



BOARD OF EDUCATION

Information Item

Action Item

Subject: First Reading of Board Policies

Date: April 17, 2024

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

#	TITLE
3820	Gifts, Donations, and Fundraising <i>The Board delegation changed from the President to the Foundation.</i>
4104	Reverse Transfer <i>The language was streamlined by moving some of the details that were previously contained in this BP to its corresponding AP.</i>
4250	Academic Standing <i>Criteria was moved out of the BP and into the AP. A definition of “Good Standing” was added.</i>
6620	Naming of Facilities and Other Entities <i>The language was simplified through a criteria for naming section. The approval section, which is reflected in the corresponding AP, was removed. The policy number was changed to reflect a more accurate classification (6000s – Business and Fiscal Affairs).</i>



UMPQUA

Community College

**POLICY / ADMINISTRATIVE PROCEDURE
REVISION TEMPLATE**

TITLE: Gifts, Donations, and Fundraising	AREAS OF COLLABORATION: <i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i>
BP #: 3820	
AP #:	
Date: 3/11/2024	
Revision Reason: <i>The Board delegation changed from the President to the Foundation.</i>	

EXISTING POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>The College shall establish a process for receiving and accounting for gifts and donations as allowed by state regulations and shall utilize the Umpqua Community College Foundation as its agent. The Board of Education delegates to the president or designee the authority to receive gifts and donations for the College.</p> <p>REFERENCES: ORS 341.290(5), (11), (19)</p> <p>RESPONSIBILITY: The Chief Advancement 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>NEXT REVIEW DATE: DATE OF ADOPTION: 5/12/2021 DATE(S) OF REVISION: DATE(S) OF PRIOR REVIEW:</p>	<p>The College shall establish a process for receiving and accounting for gifts and donations as allowed by state regulations and shall utilize the Umpqua Community College Foundation as its agent. The Board of Education delegates to the UCC Foundation the authority to receive gifts and donations for the College.</p> <p>References: ORS 341.290(5), (11), (19)</p> <p>RESPONSIBILITY: The Chief Advancement Officer is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure.</p> <p>NEXT REVIEW DATE: DATE OF ADOPTION: 5/12/2021 DATE(S) OF REVISION: DATE(S) OF PRIOR REVIEW:</p>



UMPQUA

Community College

**POLICY / ADMINISTRATIVE PROCEDURE
REVISION TEMPLATE**

TITLE: Reverse Transfer	AREAS OF COLLABORATION: <i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i>
BP #: 4104	
AP #:	
Date: 3/11/2024	
Revision Reason: <i>Please indicate the main reason for the revision.</i> Streaming language	

EXISTING POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>Students who have successfully completed at least 75% of their college-level program credits at UCC, and have transferred to another college/university before completing an associate's degree or certificate, can reverse transfer their subsequent college credit back to UCC for an awarding of an associate degree.</p> <p>RESPONSIBILITY:</p> <p>The Assistant Vice President for Enrollment and Student Services is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p> <p>NEXT REVIEW DATE: 2023-2024</p> <p>DATE OF ADOPTION: 9/8/2021</p> <p>DATE(S) OF REVISION:</p> <p>DATE(S) OF PRIOR REVIEW:</p>	<p>Students who have transferred to a university or college offering a bachelor's degree or higher and would like to qualify for a UCC associate degree or certificate using reverse transfer credits must meet eligibility criteria. Students must complete necessary steps as outlined in the associated administrative procedure.</p> <p>RESPONSIBILITY:</p> <p>The Chief Student Success 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>NEXT REVIEW DATE:</p> <p>DATE OF ADOPTION:</p> <p>DATE(S) OF REVISION:</p> <p>DATE(S) OF PRIOR REVIEW:</p>



UMPQUA

Community College

**POLICY / ADMINISTRATIVE PROCEDURE
REVISION TEMPLATE**

TITLE: Academic Standing Policy <i>(was Probation and Suspension)</i>	AREAS OF COLLABORATION: <i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i>
BP #: 4250	
AP #:	
Date: 3/11/2024	
Revision Reason: <i>Please indicate the main reason for the revision.</i>	
Removing criteria from BP and putting in AP; adding "Good Standing."	

