



**College Planning Council  
Agenda  
Tuesday, June 13, 2023  
Boardroom  
3:00 PM**

**Zoom:** <https://bluecc.zoom.us/j/99443261352?pwd=QkwvZG1uMnlJS1oySGNmSkZzT1N6UT09>  
by phone: 253-215-8782 meeting ID 994 4326 1352 passcode 720911

1. Approve Minutes from the 5/24/23 Meeting
2. Department Name Change – College Prep
3. Admin Procedure – First Reading for revision
  - 05-2003-0008 Inclement Weather
  - 07-2004-0010 Student Employment
4. Admin Procedure – Second Reading
  - 05-2023-0001 Faculty Committee Assignments & Institutional Service
5. Admin Procedures – Information Only – Title Changes Only
  - 07-2019-0004 Students Rights and Responsibilities
  - 07-2019-0005 Student Code of Conduct
6. College Planning Council Membership and Purpose

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## College Planning Council Minutes 05.24.23

**Members Present:** Mark Browning, Adam Sims, AnnMarie Hardin, Brad Holden, Celeste Tate, Cynthia Azari, Jeff Nelson, Joey GrosJacques, Pat Sisneros, Philip Schmitz, Roman Olivera, Sascha McKeon, Tammy Krawczyk, Tammi Clark, Riley Faircloth, Wade Muller, Velda Arnaud, and Shannon Franklin.

**Absent:** Kaley Cope, Kennedy Vogl, Lexi Robertson,

**Guests:** Ken Daniel

### **Approve Agenda**

Velda requested an addition to the agenda for Peer Institutions; Sascha requested an addition to the agenda for the faculty assignments administrative procedure. Velda moved, seconded by Sascha to amend the agenda. Motion carried.

### **Approve Minutes from the 5/10/23 CPC Meeting**

Velda moved, seconded by Sascha, to approve the minutes as presented. Motion passed by voice vote.

### **College Prep Department Name Change**

Tammy Krawczyk noted very careful thought went into changing the name from College Prep to Career Ready. Tammy has attended training that said not to include the word “college” and just use Career Ready. College prep is associated with Title II funding, The current College Prep department (Carol Johnson, Shannon Maude, and Gaby Gonzalez) has discussed this and is ok with using the Career Ready title. Some individuals are very uncertain of themselves and know they need to do something to get a better job but are apprehensive about college. In addition, there have been studies and collaborations with colleges around the United States with adult populations and some coming out of high school, it is all about getting ready for a career. There was much discussion about the name change with no agreement about what to land on. Velda Moved to table the discussion. There was no second, but the discussion ended. Velda requested Tammy find out what name(s) other colleges are using for their departments.

### **Peer Institutions**

Velda has identified three peer institutions for BMCC as required by the accreditation visit: Bladen Community College in North Carolina, Luna Community College in New Mexico, and Gray’s Harbor Community College in Washington. The peer institutions will be used to compare data between BMCC and each of those colleges for accreditation purposes. Velda remarked she was still looking for a “stretch” college (one that BMCC would aspire to be like) but only found colleges with dorms; Mark suggested she use the college with a dorm for comparison.

### **Faculty Assignments Administrative Procedure**

Sascha reported she did not receive any comments about the administrative procedure for Faculty Committee Assignments & Institutional Service that has been through a first reading. She has a revision to the procedure and will bring it for the next CPC meeting.

**Policy updates:**

Sascha and a group of faculty have reviewed some of the academic policies and she wanted CPC to think about and address questions the group had questions about:

- One policy references the Institutional Review Board (IRB) which we no longer have.
- The final exam schedule is currently not accessible to students on the website.
- The policy for Instructor ownership of materials and resourcing and repackaging). The policy was updated to reflect the online bookstore, but one of the issues is the turnaround time for a hard copy book takes a long time to ship to students. Philip stated that with BMCC's year long schedule, the instructors are supposed to notify Karl about the class modality and materials; faculty need to get the information to Karl sooner. Philip stated the policy may need to be put in an administrative procedure; Sascha noted that could go through Department Chairs first.

**Future agenda item:**

Tammi requested a discussion be held about the purpose, charge, and roster of CPC.

The date of the next CPC meeting will be changed to Tuesday, June 13 or Thursday, June 15.



## Blue Mountain Community College *Administrative Procedure*

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**Procedure Title:** Inclement Weather  
**Procedure Number:** 05-2003-0008  
**Board Policy Reference:** IV.A.

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**Administrator:** President  
**Position responsible for updating:** Chief Operating Officer  
**Original Date:** November 1994  
**Approved by College Planning Council:** 10-27-2021  
**Authorized Signature:** *Original Signature on File*  
**Posted on Web:** 10-29-21  
**Revised:** 10-21  
**Reviewed:** 10-21

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### **Purpose/Principle/Definitions:**

This procedure addresses what decisions can be made and who is responsible for determining whether or not college locations will be open during inclement weather conditions, and how to communicate those decisions.

It is also important to note that during winter months, employees and students should make themselves aware of the potential for inclement weather, and take the time to monitor weather and road reports.

In November each year, ~~global~~ email messages will be sent to students and employees with inclement weather notification information.

The potential decisions that could be made on the day's schedule include online and in person classes, and are limited to the following options:

- Open - all classes will start at the regularly scheduled time (no notifications sent).
- Cancel all day/evening classes.
- Cancel all day classes, but determine a decision for evening classes by 3 pm.
- Delay the start of classes and the employee workday until ~~10 am (for a 2-hour delay) or~~ 11 am (for a 3-hour delay). Classes normally held or started during the delayed time are cancelled.
- Locations may adjust start times on a case-by-case basis in consultation with the Chief Operating Officer (COO)

### **PENDLETON:**

- The COO will contact the Facilities ~~Supervisor~~ Director and the Center Directors to confer and decide when/if the campus/centers will be safe for students and employees. The COO will then make a recommendation to the College President who will decide on being open, delayed open or closed. ~~decide for the Pendleton campus.~~

- The COO will contact the Marketing Director who is call for those responsible to update the following:
  - a. BMCC's staff and students via the College's text notification system
  - b. The BMCC website, [www.bluecc.edu](http://www.bluecc.edu)
  - c. ~~Facebook/Twitter~~ All social media
  - d. Reader board
  - e. Local media outlets
  - f. College automated phone system message

The text alert will be sent and tThe phone message and website will be updated by 6:00 am.

If the COO is unavailable to make inclement weather recommendations decisions, the responsibilities flow to:

1. ~~Facilities Director~~ Executive Vice President
2. ~~Chief Academic Officer (CAO)~~ Facilities Director
3. President

**~~The Center Director / Contract-Out-of-District (COD) Coordinator:~~**

- ~~1. May contact their respective school districts and/or bus companies by 5:30 am to inquire whether the schools are in session and/or school buses are operating in their areas~~
- ~~2. Decide to hold classes as usual, delay, or cancel~~
- ~~3. Record center specific information on the center's phone message system.~~
- ~~4. Communicate the decision by 5:45 am to the COO, who will update others (in the following order):~~
  - ~~a. The Executive Vice President~~
  - ~~b. The President~~
  - ~~c. The Facilities Director~~
  - ~~d. The Emergency Response Team~~
- ~~5. The COO will then initiate the communication process as listed in the "Pendleton" process.~~

If the Hermiston Center closes or delays, the Precision Ag Center at the OSU HAREC in Hermiston will follow suit, ~~even if OSU remains open.~~

**EARLY / WEEKEND CLASSES:**

For course sections that meet on or before 7:00 a.m. on weekdays or for courses held on weekends, the course instructor may use his/her discretion to cancel the early-morning course providing the following conditions are met:

1. The instructor places inclement weather information in the course syllabus as follows: "Due to the early start time of this class, a determination of cancellation due to inclement weather will be made by the instructor and communicated via phone to each student no later than one hour prior to the start of class. For classes later in the day, please refer to the institution-wide notification systems (BMCC web, social media, the College's text notification system, the website, and news media).

