



Revised Agenda  
Admin Procedure added for review

**College Planning Council  
Agenda  
Wednesday, November 30, 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 11/09/22 meeting
2. Administrative Procedures for Approval
  - 01-2005-0020 Authorized Signatures
  - 06-2005-0007 Administrator in Charge
  - 06-2016-0002 Death of an Employee
3. Administrative Procedures for review
  - 05-2022-0001 Faculty Committee Assignments and Institutional Service (new)
  - 04-2019-0001 Password Policy
4. Peer Institution Workgroup - John

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**College Planning Council  
Minutes  
11.9.22**

**Members Present:** Mark Browning, Angela Rios, Brad Holden, Celeste Tate, John Fields, Joey GrosJacques, Kaley Cope, Nayeli Contreras, Pat Sisneros, Philip Schmitz, Sascha McKeon, Tammy Krawczyk, Tammi Clark, Wade Muller, and Shannon Franklin.

**Guests:** Stacie Stahl

**Absent:** Adams Sims, Kennedy Vogl, Lexi Robertson, Roman Olivera, and Theresa Bosworth

**Approve Minutes from the 10/26/22 CPC meeting**

Kaley moved, seconded by Joey, to approve the minutes as presented. Motion passed unanimously.

**Approve Administrative Procedure**

02-2003-0003 Press Releases

Joey moved, seconded by Brad, to approve the revised procedure. Motion passed unanimously.

**Administrative Procedures for Revision**

The following procedures were submitted for a first reading of revisions:

- 01-2005-0020 Authorized Signatures
- 06-2005-0007 Administrator in Charge
- 06-2016-0002 Death of an Employee

Comments regarding revisions of the above procedures should be sent to Shannon Franklin.

**NWCCU Update**

President Browning received the draft report from the Accreditation evaluation team; the Executive team reviewed the draft for factual errors and submitted the information back to the evaluation team. The final version of the report is now with the final review team for Accreditation.

Mark and John attended the NWCCU Annual Conference November 2-4, 2022. Mark noted the guidance, suggestions, and discussions were good. There was a lot of discussion about data and different ways to use it to make more informed decisions. The push is more than a recommendation – a requirement to be using disaggregated data, and how that can help us in areas we are trying to improve on, whether it be as a Hispanic Serving Institution (HSI) or underserved populations. Slide decks from the conference will be available soon, and Mark would like to share them with College Planning Council and have discussions here with the information.

John noted the theme was transformative education with talk about second chance for Pell and dual credit. In every session John attended, including the plenaries, there was always a heavy emphasis on DEI

and how we infuse that into everything we are doing. And then we will need to learn how we get the data to show the emphasis.

Mark noted one of the opening speaker presentations was the Under Secretary for Education and his focus was on being places of hope within our communities for our students and their families who depend upon us for the prospect of a brighter future. It drives home our mission as a rural community college – we are that opportunity for our students and people who should be our students to help them speed along the decision-making process.

We also had representation at the OCCA Annual Conference with Tammy, Theresa, Joey, Riley, and Shannon. Joey noted the conference also focused on DEI, with a couple student panels that were interesting to listen to with perspectives from other colleges around the state and what they feel colleges should offer to them regarding communications and what to offer on campus to bring students to campus.

Tammy – a panel of three superintendents to talk about what they are hearing their high school students say about college and it was kind of scary. Students are looking for options other than college and how do we attract that population? Dual credit efforts can be increased, and we should offer short-term trainings as opposed to term-length courses. Marginalized populations and equity were mentioned, and we were shown a comparison between Oregon and the national averages. Many Oregonians have stopped out of college and that is a large population community colleges could reach out to and encourage to come back for credentials, certifications, or degrees.

The College Planning Council meeting for November 23 will be rescheduled to November 30.



## Blue Mountain Community College *Administrative Procedures*

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

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**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

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### **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:**

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**Accountable Administrator:** President  
**Position responsible for updating:** President  
**Original Date:** 12-21-05  
**Date Approved by ~~Cabinet~~ College Planning Council:** ~~08-19-19~~ 11-30-22  
**Authorized Signature:** *Signed original on file*  
**Date Posted on Web:** ~~08-19-19~~  
**Revised:** ~~08-19~~ 11-22 **Reviewed:** ~~08-19~~ 11-22

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**Purpose/Principle/Definitions:**

In short-term absence of the President, administrative responsibility shall reside with a ~~Vice President~~ College Administrator. The Administrator in Charge (AIC) will rotate between ~~Administrators~~ Vice Presidents. The decision will rest with the President but will include which ~~Vice Presidents~~ Administrators 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 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:

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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

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**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.

**Procedure Title:** Faculty Committee Assignments and Institutional Service  
**Procedure Number:** 05-2022-0001  
**Board Policy Reference:** IV.A. General Executive Direction  
**NWCCU Standard:**

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**Accountable Administrator:** Vice President, Office of Instruction  
**Position responsible for updating:** Dean of Learning & Academic Engagement  
**Original Date:**  
**Date Approved by College Planning Council:**  
**Authorizing Signature:** *Original signature on file*  
**Date Posted on Web:**  
**Revised:** **Reviewed:**

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**Purpose/Principle/Definitions:**

Faculty duties and responsibilities include service to the college often in the form of committee work. A number of standing and ad hoc committees are formed over the course of the year and are necessary to ensure the smooth transitioning between terms and student support.

