



College Affairs Committee

Friday, November 14, 2025

10:00 – 11:30 a.m.

Boyle Education Center Boardroom and Remotely via Zoom

Click the following link to attend via Zoom:

<https://cocc.zoom.us/j/96949023085>

Dial up: 1-719-359-4580 | Meeting ID: 969 4902 3085

1. Old Business

- a. Review Minutes from the October 10, 2025 Meeting – Breana Sylwester
- b. Inclusive Access Course Fees for the Winter 2026 Term, 2nd Reading – Frank Payne
- c. Proposed Revisions to Spending Policies G-2-1 and G-31-7.1, 2nd Reading – Cathleen Knutson and Angie Anderson-May

2. New Business

- a. Proposed Course Fees Process Restructure, 1st Reading – Cathleen Knutson, Angie Anderson-May and Krista Leaders
- b. Proposed Revision to G-32-12.7 Paid Leave Oregon, 1st and 2nd Reading – Rachel Knox
- c. Proposed Increase to Dental Assisting Course Fees, 1st Reading – Alan Nunes
- d. Proposal to Establish G-22-1 Data Governance Policy, 1st Reading – Ken Harmon
- e. Proposed Revisions to Title IX Policies, 1st and 2nd Reading – Alicia Moore
- f. Discussion Item: College Affairs Meeting Frequency – Breana Sylwester

Next Meeting: Friday, December 12, 2025, 10:00 – 11:30 a.m. in the Boyle Education Center Boardroom and via Zoom



Date: October 10, 2025
Time: 10:00 – 11:30 a.m.
Location: Zoom meeting

Attending	Absent	Guests
Breana Sylwester, Chair	Tracy Crockett	Frank Payne
Savannah Boyer	Tom Barry	Gabrielle Orsi
Scott Dove		Michael LaLonde
Lisa Merritt		
Galit Ruebush		
Talia Stockwell		
Marilyn Waller-Niewold		
Sara Henson		
Greg Pereira, President		
Kyle Matthews, Recorder		

Meeting called to order at 10:01 a.m.

1. New Business

a. Committee Member Introductions – Breana Sylwester

- All meeting attendees introduced themselves. Sylwester read aloud the College Affairs Committee (CAC) charge to remind everyone the purpose of this Committee. She encouraged everyone to regularly check COCC Headlines in their COCC email accounts to stay informed about CAC meetings. Voting members were reminded to prioritize attending meetings regularly to ensure a quorum for voting on business items.

2. Old Business

a. Review Minutes from June 10, 2025 Meeting – Breana Sylwester

- Motion to approve the meeting minutes.
Motion made by Marilyn Waller-Niewold, seconded by Galit Ruebush.

3. New Business

a. Inclusive Access (IA) Course Fees for the Winter 2026 Term, 1st Reading – Frank Payne

- Payne explained for new CAC members that IA course fees are offered to allow students to purchase digital course materials at the lowest possible price through collaboration between publishers and the COCC Bookstore. After the fees are approved by the CAC, the Bookstore can adopt these fees and offer the course materials through an instructor’s Canvas course webpage and students can purchase IA course materials on the first day of class without additional steps from the publisher. (The list of courses proposed for IA in this meeting’s packet is incomplete. Payne will include an updated list when he returns for a second reading at the next CAC meeting.) Students enrolled in an IA course have the first two weeks of class to opt out of using IA materials and find physical versions of textbooks or courseware elsewhere. IA also saves money for the College on shipping for physical materials.



- Dove asked if Payne had any updates regarding his work with the eLearning department to better inform students whether they are enrolled in an IA course.
 - Payne said that every IA course is identified on the Bookstore’s website. (After this meeting, he sent a screenshot of an example to Matthews, who then shared the screenshot with the full CAC.) The digital courses webpage on COCC’s website is also regularly updated.
- Dove asked if notifying students about IA could be added to their class schedules.
 - Payne said that IA fees are listed as “digital course fees” in class schedules.
- Orsi asked how IA fees fit in with the ongoing course fees initiative.
 - LaLonde confirmed that IA fees were being considered as part of the course fees initiative, but a final decision has not yet been made. The preferred approach seems to be incorporating IA into the course fees process over establishing a universal fee for all course materials as IA materials are not available for all courses.
 - Henson asked LaLonde if there is a committee discussing course fees and if there are any updates on the matter.
 - LaLonde offered to give a presentation on proposed updates to course fees at a future CAC meeting. Sylwester concurred.
- Motion to approve the first reading of proposed IA course fees for the 2026 Winter term. Motion made by Galit Ruebush, seconded by Marilyn Waller-Niewold.
 - Motion approved by all voting members present.
- b. Proposed Revisions to Spending Policies G-2-1 and G-31-7.1, 1st Reading – Michael LaLonde
 - LaLonde explained that there has been a lack of knowledge across the College about COCC’s spending policies. Fiscal Services created a “cheat sheet” to layout the spending policies and presented it to Pereira, the vice presidents and Director of Risk Management Sharla Andresen to review. They expressed concern that this summary of the spending policies would be detached from COCC’s official policies. In reviewing these policies, some were found to be unclear, so LaLonde is recommending the following changes.
 - G-2-1 COCC Beverage and Food Policy
 - A sentence was added for on-campus events to comply with COCC’s food service agreements.
 - A link to policy G-31-7.1 was added for the readers’ convenience.
 - A sentence stating that food provided by a conference cannot be attributed to an employee’s per diem was added.
 - A sentence explaining Oregon’s per diem rates was added.
 - G-31-7.1 Employee Gifts and Events
 - Policy language was modified to restrict gifting qualifications to be determined by Human Resources. Specific qualifications were not included in the proposed language as they change often.
 - Language requiring retirement events to be on campus was removed.
 - Language allowing for additional funding for retirement gifts to be approved was removed in order to keep the approved amount consistent for all



- departments. Individuals are still allowed to spend personal funds without reimbursement on retirement gifts.
- Language regarding gift cards and monetary gifts being taxable was highlighted.
 - Language limiting “small amounts” was increased from \$25 to \$50.
- Henson asked if these policies apply to individuals who use personal funds and do not request reimbursement.
 - LaLonde said individuals are allowed to use their personal funds how they see fit.
 - Henson asked if there is a limit for per diem rates for hosting official guests, or does it depend on the amount approved by the supervisor?
 - LaLonde said it is not included in the policy, but the summary available on the Fiscal Services website says that any expenditure should be reasonable and reflect the mission values of the College.
 - Henson suggested changing “providing refreshments for a weekly or monthly staff meeting” to “paying for refreshments...” or “reimbursing for refreshments...”
 - LaLonde also suggested the language could be changed to “using college funds for refreshments...”
 - LaLonde will add language to the recommendation that states it may be appropriate for the College to pay for department lunches “rarely,” “infrequently” or “occasionally.”
 - Henson asked if providing refreshments requires pre-approval, or does it only need to be deemed reasonable by whoever has authority to approve a budget.
 - LaLonde said it would depend on a department’s organizational structure and what the supervisors want to do. Buying lunch for an entire department every week is not reasonable, but doing so for special occasions or to discuss business during a lunch hour could be considered appropriate. Managers are being given some leeway to determine what is reasonable.
 - Henson noted that the new class schedules intentionally left the noon hour open in order to allow faculty to take lunch breaks, as well as coordinate meetings as needed.
 - Ruebush asked if the College is expected to pay for faculty lunches if they attend a meeting at noon. Henson said that is not the case.
 - Dove asked if language regarding taxable gifts was meant to be accumulative or for individual items.
 - LaLonde said it is for individual items as accumulative gifts are harder to track.
 - Ruebush asked if there are clear policies for reporting gift cards to Payroll as her department does not receive consistent notifications on gift card purchases.
 - LaLonde said he would need to check with Fiscal Services Controller Cathleen Knutson.
 - LaLonde will attend next month’s meeting with proposed revisions and answers to questions.
 - Motion to approve the first reading of proposed revisions to policies G-2-1 and G-31-7.1 with proposed revisions from the CAC.
- Motion made by Galit Ruebush, seconded by Marilyn Waller-Niewold.
- Motion approved by all voting members present.



4. Other Discussion Items

- Sylwester reminded the CAC that the General Policy Manual (GPM) is up for review this year. Proposals for significant changes will be brought to the CAC for approval. Simple changes, such as typos, will be sent directly to Matthews for implementation. Sylwester asked Matthews to send a link to policy G-6-2 to all CAC members to review. The CAC can discuss possible revisions at future meetings.
- Pereira said he has received feedback from several employees recommending an expansion of the Senior Leadership Team (SLT) to include representation of faculty and classified staff. A pilot version of the expanded SLT will be enacted this year and proposed revisions to the SLT policy will likely be brought to the CAC. This will support the College's principle for shared governance.
- Henson reported that the Academic Freedom Policy is now available in the GPM. The process of getting final approval for this policy proved difficult as there seemed to be a lack of documentation for proper procedure within the Academic Affairs Committee. Henson suggested the CAC invite all of the policy committee chairs to discuss proper procedure to get policies approved for revision.
 - Sylwester concurred and suggested the Shared Governance Committee could also assist in this matter.
- Sylwester asked if members of the CAC were interested in meeting in person. This would be a hybrid style meeting where a remote option would still be available.
 - Ruebush, Merritt and Waller-Niewold were in favor of a hybrid meeting.
 - Sylwester and Matthews will organize a hybrid meeting for next month.

Motion to adjourn the meeting.

Motion made by Lisa Merritt, seconded by Scott Dove.

Meeting adjourned at 10:53 a.m.

NEXT MEETING: Friday, October 10, 2025 at 10:00 a.m. in the Boyle Education Center Boardroom and via Zoom



Presentation/Proposal Form

Inclusive Access Course Fees - Winter 2026

Name: Frank Payne

Date: 10/01/25

Department: Bookstore

Contact Information: fpayne@cocc.edu

- ❖ Complete Items 1-9 to the best of your ability (see [Instructions](#) form for reference).
- ❖ If an item is not relevant to your specific presentation/proposal, please mark it N/A.
- ❖ E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

This proposal is to offer required student course materials using Inclusive Access, delivered through Canvas, beginning Winter 2026 term on January 5th. Rather than purchasing course materials directly, students pay a course fee and then receive access to their course materials delivered on the first day of class. The College then pays Vitalsource - who delivers the course materials to Canvas - from the course fees collected.

Using Inclusive Access reduces course materials costs for students and allows students who can afford courses, but do not have access to bookstore credit, to have their course materials available on the first day of their classes.

Inclusive Access course materials can be up to 50% cheaper than comparable physical course materials, and are also 10% to 30% less expensive than the same digital products.

Students have the first two weeks of the term to Opt Out of the Inclusive Access Course materials and receive a refund on their course fees.

2. TYPE OF PRESENTATION/PROPOSAL

- Information Item and/or Committee Feedback (requires approval of CA Chair)
- Action Item:
 - Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *new* (Attach proposed procedure/policy separately.)
 - Identify suggested location in manual:
 - Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed \$X"):
 - Other:

3. BUDGET IMPACT

See attached sheet of courses.

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

List impacted departments/programs, describe the impact, and identify steps taken to communicate the impact(s)

Behavior Health - 161, 200, 206, 208 & 224
Business - 211Z > 213Z, 233
Data - 101
Food & Nutrition 225
Health & Human Performance - 260 & 261
Journalism - 220
Math - 241 & 256
Wr -122Z

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

N/A

6. OPERATIONAL IMPACT

N/A

7. STUDENT IMPACT

Students taking these courses will see savings for their course fees.