2. The instructor uses the same criteria to make the determination as is used by the administration for inclement weather closures, namely the safety of students and staff traveling to class/clinical site. [Instructors may consult the following resources: Oregon road report 1-800-977-6368 (enter route #); Oregon Department of Transportation ([www.tripcheck.com](http://www.tripcheck.com)); and school closure reports, which usually start at 6:00 a.m. on local radio stations.]
3. The instructor has a full student contact list for the course.
4. The instructor makes telephone contact with students no later than one hour before the scheduled class/clinical start time.
5. The instructor e-mails the ~~CAO Executive Vice President~~ and COO prior to the scheduled class/clinical start time about his/her decision.

#### **EVENING CLASSES:**

Evening classes start at 5:00 p.m. or later. The procedures outlined above will be completed and a decision made by 3:00 p.m., when possible. If it becomes necessary to close the college due to late-breaking adverse weather conditions when classes have already begun, a staff member designated by the responsible administrator will contact the classes. The notification procedures will be followed so radio and television stations, the website, reader board, and telephone messages can be updated, as well as send a text notification to employees and students.

#### **ATHLETICS / SPECIAL EVENTS / INDEPENDENT ACTIVITIES:**

If the College closes due to inclement weather, all scheduled activities are cancelled. The COO or designee will notify those with events scheduled that day. The Office of Instruction will keep the Events calendar updated with appropriate contact names and information for this purpose, and will remind those who reserve rooms of the possibility of winter weather closures or delays.

#### **STAFF RESPONSIBILITY:**

When any employee group (administrators, supervisors, faculty, and classified/ support staff) are to report by a certain time, ALL employees who under normal conditions would be working are to report at that time. Employees can check the status of a weather decision by checking for a text alert, calling the inclement weather telephone number (541-276-1260), checking the college website, or listening to the local AM radio stations. If an employee believes it is unsafe for them to drive to the college, they should contact their supervisor to discuss alternative working options. ~~Employees Staff~~ who decide not to report to work when the college is open must utilize personal leave or vacation, unless the employee is authorized to work remotely.

~~If a BMCC location is closed or delayed, BMCC employees should not be on campus or at a center location during that time. The exception to this is essential personnel such as maintenance staff working to clear sidewalks and parking lots.~~

#### **PARTNER INSTITUTIONS**

Eastern Oregon University, Oregon State University, the Intermountain Education Service District will follow the same delayed or closed schedule as BMCC. The Hermiston School District is responsible for clearing parking lots and walkways if they decide to open when BMCC is closed or delayed. If Oregon State University on the Pendleton campus decides not to close or work remotely during BMCC Christmas/Holiday break, BMCC will not provide snow removal activities.

~~Oregon State University will delay opening if BMCC delays. However, OSU typically does not close. If BMCC opts to close for the day, OSU will remain open unless otherwise decided.~~

It is the responsibility of each partner institution to monitor the BMCC website for inclement weather details.



**Procedure Title:** Student Employment  
**Procedure Number:** 07-2004-0010  
**Board Policy Reference:** I.B. Educational Opportunities  
**NWCCU Standard:**

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**Accountable Administrator:** ~~Vice President, Student Affairs~~Dean, Student Services

**Position responsible for updating:** Director, ~~Student Financial Assistance~~Student Resource Center

**Original Date:** September 13, 2004

**Date Approved by Cabinet:** 06-21-18

**Authorizing Signature:** *Original signature on file*

**Dated:** 06-21-18

**Date Posted on Web:** 06-21-18

**Revised:** 06-18

**Reviewed:** 06-18

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**Purpose/Principle/Definitions:**

Student employment positions at Blue Mountain Community College are designed to give students the opportunity to work and earn money while attending college and to provide them with relevant work experience. These positions are to supplement the work of the College and in no case should supplant work being provided by an otherwise designated employee of the College.

**Definitions:**

**Student Employee:**

A student who is placed in a student employment position funded by the College's General Fund, Title IV Federal Work Study, or other approved grant funding.

**Title IV Federal Work-Study:**

A federal student aid program available to undergraduate, graduate, and professional students with financial need that provides part-time employment while the student is enrolled in school. The student must file the FAFSA and be awarded in order to qualify.

**Institutional Student Employment:**

A BMCC (non-federal work-study) student aid employment program supported by General Fund or approved grant funding that is available to students who do not meet the Federal Work-study criteria.

**Financial Need:**

~~The difference between the cost of attendance (COA) and the student's Expected Family Contribution (EFC.)~~

**Student Employee Supervisor (SES):**

The person who requests a student employee to work for him/her, and who directly supervises the student employee, providing guidance about job duties, providing training, and verifying time worked. In some instances, these duties may be shared by two people (i.e. faculty and staff).

**Guidelines:**

1. Students must be degree-seeking students at Blue Mountain Community College.
2. ~~Student must be enrolled in a minimum of 6 credits during the term in which they are employed.~~
3. ~~Students that fall below 6 credits in any term must cease working immediately.~~
4. ~~Summer term:~~
  - a. ~~Students awarded federal work study: this term has unique rules regarding enrollment levels for students enrolled in 6+ creds, 1-5 credits and those that are not enrolled summer term. These students can request an exception to the amount of hours authorized to work in summer term only by contacting the Director, Student Resource Center.~~
  - b. ~~Students that are not eligible for or covered by federal work study: must be enrolled in a minimum of 3 credits for summer term.~~
1. ~~with the exception of summer term. To be eligible for employment summer term students must be registered for fall term and eligible for work study.~~
5. \_\_\_\_\_
- 2.6. \_\_\_\_\_ Pay rate: ~~Fifty cents per hour above~~ Oregon's minimum wage rate.
- 3.7. \_\_\_\_\_ Students will be funded until one or more of the following occurs:
  - a. they have earned up to their maximum award without being over-awarded
  - b. the funding source has been fully expended
  - c. the departmental or organizational needs and goals have been met
  - d. student loses eligibility
- 4.8. \_\_\_\_\_ The account from which requested positions are funded will be determined by the Director, Student Financial Assistance ~~Financial Aid Director~~ in collaboration with the Director, Student Resource Center, and will be expended in the following priority order:
  - a. Federal Work Study funds

- b.** Institutional Student Employment (General fund or grant fund) – these funds will be used in the event the student does not meet the criteria for Federal Work Study funds
- c.** Grant Funds – this resource will be considered when student employment positions are to be covered by a specific grant fund, i.e. tutoring for TRiO

In collaboration with supervisors, Human Resources Department, and ~~financial aid staff~~ Director, Student Financial Assistance, the Director, Student Resource Center of Financial Aid will be responsible to develop, implement, and revise procedures and workflows.

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**Procedure Title:** Faculty Committee Assignments and Institutional Service  
**Procedure Number:** 05-2023-0001  
**Board Policy Reference:** IV.A. General Executive Direction  
**NWCCU Standard:**

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**Accountable Administrator:** Chief Academic Officer  
**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:**                      **Reviewed:**                      **Revised:**

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**Purpose/Principle/Definitions:**

Faculty duties and responsibilities include service to the college, often in the form of committee work. Several 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:**

- Membership to governance committees will include a faculty member from a relevant community:
  - The faculty lead of Curriculum and Department chairs will sit on the College Planning Council (CPC).
  - A faculty member from Applied Technology will serve on the Technology Committee.
  - A faculty member from Arts and Humanities will serve on the Diversity, Equity and Inclusion (DEI) committee.
  - A faculty member from Business will serve on the Planning & Accreditation Committee.
  - A faculty member from STEM will serve on the Integrated Resources Committee (IRC).
  - A faculty member from Agriculture, Diesel, and Welding or Healthcare will serve on the Facilities Committee.
  - A faculty member from Social Science will serve on the Student's First Advisory Committee.
  
- Each governance committee also has a second voting seat available for the faculty at large to elect participation in.
  - Sign-up sheets for all standing committees will be provided at the Fall Pre-service. These sign-up sheets 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 anticipate serving on at least 1 committee a year, but no more than 2 Governance committees without the VP of Instructions approval.
- Following pre-service an updated committee list will be provided to all faculty and posted to the faculty resource page.