**Guidelines:**

- A sign-up process for all standing committees will be provided at Fall Pre-service for faculty to confirm their continued service on a particular committee, opt out of serving on a committee, or opt in to serving on a committee. The sign-up process will clearly state the current committee members, the number of seats available (for voting members), the meeting times, and whether that committee is a Governance Committee.
- Faculty members should serve on at least 1 committee a year, but no more than 2 Governance committees.
- Following Pre-service, but no later than September 30, an updated committee list will be provided to all faculty and posted to the faculty resource page.
- The BMFA will support the filling of these roles by actively encouraging and recommending faculty to participate when positions remain open.
- For any committee position left unfilled as of October 31 each year, the Office of Instruction will appoint faculty members to each unfilled seat effective November 1.

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Procedure Title: Password [ProcedurePolicy](#)  
Procedure Number: 04-2019-0001  
Board Policy Reference: IV.A.

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Accountable Administrator: ~~Vice President of Administrative Services~~[Chief Operations Officer](#)  
Position responsible for updating: ~~Associate Vice President of Information Technology~~[Chief Technology Officer](#)  
Original Date: 01-22-2020  
Date Approved by College Planning Council: 01-22-2020  
Authorizing Signature: *signed original on file*  
Dated: 01-22-2020  
Date Posted on Web: 01-23-2020  
Revised:  
Reviewed:

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#### Purpose/Principle/Definitions:

##### Purpose

The purpose of this procedure is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change. Passwords are an important aspect of information technology systems security and the protection of information assets. A poorly chosen password may result in unauthorized access and/or exploitation of Blue Mountain Community College's (BMCC) resources. All users, including staff, faculty, student/temporary employee, and partners with access to BMCC systems, are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

##### Principle

This procedure includes users who have or are responsible for at least one BMCC system, application, or information assets, independent of whether you are an end user or a system administrator for that system or application.

##### Password Requirements

Password requirements are as follows:

- At least one lower case letter [a-z]
- At least one upper case letter [A-Z]
- At least one numeral [0-9]
- At least one special character [!@#^&\*?~]
- Minimum of 10 characters

- Maximum of 64 characters

#### Password Examples:

- EmlD2cohcwc! (Every morning I drink 2 cups of hot coffee with cream!)

#### Long password:

- I eat 3 carrots each day!

#### Password Lockout and changes:

- Password attempts: at least 6 attempts allowed before lockout
- Passwords changes: Minimum of only if compromised every 365 days

#### Password History

- Previous passwords should not be re-used
- Users must not re-using the last 4 previously used passwords

### Password Protection

- Use a unique password for each online account/service
- Passwords must not be shared with anyone. All passwords are treated as sensitive, confidential BMCC information.
- Passwords must not be inserted into email messages or other forms of electronic communication.
- Passwords must not be revealed over the phone to anyone.
- Do not reveal a password on questionnaires or security forms.
- Do not share BMCC passwords with anyone, including administrative assistants, secretaries, managers, co-workers while on vacation, and family members.
- Do not write passwords down and store them anywhere in your office.
- Do not store passwords in a file on a computer system or mobile devices (phone, tablet) without encryption.
- Do not use the same passwords on college systems as you use on your personal accounts

If you suspect unauthorized access to your account or think your password has been compromised, change your password immediately and report the incident to the IT helpdesk.

#### Additional Security Protection

- Multi-Factor Authentication for added security

### Administrative Procedure Compliance

#### Compliance Measurement

Information Technology will verify compliance to this procedure through various methods, including but not limited to, business tool reports, internal and external audits, and provide feedback to the ~~Associate Vice President of Information Technology~~ Chief

## Technology Officer.

All users must take all mandatory security and compliance training as directed by the college, and within the prescribed frequency.

### **Exceptions**

The ~~Vice President of Administrative Services~~Chief Operating Officer must approve any exception to the Procedure in advance.

### **Non-Compliance**

An employee found to have violated this Procedure may be subject to disciplinary action, up to and including termination of employment. BMCC reserves the right to notify the appropriate law enforcement authorities of any unlawful activity and to cooperate in any investigation of such activity. To the extent permitted by law, BMCC reserves the right not to defend or pay any damages awarded against employees, faculty members or partners that result from violation of this Procedure.

### **Definitions:**

**ISO:** International Organization for Standardization

**Information Asset:** Any BMCC data in any form, and the equipment used to manage, process, or store BMCC data, that is used in the course of executing business, regardless if the data is stored on-campus or in an off-site or cloud environment.

MFA: Multi-factor authentication (MFA) is a layered approach to securing physical and logical access where a system requires a user to present a combination of two or more different authenticators to verify a user's identity for login

**NIST:** National Institute of Standards and Technology

**Partner:** Any non-employee or contractor of BMCC who is contractually bound to provide some form of service to BMCC.

**Password:** An arbitrary string of characters that is used to authenticate the user when he/she attempts to log on, in order to prevent unauthorized access to his/her account.

SSO: Single sign-on is an authentication method that allows users to sign in using one set of credentials to multiple independent software systems.

**User:** Any BMCC staff, faculty member, student/temporary employee or partner who is authorized to access any BMCC electronic information resource.

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