Behavior Health - 161, 200, 206, 208 & 224

Business - 211Z > 213Z, 233

Data - 101

Food & Nutrition 225

Health & Human Performance - 260 & 261

Journalism - 220

Math - 241 & 256

Wr -122Z

8. ANTICIPATED IMPLEMENTATION TIMELINE

Beginning Winter term - January 5th, 2026

9. MOTION TO BE RECOMMENDED

Inclusive Access Inclusive Access Course Fee Proposals for Winter 2026

Dept	Course	Course Fee
BA	211Z > BA 213Z	\$147.00
BA	233	\$116.00
BH	161	\$50.00
BH	200	\$50.00
BH	206	\$50.00
BH	208	\$81.00
BH	224	\$50.00 (Spring 2026)
Data	101	\$95.00
FA	125	\$43.50 (Spring 2026)
FN	225	\$28.72 (This fee is for the FN 225 courses being taught by Rachel Sheddon).
HHP	260	\$73.00
HHP	261	\$73.00
J	220	\$36.00
MTH	241	\$54.00 (There will be no course fee for Winter 2026. This will be provided for free from the publisher for Winter Term).
MTH	256	\$45.00
WR	122Z (10485)	\$26.50



Presentation/Proposal Form

Spending Policy Modification

Name: Michael LaLonde

Date: 10/3/2025

Department: VP of Finance and Operations

Contact Information: mlalonde@cocc.edu

- ❖ Complete Items 1-9 to the best of your ability (see [Instructions](#) form for reference).
- ❖ If an item is not relevant to your specific presentation/proposal, please mark it *N/A*.
- ❖ E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

The current spending policies lack clarity and do not always follow our current operating procedures and practices. These changes were reviewed by Fiscal Services and the VP of Finance and Operations. They were also presented to SLT who had a few modifications. The attached document reflects the changes from the original policy.

2. TYPE OF PRESENTATION/PROPOSAL

- Information Item and/or Committee Feedback (requires approval of CA Chair)
- Action Item:
 - Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *new* (Attach proposed procedure/policy separately.)
 - Identify suggested location in manual:
 - Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed \$X"):
 - Other:

3. BUDGET IMPACT

NA

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

List impacted departments/programs, describe the impact, and identify steps taken to communicate the impact(s)

All departments and programs will be impacted as they provide clarification to our policy and align with current practices. The Fiscal Services Department has revised their intranet site to provide a summary of these policies to make it easier for faculty and staff to find the relevant policies and to consolidate them into one document.

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

NA

6. OPERATIONAL IMPACT

This will provide clarity to our spending policies and align them with current practices.

7. STUDENT IMPACT

NA

8. ANTICIPATED IMPLEMENTATION TIMELINE

Upon College Affairs approval.

9. MOTION TO BE RECOMMENDED

I move to revise the spending policies to provide clarity and to better reflect the College's business practices.

G-2.1 COCC BEVERAGE AND FOOD POLICY

Hosting Groups and Official Guests:

The College or an employee, in the normal conduct of a program or activity, may serve as host for official guests of the institution by paying a reasonable amount for their meals and refreshments. Examples of official guests include, but are not limited to, visiting scholars, dignitaries, potential donors, public officials and guest speakers. The overarching definition of an official guest is "a person who has been invited to a COCC facility or function for a specific purpose that benefits the College's mission." Pre-approval by the appropriate Dean, Vice President or President is required prior to extending an invitation and a clear benefit to COCC must be documented when requesting payment of invited guests' food and beverage expenses. With the exception of pre-approved guests, it is not permissible for a COCC employee to pay for a guest's food and beverage expenses and then seek reimbursement.

Exception: Regulations that govern reimbursement for expenses related to the interview process for COCC positions shall be dictated by current Human Resources practices.

Departmental Receptions & Intra-Departmental Functions:

Expenditures for refreshments, snacks, meals and non-alcoholic beverages may be appropriate for business, instructional or other planned meetings and events. Food purchases for on-campus events must abide by all College policies and contracts, including those related to COCC's food service agreements.

Using College funds to pay for Providing refreshments for a lengthy intra-departmental function or gatherings such as Program Advisory Committee meetings, which occur on an irregular-infrequent basis, such as once or twice a year, may be appropriate when a planned meeting is called to accomplish a specific mission-related purpose. Using College funds to pay for Providing refreshments for a weekly or monthly staff meeting is not appropriate. ~~In some circumstances, the only time of the day where a comprehensive faculty/staff meeting is feasible is during the lunch hour. Using a "reasonableness test," it would be appropriate for the department to pay for a meal/refreshment (pizza, box lunches, etc.) during a working lunch at a College location. However, an intra-departmental working lunch held at a local restaurant would not be appropriate for reimbursement.~~ Using College funds for food purchases are allowable for infrequent work sessions greater than four hours that occur over the breakfast, lunch or dinner hours. Using College funds for snacks and refreshments for department meetings less than four hours are not allowed.

Using college funds for meals for faculty/staff meetings or retreats are allowed at local restaurants only with prior approval from a College Vice President.

Reimbursement for tipping on food purchases is not allowed for more than 20%. Any restaurant tip greater than 20% is the responsibility of the cardholder/payor.

Grant funds often have different rules on the use of funds, so please refer to the grant contract.

There may be an occasion where students or volunteers are participating in a planned after-hours support activity (e.g., event setup) for a specific purpose that benefits a College program or event. Using a "reasonableness test," it would be appropriate for the department to pay for a snack/meal/refreshment (pizza, sandwiches, non-alcoholic beverages, cookies, etc.). However, an after-hours activity held at a local restaurant would not be appropriate for reimbursement.

Departments may wish to hold receptions accompanied with food/beverages to honor employees for outstanding achievements, length of service and retirement. Generally, it is inappropriate to expend College funds for these purposes. However, as outlined in the COCC accounting procedure entitled Employee Gifts and Events ([G-31-7.1](#)), a department can seek approval to help fund refreshments at an on-campus reception for a retiree. (~~see accounting procedures below for details~~).

Meals/Beverages on Day Trip (no overnight stay):

~~Non-overtime meals~~ Meal & /beverages, including lunch, can be reimbursed only when the employee is attending a conference, seminar, convention, board meeting, or committee meeting as a representative of COCC and meals and beverages are not provided as part of the event, where non-COCC employees are present.

Breakfast and dinner can only be reimbursed if College-related travel requires the employee to leave two or more hours before or return two or more hours after the regular work-day. Employee will be reimbursed using the current in-state per diem rates.

Per diem rates are broken down into in-state and out-of-state. The College follows the U.S. General Services Administration (GSA) standard rates for Oregon's in-state per-diem rates. The out-of-state meal per-diem rates represent 125% of Oregon's in-state meal per-diem rates.

Alcoholic Beverages:

Institutional funds cannot be expended for alcoholic beverages. Alcoholic beverages

may be served at banquets or other special group activities conducted as part of a planned College event with the approval of the President. The full cost of alcoholic beverages must be recovered through charges to the participants or sponsoring group. If alcoholic beverages are purchased in the course of an event, the costs must be separated from meal charges.

Extended Approval:

When appropriate, the President may grant a comprehensive pre-approval in writing beyond the limitations stated above to an employee whose specific assigned duties include advancing the interests of the college. Such extended pre-approval shall be granted annually or until revoked by the President.

G-31-7.1 EMPLOYEE GIFTS AND EVENTS

The College provides awards and gifts to qualified employees- recipients, as determined by the Human Resources Department. in the following forms; 1) employee achievement awards (qualifying recipients determined through HR Dept.); 2) length of service awards (qualifying recipients determined through HR Dept.); and 3) full-time employee retirement gifts (qualifying recipients determined through HR Dept.) These Tangible awards &/ gifts (e.g., plaques, pen-sets, coffee mugs, clothing, etc.) cannot generally do not exceed \$250 and must be in the form of tangible property (e.g., plaques, pen-sets, coffee mugs, clothing, etc.) and cannot be cash, replaced with cash equivalents (e.g., gift cards) or other non-excludable awards (all considered taxable income by the IRS). Annual employee achievement awards have a cash value of \$1,000, are paid to the employee through payroll, and are considered taxable income.

Staff or departments may want to recognize employees for outstanding achievement, or length of service with a reception, party or lunch. It is disallowed to expend college funds for these purposes. The Department may however, seek approval to use some or all of the \$250 available for a retirement gift at an open, on-campus retirement event. If the Department would like to use additional funds, they must get their appropriate SLT Member approval approval from the appropriate Senior Leadership Team member overseeing their area.

De Minimis (Minimal) Benefits:

<https://www.irs.gov/pub/irs-pdf/p15b.pdf>

The IRS does not give specific rules or dollar amounts defining de minimus. COCC defines de minimus as employee awards, gifts, or giveaways valued at \$100 or less. De minimus awards, gifts, or giveaways are excluded from payroll taxes. Cash and cash equivalent fringe benefits (e.g., gift cards, gift certificates) are never a de minimis ~~excludable as a de minimus~~ benefit. Cash and cash equivalent fringe benefits, gift cards, gift certificates are always taxed.

For COCC events that include giveaways where entries are based on attendance or other non-financial entry, the total value of a prize awarded to a COCC employee is exempt from payroll taxes if the item has a fair market value of \$100 or less. Any prize valued at ~~\$10~~ 100.01 or more is non-exempt and will be taxed.

College employees may accept nominal gifts such as pens, notepads, or refreshments of minimal value, valued less than \$50, offered from external partners and vendors during meetings or events. However, they may not accept gifts, meals, or incentives intended to influence decisions, create a conflict of interest, or give the appearance of impropriety. When in doubt, it's best for the employee to politely decline or consult with their supervisor.

Gift Cards, Cash or Cash Equivalents:

IRS Publication 15-B (2022) states:

“Cash and cash equivalent fringe benefits (for example, gift certificates, gift cards, and the use of a charge card or credit card), no matter how little, are never ~~excludable as~~ a de minimis benefit.”

Departments may want to provide gift cards/certificates to non-employee individuals (e.g., volunteers, speakers, students, etc.) to acknowledge their contributions to the college. Gift cards issued using college funds must comply with the following guidelines:

- Must be for small amounts (\$5.00 - ~~\$25.00~~ 50.00).
- Must provide justification (college purpose) for gift cards issued
- Can't be used in lieu of pay
- Departments must maintain detailed log for gift cards including:
 - The number of cards purchased and denominations
 - Cards issued (to whom and for what purpose)

Cards issued to **employees** must be reported to Payroll, as taxable income.

Effective date [11/22/2022](#)



Presentation/Proposal Form

Course Fees Process Restructure

Name: Angie Anderson-May

Date: 11/14/2025

Department: Finance & Operations

Contact Information: aamay@cocc.edu

- ❖ Complete Items 1–9 to the best of your ability (see [Instructions](#) form for reference).
- ❖ If an item is not relevant to your specific presentation/proposal, please mark it *N/A*.
- ❖ E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

The Course Fees Process Restructure project proposes transitioning oversight of course fee review and approval from the College Affairs Committee to the Academic Affairs Committee. This change aligns with COCC's Academic Policy: Approval Process for General Student Fees, which designates course fees as an academic matter.

The current process is inconsistent, lacks transparency, and does not follow the existing policy. By shifting governance to Academic Affairs, the College can ensure that fees are reviewed within the same framework and timelines that govern curriculum and academic policy decisions. The restructure introduces standardized terminology, a clear annual review cycle, stronger oversight by the VPAA and VPFO, and improved communication tools to ensure accuracy and equity.

Ultimately, this proposal seeks to create a consistent, transparent, and student-centered course fee process that balances student affordability with institutional financial responsibility.

Current Policy: <https://cocc.edu/policies/general-policy-manual/academic/approval-process-for-general-student-fees>

2. TYPE OF PRESENTATION/PROPOSAL

- Information Item and/or Committee Feedback (requires approval of CA Chair)
- Action Item:
 - Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *new* (Attach proposed procedure/policy separately.)
 - Identify suggested location in manual:
 - Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed \$X"):
 - Other:

3. BUDGET IMPACT

No direct financial impact beyond existing administrative workloads. Improved process efficiency and oversight may reduce staff time spent on ad hoc fee corrections and inconsistent applications.

