



## BOARD OF EDUCATION

☐ Information Item

☒ Action Item

**Subject:** First Reading of Board Policies

**Date:** December 13, 2023

*The following policies are coming to the Board for a first reading:*

#	TITLE
311	Compensation- Delete <i>The college is in the process of converting all policies from a 3-digit to a 4-digit numbering system. BP 311 doesn't accurately reflect how compensation is determined. It has been replaced by BP 7130 Employee Compensation.</i>
347	Working Conditions- Delete <i>The college is in the process of converting all policies from a 3-digit to a 4-digit numbering system. BP 347 is specific to outliers (Part-time and Unrepresented) and delineates information that the state already has as law regarding breaks and lunches, making it an unnecessary policy.</i>
6340	Bids and Contracts <i>Contains updated threshold limits to match those that will be in the revised Community College Rules of Procurement in response to the implementation of SB 1047 effective January 1, 2024.</i>
7365	Employee Discipline <i>New policy written to replace 313.01 to clean up the language to align with the Collective Bargaining Agreements and Oregon Labor Laws.</i>



## POLICY / ADMINISTRATIVE PROCEDURE REVISION TEMPLATE

<b>TITLE: COMPENSATION</b>	<b>AREAS OF COLLABORATION:</b> <i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i>
<b>BP #: 311</b>	
<b>AP #:</b>	
<b>Date: 11/1/2023</b>	

EXISTING POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>The Board of Education has final authority for all compensation and benefits for UCC employees. ORS 341.290</p> <p><b>RESPONSIBILITY:</b> The Director of Human Resources is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p> <p><b>NEXT REVIEW DATE:</b> <b>DATE OF ADOPTION:</b> <b>DATE(S) OF REVISION: 4/5/2013; 3/21/2018</b> <b>DATE(S) OF PRIOR REVIEW: 6/12/2013</b></p>	<p>Delete BP 311 Policy has been replaced by BP 7130 'Employee Compensation.'</p> <p><b>BP 7130 Title: Employee Compensation</b></p> <p><b>A. Authority.</b> The Board of Education has final authority for compensation of College employees.</p> <ol style="list-style-type: none"> <li>1. <b>Administrative/Exempt.</b> The College President will recommend to the Board of Education the starting salary and benefits for all administrative/exempt personnel, and non-represented employees, after considering the recommendations of the supervisor and the Director of Human Resources.</li> <li>2. <b>Faculty Bargaining Units.</b> The Board of Education will approve the starting salaries, benefits, and salary advancements for full- and part-time faculty according to provisions of the current faculty collective bargaining agreements.</li> <li>3. <b>Classified Bargaining Unit.</b> The Board of Education will approve the starting salaries, benefits, and salary advancements for classified employees according to the provisions of the current classified collective bargaining agreement.</li> </ol> <p><b>B. Change of Salary Status.</b> Any change in salary status of current employees must be approved by the Human Resources Department prior to employee notification. This includes but is not limited to step advancement, merit, bonus, and salary adjustments.</p> <p><b>C. Prohibition of Incentive Compensation.</b> The College shall not provide any commission, bonus, or other incentive payment</p>

EXISTING POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
	<p>based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as “covered employees” for purposes of this policy.</p> <p><b>REFERENCES:</b></p> <p>34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)</p> <p>ORS 341.290</p> <p>ORS 348.586</p> <p><b>RESPONSIBILITY:</b></p> <p>The Director of Human Resources is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p> <p><b>NEXT REVIEW DATE: 2026-2027</b>  <b>DATE OF ADOPTION: 3/10/2021</b>  <b>DATE(S) OF REVISION:</b>  <b>DATE(S) OF PRIOR REVIEW:</b></p>



## POLICY / ADMINISTRATIVE PROCEDURE REVISION TEMPLATE

<b>TITLE: WORKING CONDITION</b>	<b>AREAS OF COLLABORATION:</b> <i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i>
<b>BP #: 347</b>	
<b>AP #:</b>	
<b>Date: 11/1/2023</b>	

EXISTING POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>All part-time classified, non-represented employees are to take a 15 minute break for each four hours that they work. If the employee works 5 hours or more, they must take a 30 minute meal period. The break is paid time and the meal period is unpaid.</p> <p>Full-time classified and part-time ACEUCC members are covered by the ACEUCC collective bargaining agreement.</p> <p>DATE OF ADOPTION: DATE(S) OF REVISION(S): 12/14/11 by Board DATE OF LAST REVIEW:</p>	<p>Delete</p> <p>BP 347 is specific to outliers (PT-Unrepresented) and delineates information that the state already has as law regarding breaks and lunches making it an unnecessary policy.</p>



## POLICY / ADMINISTRATIVE PROCEDURE REVISION TEMPLATE

<b>TITLE:</b> Bids and Contracts	<b>AREAS OF COLLABORATION:</b> <i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i> Changes to increase thresholds for public procurement based on SB 1047
<b>BP #:</b> 6340	
<b>AP #:</b>	
<b>Date:</b> 11.29.2023	

