

UMPQUA COMMUNITY COLLEGE

Umpqua Community College transforms lives and enriches communities.

**Work Session - 3:30 P.M., HNSC 101:
Debt Structure and Budget Implications – Natalya Brown, CFO**

VOL. LIV, No. 5 BOARD OF EDUCATION MEETING December 11, 2019; 4:30 P.M., HNSC 101

AGENDA - Revised

MEMBERS:

Steve Loosley, Chair _____
Guy Kennerly, V. Chair _____
Doris Lathrop _____
David Littlejohn _____

Randy Richardson _____
Erica Mills _____
Twila McDonald _____

ADMINISTRATION:

Debra Thatcher _____
Kacy Crabtree _____

I. CALL TO ORDER

Chair Loosley

II. ATTENDANCE

Chair Loosley

III. PLEDGE OF ALLEGIANCE

Chair Loosley

IV. CITIZEN COMMENTS

The Board values inputs from citizens of the Umpqua Community College District. Citizens wishing to speak shall sign-in on the Public Comment sheet prior to the start of the meeting. At the time specified on the agenda, the citizen shall state their name, address, and city of residence. Comments will be limited to three to five minutes, at the discretion of the Board Chair. The Board may not respond directly to any issues raised but refer those issues to the President for appropriate action.

V. CONSENT AGENDA

Chair Loosley

pp 1-10

All matters listed under Consent Agenda are considered by the Board of Directors to be routine or sufficiently supported by information as to not require additional discussion. Consent Agenda items will be enacted by one motion. There will be no separate discussion of these items prior to the time the Board votes on them, unless a Board member requests a specific item be removed from the Consent Agenda for discussion and a separate vote.

VI. CHANGES TO THE AGENDA

Chair Loosley

VII.	REPORTS		pp 11-12
	A. Standing Reports		
	1. ASUCC Report	Jesika Barnes	
	2. ACEUCC Report	Susan Neeman	
	3. UCCFA Report	John Blackwood	
	4. UCCPTFA Report	Jeri Frank	
	5. OCCA Report	Doris Lathrop	
	6. President's Report	Debra Thatcher, President	
	7. Chair's Report	Chair Loosley	
	B. Informational Report		pp 13-17
	1. Accreditation Update (standing)	Emily Fiocco	
	2. Fall 2019 Enrollment Report	Missy Olson	
VIII.	OLD BUSINESS		
IX.	NEW BUSINESS		
	A. Policies – First Reading - revised	TBD	pp 18-69
	B. Audit Report for FY 2018-19	Natalya Brown	pp 70-71
	C. Tuition and Fee Proposal	Natalya Brown	pp 72-76
	D. Winter Board Retreat Discussion	Chair Loosley	
X.	BOARD COMMENTS	Chair Loosley	
XI.	ADJOURNMENT	Chair Loosley	

NEXT BOARD MEETING:

- Board Meeting, February 12, 2020, 4:30 pm, HNSC 100

Robynne Wilgus, Board Assistant, 541-440-4622 voice, Oregon Relay TTY: 711. The UCC Board will provide, upon request, reasonable accommodation during Board meetings for individuals with disabilities.

**BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON**

Information Item

Action Item

Subject: Consent Agenda

Date: Dec. 11, 2019

Recommend approval of:

- 1. Minutes of College Board Meeting of Nov. 13, 2019 pp 1-2
- 2. Personnel Actions pp 3-4
- 3. Policy – 2nd Reading pp 5-11

The following policy is coming to the Board for a first reading:

Old #	New #	Title
N/A	4300	Field Trips and Excursions

The associated administrative procedures are being shared as an information item:

Old #	New #	Title
N/A	4301	Field Trips and Excursions Substantiation
N/A	4302	Field Trips and Excursions – International Travel Substantiation
N/A	5014	Veterans Benefits and Transition



Approved for Consideration:



**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
November 13, 2019**

The Umpqua Community College Board of Education met on Wednesday, November 13, 2019, in Room 101 of the Bonnie J. Ford Health, Nursing, & Science Center at Umpqua Community College in Roseburg, Oregon. Board Chair Loosley called the meeting to order at 4:36 p.m. and the pledge of allegiance was given.

Directors present: Guy Kennerly, David Littlejohn, Doris Lathrop, Steve Loosley, Twila McDonald, Erica Mills, and Randy Richardson

Others present:

Debra Thatcher	Jules DeGiulio	April Hamlin	Jesika Barnes	Jessica Richardson
Robynne Wilgus	Natalya Brown	Karen Carroll	Missy Olson	Tim Hill
Joy Yori	Katie Workman	Danielle Haskett	Cathy Chapman	April M. Myler
Zoey Godfrey	Jason Aase	Elizabeth Bastian	Tiffany Coleman	
Sanne Godfrey	Emily Fiocco	Jeri Frank	Becky Kipperman	

Citizen Comments – There were none.

Consent Agenda

1. Minutes of College Board Meeting of Oct. 2, 2019
2. Resolution #8 – Increase Appropriation
3. Resolution #9 – Transfer of Appropriation; correction to the amount listed in the second paragraph: changed to \$75,270
4. Resolution #10 – Increase Appropriation
5. Resolution #11 – Adoption of Community College Rules of Procurement

After a brief explanation of some of the items and a correction noted on Resolution #9, the Consent Agenda was approved by general consent; the items are attached to the permanent minutes.

Changes to the Agenda – The Forestry Program update will be presented on a future date and Policy 5500 will be presented when the associated administrative procedures are ready.

STANDING REPORTS

- **ASUCC – Jesika Barnes, President:** Information on meeting participation and activities was shared.
- **ACEUCC, UCCPTFA, and UCCFA:** No report
- **OCCA – Dir. Lathrop:** Highlights were shared from the recent OCCA Annual Conference.
- **President – Dr. Thatcher:** Highlights from the written report were shared:
 - NCLEX-RN Pass Rate of UCC nursing students is 96.67%
 - UCC is very appreciative of the support from Mercy Medical Center
 - the Nursing program will expand in the coming year from 48 students to 64 - a letter of intent has been sent to the Oregon Board of Nursing
 - UCC will seek national accreditation for the RN program if we have community partners who will fund the additional position required for this endeavor
- **Chair – Chair Loosley:** No report

INFORMATIONAL REPORTS

Career and Technical Education: Program Specific Accreditations and Approvals – Jason Aase, Dean of CTE. Dean Aase reviewed the accreditation and approval statuses for UCC programs: Emergency Medical Services, General Automotive, Toyota Technician Training and Education Network, Dental Assisting, Registered Nursing, and Nursing Assistant 1.

Emily Fiocco, Director of Assessment and Accreditation, provided a summary of the submitted Accreditation Progress Report. The areas reviewed were Student Learning Assessment, Data-Informed Decision-Making, and Governance.