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

List impacted departments/programs, describe the impact, and identify steps taken to communicate the impact(s)

All instructional departments with course fees (approximately 500 course sections, \$7M annually). Communication regarding proposed changes has occurred through the Course Fee Restructure Workgroup, including Deans, Fiscal Services, Academic Affairs, and Administrative Assistants.

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

Clearer guidance for faculty when proposing new or revised fees; standardized tools and forms to estimate costs; alignment of timelines with academic scheduling and curriculum development.

6. OPERATIONAL IMPACT

Centralized digital tracking of fee requests; defined workflow for review and communication; increased coordination among Finance, Academic Affairs, and Department Admins.

7. STUDENT IMPACT

Greater transparency in how fees are set and justified, ensuring consistency across programs. The restructure supports affordability goals and enables earlier communication of fee changes to students prior to registration.

8. ANTICIPATED IMPLEMENTATION TIMELINE

Policy and governance updates finalized during 2025–26, with the new process and annual review cycle in effect for the 2026–27 catalog year.

9. MOTION TO BE RECOMMENDED

Move to approve the transition of course fee review and approval oversight from the College Affairs Committee to the Academic Affairs Committee and to support implementation of the standardized annual review process beginning with the 2026–27 academic year.



Course Fees Process Restructure

College Affairs Committee

Friday, November 14, 2025



CENTRAL OREGON
community college

G-30-20.1 APPROVAL PROCESS FOR GENERAL STUDENT FEES

Approved: 2017-09-13

Student fees may be initiated by any of the following three means: student elections (see ASCOCC Constitution for details); student referendum (see ASCOCC Constitution for details); or by College employees. Student fees approved via a student election or referendum shall be direct recommendations to the COCC Board of Directors. All other student fees (either new or changes to existing fees) may first be reviewed for input by the COCC College Affairs Committee, as well as other campus committees, task forces, and departments as appropriate to each fee, and as possible. Feedback from these groups shall be presented by the President (or designee), along with a formal proposal, to the COCC Board of Directors.

Course and program fees are determined based on criteria determined by the College; contact the Office of Instruction for details. Annually, the Chief Financial Officer will establish a benchmark amount to evaluate course and program fees. Fiscal Services will provide an annual report that identifies program fees and the related costs for evaluation. New, or changes to, course and program fees will be evaluated by faculty, Program Directors, Department Chairs and Instructional Deans who will provide recommendations to the Vice President for Instruction. If approved by the Vice President for Instruction, the appropriate Department Chair, Program Director, Instructional Dean or appointed faculty member will submit the recommended fee changes to the College Affairs Committee for approval. The Vice President for Instruction shall provide the President and Executive Administrators an annual update and present an annual information item to the COCC Board of Directors summarizing all course and program fees.

The COCC Board of Directors has the sole responsibility for increasing or decreasing student fees, including the amount and maximum credit to which the fee shall apply if the Board determines that such modifications are in the best interest of students and COCC.

Primary Areas of Concern:

The current policy not being followed, causing confusion about the process amongst staff and those proposing new fees and fee increases.

- Benchmark & annual report not being provided to kick off the process
- Recommended fee changes are going through CAC for approval, but on an ad hoc basis
- CAC's monthly schedule makes it difficult to approve fees on a schedule that aligns with academic deadlines
- Annual update is not happening
- Communication about fee approval decisions is not being communicated to everyone who needs to be in the know (i.e. administrative assistants)
- Fees are not applied consistently making it difficult to provide transparency to students

**We have over 500 unique
course section fees at COCC
and collect over \$7M in course
fees from students annually.**



Project Background

- The current course fee process is inconsistent and often confusing.
- We need to find a way to balance student affordability with institutional financial responsibility.
- Faculty, staff, and students need a process that is clear and fair.
- A cross-functional effort is now underway to evaluate and restructure the course fees process, incorporating both operational improvements and philosophical alignment with the institution's values.
- Our goal: a consistent, transparent, student-centered fee structure.

Project Charge

Develop and implement a comprehensive course fee implementation and review process that:

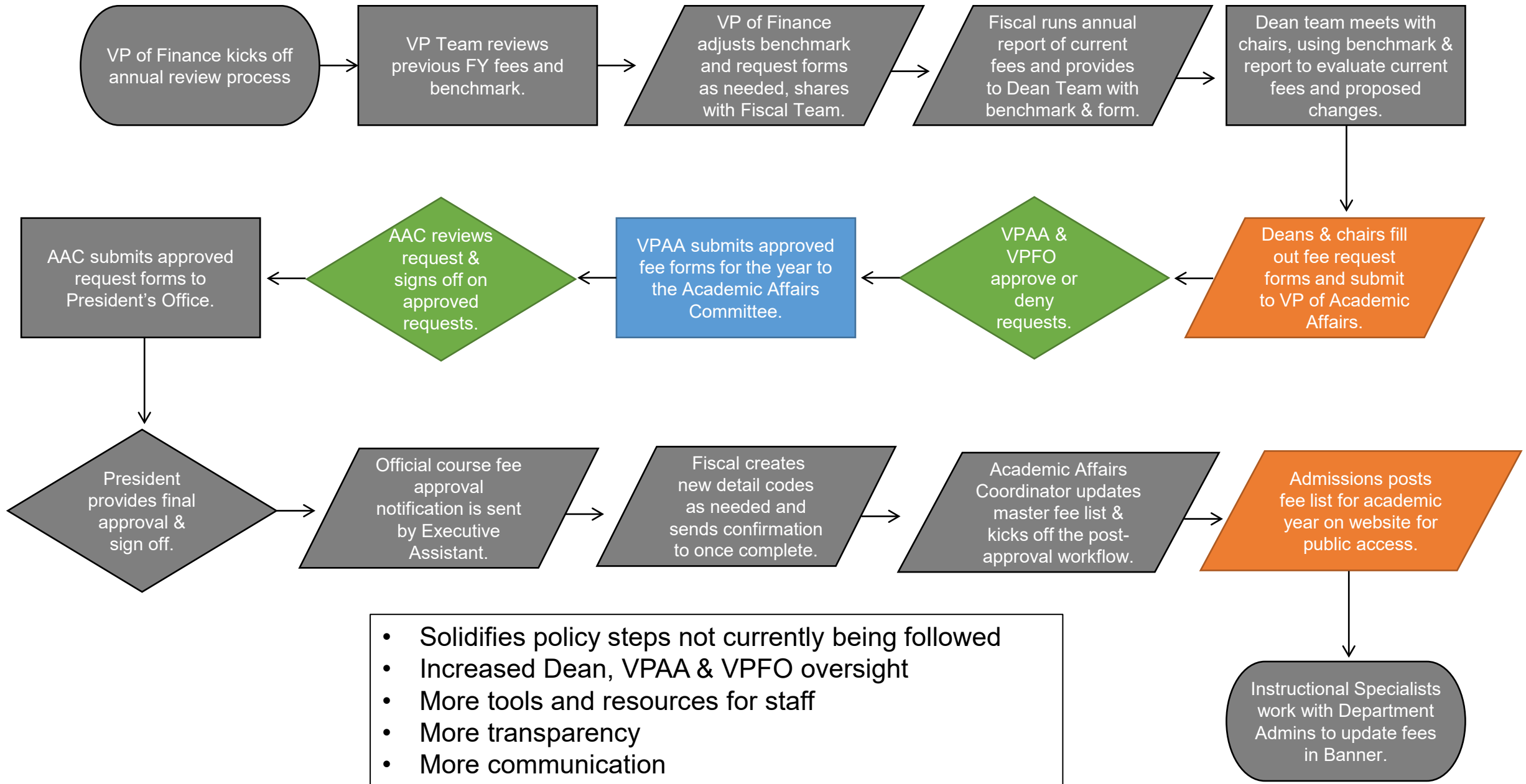
- Standardizes fee terminology and expectations across the institution.
- Defines a clear end-to-end process for proposing, reviewing, approving, and communicating course fees.
- Establishes a policy framework that integrates evaluation criteria, SLT guidance, and stakeholder accountability.
- Supports instructional staff through clear tools, timelines, and communication systems.
- Aligns with college goals around affordability and long-term planning.

Project Scope

We are
here

- Development of standardized terminology
- Creation of a college-wide course fee philosophy
- Mapping and formalization of an end-to-end course fee process
- Establishment of evaluation criteria and benchmarks
- Revision & adoption of institutional policy
- Implementation of a predictable annual cycle
- Communication and training
- Support for departmental planning and budgeting







Why Academic Affairs?

Alignment with Academic Oversight

The AAC oversees curriculum development, program changes, and academic policies, making it the more appropriate body to ensure that any course fee aligns with academic standard.
(Course fees fall under academic policies.)

Faculty Expertise and Departmental Representation

The committee is composed of staff who understand the instructional context and discipline-specific needs to help ensure fee proposals are evaluated with informed perspective.

Consistency with Curriculum Workflows & Policies

Ensures that any new or revised fee is approved within the same academic decision-making framework, timelines, and context that governs academic policies and calendars.

Transparency and Academic Accountability

Reinforces academic ownership and accountability for how fees are justified, structured, and communicated to students.

Proposal

Move course fee request review and approval to an annual process overseen by the Academic Affairs Committee. The new process will incorporate tools to help faculty estimate and request fees, communication checkpoints to keep stakeholders informed, and more documentation to enhance transparency among students, faculty, and staff. Institutional policy will be updated and adopted accordingly.

The Academic Affairs Committee passed the change of this process through a first reading.

If the College Affairs Committee approves this process with first and second readings, then the Academic Affairs Committee would possibly agree to take it on, barring insight from College Affairs and CTE Council.

Questions

Concerns

Next Steps





Presentation/Proposal Form

G-32-12.7 - Paid Leave Oregon Clarification

Name: Rachel Knox

Date: 11/4/2025

Department: HR

Contact Information: rknox@cocc.edu, 541-383-7233 (7233 on campus)

- ❖ Complete Items 1–9 to the best of your ability (see [Instructions](#) form for reference).
- ❖ If an item is not relevant to your specific presentation/proposal, please mark it *N/A*.
- ❖ E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

Minor language change recommended for clarification in the second paragraph of Policy G-32-12.7. The purpose of this change is to clarify that COCC will follow any amendments to state statutes or changes in administrative rules.

Background:

1. Brought before College Affairs on October 10, 2022 for a first reading
2. Second reading on 12/9/2022
3. Approved and signed by President Chesley on 12/15/2022
4. This policy was drafted and approved based on available information provided by the Oregon State Legislature and the Oregon Employment Department related to Paid Leave Oregon contributions legislated to begin on January 1, 2023
5. As per ORS 657B, Paid Leave Oregon contributions for employers and employees began in January 2023 at 1% of gross wages as per ORS 657B
6. As per [OAR 471-070-3010](#), Paid Leave Oregon determines the contribution rate on an annual basis based on the financial health of the Paid Leave Oregon Trust Fund balance on August 31 of each year
7. This policy was revised on 5/9/2024 with a minor update to the contact email - updated from MyBenefits@cocc.edu to MyLeaves@cocc.edu.