EXISTING POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>A. Academic Probation is a warning status that students are not making satisfactory academic progress.</p> <ol style="list-style-type: none"> 1. Full- and part-time students whose cumulative Grade Point Average (GPA) falls below a 2.00 for any given term will be placed on academic probation. 2. Full- and part-time students whose term GPA is above a 2.00 and whose cumulative GPA is below 2.00 will be placed on academic probation. 3. Full- and part-time students who have attempted 36 credits or more, have a term GPA greater than 2.00 and a cumulative GPA greater than 1.75 will be placed on academic probation. <p>B. Academic Suspension is a status applied to a student that is not making satisfactory academic progress for consecutive terms. To continue coursework in a suspension status the student must meet with their academic advisor to build an academic plan which limits a student's enrollment options and ensures GPA improvement and compliance with financial aid requirements if appropriate.</p> <ol style="list-style-type: none"> 1. Full- and part-time students maintaining less than a 2.00 cumulative Grade Point Average (GPA) for two (2) consecutive terms will be placed on academic suspension. 2. Full- and part-time students who have attempted 	<p>Umpqua Community College applies academic standing regulations to ensure student academic performance is consistent with progression toward the completion of declared degree and/or certificate requirements.</p> <p>Degree-seeking students registered for credit classes after the drop/add deadline has passed each term are subject to academic standing regulations for that term. Students who are not meeting academic standards may not be eligible for continued enrollment.</p> <p>Good Standing</p> <p>Students are considered to be in good academic standing if they earn a 2.00 GPA or higher each term and maintain a cumulative GPA of 2.00 or higher.</p> <p>Academic Probation or Academic Suspension</p> <p>Students not meeting Good Standing may be placed on Academic Probation or Academic Suspension and will be notified of their status at the end of each term by the Registrar's Office. See AP4250 and AP4255 for Academic Status details.</p> <p>RESPONSIBILITY: The Chief Student Success Officer is</p>

EXISTING POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>36 credits or more and have a 1.75 cumulative GPA or lower will be placed on academic suspension.</p> <p>RESPONSIBILITY: The Director of Registration and Records is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p> <p>NEXT REVIEW DATE: 2023-24</p> <p>DATE OF ADOPTION: 4/20/2022</p> <p>DATE(S) OF REVISION:</p> <p>DATE(S) OF PRIOR REVIEW:</p>	<p>responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p> <p>NEXT REVIEW DATE:</p> <p>DATE OF ADOPTION:</p> <p>DATE(S) OF REVISION:</p> <p>DATE(S) OF PRIOR REVIEW:</p>



UMPQUA

Community College

**POLICY / ADMINISTRATIVE PROCEDURE
REVISION TEMPLATE**

TITLE: Naming of Facilities and Other Entities	AREAS OF COLLABORATION: <i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i>
BP #: 6620 (was 3650)	
AP #:	
Date: 3/11/2024	
Revision Reason: <i>The language was simplified through a criteria for naming section. The approval section, which is reflected in the corresponding AP, was removed. The policy number was changed to reflect a more accurate classification (6000s – Business and Fiscal Affairs).</i>	