**Procedure Title:** Student Rights and Responsibilities Statement  
**Procedure Number:** 07-2019-0004  
**Board Policy Reference:** I.B. Educational Opportunities  
**NWCCU Standard:**

**Accountable Administrator:** ~~Vice President of Student Affairs~~Dean, Student Services  
**Position responsible for updating:** ~~Vice President of Student Affairs~~Dean, Student Services  
**Original Date:** May 28, 2019  
**Date Approved by College Planning Council:** 01-20-21  
**Authorizing Signature:** *Original signature on file*  
**Date Posted on Web:** 01-28-21  
**Revised:** 01-21 **Reviewed:** 12-20

**Purpose/Principle:**

Students at Blue Mountain Community College (BMCC) have the right to various freedoms and protections, such as the right to freedom of association, inquiry, expression, and learning in an educational environment that is free from harassment and discrimination of all types. Students in good standing at BMCC have the right to ~~participation~~ participate in institutional governance, co-curricular activities, student clubs, and other student life activity. Students are afforded the right to due process, to file a grievance, or to make a complaint. A student's admission to the College obligates them to be personally responsible for their conduct and to comply with the policies and regulations of the College.

**Definitions:**

- "Student" is defined as an individual that has been admitted to BMCC and subsequently enrolled in a course (credit or noncredit). Once an individual has enrolled in a course, they are then considered a BMCC student regardless of their current enrollment status.
- "College" includes college facilities, premises, and non-college property if the student is at any BMCC sponsored, approved, or related activity or function where students are under the jurisdiction of the College

**Conditions:**

- Enrollment with BMCC and participation in college sponsored activities and curriculum carries with it the presumption that the student is in good standing with the college and will conduct themselves as responsible members of the BMCC community.
- The college is granted approval by the Board of Education to adopt student rights, responsibilities, and conduct standards that are deemed necessary to assure the college is a safe and supportive environment for all.
- Student rights and responsibilities applies to all immediate and surrounding areas deemed as BMCC property and/or jurisdiction.
- It is the students' responsibility to observe college rules and regulations and to help maintain appropriate conditions in the classroom, on campus, and in the community.
- ~~The Student Rights and Responsibilities statement along with Code of Conduct standards are reviewed annually and updated as needed prior to publication in the Student Handbook and Catalog.~~
- All new students are apprised of their Student Rights, Responsibilities, and Code of Conduct standards as part of their orientation/onboarding process.

- Returning and continuing students receive annual notification reminders about their Student Rights, Responsibilities, and Code of Conduct standards.

## **I. Freedom of Association**

Students shall be free to organize and join associations to promote their common interests subject to the following considerations:

- A. Students have the right to form student clubs and organizations under the provisions of the Associated Student Government (ASG) constitution and bylaws, and the right to carry out fund-raising activities for these clubs. All fund-raising activities for ASG and student clubs must be approved by the [Student Life Student Recruitment & Engagement](#) Coordinator or designee.
- B. Students and recognized student clubs and organizations have the right to have access to BMCC facilities, subject to ordinary schedules, policies and regulations governing the use of each facility. Recognized student clubs and organizations have access to facilities at no cost unless additional services (custodial, safety, table and chair set-up, etc.) are required. BMCC procedures for reserving spaces in BMCC's buildings for meetings, speakers, or demonstrations must be followed.
- C. Campus life organizations, including those affiliated with an extramural organization shall be open to all students without respect to race, color, sex, sexual orientation, marital and/or parental status, religion, national origin, age, mental/physical/learning disability, Vietnam era or disabled veteran status, or any other status protected under applicable federal, state, or local law.
- D. Any chartered student club or officially recognized student organization acting through the Associated Student Government (ASG) of BMCC may invite any person of their own choosing to the campus, provided the invitation and arrangements are in compliance with established policies of the College.
- E. Student organizations shall be required to submit a statement of purpose, criteria for membership, rules of procedures, a current list of officers and a certified number of active members as a condition of institutional recognition.
- F. Club Advisors must be approved faculty or staff currently employed full-time by BMCC. Employees serve the college community when they accept the responsibility to advise and consult with student organizations, and provide guidance to the group on college procedure and policy.

## **II. Freedom from Harassment and Discrimination, Right to File a Complaint or Grievance**

- A. BMCC does not tolerate unlawful discrimination based on race, color, religion, use of native language, national origin, sex, marital status, height/weight ratio, disability, veteran status, age, or sexual orientation in any area, activity, or operation of the college. BMCC complies with applicable federal, state, and local civil rights laws and regulations prohibiting discrimination. Equal opportunity for employment, admission, and participation in BMCC's benefits and services shall be extended to all persons, and BMCC shall promote equal opportunity and treatment through application of this policy and other efforts of BMCC designed for that purpose.
  - i. Any person who believes they have been discriminated against or harassed by a BMCC employee, representative, or student is encouraged to file a complaint through the Office of Human Resources, Pendleton Campus, Morrow Hall, or through the online incident reporting link.
  - ii. Any person who believes that they have been discriminated against on the basis of disability under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act ("ADA"), including believing that they have not been provided with a reasonable accommodation or modification to which they are entitled, may discuss these concerns with a disability services staff member in the Success Center or submit a complaint through the online incident reporting link.



- B. The College recognizes that disputes may sometimes arise and requires the parties involved to resolve the conflict informally whenever possible. A formal complaint process is provided in matters that can't be resolved informally in order to assure impartial and equitable resolution for those conflicts.
  - i. Any student that feels they have been treated unfairly may submit a report through the online complaint reporting link.
  - ii. Students will have the ability to present their concerns and have the right to be heard fairly and promptly.
  - iii. The informal/formal complaint process may not be invoked for matters that have independent appeal processes established. Examples of these include, but are not limited to academic standing appeals, student conduct decisions, FERPA regulations, financial aid awarding and decisions, grades, Title IX regulations, discrimination and harassment policies/procedures, and safety related activity.
  - iv. Matters which are not resolvable through the formal complaint process include Federal and State laws, employment and personnel decisions, policies of the BMCC Board of Education, rules and procedures adopted by the Oregon, Higher Education Coordinating Council (HECC).

### III. Freedom of Inquiry and Expression

Students, faculty, and staff are obligated to respect freedom of inquiry and expression and to take appropriate action when prevention or disruption of this right occurs.

- A. Students have the right to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. However, they are responsible for learning the content of any course of study in which they are enrolled.
- B. Students have the right to conduct orderly demonstrations in approved free expression space unless the participants of those demonstrations threaten to endanger the safety of any member(s) of the College community, pose a threat to physical facilities, or substantially obstruct or disrupt regular and essential operations.
  - a. The college recommends that those intending to conduct an outdoor demonstration consult with the ~~Vice President of Student Affairs~~Dean, Student Services or designee to identify allowable space that accommodates the reasonable needs of both the College and those engaged in acts of speech or protest.
  - b. Individuals and groups holding an indoor demonstration must comply with campus policies and procedures for requesting space. Advance notice and approval is required for indoor demonstrations to allow the College to make appropriate and reasonable logistical arrangements for the demonstration.
- C. Students have the right to distribute free publications not in violation of federal or state laws, and/or College policies and procedures, such as books, magazines, newspapers, handbills, leaflets, and similar materials. Distribution of these materials in classrooms, hallways, libraries, offices or other College facilities used primarily for educational and instructional purposes must not interfere with the work or study of persons in those facilities.
  - a. Any persons desiring to post or distribute publications must comply with campus policies and procedures. All handbills, leaflets, newspapers, posters, and similar materials must bear the name and address of the organization and/or individual distributing the materials.
  - b. Information on submitting items for posting may be obtained through the ~~Vice President of Student Affairs~~Marketing and Communications Office.

#### **IV. Right to Participate in Institutional Governance**

Students have the right to be appointed representatives on selected College councils and committees and to participate in institutional governance. Appointment to participate is by invitation of the acting committee Chair through the ASG, Student Life Office. Students must be in good standing with the college to serve on a council or committee.

**V. Right of Access to and Protection from Improper Disclosure of Student Records** The college strictly adheres to and with all applicable state and federal laws, rules, and regulations that apply to student records. All information contained in College records that is personally identifiable to any student will be kept confidential and not released except upon prior written consent or as allowed by the Family Educational Rights and Privacy Act (FERPA).