2. TYPE OF PRESENTATION/PROPOSAL

- Information Item and/or Committee Feedback (requires approval of CA Chair)
- Action Item:
 - Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *new* (Attach proposed procedure/policy separately.)
 - Identify suggested location in manual:
 - Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed \$X"):
 - Other:

3. BUDGET IMPACT

None

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

List impacted departments/programs, describe the impact, and identify steps taken to communicate the impact(s)

None

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

None

6. OPERATIONAL IMPACT

None, COCC will continue to follow Oregon State Law

7. STUDENT IMPACT

None

8. ANTICIPATED IMPLEMENTATION TIMELINE

None

9. MOTION TO BE RECOMMENDED

Move to approve clarification of language for policy G-32-12.7 Paid Leave Oregon

G-32-12.7 Paid Leave Oregon

Approved: 12/15/2022, Revised: 5/9/2024

COCC follows all applicable Oregon Administrative Rules and laws pertaining to Paid Leave Oregon (PLO). PLO is paid family medical leave insurance. The College participates in the State of Oregon PLO plan. Employee eligibility, qualifying events, benefits, definitions, contribution rates and the percentages for employer and employee contributions are determined by the Oregon Employment Department (OED). Employees should contact the OED to determine eligibility.

Oregon law requires employee and employer contributions to PLO begin January 1, 2023. Employees can apply for benefits beginning September 2023. PLO contributions are made by the College and employees. The contribution per employee is 1% of gross wages monthly. The College will follow all applicable Oregon statutes related to Paid Leave Oregon. Employees pay 60% of the 1% contribution rate and the College pays 40% of the 1%.

Deleted: For 2023, t

Most employees working in Oregon who made \$1,000 or more the year before applying for PLO and are experiencing an event that qualifies them for paid leave may be eligible for PLO. PLO is protected leave for any COCC employee who has been employed by the College for ninety (90) calendar days or more.

COCC will allow an employee to use accrued Oregon Sick Time or accrued COCC sick and vacation leave, in that order, to supplement PLO. Accrued Oregon Sick Time or accrued COCC sick and vacation leave will be paid following documentation and confirmation of PLO eligibility and benefits from OED.

PLO, Family Medical Leave Act (FMLA), or Oregon Family Leave Act (OFLA) may overlap or run concurrently. Contact MyLeaves@cocc.edu for PLO procedures.

PLO References:

Oregon Employment Department Model Notice

<https://paidleave.oregon.gov/DocumentsForms/Paid-Leave-ModelNotice-Poster-EN.pdf>

Oregon Employment Department Information for Employees

<https://paidleave.oregon.gov/employees/Pages/default.aspx>

Effective date 12/15/2022



Presentation/Proposal Form

Allied Health - DA Course Fee Increase DA 125, 131, and 135

Name: Alan Nunes and Leslie Houston

Date: 10/20/2025

Department: Allied Health, Dental Assisting

Contact Information: anunes@cocc.edu, lhouston@cocc.edu

- ❖ Complete Items 1-9 to the best of your ability (see [Instructions](#) form for reference).
- ❖ If an item is not relevant to your specific presentation/proposal, please mark it *N/A*.
- ❖ E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

The Dental Assisting National Board (DANB) administers the certification exams required for COCC's Dental Assisting students, including Radiation Health and Safety, Infection Control, and General Chairside. Students take one exam per term, with fees currently covered by student fees—allowing use of financial aid and significantly increasing certification completion rates. Practice exams from the DALE Foundation, previously shared by the program, must now be purchased individually at \$39 each. We are requesting a \$39 increase to the student exam fee each term to cover this cost.

2. TYPE OF PRESENTATION/PROPOSAL

- Information Item and/or Committee Feedback (requires approval of CA Chair)
- Action Item:
 - Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *new* (Attach proposed procedure/policy separately.)
 - Identify suggested location in manual:
 - Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed \$X"): Increase not to exceed \$39 per term.
 - Other:

3. BUDGET IMPACT

DA 125 - increase to \$309 from \$270
DA 131 - increase to \$309, from \$270
DA 135 - increase to \$359, from \$320

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

List impacted departments/programs, describe the impact, and identify steps taken to communicate the impact(s)

There will be no departmental or programmatic impact of this change. Students will be notified of fees at time of registration.

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

There will be no instructional impact of this change.

6. OPERATIONAL IMPACT

DA 125 - increase to \$309 from \$270
DA 131 - increase to \$309, from \$270
DA 135 - increase to \$359, from \$320

7. STUDENT IMPACT

Previously, the program provided DALE Foundation practice tests, which students found very helpful. However, these tests must now be purchased individually at \$39 each. We request a \$39 increase in student exam fees per term to cover this cost.

8. ANTICIPATED IMPLEMENTATION TIMELINE

Fall 2026

9. MOTION TO BE RECOMMENDED

To ensure continued student success and access to valuable study tools, increase the student exam fee by \$39 per term to cover the cost of individual practice exams across the following courses:

DA 125 - increase to \$309 from \$270

DA 131 - increase to \$309, from \$270

DA 135 - increase to \$359, from \$320

Also recommend that if in the future, should any third party increase their fees, that the Allied Health department be able to automatically adjust the fees accordingly without having to come to College Affairs Committee for approval.



Presentation/Proposal Form

Data Governance Policy Proposal

Name: Ken Harmon

Date: 11-1-25

Department: Information Technology Services/Office of Information Security

Contact Information: kharmon@cocc.edu 541-383-7746

- ❖ Complete Items 1–9 to the best of your ability (see [Instructions](#) form for reference).
- ❖ If an item is not relevant to your specific presentation/proposal, please mark it *N/A*.
- ❖ E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

See attached for proposed new policy.

The Data Governance (DG) Policy: 1) establishes uniform data governance policy and standards; 2) identifies shared responsibilities for assuring the integrity of the data; and 3) promotes data governance practices that efficiently and effectively serve the needs of COCC. COCC values access to timely, accurate, and consistent information while fully appreciating the basic security and privacy requirements involved. Controlled access by employees to administrative information is necessary to support business functions.

It is best practice for an organization to have a data governance policy which establishes data standards, protocols, and accountability for data management and security.

2. TYPE OF PRESENTATION/PROPOSAL

- Information Item and/or Committee Feedback (requires approval of CA Chair)
- Action Item:
 - Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *new* (Attach proposed procedure/policy separately.)
 - Identify suggested location in manual: G-22-1
 - Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed \$X"):
 - Other:

3. BUDGET IMPACT

No additional budget needed/required

National Cyber Security agencies recommend a data governance policy to defend against 74% of attacks and create a foundation for an organizations cyber security program. Risks of not implementing this policy could result in reputational damage and approximate monetary loss up to and potentially in excess of 3 million dollars per incident (on average).

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

List impacted departments/programs, describe the impact, and identify steps taken to communicate the impact(s)

All departments and employees are expected to adhere to this policy in support of data governance best practices.

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

None except as previously mentioned.

6. OPERATIONAL IMPACT

None except as previously mentioned. This policy provides the foundation for development of data governance and security implementation best practices to protect the entire college and grow our security maturity. This provides transparency into all possible avenues COCC can be compromised to ensure adequate protections

7. STUDENT IMPACT

Same as above

8. ANTICIPATED IMPLEMENTATION TIMELINE

As soon as possible. Though some communication and training as applicable.

9. MOTION TO BE RECOMMENDED

Accept new policy

COCC Data Governance Policy - DRAFT

Definition:

Data governance is the process of managing an organization's data to ensure it is secure, accurate, and useful to an organization. This governance involves establishing policies, roles/responsibilities, and procedures for how data is gathered, stored, and used.

Policy Purpose:

The Data Governance (DG) Policy: 1) establishes uniform data governance policy and standards; 2) identifies shared responsibilities for assuring the integrity of the data; and 3) promotes data governance practices that efficiently and effectively serve the needs of COCC. COCC values access to timely, accurate, and consistent information while fully appreciating the basic security and privacy requirements involved. Controlled access by employees to administrative information is necessary to support business functions.

The DG policy further provides direction on the classification, ownership, and retention of data and information for COCC as well as clarifying accountability for data and information. Data and information as pertaining to this policy includes both electronic and non-electronic data. It is best practice for an organization to have a data governance policy that dictates overarching standards and accountability.

Policy

COCC is reliant upon the confidentiality, integrity, availability, security, and privacy of its data and information to successfully conduct its operations, meet internal and external stakeholder's expectations, and provide services. Therefore, all staff, contractors, users, and external parties of COCC are responsible to protect organizational data and information from unauthorized generation, access, modification, disclosure, transmission, or destruction, and are expected to be familiar with and comply with this policy.

As a means to ensure data integrity and security, COCC has adopted the [CIS Critical Security Controls Version 8.1](#) as the information security framework that dictates and supports this DG policy. The CIS framework is an industry standard data governance model; supporting details can be found publicly via the [Center for Internet Security \(CIS\)](#) and will be executed and managed by the Information Technology Services (ITS) department.

The DG policy applies to all critical data and information within COCC, including data and information hosted outside of COCC stored in a cloud service. "Critical data," in this context, includes email, personal and shared files, specific application system records, website contents, and operating system-level information and data. The definition of critical data and scope of this policy will be reviewed annually.

All COCC employees, contractors, and creators and/or users of COCC data are responsible to adhere to this policy to protect organizational data. The policy also applies to third parties who access and use COCC systems and IT equipment, or who create, process, or store data owned by COCC.

Examples of the types of protocols that this policy covers are as follows:

- All organizational data is owned by COCC and, as such, all staff of COCC are responsible for appropriately respecting and protecting data assets.

- Data integration across COCC will be encouraged to foster data accuracy and uniformity and to demonstrate an understanding of COCC institutional complexity, various data systems, and differing data formats.
- The COCC Data Governance Committee with ITS oversight is responsible for recommending data management practices, ensuring that data is accurate, accessible, and secure. The ITS Information Security Team safeguards data protection measures, while ITS Operations manages data access protocols, supporting compliance and operational efficiency.
- Data governance ensures all data is classified, protected, and monitored on a continuous basis, as detailed in any related data governance procedures.



Presentation/Proposal Form

Nondiscrimination, Title IX and Sexual Misconduct Policy & Procedure Updates

Name: Alicia Moore

Date: 11.7.25

Department: Student Affairs

Contact Information: x7244, amoores@cocc.edu

- ❖ Complete Items 1-9 to the best of your ability (see [Instructions](#) form for reference).
- ❖ If an item is not relevant to your specific presentation/proposal, please mark it *N/A*.
- ❖ E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

The U. S. Department of Education issued new Title IX regulations in spring and summer 2025. This proposal updates COCC's Title IX policies and procedures to align with these new regulations, provides other updates to COCC's sexual misconduct and nondiscrimination policies and procedures, reorganizes all to avoid duplication amongst policies and processes. The reorganization of information will also make it easier for those navigating these processes.

See attached for all proposed edits to the nondiscrimination, Title IX and sexual misconduct policies and procedures.

2. TYPE OF PRESENTATION/PROPOSAL

- Information Item and/or Committee Feedback (requires approval of CA Chair)
- Action Item:
 - Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *new* (Attach proposed procedure/policy separately.)
 - Identify suggested location in manual:
 - Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed \$X"):
 - Other:

3. BUDGET IMPACT

No impact.

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

List impacted departments/programs, describe the impact, and identify steps taken to communicate the impact(s)

These changes were vetted and approved by those individuals and departments directly connected to managing these processes: Laura Boehme, VP for People and Technology (and lead for any incident in which an employee may have violated one of these policies); Jeremy Abbey, Student Care and Conduct Coordinator/Deputy Title IX Coordinator (helps coordinate student-to-student incidents); Tyler Hayes, Dean of Enrollment Management (lead investigator for all policies); and Andrew Davis, Dean of Student Engagement (hearings officer for any student-to-student issues). Each of these employees engages in four to 20 hours of training each summer to ensure that COCC remains up-to-date with the most recent regulations.

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

COCC's institutional syllabus may need updates once new policy and procedure numbers are established.

6. OPERATIONAL IMPACT

No impact; current activities will continue as they do now, although in alignment with regulations. The employee and student trainings were updated this summer to align with the new regulations.

7. STUDENT IMPACT

No new impact.

8. ANTICIPATED IMPLEMENTATION TIMELINE

Immediate.