EXISTING POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>The College utilizes a methodology for naming that ensures naming practices are consistent, reflect the College’s mission, and provide value to the College.</p> <p>A. Naming Categories</p> <p>1. Facilities and Other Physical Property (hereafter referred to as “facilities”): Buildings and building complexes, building components (wings, floors, towers, etc.), interior building spaces (classrooms, laboratories, meeting rooms, faculty and staff offices, lobbies, foyers, etc.), developed outdoor spaces and structures (plazas, gates, fountains, etc.), athletic facilities, and performance venues</p> <p>2. Academic and Non-Academic Entities (hereafter referred to as “entities”): Centers, institutes, programs, positions (program chair, director, program faculty, coach, etc.), and collections (art, film, music, memorabilia, archives, etc.)</p> <p>B. Types of Names</p> <p>1. Working name: A temporary name, typically used in the planning, development, and construction phases of a facility, which will be replaced by an administrative or commemorative name.</p> <p>2. Administrative name: A name that is primarily descriptive or decorative and is determined by the College administration. For example: Educational Support Building</p> <p>3. Ideal-based name: A name that reflects an ideal or principle that is consistent with the College’s mission and values. For example: Tap^hòyt^ha’ Hall; Heritage Hall</p>	<p>Purpose: The Umpqua Community College (UCC) Board of Education recognizes the significance of naming facilities, programs, and scholarships as a means of honoring individuals and organizations that have made significant contributions to the college community. This policy establishes guidelines for the naming of such entities to ensure consistency, transparency, and alignment with the values and mission of UCC.</p> <p>Authority: This policy is established under the authority of the UCC Board of Education and is subject to their oversight and approval.</p> <p>Scope: This policy applies to the naming of any new or existing facilities, programs, scholarships, or other entities affiliated with Umpqua Community College.</p> <p>Guidelines:</p> <p>1. Criteria for Naming:</p> <ul style="list-style-type: none"> • Naming proposals shall be evaluated based on the following criteria: <ul style="list-style-type: none"> • Significant contributions to UCC: Individuals or organizations whose contributions have had a substantial positive impact on the college community. • Alignment with UCC values: The proposed name should align with the values, mission,

EXISTING POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>4. Commemorative name: The name of an individual person or persons which is assigned as a permanent name for a facility or entity. For example: Mary Smith Alumni Center, Samuel Jones Endowed Engineering Chair. There are two types of commemorative names:</p> <p>a. Honorific name. Recognition of an individual (or individuals) who has made extraordinary non-financial contributions to Umpqua Community College or the College district</p> <p>b. Gift name. Recognition of substantial financial contributions by a donor or donors to the College.</p> <p>5. Corporate name: The name of a corporation which has made substantial financial contributions to the College. For example: [Corporate name] Sports Complex</p> <p>C. Duration of Names</p> <p>1. Ideal-based and commemorative names are considered permanent until/unless a facility is demolished, substantially renovated, or expanded or until/unless an entity no longer exists.</p> <p>2. Corporate names are limited in duration according to a time period negotiated with the Board.</p> <p>3. In unusual or unforeseen circumstances, the College reserves the right to remove a previously approved name.</p> <p>D. Naming Approvals</p> <p>1. Working and administrative names are approved by the College President.</p> <p>2. Ideal-based, commemorative, and corporate names are approved by the Board of Education.</p> <p>3. Conferring a name, changing a name, or removing a name requires a recursive process in which information is continually shared and discussed between the College President and members of the Board of Education prior to formal consideration by the Board of Education.</p> <p>RESPONSIBILITY: The College President, in consultation with the Executive Director of the UCC Foundation, is responsible for implementing and updating this policy. Specific guidance for policy implementation are found in the associated Administrative Procedures.</p>	<p>and goals of Umpqua Community College.</p> <ul style="list-style-type: none"> • Historical or cultural significance: Names reflecting local history, culture, or geography may be considered, particularly for buildings and landmarks. • Longevity and relevance: The proposed name should stand the test of time and remain relevant to future generations of UCC students, faculty, and staff. <p>2. Conflicts of Interest:</p> <ul style="list-style-type: none"> • Board members and college officials involved in the naming process shall disclose any potential conflicts of interest and abstain from voting on proposals where a conflict exists. <p>Reference: ORS 341.290</p> <p>Responsibility: The President of Umpqua Community College, in consultation with the Chief Advancement Officer, shall be responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure.</p> <p>DATE OF ADOPTION: 2/13/2019 NEXT REVIEW DATE: DATE(S) OF REVISION: DATE(S) OF REVIEW:</p>

EXISTING POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>DATE OF ADOPTION: 2/13/2019 NEXT REVIEW DATE: DATE(S) OF REVISION: DATE(S) OF REVIEW:</p>	