An update on enrollment management was provided by Missy Olson, Dean of Enrollment Management. The new division encompasses anything related to recruiting. Information was shared on recent recruiting efforts and the summer campaign. A focus on retention will include check-in points, communication plans, and events. Ongoing special projects that help encourage student success include Pathways to Opportunity, STEP (SNAP Training and Employment Program), Soar to Success, and College Transitions.

OLD BUSINESS – There was none.

NEW BUSINESS

The first reading of Policy 4300 Field Trips and Excursions was presented by Katie Workman, Budget Manager. The process of developing the policy was shared. Dir. Lathrop provided edits for the related administrative procedures. The Board requested policies and associated administrative procedures be presented together.

An overview of the financial statements was provided by Natalya Brown, Chief Financial Officer. The statements were prepared using the modified accrual basis. Ms. Brown reviewed the entity-wide statements, a General Fund Estimate, and answered questions.

Board Comments

- The UCC Foundation Legacy Ball was very nice. Everyone's efforts were appreciated.

The meeting was adjourned at 6:12 p.m.

Respectfully submitted,

Approved,

Debra H. Thatcher, Ph.D.
Clerk of the Board

Steve Loosley
Chair of the Board

Recorded by Robynne Wilgus

Attachments to Permanent Minutes: Resolutions 8, 9, 10, and 11; Policy 4300



Serving Douglas County Since 1964

TO: UCC Board of Education
FROM: Kelley Plueard, Interim Director of Human Resources
SUBJECT: Personnel Actions
DATE: December 11, 2019

Board approval is requested on the following personnel actions:

Administrative Contracts:

Kristen Watson, Athletic Trainer - Effective November 14, 2019

Faculty Contracts:

Nathan Anderson, WCJC Instructor - Effective January 2, 2020

Resignations/Separations:

N/A



BOARD POLICY

TITLE: FIELD TRIPS AND EXCURSIONS

BOARD POLICY # 4300

While traveling and attending such conferences and other activities, students and employees shall at all times adhere to the standards of conduct applicable to conduct on campus.

RESPONSIBILITY:

The Provost is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Field Trips and Excursions - Substantiation

ADMINISTRATIVE PROCEDURE # 4301

RELATED TO POLICY # 4300 Field Trips and Excursions

1. Transportation of Students in General

- a. As a general matter, employees and Board members may not transport students in personal vehicles and college insurance will not cover any property damage, injury, or other claims arising from the unauthorized transportation of students in personal vehicles.
- b. All drivers must have a valid driver's license and obey all traffic laws in each state in which travel occurs.

2. Suitability of Field Trip Activities

- a. The College cannot guarantee a completely risk-free environment at all times, and some educational activities entail reasonable risks in order to achieve the learning result.
- b. However, should any activity raise concerns about the ability of the College or its agents to conduct the experience within reasonable bounds of safety and security, then the activity should not occur and an alternative learning experience should be substituted.
- c. If a field trip or excursion requires activity that might be unusually challenging for some students, students need to know that ahead of time and have the opportunity to opt out, or be provided an alternative activity. In no case will students be forced to participate in an activity that poses a danger that they feel they cannot negotiate. Similarly, students with disabilities must always be permitted to participate in field trips and excursions which must be designed in ways that reasonably accommodate their needs.
- d. Students under the age of 18 will need to have Parental/Guardian permission for travel. Contact the Office of Business Services for further information.

3. Definitions

- a. The Trip Leader is the employee in charge of the field trip or excursion activity. The trip leader coordinates travel, including but not limited to: authorization, participant contact, form submissions, and financial planning. In addition, the trip leader takes on additional responsibility to ensure appropriate transportation, accommodations, and meals for students.
- b. The trip leader is a responsible employee under Title IX and shall be educated on those duties. The trip leader is a mandatory reporter of all incidents of sexual discrimination (including sexual violence) and shall be trained to handle complaints of sexual assault, domestic violence, dating violence and stalking. Contact the College's Title IX Coordinator for training. Employee trip leaders are also designated as Campus Security Authorities (CSAs) under the Clery Act.
- c. Field Trip is defined as a group activity in conjunction with a course, which includes students and employee(s).
- d. Excursion is defined as a group activity or co-curricular activity unrelated to a course, which includes students and employee(s)
- e. In-district is defined as activity which occurs within UCC's service district. In-district travel may be one-day or multi-day requiring overnight lodging.
- f. Out-of-district is defined as activity which occurs outside of UCC's service district. Out-of-district travel may be one-day or multi-day requiring overnight lodging. For international travel see Administrative Procedure - Field Trips and Excursions International Travel Substantiation.

4. Code of Conduct

While traveling and attending conferences and other activities, students and employees shall at all times adhere to the standards of conduct applicable to conduct on campus, including but not limited to college policies on alcohol and drug use, harassment, and sexual misconduct.

5. Volunteers

Volunteers who have not worked, or participated in a volunteer capacity, within the past twelve (12) months are required to have background checks conducted. Refer to volunteer policy and procedures.

6. Emergency

The trip leader shall carry the emergency telephone contact list for Umpqua Community College. Should an emergency arise in the course of a field trip or excursion, the trip leader is responsible for contacting the chief of security, dean, provost, and/or the president immediately to describe the emergency and to discuss

plans to address the problem. An incident report shall be filed immediately upon return.

7. Cancellation

The president or designee has the right to cancel a field trip or excursion any time prior to departure or require immediate return for any reason; send personnel to the location for assistance; contact local authorities in the location of the group; or otherwise take action to protect the safety and interests of students, employees, Board members, and Umpqua Community College. Field trip or excursion cancellations include but are not limited to: lack of designated field trip or excursion funding; risk level; failure to follow policy or procedure; low enrollment; or student(s) to trip leader ratio. One-day field trips are exempt from low enrollment and student to trip leader ratio cancellations.

8. Finance

The trip leader is required to meet with the Division Dean and Office of Business Services to discuss funding for costs associated with the field trip or excursion. If the field trip or excursion involves collecting money from students, the dean or designee will assist the trip leader in establishing the process for collecting the funds through Financial Aid (if registered for the course) or Student Accounts or the Business Services office (if student pays individually).

RESPONSIBILITY:

The Provost is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:
DATE OF ADOPTION: 10/15/2019 by CC
DATE(S) OF REVISION:
DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Field Trips and Excursions – International Travel Substantiation

ADMINISTRATIVE PROCEDURE # 4302

RELATED TO POLICY # 4300 Field Trips and Excursions

International Travel

International travel with student groups requires significant planning and extra attention to safety and security precautions. For international trips, a preliminary memo to the provost or president is required to approve the destination. The College reserves the right to refuse approval for an international group trip for any reason. Approval for travel to any country or location that poses a significant threat to U.S. Citizens will be refused.