9. MOTION TO BE RECOMMENDED

College Affairs recommends adopting the updated nondiscrimination, Title IX, and sexual misconduct policies and procedures as presented.

**PROPOSED NONDISCRIMINATION, TITLE IX and
SEXUAL MISCONDUCT POLICY and PROCESS CHANGES: FALL 2025**

Proposal Introduction

The policies and procedures listed below intentionally are not numbered. Some currently reside in one location, some reside in more than one location, each had different numbering conventions, and some have applicability across all topic areas. Regardless, the policies were redesigned to not only comply with regulatory changes, but to also eliminate duplication of policies in different sections and present a more logical order to how they are listed. Therefore, this proposal presents the policies and procedures in the order recommended. Once language is approved, staff will review the body of each section (highlighted) and update policy or procedure reference numbers as appropriate.

Each section will start with the following numbers:

G-28-1:	Nondiscrimination, Title IX and Sexual Misconduct Policy Introduction
G-28-2	Nondiscrimination Policy
N-1	Nondiscrimination Procedures
G-28-3	Sexual Misconduct: Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking Policies
N-2	Sexual Misconduct: Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking Procedures
G-28-4	Title IX Policies
N-3	Title IX Procedures

It is important to note that the track changes feature was not used given the large volume of edits and moving information from one section to another. Using this feature would make the document challenging to read.

NONDISCRIMINATION, TITLE IX and SEXUAL MISCONDUCT POLICY INTRODUCTION

G-28-1: Nondiscrimination, Sexual Misconduct and Title IX Introduction

To affirm its commitment to promoting a safe and healthy environment for students, employees and guests, and ensure compliance with federal and state regulations, COCC developed policies and procedures that provide a prompt, fair and equitable process for addressing allegations of discrimination or sexual misconduct (see [G-28-0.2](#) for protected definition).

The goal of the following policies is to extend equal opportunity for employment, admission, and participation in the College’s programs, services, and activities to all persons.

- [Nondiscrimination](#)
- [Equal Opportunity/Affirmative Action](#)

- [Title IX \(federal policies regarding sexual harassment, sexual assault, domestic violence, dating violence, and stalking\)](#)
- [COCC sexual misconduct, sexual assault, domestic violence, dating violence, and stalking](#)

G-1.X: Reporting Contact Information

Any person who believes they have experienced any form of discrimination, harassment or retaliation by a College employee, representative, student, or community member is encouraged to address those concerns by reporting it via the College’s incident report system or talking with the any of the individuals listed below. These individuals have primary responsibility for coordinating COCC’s efforts related to investigation, resolution, and implementation of corrective actions.

- Discrimination, Title IX, or sexual misconduct when a student is involved: Alicia Moore, Vice President of Student Affairs/Title IX Coordinator
amoore@cocc.edu or 541-383-7244
- Discrimination, Title IX, or sexual misconduct when a student is involved: Jeremy Abbey, Care and Conduct Coordinator/Deputy Title IX Coordinator
jabbey@cocc.edu or 541-383-7525
- Discrimination, Title IX, or sexual misconduct when an employee is involved: Laura Boehme, Vice President for People and Technology
lboehme@cocc.edu or 541-383-7219

In addition to the above, individuals are welcome to contact Campus Safety to file a report: 2600 NW College Way, Boyle Education Center, Room 161, Bend, OR, 97703, publicsafety@cocc.edu, or 541.383.7272.

When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures **section N-2** (Title IX) or **N-3** (Sexual Misconduct).

External inquiries may be made to:

Oregon Resources

[Office of Community Colleges and Workforce Development](#)

255 Capitol Street NE

Salem, OR 97310

ccwd.info@state.or.us or 503.947.2401

[Bureau of Labor and Industries \(BOLI\) Civil Rights Division](#)

800 NE Oregon St.

Suite 1045

Portland, OR 97232

crdemail@boli.state.or.us or 971.673.0764

Federal Resources

[Office for Civil Rights \(OCR\)](#)

[U.S. Department of Education](#)

400 Maryland Avenue, SW

Washington, D.C. 20202-1100

Customer Service Hotline: (800) 421-3481

TDD: (877) 521-2172

OCR@ed.gov

Complaint form: <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

[Equal Employment Opportunity Commission \(EEOC\)](#)

Federal Office Building

909 First Avenue

Suite 400

Seattle, WA 98104-1061

(800) 669-4000

TTY: (800) 669-6820

ASL Video Phone: (844) 234-5

G-28-1.X: Responsible Employees

All COCC employees are considered “responsible employees,” meaning that employees must report incidents of discrimination or sexual misconduct to the contacts listed in section **XXX** should they be made aware of or have reasonably known about an incident. Mental health counselors are exempt from this requirement.

G-28-1.X: COCC’s Approach to Reviewing Incidents

The College will employ an anti-oppression, culturally-responsive, gender-responsive, and trauma-informed approach to its interaction with the reporting and responding parties. Additionally, the College will provide training on these topics to staff coordinating discrimination, Title IX or sexual misconduct investigations.

Anti-Oppression. COCC will demonstrate an ongoing commitment to anti-oppression policies and processes by:

- Treating each report seriously and without marginalizing, silencing or dismissing reported behaviors;
- Not blaming the reporting party for any reported or past actions;
- Regularly evaluating discrimination, Title IX and sexual misconduct policies and procedures to ensure an equitable process for all parties involved, including individualized supports for the reporting party and equal access to advocates at all stages of the process for all parties.

Culturally-Responsive. COCC will demonstrate an ongoing commitment to being culturally-responsive by:

- Creating opportunities for dialogue about reported incidents between investigators and those involved with any investigation;
- Maintaining a trusting, respectful persona with all parties;
- Understanding that one’s history and culture may affect how information is shared;
- Not judging the information or person based on how information is presented; and
- Providing on-going diversity, equity, inclusion and belonging training to all employees actively involved in discrimination, Title IX and sexual misconduct investigations.

Gender-Responsive. COCC will demonstrate an ongoing commitment to being gender-responsive by:

- Not assuming to know preferred pronouns, gender identity or sexual orientation of parties involved in a report;
- Not stereotyping traditional gender, sexual orientation, or gender preferences roles or behaviors with undue bias;
- Not attributing blame to a particular gender based on an immediate response to an incident, but will instead make sure both parties are heard and reported accurately;
- Ensuring that both parties are heard and that their perspectives are reported accurately by not attributing blame based on an immediate response to an incident.

Trauma-Informed. COCC will demonstrate an ongoing commitment to employing a trauma-informed approach to investigations by:

- Understanding that the reported incident(s) could have varied impact on individuals given the variety of vicarious, historical, institutional and cultural trauma;
- Understanding, recognizing, and responding to the trauma in a manner appropriate to the individual;
- Understanding that reporting parties may experience the effects of trauma before, during, and after an investigation; and
- Employing communication strategies to support the reporting party through and after the process.

G-28-1.X: Process Counseling

Upon receiving the report, the College’s discrimination, Title IX and sexual misconduct staff will contact the individuals subject to the incident to:

- Explain reporting options, including option to report to law enforcement;
- Provide guidance on how to file a complaint;
- Review the informal and formal investigation processes; and
- Provide information on available support resources.

G-28.1.X: Supportive Measures

Discrimination, Title IX and sexual misconduct staff will work with the reporting party/complainant to identify appropriate and reasonably available measures to support the student or employee before and during the investigation and hearings process. These measures are non-disciplinary and designed to ensure access to educational resources or work environment. Only those parties with an immediate need to know will be aware of the measures. If a no contact order is required, the directive will be applied to all parties involved.

G-28.1.X: Emergency Removal of a Student or Employee

If a threat of harm exists, the College may choose to place the student on an interim suspension or an employee on paid administrative leave. Such action is not a determination of responsibility, but instead is to ensure the safety of the reporting party and/or general College community. Options to appeal this action will be provided in writing to the student or employee. The investigation and/or hearings process will continue during this period and the suspension or leave will be evaluated with the outcome of the hearing.

G-28.1.X: Responding Party and Presumption of Innocence

The responding party is presumed not responsible for the alleged actions until the hearings officer has an opportunity to review the investigatory report, hold a hearing and make their determination.

G-28.1.X: Standard of Evidence

The College will apply the preponderance of evidence standard for both the informal or formal process. Preponderance of evidence is defined as the facts and evidence demonstrate that the alleged policy violation is more likely to have happened than not.

G-28.1.X: Consolidation of Reports

During the course of an informal or formal investigation, the College may learn additional information that leads to additional allegations, involve more than one complainant and/or include other policy violations. In these instances, the College reserves the right to consolidate cases and investigate under one process or treat each as separate incidents. The complainant and responding parties will be notified through the appropriate procedures should this occur

G-28.1.X: Amnesty Clause

In order to encourage reporting parties and witnesses to report potential discrimination, Title IX and sexual misconduct incidents, the College will not pursue disciplinary action against the reporting party or witnesses who disclose personal alcohol or other drug use if the report is made in good faith or the actions did not place the health or safety of any other person at risk. The College may initiate an assessment or educational discussion or pursue other non-disciplinary options regarding alcohol or other drug use.

G-28.1.X: Confidentiality

Throughout this process, the College commits to preserving confidentiality to the greatest extent possible, noting that information will be shared only with appropriate College staff as

needed to fully investigate the report. However, should the reporting party request complete confidentiality, the College will make every attempt possible to honor that request.

Exceptions to confidentiality:

- The College is required to investigate Title IX concerns if an employee is involved.
- The College is required to investigate if the alleged victim is under the age of 18; depending on the nature of the concern, the College may be required to report information to appropriate authorities (see HR Policy - [Mandatory Reporting - Child Protection Policy](#)).
- The College may investigate a report if it is a pattern of repeated behavior and/or if there appears to be a health or safety risk to the College.

G-28.1.X: Range of Potential Sanctions and Remedies

Discrimination, Title IX and sexual misconduct violations solely involving students in which an individual(s) is found responsible may result in sanctions including, but not limited to, warning, suspension, summary suspension, expulsion or other sanctions deemed appropriate by the hearings officer. Remedies could include, but are not limited to, providing an alternative class schedule and increased training.

Discrimination, Title IX and sexual misconduct violations in which an employee is found responsible may result in just cause for discipline, which includes, but not limited to, warning, temporary dismissal, dismissal or other sanctions deemed appropriate by the hearings officer. Remedies could include, but are not limited to, providing an alternative work schedule and increased training.

G-28.1.X: Retaliation

COCC prohibits retaliation against a person(s) who:

- Reported or filed a discrimination, Title IX or sexual misconduct complaint,
- Participated in the investigation or adjudication of such a complaint, or
- Assisted or supported others in bringing forward a complaint.

Retaliation is defined as conduct that may reasonably be perceived to adversely affect a person's educational or work environment because of their good-faith participation in the reporting, investigation, and/or resolution of a real or alleged violation of COCC's nondiscrimination, Title IX or sexual misconduct policies. Retaliation also includes discouraging a reasonable person from making a report or participating in an investigation.

Retaliation can be committed by any individual or group of individuals, including by proxy, of those involved with the concern. Retaliation constitutes a violation of this policy even if the underlying allegations did not result in a finding or if the report is dismissed.

Acts of retaliation may be added to an existing report and/or investigated separately at the discretion of the College.

G-28.1.X: Conflict of Interest

When investigating an alleged discrimination, Title IX or sexual misconduct concerns, the College will make all attempts to avoid any conflict of interest between personnel involved as investigators, advocates, hearings officers or appeals officers and those listed in the report. For purposes of this policy, conflict of interest is defined as when an individual has a personal connection to those involved in a report of discrimination that could compromise their ability to carry out their role free of bias towards either party.