- A. Student information may be shared among College faculty and staff when it has been determined that there is a legitimate educational interest in the information.
- B. The confidentiality of student record information obtained by counseling and advising services will be strictly maintained, except when the College is legally permitted or required to disclose student record information.
- C. Students have the right to access their educational record as reflected in the Family Educational Rights and Rights Privacy Act.

#### **VII. Right of Access to College Facilities**

Students have the right of access to college facilities and are subject to published business hours, schedules, and regulations governing the use of each facility. When using these facilities, the student has the responsibility to respect these regulations and to comply with the spirit and intent of the rules governing facility use.

Designated college staff have the authority to prohibit entry or ask the student to leave the premises if the student's behavior is disruptive, threatening to the health and welfare of the College community, or interferes with the ingress and/or egress of persons.

#### **VIII. Right of Sale and Distribution of Material, Right to Conduct Fund-raising Activities**

- A. The use of college grounds or facilities for the purpose of commercial or private gain is prohibited except where such activity contributes to the operation of the instructional program or where limited sale is specifically authorized by the college for the benefit of an approved student activity.
- B. Students have the right to engage in legal incidental sales of personal private property in private transactions, provided College facilities are not expressly used for this purpose.
- C. All fund raising activities by clubs and organizations must be approved in accordance with Student Life.
- D. All merchandise, periodicals, magazines and books offered for commercial sale may be sold only through the College bookstore and food services, except when approved by Vice President of Student Affairs Dean, Student Services.

#### **IX. Right to Protection from Improper Academic Evaluation**

Student academic performance will be evaluated on an academic basis (which may include attendance), and the ability to apply skills, and not on a student's opinions or conduct in matters unrelated to academic standards.

- A. The course syllabus will contain and articulate the evaluation standards and grading criteria by which student performance is measured for that particular course.
- B. Students are responsible for meeting the standards of academic performance established for each course in which the student is enrolled.
- C. A student may dispute their academic evaluation under the Colleges Grade Appeal Procedure if the student believes that the evaluation standards and grading criteria contained in the course syllabus were not followed by the instructor or were imposed in an arbitrary or capricious manner.

**X. Student Responsibilities**

- A. Students are also responsible for acknowledging the right to freedom of expression in others and honoring the diversity of perspectives within the College community.
- B. Students are expected to behave individually and collectively, in a manner that allows all members of the College community the opportunity to exercise their freedoms in pursuit of learning.
- C. It is the student’s responsibility to learn and meet the behavioral expectations of the College as outlined in the Students’ Rights and Responsibilities full statement and Standards of Student Conduct. A student’s application for admission serves as acceptance of these expectations.
- D. Students will be held accountable to the College’s behavioral expectations through a fair, clear, educationally focused, and restorative justice student-conduct process.

**Reference:**

Student Handbook

**Administrative Procedures:**

Associated Student Government	07-2006-0009
Complaint Process	07-2014-0001
Drug and Alcohol-Free College	03-2006-0003
Duty to Report Criminal and Threatening Behavior	07-2015-0001
Equal Educational Opportunity	07-2006-0010
Facility Use Policy	06-2016-0001
Hazing, Harassment, Intimidation, Bullying, Cyberbullying, and Menacing	03-2006-0012
Participation in Student Organizations and Student Life Activities	07-2019-0001
Protection of the Rights and Privacy of Students	07-2003-0013
Public Conduct on College Property	01-2006-0012
Sexual Harassment	06-2020-0001
Student Code of Conduct Standards	07-2019-0005
Student Club Advisors	07-2016-0001

**Legal Reference(s)** ORS 341.290 (2), (4), ORS 659.850 ORS 659.865 OAR 589-010-0100  
 46 Op Attorney Gen 239 (1989). 5-11, United States Constitution, Article I and XIV.  
 Oregon State Constitution, Article I, Section 8.

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Procedure Title: Student Code of Conduct  
Procedure Number: 07-2019-0005  
Board Policy Reference: IV.A. General Executive Direction  
NWCCU Standard:

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Accountable Administrator: President  
Position responsible for updating: ~~Vice President of Student Affairs~~ Dean, Student Services  
Original Date: June 19, 2019  
Date Approved by College Planning Council: 02/26/2020  
Authorizing Signature: *Original signature on file*  
Date Posted on Web: 02/27/20  
Revised: 02-20 Reviewed: 02-20

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**Purpose/Principle:**

Blue Mountain Community College (BMCC) is committed to the success of its students and is dedicated to student learning, retention, safety, and the development of responsible personal and social conduct.

Each member of the BMCC community must adhere to a code of responsible behavior. This document communicates the expectations that the College has of students and is intended to educate and guide students to understand their responsibilities. This Code is aligned with the College's Non-Discrimination Statement and shall not be administered in a discriminatory manner. Every effort will be made to balance the needs and rights of the individual with the welfare of the community as a whole.

This Code applies to all BMCC students, recognized student organizations, and groups of students. In addition, students who are enrolled in specific educational programs with additional standards of behavior are also expected to follow those related academic and conduct standards.

**Definitions:**

- **Adjudicate:** a method of resolving alleged student misconduct which employs a fact-finding, impartial adjudicator to render a binding decision in the matter.
- **Administrative Hearing:** a meeting held by a Student Conduct Officer to (a) investigate or (b) gather more information about a possible Code violation.
- **Appellate Officer:** the ~~Vice President of Student Affairs~~ Dean, Student Services or designee has the authority to consider an appeal of a Student Conduct Officer's decision.
- **Code:** this Student Code of Conduct.
- **College:** Blue Mountain Community College; BMCC; or any physical space or virtual environment being used by Blue Mountain Community College.
- **College Official:** any person employed, contracted, or assigned by the College, including, on some occasions, students performing assigned administrative or professional responsibilities.
- **College Premises:** includes all physical space (buildings, facilities, and other property, including adjacent streets and sidewalks) and the virtual environment in the possession of, owned, used, or controlled by the College.
- **Educational Record:** any record directly related to a student and maintained by the College or by a party acting for the College, as defined by the Family Educational Rights and Privacy Act. This includes academic records and disciplinary records.

- **Faculty Member:** any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty or instructional staff.
- **Member of the College Community:** any person who is a student of, employee of, or who is contracted to perform services of any kind for the College.
- **Policy:** the written rule or regulations of the College as found in, but not limited to, the Code, as well as contracts, academic catalogs, administrative procedures, and any other documents that are deemed by the College to express College policy.
- **Preponderance of Evidence:** a decision whether the Responding Party more likely than not engaged in an alleged violation of this Code.
- **Reporting Party:** an individual or group who brings forward an allegation of a Code violation. The College may be the "Reporting Party."
- **Responding Party:** any student or group charged with an alleged violation in this Code.
- **Student:** any person who is registered for one or more credit or non-credit hour(s), including online learning courses, or who has applied for admission, received financial aid, or received any other service or benefit provided by the College which requires student status. Any person who has withdrawn or who is not enrolled in any courses, but who has a continuing relationship with the College, may be considered a "student" for the purposes of this Code.
- **Student Conduct Officer:** an official authorized by the ~~Vice President of Student Affairs~~ Dean, Student Services or designee(s) to be responsible for administration of the Code and to conduct an Administrative Hearing. This official is also authorized to impose sanctions when it has been determined that a violation has occurred.
- **Student Organization:** any student or group of students formally recognized by the College as a Student Organization, or any group with student membership that uses College spaces, funds, or materials.
- **Support Person:** any person that attends an Administrative Hearing or proceeding under this Code with a student, including, but not limited to, a parent, a friend, a Navigator, Success Coach or Faculty Advisor, a Disability Services practitioner, another College staff person, or an attorney.

