

Article III: Administration

Section A: Miscellaneous

Policy 010: President's Responsibility

III.A.010: The elected Board is responsible for the College. The Board-appointed College is responsible to the Board for all college programs and services. The Board delegates its authority to the President for administering the laws and policies governing the College with the understanding that the following decisions will be referred to the Board:

1. Situations that conflict with current Board policy.
2. Matters involving major differences of opinion after administrative remedy has been applied without arriving at a viable solution.
3. Establishing salary guidelines and proposed contracts to be offered college personnel and contracts that would be binding to the Board.
4. All other matters which the President wishes to call to the attention of the Board.

Responsibility of the President includes, but is not limited to, the furtherance of the College's programs and services, budget preparation, human resources administration, community relations, and supervision of college programs and services.

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Policy 020: College Employees' Responsibility to the Board

III.A.020: All college employees are responsible to the Board through the proper chief administrator who, in turn, is responsible to the College President.

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Policy 030: President's Compensation

III.A.030: The RCC Board shall determine the compensation of the College President/Chief Executive Officer.

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Policy 040: Administrative Procedures/Staff Advisory Functions

III.A.040: In the development of procedures and arrangements for operation of the College, the RCC President shall include at the planning stage, whenever feasible, those staff members who will be affected by such provisions. The President shall maintain open channels of communication with college personnel. The President shall consider all such counsel, especially that given by groups representing large segments of the College. The President shall, where applicable, inform the Board of such counsel in presenting recommendations for Board action.

It is emphasized that the Board considers such a cooperative endeavor as entirely advisory. The College's standing committees and administrative councils shall serve in an advisory capacity to the administration.

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Policy 050: Administrative Appointments

III.A.050: It is the responsibility of the RCC President to recommend for administrative appointments the most qualified candidates and to give current staff members an adequate opportunity to apply for such opening. The administration shall keep current a job description for each administrative position.

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Policy 060: Policy Development

The formulation and adoption of written policies shall constitute the basic method by which the College Board shall exercise its leadership in college operations. Only those written statements, adopted and recorded in the Board meeting minutes, will be regarded as official Board policies.

The policy development procedure for Board consideration shall be:

A proposed policy or policy idea is initiated and submitted to the President.

The President and administrative staff will review the proposal and may distribute it in writing to concerned groups for review. Those concerned will return the proposal to the President with their written comments.

The proposed policy will be drafted in final form by the President and presented to the Board as an information item for first reading at a monthly Board meeting. The proposed policy will be considered for adoption at the next regular meeting as an action item. Unless circumstances require immediate action, a proposed policy will not be voted on at the first meeting during which it is discussed.

Any policy of the Board shall be subject to adoption, amendment, suspension, or repeal only upon a minimum of four (4) affirmative votes at a Board meeting in which the proposal has been presented in writing.

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Policy 070: Associations

III.A.070: The College President shall be given the discretionary power with regard to RCC memberships in associations as long as these memberships are kept within budgetary provisions.

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Policy 080: Document Management

All Rogue Community College (RCC) employees have an important role in keeping the information and documents received from students, customers, and employees safe and protected. Each employee shall take steps to protect documents within their control and shall dispose of documents in the appropriate manner, whether by recycling or destruction, and in accordance with College record retention requirements. These record retention requirements will be maintained by the College's Custodian of Records.

The Oregon State Archivist grants authorization to Oregon government agencies, in the form of records retention schedules, for the retention or disposition of public records in their custody. General Records Retention Schedules published as Oregon Administrative Rule 166-450-0000 provide state and local agencies with the lawful authority to destroy or otherwise dispose of commonly occurring public records.

RCC will set minimum document retention limits within all applicable laws and best practices, which meet or exceed the Oregon State Archivist guidelines for community college documents.

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Policy 090: Electronic Communication

The College will use electronic communication methods to conduct official and legal college business whenever possible. Communicating to RCC employees and students via electronic communication methods will speed the delivery of information, will help in sustainability efforts, and will offer fiscal savings to RCC by reducing mailing costs. Every student must furnish RCC with the e-mail address they wish to be used for these communications, whether college provided or another account. Employees are issued the appropriate account(s) to access these communications.

Recipients are expected to read all electronic communication relating to RCC business and when necessary take action as a result of communications received from the College. Students are expected to monitor their personal or College e-mail account. Employees are expected to monitor their College electronic accounts often to receive the most up-to-date information from the College.

To ensure appropriate use of electronic communication, College employees and students will act in accordance with administrative procedures set forth by the administration regarding electronic communications.