Decisions about potential conflict will be made by the Vice President of Student Affairs/Title IX Coordinator and/or the Vice President of People and Technology. If a situation arises in which conflict cannot be avoided, the College may contract with an outside organization for assistance. If a situation arises in which the Vice President of Student Affairs/Title IX Coordinator and/or the Vice President of People and Technology are involved, the situation will go to the President to appoint appropriate staff to investigate the concerns.

G-28.1.X: Whistleblower Policy

Central Oregon Community College strictly prohibits discrimination or retaliation against any employee for engaging in whistleblowing activities as defined by Oregon statute, including disclosure of information otherwise protected under Oregon's public records law.

An employee who in good faith has an objectively reasonable belief that the actions of the College or its employees violates federal, state or local law and who, in the process of reporting the alleged violation, discloses information that is exempt from disclosure under Oregon's Public Records law has an affirmative defense against civil or criminal charges arising out of such disclosure if the protected information was disclosed to:

- A state or federal regulatory agency;
- A law enforcement agency;
- A manager employed by the College; or
- An attorney, when the communication is in connection with the alleged violation and the communication is subject to Oregon's attorney-client privilege protection

The affirmative defense provided for herein applies to an employee's disclosure of information related to an alleged violation by a coworker or supervisor acting within the course and scope of employment of the coworker or supervisor.

The affirmative defense does not apply to information that:

- Is disclosed or redisclosed by the employee or at the employee's direction to a party other than the parties listed above; or
- Is stated in an agreement that is not related to the employee's employment with the employer and is either:
 - a commercial exclusive negotiating agreement, or

- a commercial nondisclosure agreement;
- Is disclosed by an attorney or their employee if the information disclosed is related to the representation of a client; or
- Is protected from disclosure under federal law, including but not limited to Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) and under these circumstances may only be disclosed in accordance with federal law.

Any employee who invokes his or her rights under this policy has the right to file a complaint under the College’s harassment complaint procedure and is entitled to all remedies available under Oregon’s unlawful employment practices law.

COCC prohibits retaliation against an employee who reports discrimination, Title IX and sexual misconduct or other workplace violations and prohibits other employees to do so. Any employee aware of or facing retaliation in the workplace should report that information immediately to their immediate supervisor, the Human Resources Department, or through [COCC’s Employee Concerns Procedure](#). For further reference, see the State of Oregon Bureau of Labor and Industries’ (BOLI) [Whistleblower Protections](#).

G-28.1.X: Definition of Terms

The following definitions are used in sections **G-28, N-1, N-2, and N-3**.

- **Advisor of Choice:** A person chosen by either the reporting or responding parties or by COCC to accompany the parties to an activity related to the report. The role of the advisor is to advise individuals on the Title IX process and conduct cross-examination in Title IX hearings.
- **Complaint:** A document submitted or signed by the complainant or Title IX staff alleging that a respondent engaged in conduct that violates a Title IX policy and requesting that COCC investigate the allegation.
- **Complainant:** The person who experienced potential violations of COCC’s Title IX policy. The term “complainant” applies to Title IX incidents only and is in compliance with federal law.
- **Dating Violence:** Violence and abuse committed by a person to exert power and control over a current or former dating partner. Dating violence often involves a pattern of escalating violence and abuse over a period of time. Dating violence covers a variety of actions, and can include physical abuse and psychological or emotional abuse, and sexual abuse. It can also include “digital abuse”, or rather, the use of technology to intimidate, harass, threaten, or isolate a victim. For a full definition of dating violence, see the Violence Against Women Act.
- **Domestic Violence:** A pattern of abusive behavior in a relationship that is used by one partner to maintain power and control over another current or former intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behavior that intimidates, manipulates, humiliates, isolates, frightens, terrorizes, coerces,

threatens, hurts, injures, or wounds someone. For a full definition of domestic violence, see the Violence Against Women Act.

- **Education Program or Activity:** Locations, event or circumstances where COCC exercises substantial control over both the respondent and the context in which the sexual misconduct or discrimination occurs; this also includes any building owned or controlled by a student organization that is officially recognized by COCC. Note that this definition applies to Title IX only and that Oregon law may include incidents that take place between COCC-affiliated parties at an off-campus location not controlled by the institution.
- **Finding:** A conclusion by the preponderance of evidence standard that the alleged conduct occurred and whether violated Title IX policy.
- **Hearings Officer/Decision-Makers:** Personnel who have decision-making and sanction or remedy authority for COCC's nondiscrimination, Title IX and sexual misconduct processes.
- **Investigator:** Personnel charged by COCC with gathering facts about an alleged violation of COCC's nondiscrimination, Title IX or sexual misconduct policies, assessing relevance of information presented, synthesizing evidence, and compiling information into an investigation report.
- **Notice:** Notice occurs when an employee, student, or third party informs Title IX staff or other Official with Authority that conduct potentially violates COCC's Title IX or sexual misconduct policies.
- **Official with Authority (OWA):** A COCC employee with responsibility for managing COCC's discrimination, Title IX or sexual misconduct policies and procedures, as well as those individuals with assigned to be hearings officers/decision makers. COCC OWA are the Vice President of Student Affairs/Title IX Coordinator, Deputy Title IX Coordinator, Vice President of People and Technology, and Dean of Student Engagement.
- **Protected Class:** Includes age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or parenting status, or any other classes protected under federal and state statutes in any education program, activities or employment.
- **Quid pro quo:** Quid pro quo sexual harassment is when a person in a position of authority demands or requests unwelcome sexual favors or conduct in exchange for an educational or employment benefit, or to avoid a negative educational or employment consequence.
- **Reasonable Person:** Viewing the circumstances from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may have occurred.
- **Remedy:** Actions taken by COCC after a decision to address the safety of the complainant/reporting party and/or community to prevent future conduct that violates COCC's discrimination, Title IX or the sexual misconduct policy and to restore access to education programs or activities or the workplace.
- **Respondent/Responsible Party:** A person alleged to have engaged in conduct that violates COCC's Title IX or sexual misconduct policies.

- **Responsible Employees:** Responsible employees must report incidents of discrimination, Title IX or sexual misconduct to the College’s Title IX staff should they be made aware of or have reasonably known about a sexual misconduct incident. All employees are considered responsible employees, with the exception of mental health counselors.
- **Sanction:** A consequence imposed by COCC on a respondent who is found responsible for violating discrimination, Title IX or sexual misconduct policies.
- **Sexual Assault:** Any type of sexual contact or behavior that occurs without consent of the recipient. Sexual assault includes sexual activity such as forced sexual intercourse, sodomy, molestation, incest, fondling, and attempted rape. It includes sexual acts against people who are unable to consent either due to age or lack of capacity. For a full definition of sexual assault, see the Violence Against Women Act.
- **Sexual Harassment:** Under Title IX, sexual harassment is defined as unwelcome conduct of a sexual nature that is considered so severe, pervasive, and objectively offensive that it effectively denies a person(s) equal access to an education program or activity, as defined under the reasonable person standard. Under state of Oregon law, sexual harassment is defined as severe, pervasive, or objectively offensive. In either case, it includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature and may come in the form of a hostile or intimidating environment or quid pro quo. It also includes all instances of sexual assault, dating or domestic violence or stalking.
- **Stalking:** Pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking can include frightening communications, direct or indirect threats, and harassing a victim through the internet, social media, or other forms or technology. For a full definition of stalking, see the Violence Against Women Act.
- **Supporting Party:** Reporting or responding parties may bring a support person to any aspect of the informal or formal discrimination or sexual misconduct processes. In all cases, the supporting party should not have information that may inform the investigation, but instead, attends solely in a supportive role. The support person is not permitted to speak during the meetings associated with this process. This allows the reporting party to best share their experience using their own words
- **Title IX Coordinator:** An official or officials designated by COCC to ensure compliance with Title IX and COCC’s Title IX program.

NONDISCRIMINATION POLICY

N-1 Nondiscrimination and Equal Employment/Affirmative Action Policy

The goal of Central Oregon Community College is to provide an atmosphere that encourages faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status,

pregnancy or parenting status, or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections **N-1, N-2, or N-3**.

NONDISCRIMINATION PROCEDURES

N-1 Nondiscrimination Introduction

Central Oregon Community College’s goal is to provide an atmosphere mutual support and respect and foster an awareness, acceptance and encouragement of different cultures, values and viewpoints. To this end, and to ensure compliance with federal and state regulations, COCC offers the following processes to guide reports of discrimination.

N-1.X Filing a Report

Any person who believes they have been discriminated against, harassed, or retaliated against by a College employee, representative, student, or community member based on being a member of a protected class is encouraged to address those concerns by reporting it via the College’s [incident report system](#) or talking with the any of the individuals listed below. These individuals have primary responsibility for coordinating COCC’s efforts related to investigation, resolution, and implementation of corrective action, as well as provide support or guidance on any aspect of this policy and associated processes. Submitted reports are only shared with the COCC team assigned to support students in this process.

Area of Concern	Contact
Discrimination or misconduct on the basis of sex, gender identity, sexual orientation, or sex discrimination; includes but is not limited to sexual harassment, sexual assault, domestic violence, dating violence, and stalking.	<p>Alicia Moore Vice President of Student Affairs (VPSA)/Title IX Coordinator 2600 NW College Way Coats Campus Center, Room 213 Bend, OR 97703 amoore@cocc.edu or 541-383-7244</p> <p>Jeremy Abbey Student Care & Conduct Coordinator/Deputy Title IX Coordinator 2600 NW College Way Wickiup Residence Hall 2203 jabbey@cocc.edu or 541-383-7525</p>

<p>Discrimination or misconduct on the basis of age, disability, marital status, national origin, ethnicity, color, race, religion, genetic information, citizenship status, veteran status or any other classes</p>	<p>Laura Boehme (if employee or College representative involved) Vice President of People/Technology 2600 NW College Way Pioneer, Room 110E Bend, OR 97703 lboehme@cocc.edu or 541-383-7219</p> <p>Andrew Davis (if only students involved) Dean of Student Engagement 2600 NW College Way Coats Campus Center, Room 211 Bend, OR 97703 apdavis@cocc.edu or 541-383-7591</p>
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In addition to the above, individuals are welcome to contact Campus Safety to file a report: 2600 NW College Way, Boyle Education Center, Room 161, Bend, OR 97703, CampusSafety@cocc.edu, or 541.383.7272.

N-1.X Supporting Parties

Reporting or responding parties may bring a supporting party to any aspect of the informal or formal process.

Role of Supporting Parties: In all cases, the supporting party should not have information that may inform the investigation, but instead, attends solely in a supporting role. The support person is not permitted to speak during the meetings associated with this process. This allows the reporting party to best share their experience using their own words.

Students, Community Members or Non-Represented Employees: If the reporting party is a student, community member, or employee not represented by a bargaining unit of the College, the individual may have a support person present at any time during the process. If a supporting party is not available, the student, community member, or employee may request a College-appointed supporting party through the person assigned to coordinate the process.

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

N-1.X Investigation Process Overview

The following process provides guidance on the College's informal and formal processes for investigating and resolving any report of discrimination, noting that Title IX and other sexual harassment reports follow a separate process (see N-2 for Title IX and N-3 for COCC sexual misconduct).

The COCC Dean of Student Engagement will serve as the lead staff person for student-to-student reports and the Vice President of People and Technology will serve as the lead staff member if an employee is involved.

N-1.X Informal Investigation Process

The College recognizes that some individuals may wish to resolve an incident(s) on their own, but may need support to do so. In the event that the reporting party wishes to resolve a situation on their own, they are encouraged first to report the incident(s) to the lead staff person. That person will document the incident(s) and can coach the reporting party on how to resolve the situation, provide options for personal support, and discuss the formal process. If the informal process is used, the reporting party is encouraged to notify the lead staff member as to whether the concerns were resolved.

The College reserves the right to move the concern to a formal process if the reported action is a repeated behavior, a threat to the health and safety of the College, or is a College employee.