#### Authority:

- A. The Board of Directors delegates to the College President the authority to oversee the administration of conduct standards.
- B. Administration of the Student Code of Conduct is the responsibility of the ~~Vice President of Student Affairs~~ Dean, Student Services or designee(s), who shall develop procedures to carry out the Code.
- C. Student Conduct Officers (~~Vice President~~, Dean, Center Director, or designated Student ~~Affairs~~ Services Director) shall serve as the principal investigators and administrators for alleged violations of the Code, and shall interpret and implement procedures to carry out the Code. Decisions made by a Student Conduct Officer shall be final, pending the appeal process set forth in this Code.
- D. The ~~Students First Advisory Council (SFAC)~~ Dean, Student Services is responsible for reviewing the Student Code of Conduct policy and Student Rights and Responsibilities Statement as set forth in administrative procedures 07-2019-0005, 07-2019-0004. All revisions to these policies must be approved by the SFAC, the ~~Vice President of Student Affairs~~ Dean, Student Services, ~~Vice President of Instruction~~ Chief Academic Officer, ~~President's Cabinet~~ President's Executive Team, College Planning Council, and the College President.

#### Jurisdiction:

- A. The Code shall apply to student conduct on College premises; at or in connection with College-related or sponsored events and activities, regardless of location, including but not limited to international or domestic travel, activities funded by the Associated Student Government, athletic events, trainings, online learning, supervised academic/work experiences, or any other College-sanctioned social or club activities; and off-campus during non-College- related or sponsored events and activities, when the College, in its sole discretion, determines that the alleged off campus misconduct adversely affects the College community or the pursuit of the College's objectives.

- B. The Code shall apply to student conduct at all hours during each term, between terms, and during periods in which a student is not enrolled but has a continuing relationship with the College, from the time a student applies for admission to the College through the student's receipt of a degree, completion of program, or withdrawal from the College. Proceedings under the Code may continue if a student withdraws while a disciplinary matter is pending, whether or not the student has a continuing relationship with the College.
- C. All persons, including persons who are not students, must comply with all applicable College policies and procedures when attending or participating in any activity connected with the College.
- D. At the discretion of the Student Conduct Officer(s), allegations of misconduct by students or student groups may be adjudicated prior to, concurrent with, or following any civil or criminal proceedings.

**Conduct Subject to Disciplinary Action:**

The following constitutes conduct prohibited by the College for which a student or student organization is subject to disciplinary action:

- A. **Academic Misconduct.** Actions constituting violations of academic integrity include, but are not limited to the following:
  - 1. **Cheating.** Includes but is not limited to use of any unauthorized assistance for academic work and use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
  - 2. **Collusion.** Includes but is not limited to assisting another to commit an act of academic misconduct, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, unauthorized group work, use of unauthorized electronic devices, or allowing someone to do these things for one's own benefit.
  - 3. **Fabrication.** Includes but is not limited to falsifying data, information, or citations in completing an academic assignment or other institutional document, and also includes providing false or deceptive information to an instructor concerning the completion of an assignment.
  - 4. **Plagiarism.** Includes but is not limited to use of someone else's language, ideas, or other original material (not common-knowledge) without attribution to the source. This definition applies to all student work, not limited to print materials, online materials, manuscripts, oral discussion, and the work of other students. Examples include submitting someone else's language, ideas, or materials as one's own; inadequate paraphrasing, copying words and changing them a little, even if you give the source; carelessly or inadequately citing ideas and words borrowed from another source; self-plagiarism, including the unauthorized submission for credit of academic work that has been submitted for credit in another course.
- B. **Alcohol, Drug, and Tobacco Violations.** See Administrative Procedures: Drug and Alcohol-Free College <https://www.bluecc.edu/home/showdocument?id=9010> and Prohibited Use of Tobacco Products or Inhalant Delivery Systems <https://www.bluecc.edu/home/showdocument?id=9968>
  - 1. **Alcohol.** The use, possession, delivery, sale, or being under the influence of any alcoholic beverage is prohibited on College premises and during College-related or sponsored events and activities, except as permitted by law and applicable College policies.
  - 2. **Drugs.** The use, possession, delivery, sale, or being under the influence of any illegal drugs is prohibited at all times. This includes unauthorized use of prescription drugs.
  - 3. **Marijuana.** The possession, consumption, being under the influence of, or furnishing marijuana, cannabis, or any of its derivatives is prohibited on College premises and during College-related or sponsored events and activities.
  - 4. **Tobacco and Inhalants.** Possession and use of tobacco products and inhalant delivery devices by persons under the age of 21 is prohibited on all BMCC grounds and property. Including, but not limited to: in facility buildings, at facility-sponsored activities, in vehicles on facility grounds on the main campus and at all centers, including satellite properties. Use of tobacco or inhalants by persons 21 years of age and older is permitted in outdoor areas (unless posted otherwise) and in designated smoking areas that are located

20 feet away from doorways, windows, and ventilation systems to prevent smoke from entering buildings and facilities.

- C. **Assault, Endangerment, Harassment, and Intimidation.** Unwelcome physical contact that obstructs or disrupts a person from engaging in individual activities; puts a person in reasonable fear for personal safety; or causes or creates a substantial risk of personal injury or property damage. Non-physical contact, including but not limited to, bullying, intimidating, or threatening behavior, that obstructs a person from engaging in individual activities; puts a person in reasonable fear for personal safety; causes or creates a substantial risk of personal injury or property damage; or causes or is intended to cause emotional or physical distress. Non-physical contact includes all forms of direct or indirect contact with another person, including, but not limited to, written, electronic, or telephonic communication of any form.

### Reporting Amnesty

BMCC encourages all community members to report behavior associated with assault, endangerment, harassment, and intimidation. To support such reporting, BMCC will not pursue student conduct proceedings against a reporting student, a complainant, a respondent or witness for personal use of alcohol, marijuana or other drugs at or near the time of the incident provided their use did not place the health or safety of any other person at risk. BMCC may however, initiate an educational discussion with any student regarding their personal use of alcohol, marijuana or other drugs. BMCC's reporting amnesty is in alignment with ORS 471.434.

BMCC WILL NOT pursue any conduct violation against a survivor for substance use, including alcohol, at the time of sexual assault/harassment if the sexual assault/harassment is reported to the Vice President for Student Affairs-Dean, Student Services or the Director of Chief Human Resources Officer/Title IX Coordinator.

1. **Hazing.** An act which endangers or jeopardizes the mental or physical health or safety of a student or other College community member, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. This includes, but is not limited to all violations of applicable hazing laws. The express or implied consent of the person subject to the hazing does not relieve an individual or group from responsibility for violating the Code. Apathy or acquiescence in the presence of hazing are not neutral acts but are violations of this rule.
2. **Harassment.** Unwelcome verbal, nonverbal, visual, or physical conduct that is so severe, persistent, or pervasive that it interferes with or limits the ability of a student, faculty, or staff member to participate in, or benefit from, the College's educational and/or employment opportunities, programs, or activities. A single, serious incident may also constitute harassment. At the College's sole discretion, harassment may be addressed through the College's Nondiscrimination and Non-harassment Policy <https://www.bluecc.edu/home/showdocument?id=10312> instead of, or in addition to, this Code.
3. **Sexual Misconduct.** Unwanted conduct of a sexual nature that constitutes sexual harassment, sexual assault, relationship violence (including domestic violence and dating violence), stalking, and includes related acts of retaliation. Relevant definitions and the procedures for addressing possible sexual misconduct are included in the College's Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Policy <https://www.bluecc.edu/home/showdocument?id=13053>. At its sole discretion, the College may address possible sexual misconduct through this Code instead of, or in addition to, this Code.
  - i. **Sexual Harassment:** is defined as any unwelcome conduct of a sexual nature, including sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual or gender based nature.
  - ii. **Sexual Assault:** a forcible or non-forcible sexual act or sexual contact that occurs without the consent or permission of the other person, Consent is words or overt actions indicating a freely given agreement to the sexual act or sexual contact in question. Consent is not an absence of no.



- iii. **Domestic Violence:** An intra-family offense that results in physical injury, including physical pain or illness, or that caused or was intended to cause reasonable fear of imminent serious physical injury or death.
- iv. **Dating Violence:** An offense against an intimate partner (romantic, dating, or sexual relationship) that results in physical injury, including physical pain or illness or that caused or was intended to cause reasonable fear of imminent serious physical injury or death.
- v. **Stalking:** A course of conduct directed at a specific individual with the intent to cause that individual (or where the person knows or should have known that it would cause the individual) to fear for his or her safety or the safety of another person; feel seriously alarmed, disturbed, or frightened; or suffer emotional distress.

