

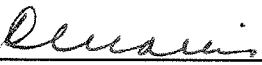
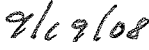
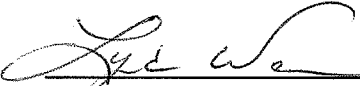
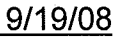
Rogue Community College/Southern Oregon University
Higher Education Center
Operating Agreement

Attachment G

Management Fees

Each institution is equally responsible for managing the Higher Education Center; therefore, no management fees will be assessed.

Approved by HEC Operations Team Date: June 17, 2008.

			
<hr/>	Date	<hr/>	Date
Craig Morris		Lynda Warren	
VP Finance and Administration		Chief Financial Officer	
Southern Oregon University		Rogue Community College	


Rogue Community College/Southern Oregon University
Higher Education Center
Operating Agreement

Attachment H

Management Decisions Requiring Special Approval

Requests for management decisions requiring special approval will be submitted to the SOU Vice-President of Finance and Administration and the RCC Dean of College Services for a decision or determination of appropriate institutional procedure to expedite a decision.

Approved by HEC Operations Team Date: June 17, 2008.

	<u>9/19/08</u>		<u>9/19/08</u>
Craig Morris	Date	Lynda Warren	Date
VP Finance and Administration		Chief Financial Officer	
Southern Oregon University		Rogue Community College	

**Rogue Community College/Southern Oregon University
Higher Education Center
Operating Agreement**

Attachment I

**Provisions Regarding Upkeep, Repairs and Maintenance of the
Property/Building and Alterations and Improvements to the
Building Including Custodial, Utilities and Data Requirements**

Responsibilities for providing or contracting for building operations and maintenance services for the Higher Education Center shall be divided between the facilities management organizations of the two institutions as indicated in the following Responsibility Matrix:

Responsibility Matrix

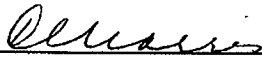
Building Operations and Maintenance Responsibilities	Responsible Institution	
	RCC	SOU
Building Maintenance and Repair		
Access Controls/Door Hardware	X	
Alarm Systems	X	
Electrical	X	
Elevator Service	X	
General Maintenance	X	
HVAC		X
Roof	X	
Temperature Controls		X
Custodial Services	X	
Landscape Maintenance	X	
Utilities (inside property lines)	X	

Costs incurred by either institution for the above building operations and maintenance services shall be divided equally between the two institutions.

Fixtures, Furnishings and Equipment

Within spaces controlled by either institution, it shall be the responsibility of the institution controlling a particular space to repair or replace damaged or missing fixtures, furnishings and equipment within that space. Within common spaces, costs incurred for repair/replacement of damaged or missing fixtures, furnishings and equipment shall be divided equally between the two institutions.

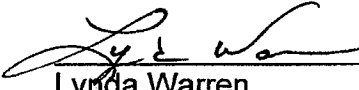
Approved by HEC Operations Team Date: April 14, 2008.



 Craig Morris
 VP Finance and Administration
 Southern Oregon University

Date

9/19/08



 Lynda Warren
 Chief Financial Officer
 Rogue Community College

Date

9/19/08

**Rogue Community College
Higher Education Center
Operating Agreement**



Attachment J

Signage on the Property/Building

Signage on the Higher Education Center building and property is subject to review by the City of Medford's Historic Commission. No signs shall be installed on the Higher Education Center building and property without the approval of the SOU Vice-President of Finance and Administration and the RCC Dean of College Services or their designees.

All signs installed in the Higher Education Center building shall conform to the sign system developed for the original construction of the building. No signs shall be installed inside the Higher Education Center building and property without the approval of the on-site administrators of the Higher Education Center from both institutions.

Approved by the HEC Operations Team Date: May 20, 2008.

	<u>9/19/08</u>		<u>9/19/08</u>
Craig Morris	Date	Lynda Warren	Date
VP Finance and Administration		Chief Financial Officer	
Southern Oregon University		Rogue Community College	

Rogue Community College/Southern Oregon University
Higher Education Center
Operating Agreement

Attachment L

**Restrictions on Use of the Premises, Hours of Operation,
Subleasing, Disposition of Hazardous Materials,
and Other Items of Importance**


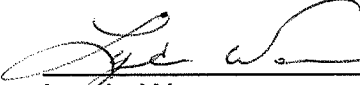
Both institutions agree there shall be no assignment or sublease of the Higher Education Center without the express, written consent of both parties.