- 1. Destination:** Before any plans for a group trip are initiated, the trip leader will ascertain the status of the proposed destination on the State Department advisory list. The trip leader will then write a memorandum to the provost for the areas that he/she supervises or to the president for the areas that he/she supervises describing the nature of the trip and the destination, the learning goals, the likely participants, the costs, the status of the destination on the State Department list, and any other relevant considerations; the trip leader should not spend time on additional arrangements until he or she receives specific preliminary approval in response to this memo.
- 2. Travel Arrangements, Getting There and While There:** The College must be provided details about travel arrangements, both to and from the location, and while at the location. The College must be provided the credentials of transportation providers, and in all cases trip leaders will work with credible, established providers. Original documents must be on file in the Office of Business Services with a copy housed in the respective supervisor's office. Determination of number of vehicles, foreign driver's licenses, and payment of rented vehicles shall be determined prior to trip departure and included in travel details.
- 3. Hotel Arrangements:** Specifics about hotel accommodations and meal plans are important, and the College may ask the trip leader to provide hotel reviews and ratings; the same requirements for overnight accommodations apply as are spelled out in the domestic travel section.
- 4. Trip Activities:** Whether or not a trip entails award of academic credit (inquire with provost for specific requirements for academic credit) the trip leader must provide to the College a proposed itinerary for each day. The College is not in the travel and leisure business, so the College expects international travel to be structured in a way

that promotes learning for most of the time spent on the trip; proposed trips that have vague activities or primarily leisure activities will not be approved.

5. **Supervision:** The College will evaluate the overall supervision plan for the trip, including the number and qualifications of the volunteers and/or staff accompanying the group, the nature of the activities in relation to the supervisory capacity of the staff, and the overall plan to ensure the safety and wellbeing of the students on the trip.
6. **Travel Documentation:** The required and necessary forms are housed in the Office of Business Services, appropriate Division dean's office, and the College website. Refer to 611.01 AP - Business & Travel Expense for detailed documentation and requirements.

RESPONSIBILITY:

The Provost is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 10/15/2019 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Veterans Benefits and Transition

ADMINISTRATIVE PROCEDURE # 5014

RELATED TO POLICY # 5010 Admissions and Concurrent Enrollment

Umpqua Community College does not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Umpqua Community College will permit any individual covered under VA chapter 31 - Vocational Rehabilitation and Employment, or chapter 33 - Post 9/11 VA Education Benefits, to attend or participate in the course of education for at least 90 days following the certification of enrollment.

The information in this administrative procedure will be published in UCC's catalog, schedule of classes, and website.

References:

38 U.S. Code Section 3679 subdivision (e)
Public Law 115-407 sections 103 and 104

RESPONSIBILITY:

The Veterans Certifying Official is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 10/22/2019 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

<p align="center">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p><u> X </u> Information Item</p> <p><u> </u> Action Item</p>														
<p>Subject: Standing Reports</p>	<p>Date: December 11, 2019</p>														
<table border="0"> <tr> <td>ASUCC Report</td> <td>Jesika Barnes</td> </tr> <tr> <td>ACEUCC Report</td> <td>Susan Neeman</td> </tr> <tr> <td>UCCFA Report</td> <td>John Blackwood</td> </tr> <tr> <td>UCCPTFA Report</td> <td>Jeri Frank</td> </tr> <tr> <td>President's Report</td> <td>Debra Thatcher, President</td> </tr> <tr> <td>OCCA Report</td> <td>Doris Lathrop</td> </tr> <tr> <td>Chair Report</td> <td>Steve Loosley</td> </tr> </table>		ASUCC Report	Jesika Barnes	ACEUCC Report	Susan Neeman	UCCFA Report	John Blackwood	UCCPTFA Report	Jeri Frank	President's Report	Debra Thatcher, President	OCCA Report	Doris Lathrop	Chair Report	Steve Loosley
ASUCC Report	Jesika Barnes														
ACEUCC Report	Susan Neeman														
UCCFA Report	John Blackwood														
UCCPTFA Report	Jeri Frank														
President's Report	Debra Thatcher, President														
OCCA Report	Doris Lathrop														
Chair Report	Steve Loosley														
<p>Recommendation by:</p>	<p>Approved for Consideration:</p> 														

UCCPTFA Board Report

December 2019

Jeri Frank, President Ex-Officio, UCCPTFA

Jenny Friedman, President, UCCPTFA

- At our November 20, 2019 General Meeting we elected Jenny Friedman to be our new President and John Stoddard to be our new Treasurer. They will start immediately to replace Jeri Frank and Kelly Wyatt who will not be teaching in winter or spring term, 2020.
- Part-time instructors teach about half the classes at UCC. We are pleased to be recognized by the administration and the Board of Education for our vital role at UCC in providing quality instruction for our students across many curriculum areas.
- We hold union meetings during each term to continue our important work on behalf of part-time instructors.
- In fall term there were 105 part-time instructors teaching classes.
- A part-time instructors meeting was held on the evening of October 9. After successful, informative meetings have been held in winter, spring, and fall terms in 2019, we hope this practice will continue in future terms. It is an effective way for part-time instructors to be involved and informed.

