIONS 305.1000
Line of Responsibility 305.1100

President 305.1200
The President is the sole direct employee of the Board of Education.

College Staff 305.1300
All staff are accountable to the President through Board-adopted organizational structures, job description, and the President for discharge of their duties.

President as Adjudicating Body 305.1400
The staff of the College will work together to resolve problems and concerns that arise and bring them to the President only after all other paths of resolution have been exhausted. The appropriate administrators will always be afforded the opportunity to resolve conflicts before they are heard by the President. The President is the final adjudicating body.

RELATIONS AMONG UNITS OF THE COLLEGE 305.2000
Coordination and Cooperation Among College Units 305.2100
The administrative units of the College consist of a central executive team and several unit operations. They are to be organized and operated in such a fashion as to assure maximum coordination among all units.

Decisions shall be based on appropriate policies adopted by the Board, and such councils and committees as established in 305.0170 to enhance mutual respect, confidence, and understanding among the College staff.

EDUCATIONAL ORGANIZATIONS AND MEETINGS 305.3000

Memberships in Professional Organizations 305.3100

Staff members are encouraged to belong to organizations whose objectives and interests are applicable to the teaching and/or administrative responsibilities of College staff. Staff members belonging to such groups -- whether at the local, state, or national level -- may be given time off to attend meetings and to participate in their professional activities.

The President is authorized by the Board to determine and approve institutional type memberships in organizations whose objectives and interests are applicable to the teaching and/or administrative responsibilities of College staff. Such selected membership fees shall be paid by the College.

COLLEGE FACILITIES 305.4000

Use of College Facilities and Equipment 305.4100

Requests for use of College facilities, equipment, or materials by employees, students, or outside organizations shall be made to the College Administration. Requested utilization not in conjunction with the College's role and mission shall be assessed charges for such use.

Administration reserves the right of to waive these charges. The College reserves the right to deny use of College facilities, equipment, or materials for purposes not conducive to the interest of the College, its employees, students, or community as a whole. Unauthorized use or possession of College facilities, equipment, or materials is strictly forbidden.

Health and Safety 305.4200

The policy of Klamath Community College is to provide a safe and healthy environment for all students and staff. The College intends to comply fully with all State and Federal regulations regarding safety and health applicable to operations of the College.

Smoking Policy 305.4300

Smoking in College buildings or College vehicles is prohibited, except in designated smoking areas.

Use of Alcoholic Beverages, Marijuana and/or Controlled Substances 305.4400

Klamath Community College is dedicated to providing a healthful and safe workplace that is free of the detrimental influences of drug and alcohol abuse. In compliance with, and in addition to, federal and/or state laws and restrictions, unlawfully manufacturing, distributing, dispensing, possessing or using alcohol, marijuana (including medical), or controlled substances on any Klamath Community College premises is prohibited. Anyone under the influence or impaired by the use of alcohol, marijuana, or other controlled substance may be removed from the college premises.

Exceptions to this Policy must be requested through the Klamath Community College President.

Infectious Illnesses 305.4500

Klamath Community College is dedicated to maintaining a healthy and safe work environment for employees as well as providing support for individual employees who face serious or life threatening illnesses. The College will not discriminate against any individual because that person has or is perceived to have an infectious illness, so long as the individual can, with

reasonable accommodation, perform the duties of the position or unless the individual poses a significant risk of harm to himself or employees or the public, that cannot be eliminated by reasonable accommodations.

Drug Free Schools and Communities 305.4600

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

Artistic Display 305.4700

The Board establishes the College is an appropriate forum for artistic work. Artwork for the College should enhance the surrounding environment and should contribute to the ambiance of the College. Acceptance of works for display shall be guarded by reasonable community standards, available space to display and appropriate security/insurance.

Compliance with Federal, State, and Local Legislation Regarding Sexual Misconduct 305.5000

Klamath Community College will be fully compliant with Federal, State, and local requirements as outlined in legislation. Legislation is referred to, but not limited to: Title IX, Clery Act, and other mandated requirements for educational institution to comply. These encompass areas of discrimination, harassment, bullying, sexual assault, etc.

The Board authorizes and directs the President and staff to develop procedures, create infrastructure, hire appropriate staff, obtain materials, seek training, complete reports, provide student educational opportunities, and other activities to ensure that KCC is in compliance. Recognizing that these legislative directive are in a continual state of refinement and change, the President and KCC staff will monitor and improve programs and procedures as needed.

Select items may need an appropriate Board approved policy which will be selected by the President as needed. Procedures and programs will be implemented and shared with the Board as an informational item as is appropriate. Rules will be incorporated into the Student Handbook and Employee Handbook and will be enforced through established KCC procedures and policies.

Campus Sexual Violence Elimination (SaVE) Act 305.5500

In the interest of a safe learning and working environment, the College will not tolerate sexual assault, domestic violence, dating violence, or stalking. The College adopts this policy and related procedures to prevent and respond to such incidents.

This policy and its procedures apply to all members of the College community: students, faculty, and staff, as well as contractors and visitors. The procedures shall detail matters stipulated by law and necessary for the implementation of this policy.