**D. Disruptive Behavior.**

- 1. Obstruction or disruption of teaching, learning, research, administration, disciplinary procedures, other College-related or sponsored activities, including the College's public service functions, or other authorized activities on College-owned or controlled property.
- 2. Obstruction or disruption interfering with the freedom of movement, including obstruction of the free flow of pedestrian or vehicular movement on College property or at a College activity.
- 3. Leading or participating in any activity that unreasonably infringes on the rights of another member of the College community or that is intended to or reasonably may incite another person to unreasonably infringe on the rights of another member of the College community.
- 4. Interfering with someone else's participation in a College activity, event, or process.

**E. Failure to Comply.**

- 1. Failure to comply with reasonable directions of College officials, acting in the scope of their duties. In some cases "officials" may be students employed to act on behalf of the College.
- 2. Failure to comply with any disciplinary sanction imposed under the Code.

**F. Falsification of Information.** Includes, but is not limited to:

- 1. Knowingly furnishing false information, or failing to furnish correct information, in response to request or requirement of a College Official.
- 2. Forging, altering, or misusing BMCC documents, records, or identification cards, including electronic documents and records.
- 3. Unauthorized use of another individual's identification or password, or sharing one's personal identification or password with an unauthorized user.
- 4. Knowingly reporting a false emergency.
- 5. Knowingly making false statements or knowingly submitting false information in bad faith as part of a complaint or report, or associated with an investigation into misconduct.

**G. Fire and Life Safety.** Includes, but is not limited to:

- 1. Tampering with fire safety equipment, generating a false alarm, or engaging in behavior that constitutes a fire or safety hazard.
- 2. Failure to evacuate a College building after an alarm has sounded.
- 3. Failure to follow the fire and/or life safety-related directives of a person authorized to give such directives.

**H. Property Theft and/or Damage.** Attempted or actual theft of, unauthorized use or possession of, and/or damage to property of the College or of a member of the College community.

**I. Recording.**

- 1. Using, obtaining, or attempting to obtain, electronic or other means to photograph or record the likeness of another without the individual's consent, in any situation in which there is a reasonable expectation of privacy, is prohibited. This includes, but is not limited to, recording another person in an intimate situation.
- 2. Recording in any College locker room or restroom is strictly prohibited.
- 3. Recordings of lectures and presentations may not be used for any reason other than personal educational purposes and may not be shared publicly.

- J. **Retaliation.** Retaliating, or attempting to retaliate, against any individual for exercising one's rights or reporting, providing information, or otherwise being involved in the process of responding to, investigating, or addressing allegations or violations of federal, state, or local law, or College policy, including, but not limited to, the provisions of this Code.
- K. **Unauthorized Access.** Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means of access to College Premises, or unauthorized entry onto or into College premises.
- L. **Violation of College Policy.** Violation of any College policy, rule, or regulation that is posted by a College Official or available electronically on the College website.
- M. **Violation of Law or Regulation.** Engaging in conduct that is contrary to any federal, state, or local law when such violation interferes with, or poses a risk to, the College or interferes with other students' participation in College programs, activities, or events.
- N. **Weapons and Dangerous Materials.** Possession or use of firearms, explosives, instruments, or other weapons including replicas of weapons, or dangerous chemicals on College premises or use of any item in a manner that harms, threatens, or causes disruption to the educational environment. Exceptions to this policy are permitted when the weapon and/or dangerous materials are used in conjunction with an approved College instructional program, is carried by a duly constituted law enforcement officer, or is otherwise permitted by law. Possession of Firearms, Destructive Devices, Weapons, and Knives <https://www.bluecc.edu/home/showdocument?id=8354>

### **General Misconduct Procedures:**

- A. **Temporary Removal of Registered Students.** If a student is engaging in disruptive behavior, a course instructor may temporarily restrict a student's participation in class or temporarily block access to the digital learning management system. Before allowing the student to return to class, the instructor, Department Chair, and/or Dean will clarify with the student the behavioral standards that must be met in order to continue in the class. This clarification will occur as expeditiously as possible, preferably before the next class session or equivalent. During the period of restriction, the student must be provided the opportunity to maintain access to the educational/course content. Instructors must facilitate an alternate method for this to occur. A Student Conduct Officer can provide consultation and coordination throughout the classroom management process. If the disruptive behavior is not resolved through the clarification process, the situation must be referred to a Student Conduct Officer. Any permanent removal from class must be in accordance with the procedures of this Code.
- B. **Removal of Unauthorized Individuals.** Instructors may restrict persons who are not registered from attending class sessions. Exceptions on the basis of disability must be approved by the College's Disability Services Office. Other exceptions may be made by a College official.
- C. **Administrative Hearing Process.**
  1. **Report.** Anyone may submit information about a possible Code violation by submitting an incident report to [https://cm.maxient.com/reportingform.php?BlueMountainCC&layout\\_id=4](https://cm.maxient.com/reportingform.php?BlueMountainCC&layout_id=4)
  2. **Preliminary Review.** The Student Conduct Officer may gather further information to determine whether the reported conduct, if substantiated, may constitute a possible Code violation. If the Student Conduct Officer determines that the reported conduct, even if substantiated, likely would not amount to a Code violation, the Student Conduct Officer may choose to close the report or address the report through another College administrative process.
  3. **Interim Action.** Student Conduct Officer may impose an appropriate sanction as reflected in the Code with the exception of Expulsion, including (a) immediate suspension; (b) restricting access to College premises, the virtual learning environment, and/or all other College activities or privileges; or (c) any other action approved by the ~~Vice President for Student Affairs~~Dean, Student Services deemed as reasonable to prevent the recurrence of the alleged Code violation or to protect the integrity of the investigation. The interim action(s) does not replace the Administrative Hearing process as outlined in this Code. The student will be notified in writing of any interim action and the rationale. As soon as practical following implementation of the interim action, in most cases within three (3) days, the Student Conduct Officer shall provide the student an opportunity to address the action and supporting information in person, by phone, or through written communication. Based on that information, the ~~Vice President for Student~~

Affairs Dean, Student Services or the Student Conduct Officer/Coordinator may maintain, revoke, or modify the interim action.

4. **Notice of Hearing.** After the preliminary review by the Student Conduct Officer, a Hearing Notice may be sent to the Responding Party. The notice shall include: (a) a brief description of the reported allegation(s), (b) the section(s) of the Code the Responding Party is alleged to have violated, (c) the range of possible sanctions for the alleged violation(s), (d) a specific date to schedule a meeting by, (e) information about having a Support Person attend, (f) information on how to request accommodations for a disability, and (g) information on the Administrative Hearing procedures. The Administrative Hearing typically occurs within ten (10) days from the date on the Hearing Notice. Requests for extensions by the Responding Party may be granted at the discretion of the Student Conduct Officer.
5. **Administrative Hearing and Investigation.**
  - a. The Responding Party may elect to participate in the Administrative Hearing in person, by telephone, by videoconference, and/or by submitting a written statement.
  - b. The Responding Party may elect to not participate in this hearing. If the Responding Party elects not to participate in or fails to attend the hearing, the Student Conduct Officer may decide the matter in the party's absence. Failure to cooperate or appear will not delay the outcome of the matter.
  - c. If the Responding Party elects to participate in the hearing, the Student Conduct Officer will review the alleged violation(s) with the Responding Party at the hearing. The Responding Party will be provided a reasonable opportunity to share the party's perspective, provide information to the Student Conduct Officer, and respond to the information presented.
  - d. The College and/or the Responding Party may seek legal advice at the party's own expense. The Responding Party may consult the party's Support Person, including an attorney, during the Administrative Hearing, but the Support Person may not participate in the meeting in any other manner, including speaking on behalf of the student. The Responding Party must notify the College within forty-eight (48) hours prior to the Administrative Hearing if the Support Person will be an attorney.
  - e. The Student Conduct Officer may gather additional information after the meeting, such as by conducting interviews and reviewing documents. The Student Conduct Officer may need to meet with the Responding Party about information gathered after the initial Administrative Hearing. In general, this may take up to ten (10) days after the hearing, or longer as appropriate under the circumstances.
  - f. The Student Conduct Officer will make reasonable efforts to communicate to all relevant parties any anticipated delays of more than ten (10) days.
6. **Decision.**
  - a. The Student Conduct Officer's decision will be based on a preponderance of the evidence.
  - b. After the hearing and the conclusion of any investigation, a decision letter will be sent to the Responding Party's College email explaining (i) the decision of the Student Conduct Officer, (ii) the sanction(s) imposed, if any, and (iii) information about the appeal process, if a Code violation is found.
  - c. In accordance with FERPA, the Reporting Party may be notified of the decision and if an appeal is filed.
  - d. The decision of the Student Conduct Officer is final unless an appeal is filed in accordance with the appeal procedures set forth in this Code.
7. **Sanctions.**
  - a. Sanctions may be imposed upon any student, student organization, or student group found to be responsible for violating the Code.
  - b. More than one sanction may be imposed for a single violation.
  - c. Expulsion will become a part of the Responding Party's disciplinary record and permanent academic record. All other sanctions will become part of the Responding Party's disciplinary record but may not be a part of the party's permanent academic record.