For restrictions on use of premises and hours of operation, see Attachment E.

For disposition of hazardous materials, see Attachment V.

For other items of importance, see all other Attachments.

Approved by HEC Operations Team Date: June 17, 2008.

 _____	9/19/08	 _____	9/19/08
Craig Morris	Date	Lynda Warren	Date
VP Finance and Administration		Chief Financial Officer	
Southern Oregon University		Rogue Community College	

Rogue Community College/Southern Oregon University
Higher Education Center
Operating Agreement

Attachment M

Emergency Building Closure Process

These procedures outline the implementation of a temporary closure due to inclement weather, power outages, bomb threat, or other hazardous or emergency conditions which make traveling to, or being present at, the campus unsafe. These closures may include cancellation of classes, closure of the facility, delayed opening or early dismissal of students and staff.


The RCC and SOU on-site administrators for the Higher Education Center shall consult regarding potential facilities closure. Factors to be considered when making the final decision include:

- Safety of students and staff.
- Road conditions and weather forecast.
- Other campus impacts (RCC and SOU locations in the region).
- K-12 local school closures and delays.

When the possibility of closure exists, students and staff should listen to local radio or TV stations for an announcement of closure, check email, or check RCC and SOU websites for a message.


The on-site administrators for each institution is responsible for following his/her own institution's protocol for making and communicating such decisions.

Approved by the HEC Operations Team Date: April 14, 2008.



Craig Morris
VP Finance and Administration
Southern Oregon University

9/19/08
Date



Lynda Warren
Chief Financial Officer
Rogue Community College

9/19/08
Date

Rogue Community College/Southern Oregon University
Higher Education Center
Operating Agreement


Attachment N

Student Discipline and Code of Conduct

Both institutions have existing procedures in place which will be used, as follows:

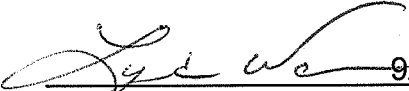
- If infraction occurs in a classroom, the faculty member involved shall follow the appropriate procedure for his/her institution.
- If infraction occurs in a common area, the institution where the student is enrolled the majority of the time will administer the process.
- On-site administrators (either at the building-level or institution-level) of each institution shall be notified of major infractions.

Approved by the HEC Operations Team Date: April 14, 2008.



Craig Morris
VP Finance and Administration
Southern Oregon University

9/19/08
Date



Lynda Warren
Chief Financial Officer
Rogue Community College

9/19/08
Date

Rogue Community College/Southern Oregon University
Higher Education Center
Operating Agreement

Attachment O

Bulletin Boards and Posting

The building shall have only *general* bulletin boards (as defined by existing procedures; no departmental or proprietary boards shall exist in the limited space). Welcome Center staff shall approve and date-stamp all posted materials. Obscene, offensive, or defamatory material shall not be accepted.

- All posters shall be removed after the appropriate date (after the event is over or one month after posting, whichever comes first).
- Faculty and staff shall have bulletin board space adjacent to their offices. All materials should be posted on these boards and not on doors or painted surfaces.
- Postings, including temporary directional signs, placed in locations other than those recognized shall be removed immediately.
- Temporary directional signs (11 inches x 14 inches) must be placed in appropriate pedestal sign holders. These can be obtained at the Welcome Center and must be returned to the Welcome Center after the event.

Revised November, 2007

Approved by the HEC Operations Team Date: April 14, 2008.