N-1.X Formal Investigation Process

The College will work to resolve all issues within the timelines listed below. It reserves the right for an extension to these timelines should multiple individuals be involved or more complex issues arise. If this happens, the College will make a good faith effort to notify the reporting and responding party(ies).

1. The student, employee or community member files a report through the College's incident report system or by contacting any of the parties listed in section G-28-0.1.
2. The report is routed to the Dean of Student Engagement for student-to-student concerns or the Vice President of People and Technology if an employee is involved (hereafter referred to as the "lead staff member").
3. The lead staff member, or their designee, will meet with the concerned individual(s) within five business days of receiving the report to review the concerns, discuss confidentiality, determine the reporting parties' desired next steps, determine the proper avenue for addressing the complaint, and assess the health and safety of the COCC community.
4. Based on the meeting with the reporting party, the lead staff member will make an initial assessment to determine if the alleged actions potentially violate COCC's nondiscrimination policy. If the initial assessment indicates no policy violation has occurred, the lead staff member will work directly with the reporting party towards a resolution.

5. If the report appears that it may violate the College’s nondiscrimination policy and if the reporting party requests the College continue with the investigation, the lead staff member, or designee, will appoint an investigator to review the situation.
6. The investigator will meet with the reporting and responding parties individually, as well as other individuals associated with the report as appropriate. Note that either party may bring a supporting party to the meetings (see section **N-1-2**).
7. Upon completion of the investigation, the investigator will compile a fact-based report and give to the lead staff member.
8. The lead staff member will review the report to determine whether a violation of the College’s nondiscrimination policy occurred and if so, appropriate next steps. For students, this could be a student conduct hearing. For employees, this will be based on the process associated with their employee group’s contract or handbook.

N-1.X Appeals Process

The reporting or responding party may appeal the final decision under the following circumstances:

- Violation of the process detailed in this section;
- In light of new evidence not reasonably available at time of investigation;
- Evidence of bias on part of the lead staff member; or
- Evidence of conflict of interest of the lead staff member (see **G-28-6** for “Conflict of Interest” definition)

The appeal must be filed within five business days of the hearings to the Vice President of Student Affairs (or designee). The request for an appeal will be denied if any one of the above conditions are not met or if not filed within five business days. If an appeal is warranted, the Vice President of Student Affairs will appoint an appeals officer not involved in the original process. The appeals officer will review the decision, investigative report, and any evidence. The appeals officer will notify all parties of their decision within ten business days unless extenuating circumstances exist. The appeals officer’s decision is final.

SEXUAL MISCONDUCT: SEXUAL HARASSMENT, SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING POLICY

G-28-3 Introduction

COCC prohibits sexual misconduct of any kind between any COCC parties. Sexual misconduct is defined as unwelcome conduct of a sexual nature. Sexual misconduct can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct where such conduct is sufficiently severe or pervasive that it has the effect, intended or unintended, of unreasonably interfering with an individual’s work or academic performance, or it has created an intimidating, hostile, or offensive environment and would have such an effect on a reasonable person. This includes sexual assault, domestic violence, dating violence, and stalking. Sexual misconduct may happen between individuals of the same or different genders

and may be based on gender stereotypes, sexual orientation and gender identity. It may occur between COCC parties at either on- or off-campus location(s).

SEXUAL MISCONDUCT: SEXUAL HARASSMENT, SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING PROCEDURES

N-2.X Filing a Complaint

Any individual who experiences or witnesses a sexual harassment incident(s) may report it via the College's [incident reporting system](#) or by talking with any College employee. All employees are required to report a sexual harassment incident. Personal/mental health counselors are exempt from this requirement. Submitted reports are only shared with the COCC team assigned to support individuals involved in this process.

N-2.X Dismissal of Report

The College may dismiss a report at any point during an investigation or hearing if it does not meet the definition in **N-3-0** or if sufficient evidence cannot be gathered. Additionally, the College will dismiss the report if at any point during an investigation or hearing if the reporting party notifies the Title IX staff that they would like to withdraw the report.

In the event of a dismissal, all parties will be notified in writing.

N-2.X Supporting Parties

Reporting or responding parties may bring a supporting party to any aspect of the formal process. In all cases, the supporting party should not have information that may inform the investigation, but instead, attends solely in a supportive role. The support person is not permitted to speak during the meetings associated with this process. This allows the reporting party to best share their experience using their own words.

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

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

N-2.X Informal Investigation, Decision, and Appeal

The College recognizes that some individuals may wish to resolve an incident(s) on their own, but may need support to do so. In the event that the reporting party wishes to resolve a situation on their own, they are encouraged first to report the incident(s) via the College's [incident reporting system](#) or by talking with any employees listed in section **G-28-0.1**. Title IX staff can then coach the reporting party on how to resolve the situation, provide options for support, and discuss the formal process. If the informal process is used, the reporting party is encouraged to notify Title IX staff as to whether the concerns were resolved.

The College reserves the right to move the concern to a formal process if the reported action is a repeated behavior, a threat to the health and safety of the College, or is a College employee

N-2.X Formal Investigation, Decision, and Appeal

The College will utilize the following process should the reporting party wish to pursue a formal investigation and resolution process. The timelines listed below are estimates only and the College reserves the right for additional time should complex situations arise.

Initial Notification and Determination of Process

1. If a College employee is notified of a potential gender discrimination or sexual misconduct incident(s), they must file an [incident report](#) or notify the College's Title IX staff.
2. Title IX staff will meet with the reporting party to explain reporting options, requirements, and processes; discuss the role of supporting parties; discuss options to report to law enforcement; review the informal and formal investigation process; review confidentiality options; provide information on available support resources; and determine reporting party's wishes for next steps.
3. If the reporting party wishes, the College will implement reasonable interim measures designed to ensure the reporting party's right to access their education, develop safety plans for potential future interactions, and provide academic accommodations reasonable and appropriate to the nature of the alleged incident(s).
4. If the report appears to violate the College's sexual misconduct policy, the College will initiate an investigation if the reporting party so desires. The reporting party may withdraw their request for the investigation at any point of the process.

Investigation Process

1. The College will appoint an investigator(s) free from conflict of interest (see **G-28-6**) for both the reporting party and responding party.

2. The investigator will contact the reporting and responding parties for individual interviews. In the case of the responding party, the investigator will provide information about the nature of the allegations, names of reporting parties in line with the reporting party's wishes for confidentiality, and COCC's nonretaliation policy. This information will be delivered in person, mailed to permanent or temporary address, or emailed to the parties' COCC email. Once delivered, mailed or emailed, the College presumes the letter was received.
3. Upon receipt of the notice of investigation, the investigator(s) will typically take the following steps, although not necessarily in the order listed:
 - a. Individually interview the reporting party(s) and responding party(s), noting that the College will provide a college-appointed advisor should the reporting or responding party requests this support. The investigator will schedule the meeting at a mutually agreed-upon date and time no more than ten days after being appointed as an Investigator.
 - b. Interview potential, relevant witnesses, noting that any witness may have a supporting party in attendance (see section N-1-2).
 - c. Collect and document relevant evidence.
4. Upon conclusion of the interviews with reporting party, responding party, and relevant witnesses, the investigator(s) will write a report to include, at a minimum, the following:
 - a. Background (e.g., date of report and incident(s), alleged policy violation, names of reporting party(s) and responding party(s) and their advisors, interim measures);
 - b. List of all parties interviewed, dates, and times;
 - c. Summary of interviews;
 - d. Description of evidence collected;
 - e. Other information which may assist the hearings officer in making their determination.

The report will only include information directly related to the alleged violation unless it is evidence that a pattern of behavior exists for the responding party, investigator judgment about the character of the reporting party or responding party, or the either party's past sexual activity offered only to demonstrate that someone else conducted the alleged violation.
5. The investigatory report will be sent to the Title IX staff member coordinating the process.

Hearing/Decision Process

1. Title IX staff will assign a hearings officer to review the report. Typically, the hearings officer will be the Dean of Student Engagement if the incident(s) only involve students

or the Vice President of People and Technology if the incident(s) involve an employee, although a designee could be appointed if appropriate.

2. Upon review of the final investigator report, the hearings officer shall determine if a hearing is warranted. If no, the report will be dismissed and reporting party and responding parties notified. If the hearing is warranted, the responding party will be notified of the hearing date, time, and location/modality.
3. All hearings will be recorded either by an audio or video transcript.
4. The hearings officer will ask additional questions as needed.
5. The hearing will conclude.
6. The hearings officer will provide written notification of their decision to the reporting party, responding party, and advisors/supporting parties within ten business days of the hearing. This notice will include the finding of responsible or not responsible, rationale for the decision, any sanctions or remedies, options for appealing the decision, and a statement of non-retaliation (G-28-5).

Nothing in the policy precludes any person from filing a formal grievance in accordance with applicable collective bargaining agreements or with the Bureau of Labor and Industries (BOLI) or the Equal Employment Opportunity Commission (EEOC).

Appeals Process

The reporting party or responding party may appeal the decision under the following circumstances:

- Violation of the process detailed in this section;
- In light of new evidence not reasonably available at time of investigation;
- Evidence of bias on part of the hearings officer; or
- Evidence of conflict of interest of the hearings officer (see G-28-6 for “Conflict of Interest” definition)

The appeal must be filed within five business days of the hearings to Title IX staff member coordinating the process. The request for an appeal will be denied if any one of the above conditions are not met or if not filed within five business days. If an appeal is warranted, Title IX staff will appoint an appeals officer not involved in the original process. The appeals officer will review the decision, investigative report, and any evidence. The appeals officer will notify all parties of their decision within ten business days unless extenuating circumstances exist. The appeals officer’s decision is final.

TITLE IX: SEXUAL HARASSMENT, SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING POLICY

G-28-4

Title IX refers to the federal law prohibiting sex-based discrimination, including sexual harassment, sexual assault, domestic violence, dating violence and stalking on college campuses; it also includes any actions that constitute a hostile environment or results in a quid pro quo situation, as defined in section XXX. The policies listed in this section apply only to qualifying Title IX allegations specifically prohibited by Title IX of the Education Amendments of 1972.

To qualify as sexual assault, dating or domestic violence, or stalking under Title IX, the incident must be severe, pervasive *and* objectively offensive, so much so that it denies a person(s) equal access to an education program or activity, as defined under the reasonable person standard.

Additionally, the following conditions must be met for an incident to be considered a potential Title IX complaint:

- The complainant must be participating in or attempting to participate in an education program or activity at the time of filing the complaint;
- An incident must take place on property owned or substantially controlled by the College, at COCC-sponsored events, or in buildings owned or controlled by COCC's recognized student organizations;
- An incident must take place within the geographic boundaries of the United States; and
- The complainant must report the incident(s) to an official with authority (see G-28-0.1 for contact information).

Alleged Title IX violations that do not meet the Title IX definition, did not occur in a COCC-sponsored program or activity, or took place outside of the United States will be dismissed as a Title IX issue and may be referred to COCC's sexual misconduct policy. COCC may dismiss the complaint if the complainant withdraws the complaint or if it is unable to collect sufficient information to support the report. It reserves the right, however, to review the incident under the College's sexual harassment, sexual assault, domestic violence, dating violence, or stalking victim policy, G-28-3.

TITLE IX PROCEDURES

N-3.X Filing a Complaint

To be reviewed under Title IX regulations, the complainant must be participating in or attempting to participate in a COCC educational program or activity at the time the complaint is filed. If the complainant is not currently participating in a COCC educational program or activity, the College may review the concern under its sexual harassment policies and procedures (G-28-3 and N-3).

The complainant files an initial report via the College's incident reporting system or by talking with any employees listed in [G-28-0.1](#). To be given Title IX consideration, the report must be filed by the complainant or Title IX staff; third-party complaints are not allowed. Additionally, the report must include a description of the allegation, request that the College investigate the incident(s), and be signed (electronic or physical) by the complainant or Title IX staff. If the complaint is not complete, Title IX staff will work with the complainant to finalize the report if they wish to do so.

