



**College Planning Council
Agenda
Wednesday, November 09, 2022
Boardroom
3:00 PM**

Zoom: <https://bluecc.zoom.us/j/99443261352?pwd=QkwvZG1uMnlJS1oySGNmSkZzT1N6UT09>
by phone: 669-900-6833 meeting ID 994 4326 1352 passcode 720911

1. Approve Minutes from the 10/26/22 CPC meeting
2. Approve Administrative Procedure
02-2003-0003 Press Releases
3. Administrative Procedures for Revision
01-2005-0020 Authorized Signatures
06-2005-0007 Administrator in Charge
06-2016-0002 Death of an Employee
4. NWCCU Update

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**College Planning Council
Minutes
10.26.22**

Members Present: Mark Browning, Brad Holden, Celeste Tate, John Fields, Joey GrosJacques, Kaley Cope, Linnet Preston, Nayeli Contreras, Philip Schmitz, Sascha McKeon, Tammi Clark, Theresa Bosworth, Wade Muller, and Shannon Franklin.

Absent: Kennedy Vogl, Lexi Robertson, Patrick Sisneros, Roman Olivera, Tammy Krawczyk

Guests: Angela Rios, Ken Daniel, Allison Lakowski, Riley Faircloth, Stacie Stahl, Jeff Nelson, Jennifer Neer, Barb Baty.

Approve CPC Minutes

Joey moved, seconded by John, to approve the CPC minutes from the 10/12/22 meeting. Motion passed by show of hands.

Administrative Procedure Approval

04-2022-0001 Technology and Computer Equipment Replacement. Philip moved, seconded by Wade to approve the minutes as presented. Motion passed unanimously by show of hands.

Department Name Change

Theresa Bosworth requested the department name be changed from Student Success to Student Services; it has been approved by the Executive team. Motion passed by unanimous consent.

Administrative Procedure for Revision

Admin Procedure 02-2003-0003 Press Releases came before CPC for a first reading of revisions. Comments or suggested changes should be sent to Kaley. The procedure will come back for a second reading and approval at the next College Planning Council meeting.

Accreditation

President Browning thanked everyone for participating in meetings with the Accreditation evaluation team while they were on campus last week. The commendations and recommendations will be published in the Board of Education packet next week.

President Browning invited everyone to attend the AWS Think Big Space Ribbon Cutting Ceremony at the Hermiston Center today at 4 PM.

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3. The President and the Director of Marketing and Communications, or his/her designee, will establish regulations for the dissemination of news releases pertaining to the College.

Legal References:

ORS 192.640 – Public Notice Required

ORS 341.290 – General Power...Rule (9) Provide and disseminate to the public information relating to the program, operation and finances of the community college.

Exception: Coaches are encouraged to personally contact the local media/sports reporters with scores and game highlights so information on BMCC athletics/rodeo is as timely as possible.

The Feves Art Gallery and College Community Theatre (CCT) are in charge of promoting their own events but are encouraged to send copies of their press releases and other promotional information to be posted on the college website.



Blue Mountain Community College *Administrative Procedures*

Procedure Title: Authorized Signatures
Procedure Number: 01-2005-0020
Board Policy Reference: IV.A. General Executive Direction
NWCCU Standard:

Accountable Administrator: President
Position responsible for updating: Chief Finance Officer
Original Date: 12-16-05
Date Approved by Cabinet: 01-17-06
Authorized Signature: *Signed original on file*
Dated: 01-17-06
Date Posted on Web: 03-04-22
Revised: 09-10
Reviewed: 03-22

Purpose/Principle/Definitions:

The College will, at its July Board meeting or at other times deemed necessary by the College, authorize the College President, the Chief Finance Officer, the Chief Operating Officer, and the Executive Vice President~~College President~~ to sign checks.

The College authorizes the use of facsimile signatures by those persons authorized to sign College checks. The appropriate facsimile signature will be provided to the college's banking institution upon which the checks are drawn from.