	<u>9/19/08</u>		<u>9/19/08</u>
Craig Morris	Date	Lynda Warren	Date
VP Finance and Administration		Chief Financial Officer	
Southern Oregon University		Rogue Community College	

**Rogue Community College/Southern Oregon University
Higher Education Center
Operating Agreement**

Attachment P


Dispute Resolution

As colleagues and partners, SOU and RCC faculty, staff, and administrators are expected to treat each other with mutual respect and professionalism. Should a situation arise where individuals or groups from both institutions are unable to agree, the following guidelines will be used to come to mutual agreement:

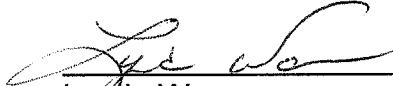
1. Groups or individuals within the same institution should follow procedures already in place at their institution.
2. Individual or groups from both institutions should make every effort to resolve disagreements at any level, with the goal of maintaining cooperative relationships.
3. Disagreements between groups or individuals from both institutions that are unable to be resolved among the individuals should be referred to their supervisors and/or the on-site administrator for each institution.
4. Disputes still unresolved should be referred to the RCC functional dean responsible for the area involved and the SOU Dean of the School of Business. Disputes that remain unresolved should then be referred to the Presidents of both RCC and SOU who will have final authority in dispute resolution.

Revised November, 2007

Approved by HEC Operations Team Date: May 12, 2008.



Date 9/19/08
Craig Morris
VP Finance and Administration
Southern Oregon University



Date 9/19/08
Lynda Warren
Chief Financial Officer
Rogue Community College

**Rogue Community College/Southern Oregon University
Higher Education Center
Operating Agreement**

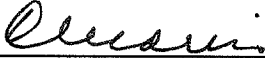
Attachment Q

Building Security

Building Security services shall be provided or contracted for and administered by Rogue Community College. Building security policies shall be jointly developed by the on-site administrators of the Higher Education Center from both institutions. Costs incurred for building security services shall be divided as indicated in Appendix D.

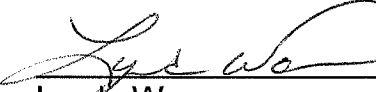
Revised November, 2007

Approved by HEC Operations Team Date: June 17, 2008



Craig Morris
VP Finance and Administration
Southern Oregon University

9/19/08
Date



Lynda Warren
Chief Financial Officer
Rogue Community College

9/19/08
Date

**Rogue Community College/Southern Oregon University
Higher Education Center
Operating Agreement**

Attachment R

Security Cameras

A. Purpose

The purpose of this policy is to regulate the use of security cameras to observe and record public areas for the purposes of safety and security. The existence of this policy does not imply or guarantee that cameras will be monitored in real time 24 hours a day, seven (7) days a week. Any reference to Campus Public Safety shall mean the department at each institution responsible for ensuring the safety and security of RCC and SOU communities.

B. Policy

1. This policy applies to all personnel, departments, and colleges of RCC and SOU in the use of security cameras and related recordings. Legitimate academic uses of this technology are excluded from this policy.
2. The purpose of security cameras in public areas is to deter crime and to assist the police in protecting public safety and the property of RCC and SOU. Any diversion of security technologies and personnel for other purposes (e.g., surveillance of political or religious activities, or employee and/or student evaluations) is prohibited by this policy.
3. Video surveillance for security purposes will be conducted in a professional, ethical and legal manner. Personnel involved in video surveillance will be appropriately trained and supervised in the responsible use of this technology. Violations of the Code of Procedures [Part D. below] for video surveillance referenced in this policy may result in disciplinary action consistent with the rules and regulations governing employees of RCC and SOU.
4. Information obtained through video surveillance will be used exclusively for security and law enforcement purposes and will only be released when authorized by the perspective Director of Campus Public Safety according to the procedures established in this policy.

**Rogue Community College/Southern Oregon University
Higher Education Center
Operating Agreement**

5. Video surveillance of public areas for security purposes will be conducted in a manner consistent with all existing RCC and SOU policies.
6. Video surveillance of public areas for security purposes at RCC and SOU is limited to uses that do not violate the reasonable expectation to privacy as defined by law.
7. Information obtained in violation of this policy may not be used in a disciplinary proceeding against a member of RCC or SOU faculty, staff or student body.

