

Klamath Community College Subject: <u>External Relations</u> Policy #: <u>400.0000</u> Issue Date: <u>April 24, 2001</u> Revision Dates: <u>11/1/2005, 3/21/2006,</u> <u>01/24/2012</u>

EXTERNAL RELATIONS

400.0000

POLICY

The District and College shall attempt to maintain positive relations with external groups.

PURPOSE

The Board accepts the role of the District and College as public entities and affirms its intent to work collaboratively with external groups.

IMPLEMENTATION

Governmental Entities 405.0000

The College and its staff shall attempt to maintain positive relations with all governmental entities.

General Statement of Relationship 405.0100

The College is a public, tax-supported entity, and recognizes that the very nature of its mission is to serve the educational, work force, and cultural needs of the community. In support of its public policy role, the Board views the relationship between the College and other governmental agencies in the spirit of collaboration. The Board supports the concept of local control of the College and a district tax levy to enable the College to best serve its community.

All relationships between the College and other governmental agencies, at the local, regional, state, and national levels, will clarify and preserve the College's commitment to a locally governed community college, readily responsive to community needs.

State/Federal Governmental Agencies -- College Relations 405.0200

The Board strives for sound and effective communication between the College and state/federal governmental agencies through clear and open dialogue. This will ensure the most effective service to its public.

State Legislature -- College Relations 405.0300

The Board recognizes the need for sound and effective communications between the College and the Oregon Legislature. The Board understands that ensuring the educational services guaranteed by statute to the people of the College service area is one of its primary responsibilities. It understands that a clear, open dialogue between the College and the Oregon Legislature is one of the best means of ensuring statutes which support the College.

The Board of Education will not take any position advocating or proposing a local, state, or national legislative matter, unless the matter is of direct concern to the College.

Oregon Community College Association 405.0500

To support KCC, the Board, through membership and participation, supports the aims and philosophies of the Oregon Community College Association (OCCA).

Colleges and Universities – College Relations 405.0600

The Board realizes there is a need for effective communication between the College and other institutions of higher learning. This clear and open dialogue between the College and other institutions is one means of ensuring that the College most effectively serves its public.

Employment Services -- College Relations 405.0700

The College will maintain ongoing and open communications with employment services and governmental agencies in order to maintain awareness of work force needs and career opportunities available to students and graduates.

Law Enforcement Agencies and Courts 405.0800

The College and its representatives shall cooperate with any law enforcement and follow any court orders issued.

Information Requests 405.0900

The College, as a responsive public agency, will provide information upon written request utilizing the following criteria:

- A. Klamath Community College makes available as much information and data concerning its operation as possible. The Board directs the College not to expend public funds to create, compile, assemble, and/or duplicate information and data which is of little or no value to the mission of the college.
- B. The College will comply with the public records law and all other applicable laws, rules, and regulations requiring the compilation and dissemination of information and data and the cost associated with the request. In addition, the institution will cooperate in every way reasonably possible to make information available to those persons and entities requesting the same.

LOCAL COMMUNITY ADVISORY GROUPS

410.0000

POLICY

The College and its staff shall maintain positive working relationships with community groups.

PURPOSE

Open and effective communications between the College and members of business, professions, industry, and labor are paramount to the vitality and marketplace relevance of the College's programs.

IMPLEMENTATION

Advisory Committees for Instructional Programs

410.0100

The President, or his/her designee, may appoint special committees from the public to advise College staff regarding instructional programs as they relate to the overall educational mission of the College. The committees serve in an advisory capacity and have neither administrative nor legislative authority.

Advisory Committees for the Board

410.0200

The Board may appoint advisory committees to study problems, recommend solutions, provide information, or perform assigned tasks. Advisory committees for the Board serve in an advisory capacity and have neither administrative nor legislative authority.

Members of each committee shall be instructed regarding the length of time each is being asked to serve and the specific services that the Board wishes the committee to render. Further, the committee shall be instructed regarding its relationship with the Board and with College staff. The Board shall have the sole authority to dissolve any of its advisory committees at any time.

COLLEGE - COMMUNITY RELATIONS

415.0000

POLICY

The College shall maintain ongoing relationships with the community.

PURPOSE

Rationale 415.0100

The Board recognizes that the College exists as an integral part of the community and cannot be separated from it. Further, the Board believes that the success of the College depends upon the effectiveness of community, students, and staff working towards common goals. A continuous program of two-way communication between the College and the community is essential.

IMPLEMENTATION

Community Complaints 415.0200

Complaints from the community will be received by the President or his/her designee.

Media Productions 415.0300

The College, through the President and the College staff, is authorized to produce such media items as may be appropriate for effective communications with the community.

News Policy 415.0400

The news media and community will be given advance notice of the time, place, and business of all appropriate College activities.

Tours and Visitations 415.0600

Campus tours and visitations shall be arranged through the Dean for Student Services or his/her designee.

Registration of Visitors 415.0650

Any persons entering the property of the College in the capacity other than:

- 1) a visitor attending public functions including, but not limited to, theater productions, sports events, or public exhibitions;
- 2) faculty and other employees and their guests;
- 3) students and their guests;
- 4) persons who have a need to conduct business with or request information from college officials; or
- 5) otherwise utilize available College services

shall first register with Student Services. Failure to register may result in the visitor being construed as a trespasser.

Staff Participation in Community Affairs

415.0700

The staff of the College have, by means of their diverse backgrounds, interests and talents, much to contribute to their neighborhoods, cities, state, and nation. College staff members are urged to become members of community organizations and to take an active part in civic affairs.

Charter Schools

415.0710

The Mission of Klamath Community College does not include the sponsorship of public charter schools. Therefore, Klamath Community College will not accept or consider proposals for the sponsorship of public charter schools.

SOLICITATION

420.0000

POLICY

Solicitation on College property is limited in scope and nature.

PURPOSE

Solicitation is limited to assure orderly operations and preclude unauthorized use of College assets.

IMPLEMENTATION

Soliciting from Students and Staff

420.0100

Unauthorized soliciting is prohibited. Any attempt to sell or contact to sell to any student, employee, or guest of the College, while on campus premises, shall be considered unauthorized without express written permission of the President or his/her designee.

Sale of Commercial Commodities on Campus

420.0200

No commercial commodities may be sold on College premises by any individual or group, except through regularly approved distribution channels, unless specific approval has been granted by the President or his/her designee.

Use of College Records

420.0300

Commercial firms and individuals may not use College records for the purpose of obtaining names and address for solicitation of students or employees.

Use of College Name

420.0400

The name of the College or any College representative shall not be used for commercial or promotional purposes without approval of the President or his/her designee.