Fall 2019 Enrollment Report

Missy Olson, Dean of Enrollment Management
November 26, 2019

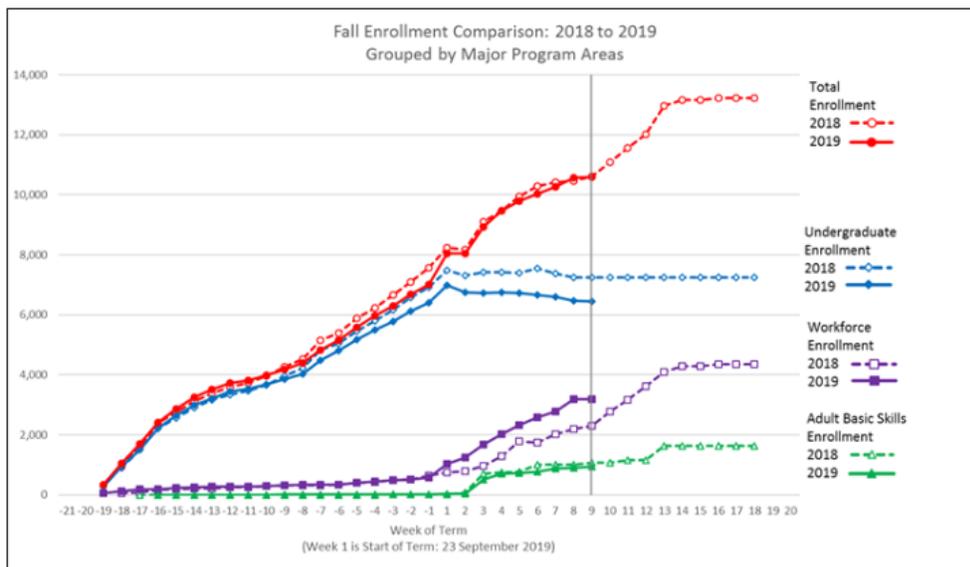
Overall Trends

- Transfer student numbers are declining
 - Transfer classes bring in the largest percentage of FTE
- Career and Technical Education (CTE) remaining fairly flat
- Dual credit enrollment is down
 - Less qualified instructors in high schools, need to look at more Sponsored Dual Credit
 - Less enrollment in some core classes (included in transfer FTE number)
 - Allied Health Sponsored Dual Credit helped stabilize enrollment during 18-19
- Adult Basic Skills (ABS) is fairly flat
 - WCJC impacts headcount and FTE, but we have no control over enrollment
- Community and Workforce Training (CWT) is up
 - Registration is completely staffed this year and more current with fall term processing
 - CWT trended up during 18-19
 - Also has revenue producing, self-supporting classes
- Small Business Development Center (SBDC) has increased FTE

Data Sources:

- FTE data comes from Institutional Research regular enrollment reports
- Enrollment Management tracks Admissions to Enrollment yield and current term enrollment by student declared major. Data is from Banner.

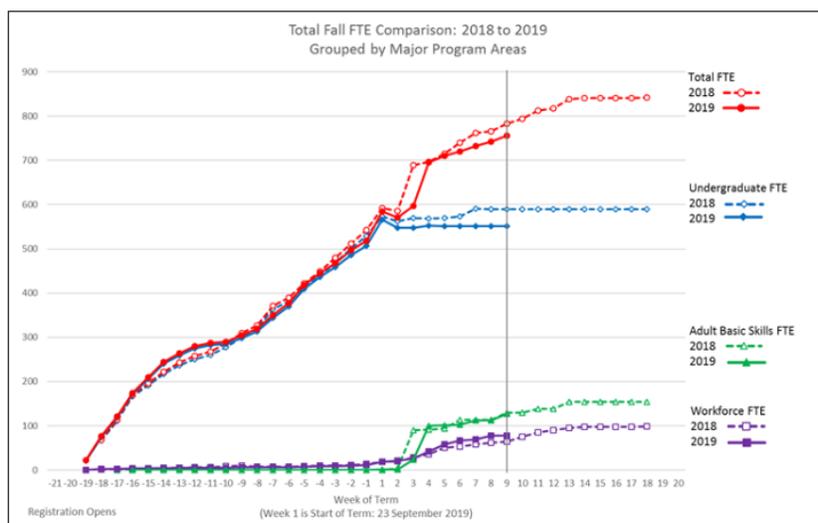
Enrollment



Credit Enrollment

House	Area	Fall 2017			Fall 2018			Fall 2019		
		Total Enrollment (Student Declared)	Admissions applications for term (Overall Interest)	Converted Admissions (in same term)	Total Enrollment (Student Declared)	Admissions applications for term (Overall Interest)	Converted Admissions (in same term)	Total Enrollment (Student Declared)	Admissions applications for term (Overall Interest)	Converted Admissions (in same term)
Other	AAOT/AGS/Non-Degree	885	609	377	864	526	270	732	443	212
Humanities	Public Relations	1	3	0	1	3	0	0	0	0
Arts	Music SOU	4	4	2	9	10	3	7	6	5
Science/Math	Natural Resources	7	5	4	10	7	3	17	11	6
Social and Behavioral Sciences	Early Childhood Ed	37	32	9	42	39	12	40	43	15
	Human Services	55	50	18	73	62	27	59	55	14
	Paralegal	32	20	6	48	37	12	54	30	16
Applied Science and Technology	Automotive	25	47	19	28	40	15	21	40	11
	Computers	72	78	20	80	66	25	62	59	26
	Engineering	46	46	23	60	46	23	54	50	23
	Apprenticeship	105	32	19	121	21	13	142	198	41
	Welding	38	35	15	42	41	18	41	34	10
	Forestry	27	18	9	26	32	15	30	27	15
	Viticulture	30	20	12	28	23	6	18	20	8
Business	Business (w/o Retail)	119	131	41	136	153	54	172	162	76
	Retail Mgmt	453	120	80	441	166	116	464	194	129
	AAOT-pre-Nursing	271	261	104	278	278	116	240	272	72
	Nursing-accepted	119	53	46	112	56	47	103	50	47
	Dental Assistant	17	32	9	35	34	12	27	31	8
Public Safety	Criminal Justice	60	61	22	69	83	31	65	90	34
	Paramedicine/Fire Science	81	55	30	98	77	39	89	54	20
Dual Credit	Dual Credit	281	96	91	330	229	125	178	175	102
Ex. Options	Expanded Options	135	49	42	96	86	53	120	81	70

FTE



FTE			
<u>Date of Report:</u>	<u>11/21/2017</u>	<u>11/19/2018</u>	<u>11/19/2019</u>
ABS	124.95	129.27	126.06
CWT	23.65	26.98	38.93
Transfer			
Arts	15.33	14.56	15.62
Communications Studies	15.36	16.31	17.19
Early Childhood Education	1.21	1.34	3.24
Foreign languages	8.45	9.4	6.82
Health Human Performance	31.19	32.31	28.86
Human Services	8.54	8.92	5.69
Humanities	59.31	57.72	44.52
Learning Skills	13.83	19.58	16.54
Mathematics	56.78	51.68	43.89
Music	17.24	14.97	16.65
Physical Education	37.99	15.01	15.25
Science	80.48	78.6	72.32
Social Sciences	51.76	55.63	47.26
Theater Arts	5.2	1.62	1.06
	402.67	377.65	334.91
CTE			
Apprenticeship	9.43	11.06	15.31
Auto	13.21	14.57	10.26
Business	65.5	77.33	72.06
Computer Science	19.86	16.33	14.62
Criminal Justice	17.41	10.22	12.16
Dental Assisting	9.92	10.91	5.95
Emergency Medical Services	9.06	13.01	8.28
Engineering	13.26	14.52	11.17
Fire Science	7.05	5.39	6.43
NA/Nursing	37.99	32.76	50.24
Paralegal	5.41	5.91	8.74
Viticulture	7.61	6.99	4.83
Welding	17.97	15.42	11.6
	233.68	234.42	231.65
Other	3.03	14.41	24.84
Fall Totals as of 11/21	787.98	782.73	756.39