C. Responsibilities

1. Campus Public Safety is the department authorized to oversee and coordinate the use of security cameras for safety and security purposes in the Higher Education Center (HEC).
2. The Director of Campus Public Safety has the responsibility to authorize all security camera surveillance for safety and security purposes at the HEC. All security camera installations shall follow this policy.
3. Campus Public Safety will monitor new developments in the relevant law and in security industry practices to ensure that security camera surveillance at the HEC is consistent with the highest standards, protections, and compliant with all Federal, State, and local laws.
4. Campus Public Safety will accept input and recommendations on camera locations, and also review camera locations to ensure the perimeter of view of fixed location cameras conforms to this policy.
5. The proposed location of security cameras will be reviewed by the Director of Campus Public Safety for approval before installation. The locations of temporary cameras to be used for special events will also be reviewed by the Director of Campus Public Safety. (Note: "Temporary" does not include mobile video equipment or hidden surveillance cameras used for criminal investigations.)
6. Camera Locations - Campus Public Safety will maintain a list of the security camera locations, which will include a general description of the technology employed and the capabilities of the cameras.
7. Campus Public Safety will review complaints regarding camera locations and determine whether this security camera surveillance policy is being

**Rogue Community College/Southern Oregon University
Higher Education Center
Operating Agreement**

followed. The Director of Campus Public Safety will determine whether the potential increment in community security outweighs any likely infringement of individual privacy. Any appeal of a decision by the Director of Campus Public Safety will be reviewed by the Vice President for Finance & Administration of SOU and the Dean of College Services of RCC, who will render a decision.

8. The Director of Campus Public Safety will review all requests received by the Campus Public Safety Department to release recordings obtained through security camera surveillance. No releases of security recordings will occur without authorization by the Director of Campus Public Safety. Excluded from release are tapes directly related to a criminal investigation, arrest or subpoena.
9. The Vice President for Finance & Administration of SOU or Dean of College Services of RCC may audit the HEC security camera surveillance operations, including videotape storage, at any time.

D. Code of Procedures

1. All operators and supervisors involved in security camera surveillance of public areas will perform their duties in accordance with this policy.
2. Appropriate signage regarding security camera surveillance will be placed in the Higher Education Center.
3. Recorded video may be stored for a period not to exceed 30 days and will then be erased, unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Director of Campus Public Safety.
4. Video footage will be stored in a secure location with access by authorized personnel only.
5. Camera control operators who view recorded video footage must do so in the presence of a supervisor to maintain the integrity of that video footage.
6. Camera control operators will be trained in the technical, legal and ethical parameters of appropriate camera use. Camera control operators will receive a copy of this policy and provide written acknowledgement that they have read and understood its contents.

**Rogue Community College/Southern Oregon University
Higher Education Center
Operating Agreement**

Attachment S

Access Control

A. Purpose

The purpose of this policy is to provide a safe and secure environment for Rogue Community College (RCC) and Southern Oregon University (SOU) and to minimize the potential for theft or damage to property through access control with both mechanical key locks and electronic devices.

B. Definitions

1. Access Control - Control of exit/entry to an area through any means (mechanical or electrical).
2. Credential – A device that activates an electronic reader which in turn causes the system to activate a mechanical device or disengage a lock, permitting access to an area that is otherwise locked. Credentials are commonly referred to as fobs, access cards, or proximity cards.
3. Key – A device that is inserted into a locking mechanism to mechanically cause the lock to disengage, permitting access to an area that is otherwise locked.
4. Grand Master Key – A key that will open all doors in two or more buildings.
5. Building Master Key – A key that will open all doors in a single building.
6. Sub-Master Key – A key that will open more than one door in a building.
7. Change Key - A key that will open a door in a building.

C. General Policy

1. All keys and credentials issued under this policy are the property of Rogue Community College.
2. SOU's Vice President for Finance and Administration and RCC's Dean of College Services has overall responsibility for the granting of access to the Higher Education Center (HEC), issuance of all keys and credentials, and the delegation of related duties.