- d. Sanctions, including, but not limited to, the following, are intended to be educational and developmental in nature:
- i. **Administrative Removal from a Class.** The Responding Party will be removed from a specific class but be allowed to continue in all other courses, unless otherwise restricted. The Responding Party is responsible for any tuition and fees associated with the administrative withdrawal process.
  - ii. **Community Service.** The Responding Party must provide a designated number of hours of service to a designated entity.
  - iii. **Educational Sanctions.** The Responding Party must complete tasks such as assignments, interviews, reflection papers, educational meetings, or other educational activities.
  - iv. **Expulsion.** The sanction of Expulsion is by recommendation of the ~~Vice President of Student Affairs~~Dean, Student Services to the President and will result in the permanent separation of the Responding Party from the College. This means that the Responding Party may not, at any time in the future: enroll in the College; be a member of any student club or organization; or register for, or participate in, any program, activity, or event sponsored or organized, in whole or in part, by the College. The Responding Party is trespassed from College Premises, which means the party may never again be present on College owned or controlled property, or access the virtual learning environment. The Responding Party's rights and privileges as an enrolled student at the College are immediately revoked. The Responding Party will be responsible for any tuition and fees associated with the administrative withdrawal process, including any financial aid status implications.
  - v. **Loss of Privileges.** The Responding Party is denied specified privileges of being a student for a designated period of time.
  - vi. **No Contact Directive.** The Responding Party is prohibited from contacting a specified person(s) related to the Code violation. This includes contact initiated through any means (including personal, electronic, and telephonic) as well as contact initiated by any third parties on the Responding Party's behalf or request. This restriction applies both on and off campus. Failure to abide by the terms of this sanction will result in further disciplinary action.
  - vii. **Notation on Transcript.** A notation may be placed on the Responding Party's academic transcript related to the party's disciplinary standing only if there is a sanction of Expulsion.
  - viii. **Probation.** For a specified period~~of time~~, any additional Code violations by the Responding Party will result in progressive disciplinary action. During the period of probation, the Responding Party is not considered in good disciplinary standing. Upon expiration of the probation period and fulfillment of other sanctions imposed (if any), the disciplinary probation will be lifted.
  - ix. **Restitution.** For violations involving damage to, destruction of, or theft of property, the Responding Party may be required to make monetary restitution and/or return any stolen or misappropriated property in an amount not to exceed the actual expenses, damages, or losses incurred.
  - x. **Registration Hold.** Students who do not complete assigned sanctions within the time provided may be prevented from registering for classes until completion of those sanctions.
  - xi. **Suspension.** The temporary separation of the Responding Party from the College for a specific period of time. During the suspension period, the Responding Party is not eligible for the privileges and services provided to enrolled students, including but not limited to registering, attending class, or accessing the virtual learning environment. The Responding Party is trespassed from the College, including from all College owned or controlled property, services, and facilities. The Responding Party will be responsible for any tuition and fees associated with the administrative withdrawal process including any

financial aid status implications. Upon expiration of the suspension period, the Responding Party must submit in writing a request for reinstatement to the ~~Vice President of Student Affairs~~Dean, Student Services, or designee. The Responding Party may be asked to provide a statement demonstrating readiness to return and successfully re-engage with the College community. If the Student Conduct Officer confirms that all terms of the suspension have been met and the suspension is lifted, the Responding Party may be reinstated with or without additional conditions, at the discretion of the ~~Vice President of Student Affairs~~Dean, Student Services.

- xii. **Warning.** Written notice that the Responding Party has been found responsible for violating the Code. Additional Code violations may result in progressive disciplinary action. A warning does not affect the Responding Party's disciplinary standing.

## 8. Appeals.

- a. Appeals must be submitted electronically via email to the ~~Vice President of Student Affairs~~Dean, Student Services through the link provided in the Responding Party's decision letter and received within five (5) days of issuance of the decision letter.
- b. The request for an appeal must state the specific grounds for the appeal. Dissatisfaction with a decision is not grounds for an appeal. Grounds for an appeal are limited to:
  - i. Demonstrating that the Administrative Hearing deviated from the procedures outlined in the Code; however, deviation from these procedures shall not invalidate a decision or result in any other remedy unless it materially affected the Student Conduct Officer's decision.
  - ii. Demonstrating that the imposed sanction(s) was inappropriate for the Code violation.
  - iii. Considering directly relevant information that was not known to the Student Conduct Officer and was not known, and that could not reasonably have been known, to the Responding Party at the time of the Administrative Hearing.
- c. The ~~Vice President of Student Affairs~~Dean, Student Services will assign an Appellate Officer who will review the appeal request, together with any other information the Appellate Officer deems relevant, which may include reviewing the Administrative Hearing record and consulting with the Student Conduct Officer, to determine whether an appeal hearing would assist the Appellate Officer in deciding the appeal. The Appellate Officer, using best judgment may grant an appeal hearing, or not.
- d. If an appeal hearing is granted, the Appellate Officer may limit the subject of the hearing to matters that will assist the officer in deciding the appeal, which may include a request to the Responding Party for additional information. The Appellate Officer may ask questions of the Responding Party at the hearing. The Responding Party's failure to cooperate or appear at the appeal hearing will not delay the outcome of the appeal. The Appellate Officer may dismiss the appeal if the Respondent fails to appear at the hearing.
- e. The College and/or the Responding Party may seek legal advice at the party's own expense. The Responding Party may consult the party's Support Person, including an attorney, during the appeal hearing, but the Support Person may not participate in the hearing in any other manner, including speaking on behalf of the student.
- f. The Appellate Officer will make one of the following decisions on the appeal:
  - i. Refer the case back to the original Student Conduct Officer for reconsideration or additional proceeding if the Appellate Officer determines that new information provided by the Responding Party, as set forth above, is directly relevant and may alter the findings of the Student Conduct Officer.
  - ii. Deny the appeal. In this case, the decision of the Administrative Hearing, including any sanctions imposed, is affirmed.
  - iii. Grant the appeal. In this case, the Appellate Officer may render a new decision, including amending the findings and/or sanctions of the original decision.
- g. The decision to grant or deny the appeal will be based on the preponderance of the evidence.

- h. The Appellate Officer's decision will be issued in writing to the Responding Party and is final. The decision shall be issued within five (5) days after receipt of the appeal.