19-20 Strategies

- Developing and implementing retention plan
- Continuing the personalized onboarding outreach
- Starting review of class schedule for conflicts
- Supporting faculty work to enhance their programs and curriculum through enrollment status reports and prospective student interest
- Encouraging department specific outreach help, as it is very impactful
- Starting persistence/retention data review and campus-wide retention strategies
- Implementing additional recruitment strategies by target market

**BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON**

Information Item

Action Item

Subject: First Reading of Policies

Date: Dec. 11, 2019

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

Old #	New #	Title	Page #
N/A	3120	Reports to the Board of Education	19
N/A	5010	Admissions and Concurrent Enrollment	22-25
701	5015	Residence Determination	30-32
710	5020	Nonresident Tuition	36-37
704	5075	Course Adds and Drops	39-40
N/A	5110	Mental Health Services	46-49
N/A	5140	Accessibility Services	55-57
N/A	5205	Student Accident Insurance	61-62
N/A	7240	Administrative / Confidential-Exempt Employees	63-67

The associated administrative procedures are being shared as an information item:

Old #	New #	Title	Page #
N/A	3120	Reports to the Board of Education	20-21
N/A	5011	Admissions and Concurrent Enrollment of High School and Other Young Students	26-28
N/A	5012	International Students	29
N/A	5015	Residence Determination	33-35
N/A	5020	Nonresident Tuition	38
704	5075	Course Adds and Drops	41-45
N/A	5110	Confidentiality of Mental Health Services	50-51
N/A	5111	Mental Health Records and Documentation	52-54
N/A	5140	Accessibility Services	58-60
319.03 BP/AP	7345	Vacation Leave for Administrative/Confidential-Exempt Employees	68-69

Recommendation by:

Approved for Consideration:





BOARD POLICY

TITLE: Reports to the Board of Education

BOARD POLICY # 3120

The President, in consultation with the Board of Education, shall establish a list of regular reports to the Board to keep Board members informed about campus operations, enrollment, finances, strategic plan progress, accreditation, and governance.

The President is responsible for the creation and maintenance of administrative procedures that specify the specific reports, the frequency and timing of the reports, and the content of the reports.

RESPONSIBILITY:

The President or designee is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Reports to the Board of Education

ADMINISTRATIVE PROCEDURE # 3120

RELATED TO POLICY # 3120 Reports to the Board of Education

The following reports shall be presented to the Board of Education during regularly scheduled Board meetings.

Report Type	Frequency	Content
Senior Leadership Team	3x per year	Strategic/tactical plan progress; recruitment and retention actions; accreditation actions; and headline news
Enrollment	3x per year after week 7 of term	Comparative data
Financial	3x per year	Summary of status; budget forecast
Financial - Annual	annual	Prior year's report
Financial Audit	Annual	
Strategic Plan	2x per year	Mid-year formative report on progress; end-of-year progress report with data, modifications, and priorities for coming year
Accreditation	2x per year	Updates on progress, initiatives, compliance, etc. (additional reports may be submitted, as necessary or requested)
Advancement	Annual	Data on fundraising, scholarships, and grants
Facilities	Annual	Improvements, concerns, updates to facilities improvement plan, progress on master plan
Governance	Annual	Assessment conducted by College Council

REPORT	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Senior Leadership Team (SLT)			SLT				SLT				SLT	
Enrollment (ENR)						ENR			ENR			ENR
Financial (FIN)				FIN			FIN			FIN		
Financial - Annual (FIN-ANL)					FIN-ANL							
Financial - Audit (FIN-AUD)					FIN-AUD							
Strategic Plan (SP)				SP					SP			
Accreditation (ACC)						ACC					ACC	
Advancement (ADV)								ADV				
Facilities (FAC)								FAC				
Governance (GOV)				GOV								

RESPONSIBILITY:

The President is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 11/19/2019 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: ADMISSIONS AND CONCURRENT ENROLLMENT

BOARD POLICY # 5010 *(was 700 Admission to the College)*

UCC shall admit students who meet one of the following requirements:

- A. Individuals who have graduated from an accredited secondary school.
- B. Individuals who have earned the GED Certificate of Equivalency or an Adult High School Diploma.
- C. Individuals who have not completed high school who are 18 years old or over and whose high school class has graduated.
- D. Individuals who are 16 or 17 years old who are not required to attend high school and who furnish a written release from compulsory school attendance and who make application as special students (ORS 339.030).
- E. Individuals who are under 16 who have completed the application process as special students and are approved by the Dean of Enrollment Management.
- F. Individuals who are students attending high school as juniors or seniors who present written approval from their school officials. Course load must be approved by both schools.
- G. Individuals who are high school students enrolling in dual credit courses.
- H. Individuals enrolling with special program requirements other than listed above.

Umpqua Community College shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion if the college or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

The Dean of Enrollment Management shall establish procedures for evaluating the validity of a student's high school completion.

RESPONSIBILITY:

The Dean of Enrollment Management is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:**DATE OF ADOPTION:****DATE(S) OF REVISION:****DATE(S) OF PRIOR REVIEW:**

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE:	
New BP #: BP5010 Admissions and Concurrent Enrollment	Old BP # & Title: 700 Admission to the College
New AP #:	Old AP # & Title:
Revision Date: 3/25/2019	

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>Umpqua Community College is open to anyone who may benefit from instruction. Admission to classes for credit, however, is limited to persons 16 years of age or older. UCC will admit students who meet any one of the following entrance requirements: [effective 6/92]</p> <p>A. Graduates from an accredited secondary school.</p> <p>B. Individuals who have earned the GED Certificate of Equivalency or an Adult High School Diploma.</p> <p>C. Non-high school graduates who are 18 years old or over and whose high school class has graduated.</p> <p>D. Individuals who are 16 or 17 years old who are not required to attend high school and furnish a written release from compulsory</p>	<p>The [entity] shall admit students who meet one of the following requirements:</p> <p>[Insert admissions requirement(s)]</p> <p>The [entity] shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The [CEO] shall establish procedures for evaluating the validity of a student's high school completion.</p>	<p>UCC shall admit students who meet one of the following requirements:</p> <p>A. Individuals who have graduated from an accredited secondary school.</p> <p>B. Individuals who have earned the GED Certificate of Equivalency or an Adult High School Diploma.</p> <p>C. Individuals who have not completed high school who are 18 years old or over and whose high school class has graduated.</p> <p>D. Individuals who are 16 or 17 years old who are not required to attend high school and who furnish a written release from compulsory school attendance and who make application as special students (ORS 339.030).</p>