**Rogue Community College/Southern Oregon University
Higher Education Center
Operating Agreement**

3. The RCC Department of Facilities/Operations is responsible for overall administration of access control systems for the Higher Education Center (HEC). All installations or modifications of doors or locking devices in the HEC building shall be approved by the RCC Director of Facilities/Operations. Any individuals or departments found to have violated this policy shall be responsible for all expenses incurred to rectify the condition.
4. RCC Facilities and Operations and SOU Facilities Management & Planning are the only authorized providers of keys and credentials in the HEC building. It is a violation of RCC and SOU policy for any individual to duplicate any key or credential issued by either institution. Keys and credentials shall only be issued with the approval of the on-site administrators of the respective institution.
5. Commercial locksmiths are prohibited from working on HEC facilities and equipment, except as directed by appropriate RCC or SOU administrators.
6. Electronic access and control technologies provide superior protection and flexibility to keyed locks. It is the policy of RCC and SOU that electronic access and control systems shall be specified, as appropriate, for all new construction and major renovations. RCC and SOU, shall determine the specifications of the required systems. The following principles shall guide the development of electronic access control systems on campus:
 - a) After-hours access to buildings shall be limited to a few major entry points, which will be electronically controlled.
 - b) Interior areas containing high value assets or presenting safety-related risks may also be electronically controlled.
 - c) All doors equipped with electronic access control shall have a key override for use in case of emergency. These keys shall be issued only to appropriate RCC or SOU personnel.

D. Key Policy

1. The RCC Director of Facilities/Operations shall be responsible for the following:
 - a) The keying of locks for all campus buildings;
 - b) Installation and maintenance of all interior and exterior door locks;
 - c) Issuance of keys;
 - d) Establishment of procedures to govern the issuance and control of keys;

**Rogue Community College/Southern Oregon University
Higher Education Center
Operating Agreement**

- e) Maintenance of accurate records and controls to provide accountability for all keys issued; and
 - f) Issuance of departmental key activity and building key activity reports to department heads and Building Managers, respectively, upon request.
2. Appropriate administrators from each institution shall be responsible for the following:
- a) Submitting Key Request and Access Request forms to Facilities/Operations for keys or credentials for department faculty and staff members; and
 - b) Immediately notifying Facilities/Operations when a department faculty and staff member changes department or leaves RCC or SOU.
3. Appropriate administrators shall be responsible for reviewing Key Request forms submitted by departments located in the building for which he/she is responsible.
4. Upon receipt of a key or credential, the holder agrees to:
- a) Use and care for the key or credential in a proper manner;
 - b) Not loan, duplicate or use the key or credential in an unauthorized manner;
 - c) Immediately report lost keys or credentials to Facilities/Operations; and
 - d) Return the key or credential to Facilities/Operations upon changing department, upon termination, or upon departure from RCC or SOU.
5. Master Keys

Grand master keys shall be issued only when a compelling need is established, approved in writing by the Dean of College Services for RCC or the Vice President of Administration and Finance for SOU. Building or department master keys shall only be issued with written approval of the appropriate on-site administrators for each institution. The SOU Associate Vice President for FMP or the Associate Dean for College Services shall approve any master keys issued to SOU or RCC service personnel.

- a) The RCC Director of Facilities/Operations, SOU Associate Vice President for FMP or designees shall authorize keys to electrical and mechanical rooms.

**Rogue Community College/Southern Oregon University
Higher Education Center
Operating Agreement**

- b) Rooms shall not be keyed off of the HEC master key system unless approved by the SOU Vice President for Finance and Administration or the RCC Dean of College Services

6. Lost Keys and Credentials (Fobs)

- a) Immediately after the loss of a key, the key or credential holder shall fill out a Lost Key Report form and give copies of the completed form to their respective on-site administrator.
- b) Upon receipt of the Lost Key Report form, on-site administrator shall send the Lost Key Report form to the RCC Facilities/Operations Department (FOD).
- c) Upon receipt of the Lost Key Report form, the FOD in consultation with the appropriate on-site administrator shall evaluate the significance of the loss and determine the degree of re-keying (if any) required to maintain the security of the HEC.
 - 1) If re-keying is not required, FOD will provide a replacement key to the
 - 2) When the loss of a key compromises security to the extent that re-keying is justified, the FOD department head shall initiate a work order for re-keying.

7. Found Keys and Credentials

To maintain door security on campus, it is essential that any found keys or credentials are immediately turned in to the FOD or FMP Key Shop. The FOD or Lock Shop will return keys and credentials to the authorized key holder.

