OCCA Board Policy and Procedure Program

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Overview

The OCCA has developed a Board Policy and Procedure Program (BPPP):

- Comprehensive catalog of Community College Policies with codification standard.

- Policy and Administrative Procedure template "pairs".

- Default template text has been vetted for Compliance with Oregon and Federal Statutes/Regulations & NWCCU Standards.

  - Based on State Laws, Federal Statutes, Federal Regulations, advisories from the U.S. Department Education, Office for Civil Rights letters, NWCCU Standards, and Court Cases

- Templates are tagged if they have legal, regulatory or accreditation requirement.

- Ongoing policy maintenance service (legal and accreditation updates).

Policy vs Procedure

Board Policies (BPs)

General goals/Acceptable practices

- Establish the "what"
- Requires Board of Directors' adoption

BP 2710 Conflict of Interest

References:
NWCCU Standards 2.A.4 and 2.A.23
ORS 244.010 to ORS 244.047

NOTE: This policy is accreditation-related and legally advised.

Board of Education members shall adhere to state laws relating to financial conflict of interest and government ethics. Board of Education members shall declare actual and potential conflict of interest on the record prior to taking any action when an actual or potential conflict of interest exists.

NOTE: *The following language is **legally advised**.*

Board of Education members are encouraged to seek counsel from the college's legal advisor or the Oregon Government Ethics Commission in every case where any question arises.

Adopted:

Administrative Procedures (APs)

Define plan of action

- Establish the "how"
- Include the prescriptive details

AP 2710   Conflict of Interest Code

References:
ORS 244.010 to 244.047

NOTE: *Although this administrative procedure is **recommended as good practice**, it is up to the entity to determine the applicability of this administrative procedure given state law and the entity's organizational culture.*

Insert state and local requirements pertaining to Board of Education conflict of interest codes.

Approved:

End of document ■

"Chapter" Framework

Chapter 1 Entity Title/Mission

Chapter 2 Board of Education

Chapter 3 General Institution

Chapter 4 Academic Affairs

Chapter 5 Student Services

Chapter 6 Business and Fiscal Affairs

Chapter 7 Human Resources

Chapter 8 Information Technology (TBD)

Template language provided for:

- 160 Board Policies
- 203 Admin. Procedures
- 363 Sample documents

The BPPP's sample documents reflec

- Related legal references
- Legally required language (Oregon)
- Legally advised language (Oregon)
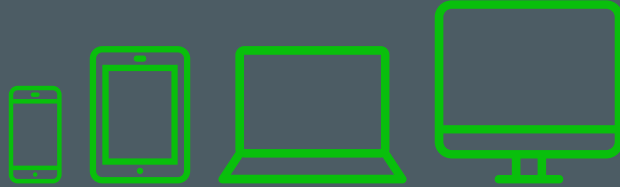- Suggested as good practice/optional languag

Recommendation

PCC Board of Directors should consider adoption of BPPP

Impact

- May revise some existing policies.
- Will revise existing PCC and CPAC practices to align with the BPPP program.

Benefits

- Creates a long term, supported framework for policy management.
- Aligns PCC with a standard being adopted by other Oregon Community Colleges.
- Templates easily to customize to PCC needs.
- Expedites creation of comprehensive catalog of Board Policies.
- Makes adoption and ongoing maintenance easier.
- Necessitates more Board of Director engagement in policy development and approval.
- Obviates the need for "policy mapping" between PCC and BPPP.
- Facilitates the creation of policies and procedures using an existing template library.

Questions?