Legal References:

[ORS 294.120](#)
[ORS 341.703](#)

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Procedure Title: Administrator in Charge
Procedure Number: 06-2005-0007
Board Policy Reference: IV.A. General Executive Direction
NWCCU Standard:

Accountable Administrator: President
Position responsible for updating: President
Original Date: 12-21-05
Date Approved by ~~Cabinet~~ College Planning Council: 08-19-19
Authorized Signature: *Signed original on file*
Date Posted on Web: 08-19-19
Revised: 08-19 **Reviewed:** 08-19

Purpose/Principle/Definitions:

In short-term absence of the President, administrative responsibility shall reside with a ~~Vice President~~member of the Executive team. The Administrator in Charge (AIC) will rotate between Executive team members~~Vice Presidents~~. The decision will rest with the ~~President, but~~President but will include which ~~Vice Presidents~~Executive team members are on campus during the planned absence.

In the event the President is disabled or otherwise unavailable to serve, the Board of Education will assign the President's duties as appropriate.

-Short-term absence is defined as seven (7) consecutive days with limited or no contact via email, cell phone, or text.

Legal References:

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

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Procedure Title: Death of an Employee
Procedure Number: 06-2016-0002
Board Policy Reference: IV.B. Human Resources Direction
NWCCU Standard:

Accountable Administrator: President
Position responsible for updating: Chief Operating Officer
Original Date: October 17, 2016
Date Approved by ~~Cabinet~~ College Planning Council: 08/19/19
Authorizing Signature: *Original signature on file*
Date Posted on Web: 03-08-22
Revised: 08-19 Reviewed: 01-22

Purpose/Principle/Definitions:

Provides direction to the College for a compassionate response and the effective management of communicating information regarding the death of an employee and the processing of final benefits and payment of wages.

Guidelines:

Notifications of an employee death will be forwarded to the President or his/her designee.

1. Death occurs at work:
 - a. 911 should be called.
 - b. The President or his/her designee should be immediately notified. The President will then notify the Executive team, ~~VP, Administrative Services; VP, Student Affairs; VP, College Relations & Advancement; VP, Instruction;~~ and the employee's immediate supervisor, and the Board of Education.
 - c. The incident site and worksite of the employee should be secured.
 - d. College faculty and staff should not notify relatives. Death notification should be made only by non-college personnel trained to communicate such news in an appropriate manner and who are able to provide medical or other necessary assistance to the recipient of the death notification.

2. Death Occurs Off Campus:
 - a. Notification should be made immediately to the President or his/her designee. The President will then notify the Executive team, ~~VP, Administrative Services; VP, Student Affairs; VP, College Relations & Advancement; VP, Instruction;~~ and the employee's immediate supervisor, and the Board of Education.
 - b. The worksite of the employee should be secured.
 - c. College faculty and staff should not notify relatives. Death notification should be made only by non-college personnel trained to communicate

such news in an appropriate manner and who are able to provide medical or other necessary assistance to the recipient of the death notification.

3. Notification

- a. The Director of Marketing will work with the College's **administrative Executive** team to develop the initial notification to employees and timeline for sending notification(s). Further communication will be developed and distributed as necessary.
- b. A member of the Executive team will contact the IMESD Crisis Flight Team for support.
- c. The Chief Operating Officer will contact OSHA if death/accident is work related.
- d. The Chief Human Resources Officer (CHRO) will notify the workers' compensation carrier and benefits provider if the death/accident is work-related. The CHRO will also process the following:
 - i. Final paycheck
 - ii. Return of college property
 - iii. Access to emails and voice mail
 - iv. Terminate employees benefits as appropriate
- e. A member of the Executive team will assist the supervisor with boxing up the decedent's belongings and delivering them to the appropriate next of kin. Do not allow the decedent's family members or friends direct access to the decedent's office or other workplace storage areas.