E. Electronic Access Control Policy

- 1. The campus-wide electronic access control system shall be administered and maintained by RCC Facilities/Operations Department and will have override capabilities to the system that will include but are not limited to: monitoring, unlocking and locking from a remote sight. The responsibilities of administration of this system include:
 - a) Computer system maintenance including hardware and software updates;
 - b) Coordination of new installations or upgrades;
 - c) Selective delegation of authority to grant access privileges;
 - d) Maintenance of accurate controls and records to provide overall accountability for an individual authorized for access;
 - e) Programming authorized access into the system; and

**Rogue Community College/Southern Oregon University
Higher Education Center
Operating Agreement**

- f) Each institution is individually responsible for any costs that may occur to their perspective systems outside the Higher Education Building.
 - g) Deactivating cards upon notification of loss, theft, termination, or change in status.
2. RCC Facilities/Operations shall have primary responsibility for granting access to the HEC. This access shall only be granted upon receipt of an approved electronic access form from the appropriate on-site administrator.
 3. Individual departments and auxiliary enterprises may also designate a person in their organization to grant access privileges to areas within their control and responsibility. This authority shall be granted at the written request of the appropriate on-site administrator.
 4. The appropriate on-site administrator may terminate any or all access privileges he/she deems necessary to address a serious security concern.
 5. Information in the access control system database is considered confidential and shall be restricted to authorized individuals. Only the Director's of RCC Facilities/Operations and the system administrator will have the rights to generate usage reports from this database.

F. Procedures

1. RCC Facilities/Operations will issue all keys associated with the HEC. The FOD op issues keys to SOU and RCC employees, students, and other temporarily authorized persons on a need-to-have basis. Only a single key type or numbered key will be issued to any one person. Exceptions may be requested through the FOD and must be approved by the appropriate on-site administrator.
2. A change key to a space will not be issued to a person who has been assigned a master key, which provides access to the same space.
3. Key Request Procedure
 - a) A completed Key Request form must be submitted to Facilities/Operations Department. Keys will be delivered to the requester within 5 days from the date the request form was received by FOD.
 - b) The key holder must sign the Key Request form to acknowledge receipt and personal responsibility for the key(s).

**Rogue Community College/Southern Oregon University
Higher Education Center
Operating Agreement**

4. Key Return Procedure

- a) When an employee ends his/her employment with the RCC or SOU, is terminated, or transfers to a different department within RCC or SOU where certain keys are no longer needed, that person's keys shall be turned in to the FOD. FOD will acknowledge return of the keys and issue a signed receipt.
- b) It shall be the responsibility of the appropriate on-site administrator to verify the proper return of, and receipt for, keys that were issued to an employee leaving that department.
- c) Keys issued to individuals must also be returned to FOD upon the request of the appropriate on-site administrator.

5. Re-Keying

- a) When lock cylinder re-pinning is necessary due to normal wear and tear, RCC and SOU will cover this cost as a maintenance activity.

G. Keys for Contractors


1. All keys issued to contractors and their agents shall be subject to the provisions of the Access Control policy above. All keys or credentials remain the property of RCC and/or SOU and shall only be used for RCC and SOU business purposes.
2. A deposit of \$100.00 shall be paid to FOD for each key or credential.
3. Keys and credentials shall only be used for the specified project and must be returned to the FOD front office upon completion of the project.
4. The person who receives the key or credential shall be assigned the key or credential.
5. Neither the contractor nor the contractor's agent shall be permitted to loan the key or credential, or have the key or credential reproduced in any manner.
6. The contractor shall be responsible for retrieving keys from their employees (or the employees of subcontractors) who no longer work on the project (or upon demand by RCC or SOU).
7. The contractor shall be responsible for returning the key or credential to FOD 116 S. Bartlett.

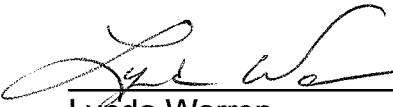
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Higher Education Center
Operating Agreement**

8. If a key or credential that has been checked out to a contractor is stolen, lost or otherwise misplaced, the contractor shall notify the RCC 24 hour cell (218-2930) immediately. Fees will be charged to the contractor if keys are lost or stolen.

9. RCC will issue a refund check for the deposit paid for a key or credential upon receipt of verification of return from FOD. The contractor shall allow 72 business hours for processing of the deposit return.

Approved by HEC Operations Team Date: August 12, 2008

 9/19/08
Date
Craig Morris
VP Finance and Administration
Southern Oregon University

 9/19/08
Date
Lynda Warren
Chief Financial Officer
Rogue Community College