### **Academic Misconduct Procedures**

- A. **Report.** Anyone may submit information about a possible academic misconduct Code violation at <https://www.bluecc.edu/academics/academic-portals/academic-dishonesty-cheating>. Academic misconduct allegations not involving instruction, grades, academic programs, and/or classroom matters will be facilitated through the General Misconduct Procedures described above.
- B. **Review.** Allegations of academic dishonesty or disruptive classroom behavior are first addressed by the instructor. Instructors are expected to make a reasonable effort to discuss the allegations with the Responding Party prior to submitting an Academic Dishonesty report.
- C. **Sanctions:** Instructors may impose one of the following academic sanctions after discussing the incident with the Responding Party:
- 1) A score of 0 for the assignment or test
  - 2) Require the student to redo the assignment or test
  - 3) Lower the grade on assignment or test
  - 4) Assign a failing "F" grade for the course
  - 5) Dismissed from the course
  - 6) Dismissal from a program (as approved by the corresponding Instructional Department Chair and Dean)
- D. **Grade Appeals:** In accordance with the BMCC Blue Mountain Faculty Association (BMFA) contract, (Article 12.B), should a student feel that they have been graded unfairly, after discussing the issue with the instructor, the student may appeal to the ~~Vice President of Instruction~~Chief Academic Officer for a change in grade in accordance with the following grade appeal process:
- 1) The student shall complete a grade appeal form, which shall include all the particulars of the situation surrounding the grade given, what grade change is requested, and a statement that substantiates the perception of the student that the grade assigned is unfair.
  - 2) The form shall be submitted to the ~~Vice President of Instruction~~Chief Academic Officer (or designee) who shall review the appeal with the instructor. The instructor shall respond to the statement of the student in written form.
  - 3) If the instructor's decision is to change the grade in agreement with the student's request, it will be ~~so~~ recorded and the process will be complete.
  - 4) If the instructor's decision is not to change the grade and the student is not satisfied with the decision the appeal process may be continued.
  - 5) All documentation surrounding the grade appeal shall be reviewed by a committee of three faculty members in accordance with the BMCC BMFA contract. The committee shall be authorized to change a grade and the committee's decision shall be final.
  - 6) A permanent record of the grade change shall be maintained in the Registrar's Office.

**Concurrent Proceedings:** Nothing in this Code shall preclude or in any way restrict additional actions in any College department, educational program, or activity related to academic, professional, or similar standards specific to the department, program, or activity.

### Student Code of Conduct Revision Schedule:

- A. The Student Code of Conduct shall be reviewed at least every three (3) years or as determined by the ~~Students First Advisory Council~~Dean, Student Services.
- B. In situations where a timely revision is necessary due to changes in federal or state laws, the ~~Students First Advisory Council~~Dean, Student Services will create an interim revision to a specific aspect within this code for the ~~Vice President of Student Affairs~~President's Executive Team's immediate approval. This temporary/ interim statement will be put into effect until a permanent revision is able to move through the formal approval process.

### Student Code of Conduct/Disciplinary Record Retention:

- All files and records of General Misconduct procedures under this Code are maintained by the Office of the ~~Vice President of Student Affairs~~Dean, Student Services.
- All files and records of Academic Misconduct procedures under this Code are maintained by the Office of Instruction.

### References:

Collective Bargaining Agreement, BMCC and BMFA	<a href="https://www.bluecc.edu/Home/ShowDocument?id=2040">https://www.bluecc.edu/Home/ShowDocument?id=2040</a>
Complaint Process	07-2014-0001
Drug and Alcohol-Free College	03-2006-0003
Gender-Based Misconduct	07-2014-0002
Hazing, Harassment, Intimidation, Menacing –	03-2006-0012
Hazing, Harassment, Intimidation, Bulling, Cyberbullying, Menacing – Student	07-2019-0002
Non-discrimination Non-Harassment	03-2003-0014
Non-Discrimination Discrimination Complaint Grievance	03-2006-0001
Possession of Firearms, Destructive Devices, Weapons, and Knives	03-2003-0011
Prohibited Use of Tobacco Products or Inhalant Delivery Systems	03-2003-0008
Student Rights and Responsibilities	07-2003-0016
Statement of Student Rights and Responsibilities	07-2019-0004
Association for Student Conduct Administration (ASCA)	<a href="https://www.theasca.org/">https://www.theasca.org/</a>

*Credit given to Portland Community College for sample policy language. Consent to use Student Code of Conduct Policy and Procedure language from Portland Community College, provided on 05/20/2019*

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## College Planning Council (CPC)

College Planning Council (CPC) is a College-wide organization with representatives from all of the major campus constituencies. CPC shall provide a participatory governance forum for collaborative decision-making to effectively guide the institution with a focus on the Strategic Plan, Accreditation, College evaluation and improvement efforts, and Mission fulfillment that is shared College-wide through its membership.

**CPC Review of College Mission and Vision Statement:** Beginning in fall 2020, and every three years thereafter, the CPC shall conduct a review of the Mission and Vision statements to determine if revision is necessary. If revision is necessary, the process shall be inclusive of all stakeholders, including participation of the appropriate committees, and shall include College-wide meetings such as Pre-Service and In-Service activities.

**Authority:** The CPC is advisory to the President.

**Meetings:** Meetings are held twice each month at a standard time established at the beginning of each academic year. Special meetings will be called when needed. All meetings are open to the general College community.

**Agenda:** A preliminary agenda will be developed at the end of each CPC meeting. Any member may ask that items related to the business of the CPC be placed on the agenda. The President's Office distributes the agenda to Council members and the College community in advance of the meeting. Items considered by the Council will include written background information made available in advance, whenever possible.

**Minutes:** The President sees that minutes of all meetings are recorded, electronically distributed to Council members, and made available to all members of the College community.

**Communication between the CPC and Other Planning Bodies of the College:** The intent is to have as much transparency as possible. In the spirit of this intent, sharing of agendas and a summary of relevant planning topics from CPC and other bodies will be shared in advance or presented regularly to the CPC. Affected groups/committees include Executive Leadership Team, Curriculum, Integrated Resources, Accreditation Steering, Student First Committee, Diversity/Equity and Inclusion, Information Technology, Facilities, Safety, and Faculty Senate (when/if created), and Classified Association.

**Operating Procedures:** Decisions are made by general consent after each member has had an opportunity to provide input. If consensus is not possible, a vote is taken according to Robert's Rules of Order. A quorum requires a simple majority or more of the voting CPC members. If a Council member must miss a meeting, he/she may designate, from his/her constituent group, a stand-in who has voting power. The Chair must be notified in advance of the absence and be provided with the name of the stand-in. Members of the audience are allowed to address an agenda item at the time it is discussed by the CPC.

The College Planning Council advises and makes recommendations to the President on College matters that are consistent with the college [Mission](#) requiring broad institutional input in service to our students, the College, and community. CPC is the shared governance body responsible for overseeing and evaluating the following plans:



<u>College Strategic Plan</u>	<u>Educational Master Plan</u>	<u>Facilities Technology Master Plans</u>	<u>Enrollment Management Master Plan</u>	<u>Communication Master Plan</u>
Identifies short-term (three-year) goals and strategies to support Students First	Focuses on long-term educational goals and objectives	Focuses on facilities and technology needs for the College	Focuses on the Enrollment and Retention goals and objectives of the College	Focuses on the long-term goals of Marketing and Community Image of the College

**Membership:**

Chair (President)	Mark Browning
Recorder (Executive Assistant)	Shannon Franklin
Chief Academic Officer	Cynthia Azari
Chief Operating Officer	Pat Sisneros
Dean of Learning & Academic Engagement	Philip Schmitz
Dean of Regional Workforce Dev & Community Ed	Tammy Krawczyk
Dean of Student Services	Theresa Bosworth
Classified Association President or Designee	Tammi Clark
Faculty Association President	Sascha McKeon
Director Marketing and Communications	Kaley Cope
ASG President or Designee	Kennedy Vogl
Chief Finance Officer	Celeste Tate
Chief Technology Officer	Brad Holden
Chair, Diversity/Equity/Inclusion Committee	Roman Olivera/Ashlei Emmons
Institutional Researcher or Designee	vacant

**The following members are two-year appointments:**

Faculty Member – AAOT	Sascha McKeon
Faculty Member – CTE	Velda Arnaud
Faculty Member – At Large	AnnMarie Hardin
Student Services Administrator/Manager (Exempt)	Joey GrosJacques
Center Director	Jeff Nelson
Classified Staff Member selected by Classified Assn.	Adam Sims
Student – appointed by ASG (one-year appointment)	Lexi Robertson

**Meeting dates:** Second and Fourth Wednesday of each month, 3:00 – 4:00 pm, Boardroom