N-3.X Officials with Authority

Under Title IX, a College may only investigate an alleged Title IX incident if it was reported to an official with authority (OWA). An OWA is defined as a COCC employee with responsibility for coordinating or responding to Title IX reports as well as those individuals assigned to be hearings officers/decision makers. COCC OWA are the Vice President of Student Affairs/Title IX Coordinator, Title Deputy IX Coordinator, the Vice President of People and Technology, and the Dean of Student Engagement; see [G-28-0.1](#) for contact information.

N-3.X Dismissal of Complaint

The College is required to dismiss a complaint at any point during an investigation or hearing if it does not meet the federal definition for sexual harassment, did not occur in a COCC program or activity, or occurred outside of the U. S.. If this occurs, the complainant may pursue actions under the College's sexual misconduct policy and process. Additionally, the College will dismiss the complaint at any point during an investigation or hearing if a complainant notifies Title IX staff in writing they would like to withdraw the complaint. Parties will be notified in writing in the event of a dismissal.

N-3.X Advisor of Choice

Title IX allows all complainants and respondents to have an advisor present during the investigation, hearings, and appeals processes. Parties can opt for their own advisor or request that the College appoint an advisor.

The role of the advisor is to advise parties on the process, help parties track information, advise parties on their rights, and if a COCC advisor, refer parties to on- and off-campus supports. In all cases, the advisor should not have information that may inform the investigation. The advisor is not permitted to speak during the meetings associated with this process, with the exception that they are the only party allowed to pose questions to the hearings officer during a hearing.

N-3.X Informal Investigation, Decision and Appeal

The College will utilize the following process should the complainant wish to pursue an informal process, noting that other activities may take place at the discretion of Title IX staff and as appropriate to the investigation. The timelines listed below are estimates only and the College reserves the right for additional time should complex situations arise. Note that this process is only available in situations involving a student(s) as the responding party. If the responding

party is an employee, the College must pursue an investigation under the formal process (N-2-11).

Initial Notification and Determination of Process

1. The Title IX Officer will meet with the complainant to explain reporting options and processes, including the option to report to law enforcement; review the informal and formal investigation process; confidentiality; and provide information on available support resources.
2. Should the complainant wish to move forward with a formal or informal investigation, Title IX staff will notify the respondent, in writing, of the alleged complaint.
3. Title IX staff will review the informal and formal investigation process with the complainant and respondent independently. Both parties must agree, in writing, to pursue the informal investigation. It is important to note that at any point in the process, either party can withdraw their participation in the informal process and pursue the formal process.
4. Should one or both parties not agree, and if the complainant wishes to pursue a formal investigation, the College will use the formal process (see N-2-11) and appoint an investigator who does not have a conflict of interest (see XXX)

Investigation and Decision

1. The investigator will meet independently with both parties, allowing each to share their perspective on the alleged incident(s), ask questions for clarity, information about potential witnesses, appropriate evidence, and any other information needed to best determine the facts associated with the incident. The investigator will meet with witnesses as appropriate.
2. After meeting with all parties, the investigator will complete a written report summarizing all facts and evidence within ten business days.
3. The report will be forwarded to the Title IX staff member coordinating the process. If the complaint is between students only, or if the respondent is a student, the report will be sent to the Dean of Student Engagement (or designee) to consider if a potential policy violation exists. If so, the Dean of Student Engagement will hold a student conduct hearing and determine potential sanctions or remedies (see N-2-9). If the complaint involves an employee as the responding party, the report will be sent to the Vice President of People and Technology (or designee) to consider if a potential policy violation exists and appropriate next steps.

Appeals

The complainant or responding party may appeal the decision under the following circumstances:

1. Violation of the process detailed in this section;
2. In light of new evidence not reasonably available at time of investigation;

3. Evidence of bias on part of the investigator(s) or hearing officer; or
4. Evidence of conflict of interest of the investigator(s), Dean of Student Engagement or Vice President of People and Technology (see [G-28-6](#) for “Conflict of Interest” definition)

The appeal must be filed within five business days of the final decision and submitted to the Title IX staff member coordinating the process. Title IX staff will appoint the appeals officer, typically someone not immediately connected to the initial investigation and hearings process. The request for an appeal will be denied if any one of the above conditions are not met or if it not filed within five business days. The appeals officer will notify all parties of their decision within ten business days unless extenuating circumstances exist. The appeals officer’s decision is final.

N-3.X Formal Investigation, Decision and Appeal

The College will utilize the following process should the complainant wish to pursue a formal Title IX investigation process or if an employee is the responding party. The timelines listed below are estimates only and the College reserves the right for additional time should complex situations arise.

Initial Notification and Determination of Process

1. The complainant files an initial report via the College’s [incident reporting system](#) or by talking with any employees listed in section [G-28-0.1](#). To be considered a Title IX complaint, the report must be filed by the complainant or Title IX staff; third-party complaints are not allowed. Additionally, the report must include a description of the allegation, request that the College investigate the incident(s), and be signed (electronic or physical) by the complainant or Title IX staff. If the complaint is not complete, the Title IX staff will work with the complainant to finalize the report if they wish to do so.
2. The College will make an initial assessment to ensure that the complaint meets Title IX regulatory standards (see section [G-28-2](#)). If the complaint does not appear to meet these standards, Title IX staff will discuss alternatives with the complainant.
3. If the complaint appears to meet Title IX standards, Title IX staff will meet with the complainant to explain reporting options, requirements, and processes, including the option to report to law enforcement; discuss options for an advisor and the advisor’s role; review the informal and formal investigation process; review confidentiality options; provide information on available support resources; and determine complainant wishes for next steps.
4. If the complainant wishes, the College will implement reasonable supportive measures designed to ensure the complainant’s right to access their education, develop safety plans for potential future interactions, and provide academic accommodations reasonable and appropriate to the nature of the alleged incident(s).

Investigation Process

1. Title IX staff will provide written notice of the allegations and investigation to the respondent. This notice will include:

- a. A summary of the allegations;
- b. Date(s) and location(s) of incident(s), if known;
- c. Identity of parties, if known;
- d. The alleged policy violation;
- e. Description of the Title IX formal investigatory and appeals process;
- f. Potential sanctions and remedies;
- g. Evidentiary standard, including a statement that the respondent is presumed not responsible for the alleged actions until the hearings officer has an opportunity to review the investigatory report;
- h. Statement on COCC's non-retaliation policy;
- i. Statement on process privacy;
- j. A statement on each party's option to have a College-appointed advisor or advisor-of-choice each stage of the process and how to request a College-appointed advisor if needed;
- k. A statement that COCC prohibits participants from knowingly making false statements during the course of this process;
- l. Details on how to request accommodations for those with disabilities;
- m. The names and contact information for the investigator and hearings officers, along with an opportunity for the respondent to identify potential conflicts of interest between the respondent and investigator and/or hearings officer; and
- n. Directions to preserve any evidence directly related to the investigation.

The notice of allegations and investigation will be delivered in two or more of the following ways: Delivered in person, mailed to permanent or temporary address, or emailed to the parties' COCC email. Once delivered, mailed or emailed, the College will presume the letter was received.

2. The College will appoint an investigator(s) free from conflict of interest for both the complainant and respondent.
3. Upon receipt of the notice of allegations and investigation, the investigator(s) will typically take the following steps, although not necessarily in the order listed:
 - a. Individually interview the complainant(s) and respondent(s), noting that the College will provide a college-appointed advisor should the complainant or respondent not have someone serving this capacity. The investigator will schedule the meeting at a mutually agreed-upon date and time no more than ten days after being appointed as an investigator.
 - b. Notify the complainant and respondent of interview dates, including interviews with witnesses;
 - c. Interview relevant witnesses, noting that witnesses may also have a supporting party in attendance (see section N-1-2).
 - d. Collect and document relevant evidence.

4. Upon conclusion of the interviews with complainant, respondent, and witnesses, the investigator(s) will draft a report to include, at a minimum, the following:
 - a. Background (e.g., date of report and incident(s), alleged policy violation, names of complainant(s) and respondent(s) and their advisors, interim measures);
 - b. Verification that the complaint met Title IX regulatory standards;
 - c. Factual summary of investigatory findings
 - d. List of all parties interviewed, dates, and times;
 - e. Narrative of interviews;
 - f. Description of evidence collected;
 - g. Institutional standard of evidence statement and how the allegations meet or do not meet this standard; and
 - h. Other information which may assist the hearings officer in making their determination.

The report will not include information not directly related to the alleged violation, unless it is evidence of a pattern of behavior on behalf of the respondent, the character of the complainant or respondent, or the complainant's past sexual activity unless offered to prove that someone else conducted the alleged violation.

5. The draft investigatory report will be sent to Title IX staff.
6. Title IX staff will send the report and copies of any evidence to the complainant, respondent, and their advisors.
7. The complainant or respondent will have ten business days by which to contest any factual information included in the report and must provide evidence to support this request. The investigator, at their discretion, will modify the report if appropriate. If not, the investigator will provide an addendum to the report with the complainant or respondent's requested modification.

Hearing/Decision Process

1. Title IX staff will assign a hearing officer to review the report. The hearing officer will be the Dean of Student Engagement if the incident(s) only involve students or the Vice President of People and Technology if the responding party is an employee.
2. Upon review of the final investigator report, the hearing officer shall determine if a hearing is warranted. If no, the complaint will be dismissed and complainant and responding parties notified.
3. If the hearing is warranted, the complainant and respondent will be notified of the hearing date, time, and location/modality. A hearing will be scheduled no sooner than 10 days after the release of the investigative report. If requested by either party, the

complainant and respondent can be in different rooms, but connected via appropriate technology supports. The request may be made prior to or during any part of the hearing by either party.

4. The complainant and respondent are permitted to bring an advisor of choice (see N-2-8) to the hearing and must notify the hearing officer of their intent within 24 hours of the hearing. Doing so allows the College to appoint someone to serve in this capacity if necessary.
5. Record of Hearing: All hearings will be recorded either by an audio or video transcript.
6. The investigator will present a summary of their report at the start of the hearing and be available throughout the hearing to answer any questions or provide clarification of information provided by complainant or respondent during the hearing.
7. The hearing officer will ask needed questions of both parties.
8. Each party has an opportunity to cross-examine one another, noting that only the advisor of choice may pose questions to the hearing officer for relevancy. If relevant, the hearing officer will ask the questions. The hearing officer will determine whether the questions are relevant. Questions about past sexual activity may not be part of any questioning unless the question demonstrates a pattern of behavior directly connected to the allegations. If a party does not respond to cross-examination questions, then the hearing officer may only rely on information in the investigator's report when making their decision.
9. The hearing will conclude.
10. The hearing officer will provide written notification of their decision to the complainant, respondent, and advisors within ten business days of the hearing. This notice will include the finding of responsible or not responsible, rationale for the decision, any sanctions, remedies, options for appealing the decision, and a statement of non-retaliation (see G-28-5).

Appeals Process

The complainant or respondent party may appeal the decision under the following circumstances:

- Violation of the process detailed in this section;
- In light of new evidence not reasonably available at time of investigation;
- Evidence of bias on part of the investigator or hearing officer; or
- Evidence of conflict of interest of the investigator or hearing officer (see G-28-6 for "Conflict of Interest" definition)

The appeal must be filed within five business days of the hearings to the Title IX staff member coordinating the process. The request for an appeal will be denied if any one of the above conditions are not met or if not filed within five business days. If an appeal is warranted, Title IX staff will appoint an appeals officer not involved in the original process. The appeals officer will review the decision, investigative report, and any evidence. The appeals officer will notify all parties of their decision within ten business days unless extenuating circumstances exist. The appeals officer's decision is final.