<p>school attendance may make application as special students (ORS 339.030).</p> <p>E. Students who are attending high school as juniors or seniors who present written approval from their school officials. Course load must be approved by both schools</p> <p><u>F. Special program requirements other than listed above.</u></p>		<p>E. Individuals who are under 16 who have completed the application process as special students and are approved by the Dean of Enrollment Management.</p> <p>F. Individuals who are students attending high school as juniors or seniors who present written approval from their school officials. Course load must be approved by both schools.</p> <p>G. Individuals who are high school students enrolling in dual credit courses.</p> <p>H. Individuals enrolling with special program requirements other than listed above.</p> <p>Umpqua Community College shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion if the college or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education. The Dean of Enrollment Management shall establish procedures for evaluating the validity of a student's high school completion.</p>
--	--	--



ADMINISTRATIVE PROCEDURE

TITLE: Admissions and Concurrent Enrollment of High School and Other Young Students

ADMINISTRATIVE PROCEDURE # 5011

RELATED TO POLICY # 5010 Admissions and Concurrent Enrollment

To be eligible for concurrent enrollment in accelerated learning programs, as defined by the state of Oregon, a secondary school aged student must submit:

- Umpqua Community College application for admission;
- Authorization from the high school, school district or Educational Service District in the form of the Pre-College Verification form or the Expanded Options process;
- Demonstration of adequate preparation for college courses through high school authorization and/or placement test scores.

All required documents shall be sent to the College Transitions Office. The College Transitions Specialist has the authority to make the final decision whether a student can benefit from instruction.

1. Students 16 or Older

A. Dual Credit

For students attending high school, the College Transitions Specialist will work with the high school staff and instructors to determine if the students have sufficient preparation to benefit from dual credit instruction. This determination may be done by:

- A review of the submitted materials, such as an application and needed placement measures;
- Consideration of the welfare and safety of the student and others; or
- Consideration of local, state, and/or federal laws.

B. Expanded Options or Other Underage Students Attending College Classes

For students attending high school, the College Transition Specialist will determine if the student has sufficient preparation to benefit from instruction at a community college. The decision of the College Transition Specialist shall be final. This determination may be done by:

- i. Authorization by the high school or school district to allow student to take college courses;
- ii. A review of the submitted materials, such as an application and needed placement measures;
- iii. Consultation with College Transition Specialist to determine academic preparedness;
- iv. Consideration of the welfare and safety of the student and others; or
- v. Consideration of local, state, and/or federal laws.

2. Students Under 16 years

A. For students under the age 16, the final determination for course enrollment shall be made by the Dean of Enrollment Management. The initial application materials will be submitted and reviewed by the College Transitions Office. The student must provide transcripts and a letter signed by the principal or teacher indicating how the student can benefit from instruction.

B. The Dean of Enrollment Management will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and that the student's safety and that of others will not be affected. This determination may be done by applying the following criteria:

- i. A review of the materials submitted, including transcripts or placement measures, the authorization from the high school, and the letter from a teacher or principal;
- ii. Consultation with College Transition Specialist;
- iii. Meeting with the student and parent/guardian;
- iv. Consideration of the welfare and safety of the student and others;
- v. Consideration of local, state, and/or federal laws;
- vi. Review of the content of the class in terms of sensitivity and possible effects on the minor;

- vii. Requirements for supervision of the minor; and
- viii. Times the class(es) meet and the effect on the safety of the minor.

Once a decision has been made, the student and their parent or guardian shall be informed of the decision.

RESPONSIBILITY:

The Dean of Enrollment Management is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 11/5/2019

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: International Students

ADMINISTRATIVE PROCEDURE # 5012
(was 700.01 International Student Admission and Tuition)

RELATED TO POLICY # 5010 Admissions and Concurrent Enrollment

Umpqua Community College welcomes international students to apply for college transfer or career and technical certificates and degrees.

Admissions and Enrollment

Applications are considered upon receipt of the completed International Student Application Packet, along with the application fee, by the Admissions Office. Consideration for acceptance is based on documentation of adequate English skills, evidence of academic ability, evidence of financial resources, and other I-20 and/or visa-related documents. Accepted International students must remain in compliance with SEVIS rules related to the F-1 visa.

Tuition

International student tuition is set by the Board of Education. Some international students, such as student athletes, may be granted in-state tuition. All international students are required to enroll in a minimum of 12 credits.

RESPONSIBILITY:

The Dean of Enrollment Management is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 11/5/2019 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: RESIDENCE DETERMINATION

BOARD POLICY # 5015 *(was 701 Residency Policy for Tuition)*

The College shall enact procedures to assure that residence determinations are made in accordance with ORS 341.528 and this policy.

In-state tuition is charged to students who:

1. Have maintained permanent residency in Oregon for at least 90 continuous days immediately preceding the term and have demonstrated intent to reside permanently;
2. Are permanent residents of Washington, Idaho, Nevada, or California
3. Have provided documentation of tribal membership of one of the federally recognized tribes of Oregon, or
4. Are veterans of the Armed Forces whose service release has occurred within 90 days preceding the term, and who permanent residence has not been established elsewhere through residency or college attendance.

Students not meeting the requirements outlined above pay out-of-state tuition charges. International students are required to pay international tuition rates.

RESPONSIBILITY:

The Dean of Enrollment Management and Director of Registration and Records are responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE:			
New BP #:	BP 5015 Residence Determination	Old BP # & Title:	BP 701: Residency Policy for Tuition
New AP #:		Old AP # & Title:	N/A
Revision Date:	5/7/2019		

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>BOARD POLICY SERIES NUMBER: 701</p> <p>TITLE: RESIDENCY POLICY FOR TUITION</p> <p>In-state tuition is charged to students who:</p> <ul style="list-style-type: none"> Have maintained permanent residency in Oregon for at least 90 continuous days immediately preceding the term and have demonstrated intent to reside permanently; Are permanent residents of Washington, Idaho, Nevada, or California Have provided documentation of tribal membership of one of the federally recognized tribes of Oregon, or 	<p>The [CEO] shall enact procedures to assure that residence determinations are made in accordance with [state law and this policy].</p>	<p>The College shall enact procedures to assure that residence determinations are made in accordance with ORS 341.528 and this policy.</p> <p>In-state tuition is charged to students who:</p> <ol style="list-style-type: none"> Have maintained permanent residency in Oregon for at least 90 continuous days immediately preceding the term and have demonstrated intent to reside permanently; Are permanent residents of Washington, Idaho, Nevada, or California Have provided documentation of tribal membership of one of the federally recognized tribes of Oregon, or