EXISTING POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>Umpqua Community College's Board of Education delegates to the Chief Financial Officer the authority to enter into contracts on behalf of Umpqua Community College and to establish administrative procedures for contract awards and management, subject to the following:</p> <p>A. Contracts are not enforceable that have not been signed by the President, Chief Financial Officer, or designee.</p> <p>B. For goods and/or services contracts that exceed \$150,000, the Chief Financial Officer or designee shall submit recommendations for contract awards to the Board of Education for approval. Subsequently, as the contract approaches final draft status, a formal resolution to approve the contract shall be requested of the BOE.</p> <p>C. The College President may approve an exception if it is determined that immediate action should be taken to avoid adverse action to college business or for circumstances that will impede educational processes. In the case of exception, the College President shall notify the Board of Education of the exception within a reasonable time period. Exceptions should be documented and approved by the Board of Education through formal resolution at</p>	<p>Umpqua Community College's Board of Education delegates to the Chief Financial Officer the authority to enter into contracts on behalf of Umpqua Community College and to establish administrative procedures for contract awards and management, subject to the following:</p> <p>A. Contracts are not enforceable that have not been signed by the President, Chief Financial Officer, or designee.</p> <p>B. For goods and/or services contracts that exceed \$350,000, the Chief Financial Officer or designee shall submit recommendations for contract awards to the Board of Education for approval. Subsequently, as the contract approaches final draft status, a formal resolution to approve the contract shall be requested of the BOE.</p> <p>C. For Contracts \$500,000.00 or more a formal solicitation process must be completed. All formal solicitations must follow prescribed statutory rule as indicated in the Oregon Revised Statute, Oregon Administrative Rule, and the Community College Rules of Procurement.</p> <p>D. The College President may approve an exception if it is determined that immediate action should be taken to</p>

EXISTING POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>the next scheduled Board of Education meeting.</p> <p>D. For Contracts \$150,000 or more a formal solicitation process must be completed. All formal solicitations must follow prescribed statutory rule as indicated in the Oregon Revised Statute, Oregon Administrative Rule and the Community College Rules of Procurement.</p> <p><b>REFERENCES:</b></p> <p>NWCCU Standard 2.A.26 ORS 279A, ORS 279B, ORS 279C Community College Rules of Procurement</p> <p><b>RESPONSIBILITY:</b> The Chief Financial Officer is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p> <p><b>NEXT REVIEW DATE: 2025-2026</b> <b>DATE OF ADOPTION: 3/10/2021</b> <b>DATE(S) OF REVISION:</b> <b>DATE(S) OF PRIOR REVIEW:</b></p>	<p>avoid adverse action to college business or for circumstances that will impede educational processes. In the case of exception, the College President shall notify the Board of Education of the exception within a reasonable time period. Exceptions should be documented and approved by the Board of Education through formal resolution at the next scheduled Board of Education meeting.</p> <p><b>REFERENCES:</b></p> <p>NWCCU Standard 2.A.26 ORS 279A, ORS 279B, ORS 279C Community College Rules of Procurement SB 1047</p> <p><b>RESPONSIBILITY:</b> The Chief Financial Officer is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p> <p><b>NEXT REVIEW DATE:</b> <b>DATE OF ADOPTION:</b> <b>DATE(S) OF REVISION:</b> <b>DATE(S) OF PRIOR REVIEW:</b></p>

# POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

## Complete for Conversions Only

<b>TITLE:</b> Employee Discipline	
<b>New BP #:</b> 7365	<b>Old BP # &amp; Title:</b> 313.01 Standards of Conduct and Discipline
<b>New AP #:</b>	<b>Old AP # &amp; Title:</b>
<b>Revision Date:</b> <a href="#">Click here to enter a date.</a>	

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>It is UCC's policy to employ individuals who satisfactorily perform their job while adhering to College policies. Supervisors should provide employees with the training and tools necessary to perform their jobs, clearly communicate to employees their job duties, and give employees regular feedback regarding their performance. We also believe that most employees prefer to work in an environment where the expectations are clear and employees are expected to adhere to them. Therefore, Umpqua Community College has established standards of conduct that all employees are required to observe, as stated in the Standards of Conduct Administrative Procedure No.313.01. The College will issue corrective action or discipline (including oral warnings and counseling, written reprimands, suspensions without pay, demotions, and dismissal) as it deems appropriate for violations of its policies and procedures. However, nothing in this policy or any administrative procedure is intended to modify the requirement of "just cause" for administering discipline under an applicable collective bargaining agreement or individual employment contract. In all forms of discipline, action should be handled in a timely manner. Employees have the right to utilize due process</p>		<p>Umpqua Community College has established work performance and behavior standards that employees are expected to follow. The College uses progressive discipline for the purpose of constructive retention. The College may issue written warnings, suspend, demote, or take other disciplinary action for violations of rules, policies, or deficiencies in standards of work performance.</p> <p>Nothing in this Board Policy is intended to alter the requirements of just cause, if any, under an applicable CBA.</p> <p>Temporary and probationary employees may be terminated for any violation without progressive discipline.</p> <p>Each situation will be evaluated according to the circumstances involved, and the type of discipline administered may vary depending on the assessment of the seriousness of the violation or deficiency of work performance. Warnings for different violations or deficiencies may be combined to determine the appropriate level of discipline.</p> <p>AP 7366 outlines Standards of Conduct</p> <p>AP 7365 outlines Progressive Discipline</p> <p>RESPONSIBILITY: The Executive Director of Human Resources is responsible for implementing and updating this Policy.</p>

proceedings prior to disciplinary action, if required by applicable law. Employees working under a collective bargaining agreement (CBA) shall only utilize the grievance procedures outlined in their CBA. DATE OF ADOPTION: DATE(S) OF REVISION(S): DATE OF LAST REVIEW: 10/14/2015 by Board		DATE OF ADOPTION:  DATE(S) OF REVISION(S):  DATE OF LAST REVIEW: 10/14/2015 by Board
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