

# Policy Concept Form

All policy proposals including new policy concepts, recommendations to revise, or requests to repeal must be submitted via this form to the University Secretary. The Secretary will forward completed concept forms to the President's Policy Advisory Council for consideration pursuant to I.03.01 Policy on University Policies. When submitting a policy concept form, please keep the following university definition of "policy" in mind:

*A University Policy ("Policy") is a policy that (1) has broad application or impact throughout the University community, (2) must be implemented to ensure compliance with state or federal law, (3) is necessary to enhance the University's mission, to ensure institutional consistency and operational efficiency, or to mitigate institutional risks; or (4) is otherwise designated by the Board or the President as a University Policy subject to the Policy- Making Process authorized in section 4. A policy establishes rights, requirements or responsibilities. Excluded from this definition are things such as, but not limited to, implementation guides, operating guidelines, internal procedures, and similar management controls and tools.*

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**Policy Subject Matter** (please included existing policy number(s) if available)

Former Oregon University System (OUS) Policy "Administration of FCC Licenses Operated Within OUS" (listed as OUS 24) (attached), which governed the OUS and State Board's role in oversight and administration of such licenses.

**Statement of Need and Desired Result** (please describe what we accomplish with the proposed action)

OUS 24 is no longer necessary following the governance transition and the abolishment of the OUS and State Board. First, the policy delegated authority to universities, which no longer necessary given independent authority. Second, there is no longer oversight by OUS/SBHE. The UO directly handles such licenses, which were signed over to the UO directly by OUS in 2014. The UO is obligated to follow federal law and regulation. There are no operational components to the policy that would otherwise need to remain in tact.

**Affected Policy Stakeholders** (please list all known impacted stakeholders and the nature of those impacts)

None. Repeal has no impact on current authority, oversight, responsibility or operations. This repeal has been reviewed and recommended by VPFA (owner and responsible party for FCC licenses) and General Counsel.

**Proposed Action** (i.e., new, revision, repeal)

Repeal

**Reason for Policy**

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**Entities Affected by this Policy**

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**Web Site Address for this Policy**

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**Responsible Office**

Office of the Vice President for Finance and Administration: (541) 346-3003, [vpfa@uoregon.edu](mailto:vpfa@uoregon.edu)

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**Enactment & Revision History**

Became a UO policy by operation of law on July 1, 2014.  
Adopted by the SBHE June 21, 2002.

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**Policy**

Oregon's public universities operate a variety of wireless telecommunications services that are licensed by the Federal Communications Commission (FCC).

As the legal owner of the FCC licenses, the Oregon State Board of Higher Education (Board) has the responsibility to see that the licenses are administered accurately and in accordance with FCC regulations. In addition, the Board has the authority to delegate these administrative functions within OUS.

The Chancellor, as the administrative officer of the Board, is delegated the oversight for those administrative functions required by FCC licensure. The Chancellor is the repository for such license documentation deemed necessary to protect the rights of the Board. The Chancellor is authorized to further delegate responsibility to the institutions of OUS. In this capacity, the institutions would serve as agents of the Board.

It is the institutions' responsibility for those functions delegated to them, to provide capable management of those functions, to conduct business with the FCC in accordance with FCC regulations, to report such business proceedings to the Chancellor, and to provide necessary documentation concerning these licenses to the Chancellor as required.

1. Purpose

The purpose of these procedures is to provide standards for the administration of FCC licenses within the Oregon University System consistent with the adopted Oregon State Board of Higher Education (Board) policy regarding FCC licenses.

2. Delegation of FCC License Administration

Pursuant to the Board policy on FCC Licenses, and in accordance with the Chancellor's authority as the administrative officer of the Board, the administration of all FCC licenses owned by the Board and operated by the institutions of the Oregon University System (OUS) is hereby delegated to the institution presidents. This delegation includes the signature authority to conduct business with the FCC as a legal agent of the Board.

3. Chancellor's Oversight Function

In accordance with the Chancellor's authority to provide oversight of these administrative functions, the Chancellor shall specify the data to be reported and the frequency of reporting. The Chancellor has determined that a current copy of each FCC license owned by the Board will be required for storage within the Chancellor's Office files and for each group of FCC licenses the institution decides to administer as a unit (a unit is defined as one or more FCC licenses administered by the same person), the institution must provide the following information to the Chancellor:

- A list of the FCC Call Signs being assigned to the unit.
- The FCC Registration Number (FRN) for each Call Sign in the unit.
- The position that has been delegated the responsibility, by the institution president, for administering the unit. Include the name, title, phone number, and e-mail address of the person in that position.
- The name of the engineer that maintains the licensed equipment in the unit. If more than one engineer performs the maintenance, list the call signs with which each is responsible. Engineer is defined as the lead OUS engineer, or if other than OUS staff, the name of the firm contracted to perform the maintenance.
- A completed Signature Authorization Request form signed by the person administering the unit.

4. Reporting Requirements

- (a) **Maintenance of Information:** It will be the responsibility of the institution to keep the information listed under Chancellor's Oversight Function current with the Chancellor. This means that whenever changes occur to a call sign, a copy of the final status that is granted by the FCC for each filing will be forwarded to the Chancellor. For example, when a license is renewed, a copy of the document granting the renewal must be forwarded. Likewise, when an application for a



**Related Resources**

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