<ul style="list-style-type: none"> • Are veterans of the Armed Forces whose service release has occurred within 90 days preceding the term, and who permanent residence has not been established elsewhere through residency or college attendance. <p>Students not meeting the requirements outlined above pay out-of-state tuition charges. International students are required to pay out-of-state tuition.</p> <p>See ORS 341.528</p> <p>DATE OF ADOPTION: DATE(S) OF REVISION(S): DATE OF LAST REVIEW: 04/13/11 By Board</p>		<p>4. Are veterans of the Armed Forces whose service release has occurred within 90 days preceding the term, and who permanent residence has not been established elsewhere through residency or college attendance.</p> <p>Students not meeting the requirements outlined above pay out-of-state tuition charges. International students are required to pay international tuition rates.</p> <p>RESPONSIBILITY:</p> <p>The Dean of Enrollment Management and Director of Registration and Records are responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>
--	--	---



ADMINISTRATIVE PROCEDURE

TITLE: Residence Determination

ADMINISTRATIVE PROCEDURE # 5015

RELATED TO POLICY # 5015 Residence Determination

A. Residence Classification

1. Residence classifications are to be made in accordance with the following provisions:
 - a. Residence classification is the responsibility of the Admissions Office.
 - b. Oregon Administrative Rule 589-002-0200 provides that to qualify as a resident of the district or of the state, a student must be 18 years of age or older. If under 18 years of age, the student must have a permanent residence independent of that of his or her parent(s) or legal guardian(s); otherwise the residency of the student shall be the same as his or her parent(s) or guardian(s). An affidavit of nonsupport will be required for students of 18 years of age to show proof of emancipation.
2. Students must be notified of residence determination within 14 calendar days of submission of application.
3. The Dean of Enrollment Management shall publish the residence determination date and summary of the rules and regulations governing residence determination and classification in the UCC college catalog or addenda thereto.

B. Determination of Resident Status

A resident is a student who has been a bona fide resident of the state for **90 days** prior to the person's first instructional day of the term for which residency is in question.

C. Right To Appeal

Students who have been classified as non-residents have the right to a review of their classification. Any student, following a final decision of residence classification by the Admissions Office, may make written appeal to the Dean of Enrollment Management within seven calendar days of notification of final decision by the college regarding classification.

D. Appeal Procedure

1. The appeal is to be submitted to the Admissions Office which must forward it to the Dean of Enrollment Management within five working days of receipt. Copies of the original application for admission with the residency question and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.
2. The Dean of Enrollment Management shall review all the records and have the right to request additional information from either the student or the Admissions Office.
3. Within five calendar days of receipt, the Dean of Enrollment Management shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

E. Reclassification

1. Petitions are to be submitted to the Admissions Office.
2. Petitions must be submitted prior to the term for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case, however, may a student receive a non-resident tuition refund after the date of the first census.
3. Written documentation may be required of the student in support of the reclassification request.
4. The Dean of Enrollment Management will make a determination, based on the evidence and notify the student no later than five business days of receipt of the petition for reclassification.
5. Students have the right to appeal according to the procedures above.

F. Non-Citizens

The Admissions Office will admit any non-citizen who is 18 years of age or a high school graduate. International students must meet the requirements of AP 5012. The initial residency classification will be made at the time the student applies for admission.

RESPONSIBILITY:

The Dean of Enrollment Management is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:**DATE OF ADOPTION: 11/5/2019 by CC****DATE(S) OF REVISION:****DATE(S) OF PRIOR REVIEW:**



BOARD POLICY

TITLE: NONRESIDENT TUITION

BOARD POLICY # 5020 *(was 710 Tuition and Fees)*

The Board of Education will set tuition and fees for the College.

An opportunity for student participation in the annual review of tuition and fees should be provided.

Classes, workshops, or events offered under the cost-recovery strategy will be self-supporting.

RESPONSIBILITY:

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).

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

<p>TITLE: Nonresident Tuition</p> <p>New BP #: 5020 Old BP # & Title: 710 Tuition and Fees</p> <p>New AP #: Old AP # & Title:</p> <p>Revision Date: 11/13/2018</p>
--

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>The Board of Education will set tuition and fees for the College.</p> <p>An opportunity for student participation in the annual review of tuition and fees should be provided.</p> <p>Classes, workshops, or events offered under the cost - recovery strategy will be self - supporting.</p>		<p>The Board of Education will set tuition and fees for the College.</p> <p>An opportunity for student participation in the annual review of tuition and fees should be provided.</p> <p>Classes, workshops, or events offered under the cost - recovery strategy will be self - supporting.</p>



ADMINISTRATIVE PROCEDURE

TITLE: Nonresident Tuition

ADMINISTRATIVE PROCEDURE # 5020

RELATED TO POLICY # 5020 Nonresident Tuition

A nonresident is defined as a United States citizen or immigrant who has not established residence in Oregon 90 days prior to the beginning of classes.

The Board of Education will set tuition and fees for the College.

The most current tuition and fees for out-of-state residents can be found on the UCC web site.

This information can also be found in the online catalog.

RESPONSIBILITY:

The Chief Financial Officer is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 11/5/2019 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: COURSE ADDS AND DROPS

BOARD POLICY # 5075 *(was 704 Withdrawals; see also 5070 Attendance)*

Students must complete the Admissions process in order to register for undergraduate coursework at Umpqua Community College.

Students contemplating dropping or withdrawing from a class or classes should consult with their instructor(s), their advisor, their athletic coach, and/or with the Financial Aid Office prior to taking any action, in order to determine the impact that withdrawal will have on their academic progress, financial aid award, and other student considerations, such as scholarships, athletic status, and tuition waivers.

RESPONSIBILITY:

The Dean of Student Services is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE
Complete for Conversions Only

TITLE: Course Adds and Drops
New BP #: 5075 Old BP # & Title: 704 Withdrawals (is actually part of 5070 Attendance)
New AP #: Old AP # & Title:
Revision Date: 5/4/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>Students are considered “in attendance” for classes in which they are registered. For purposes of this policy, “in attendance” refers to registration, not to students’ physical presence in classes. Students discontinuing attendance without officially withdrawing through the Registration and Records Office Could receive failing grades, depending on course grading structure.</p>		<p>Students must complete the Admissions process in order to register for undergraduate coursework at Umpqua Community College.</p> <p>Students contemplating dropping or withdrawing from a class or classes should consult with their instructor(s), their advisor, their athletic coach, and/or with the Financial Aid Office prior to taking any action, in order to determine the impact that withdrawal will have on their academic progress, financial aid award, and other student considerations, such as scholarships, athletic status, and tuition waivers.</p>



ADMINISTRATIVE PROCEDURE

TITLE: Course Adds and Drops

ADMINISTRATIVE PROCEDURE # 5075 *(was 704 AP Withdrawals)*

RELATED TO POLICY # 5075 Course Adds and Drops

1. Adding Courses

- A. New students, and returning students who have not attended UCC in over one year, must complete the Admissions process in order to register for coursework at Umpqua Community College.
- B. Students may add classes in person at the Office of Registration and Records or on- line through their Student Self-Service account during the published priority registration dates prior to the term they wish to attend.
- C. Registration dates for undergraduate students are based on overall credit hours earned (credit hours are not earned until they are graded). Earned credit hours are shown on the students' academic transcript which may be viewed in Student Records under Student Self Services.
- D. Veterans Priority Registration begins on the Friday of the sixth week of the term prior to the one they wish to attend.
- E. The following credit breakdown is utilized for all other students' priority registration dates beginning on the Sunday, of the seventh (7) week, of the term prior to the one they wish to attend:
 - i. Sunday \geq 45 earned credit hours
 - ii. Monday \geq 30 earned credit hours
 - iii. Tuesday \geq 15 earned credit hours
 - iv. Wednesday = Open Registration through the first week of upcoming term.
- F. Beginning the Monday of the second week of term, classes may only be added by formal request from the student to the Instructor, Department Chair and the Dean. Once signatures have been obtained the student will submit paperwork to the Office of Registration and Records for enrollment. Payment is due at the time of registration.

2. Drops and Withdrawals

A. Students contemplating dropping or withdrawing from a class or classes should consult with their instructor(s), their advisor, their athletic coach, and/or with the Financial Aid Office prior to taking any action, in order to determine the impact that a withdrawal will have on their academic progress, financial aid award, and other student considerations, such as scholarships, athletic status, and tuition waivers.

B. Definitions:

- i. **Dropping a Class:** A student who withdraws from a class or classes before the conclusion of the first week of classes is considered to be dropping a class. All courses dropped during this time do not show on the academic transcript. This action results in a full refund of the class' tuition and fees, but does not include a refund of any non-refundable registration fees.
- ii. **Withdrawing from a Class:** A student who withdraws from a class after the final day of the first week of the term is considered to be withdrawing from a class. All courses dropped during this time will show as a "W" on the academic transcript. Students are required to pay the tuition and fees for classes that they withdraw from after the first week of the term. Financial Aid awards, such as Federal Financial Aid, Scholarships, and Tuition Waivers may be impacted by withdrawing from a class and/or all classes.

C. Options:

- i. **Drop Options:**
 - a. **Student Drop:** Students will complete the Registration Schedule Change Form, which is available in the office of Registration and Records, or online under Student Forms and Publications page, before the conclusion of the first week of classes. Students can also drop online through Self Service Banner through Sunday of the first week of term.
 - b. **Instructor Drop:** Instructors **may** drop a student for non-attendance, if the student does not make contact with the instructor by attending class, logging into an online class, or contacting the instructor by phone or e-mail during the first week of term. An Instructor Drop will result in tuition and fees for a class being deducted from a student's account **ONLY** during the first week of term. If so determined, instructors for classes that meet Monday – Friday will communicate with the office of Registration and Records by Friday at 4:00 pm during the first week of term; Instructors for classes that meet on the weekends or online will communicate with the office of Registration and Records by Sunday at 10:00 pm during the first weekend after the term starts.

- c. The student is ultimately responsible for dropping from courses they do not plan to attend, and failure to do so will result in charges on the student's account.
- ii. Withdrawal Options:
 - a. Withdrawal for eleven-week classes: Students wishing to withdraw from a class or classes must initiate the withdrawal procedure by the end of the seventh week of class, except for classes less than 11 weeks in length. The student may drop or withdraw by completing the Registration and Schedule Change Form, acquiring a signature from the Financial Aid office, and submitting it to the office of Registration and Records either in person or online.
 - b. Withdrawal for classes less than eleven-weeks: To withdraw from a class or classes that are less than 11 weeks in length, the student must complete the Registration and Schedule Change Form and submit it to the office of Registration and Records no later than the end of week 7 of a 10 week session; week 3 of a 5 week session; and week 2 of a 3 week session.
 - c. Complete withdrawal from the College: To withdraw from all classes after the registration period ends, the student must complete the Registration and Schedule Change Form and include the signature of a staff person working in Financial Aid. The Financial Aid employee will provide information about how the withdrawal will impact a student's Federal Financial Aid and Satisfactory Academic Progress, and will recommend that the student speak with their instructor and/or advisor prior to withdrawal.
 - d. Medical withdrawal: For severe medical emergencies, hospitalizations, etc., the student or their representative (via the Student Release of Information Authorization form) will work with the Accessibility Services Coordinator, the Life Coach, their assigned Advisor, or the Director of Advising to help them determine the best course of action to ensure the student's continued academic success. Appropriate withdrawal paperwork, including documentation to verify the circumstances will be submitted to the office of Registration and Records for processing. Based on the recommendation of the appropriate professional, the student will be withdrawn and a pro-rated refund MAY be issued. Alternatively, a credit may be applied to their account to be utilized for a future term, once they are cleared to return to classes. This is determined on a case-by-case situation.

- e. **Military withdrawal:** When military personnel attending courses receive orders to report for duty while term is in session, they may have the option of continuing courses online or taking an in-complete in the class to be completed upon return from active duty, if available. Students must receive permission from their instructor(s) for this option. Alternatively, they may be withdrawn from classes and will be covered by the HEROES Act of 2003, which provides waivers of any "Return to Title IV" issues that may result, and a waiver of an adverse SAP status. The Registration Schedule Change form and a copy of the military orders must be submitted to the office of Registration and Records as soon as possible after receiving orders to report for duty.
- f. **Late withdrawal:** Withdrawal requests submitted after the withdrawal due date are considered late. A student wishing to pursue a late withdrawal must complete the late withdrawal form, provide a statement explaining the extenuating circumstance(s) that prevented the withdrawal from being submitted by the published withdrawal deadline, and any additional documentation to confirm the extenuating circumstance(s). This documentation must be submitted to the Director of Registration and Records. Consideration will be given to new first-time students and students who are submitting a first-time withdrawal from their coursework.
- g. **Late Withdrawal requests made during finals week** will be directed to the Academic Standards Committee for review. The Late Withdrawal paperwork must be completed along with the Academic Appeal paperwork and submitted by the published deadlines for review by the Academic Standards Committee.
- h. For terms less than eleven weeks, the deadlines are prorated and published accordingly.
- i. Completed Late Withdrawal forms will be filed in the student's academic file in Registration and Records.
- j. Appeals for exception to the withdrawal policy must be directed to the Academic Standards Committee. Appeal forms may be obtained from the Advising Office or online at the Student Forms and Publications page.

D. Withdrawal Processes:

- i. Students are recommended (on the Registration Schedule Change form) to speak with their instructor(s) and/or advisor prior to withdrawal from

class(es) to determine how the action may impact program progress. Student Athletes who drop below 12 credits in any academic term will lose their ability to compete and their team may have to forfeit. Students with tuition waivers, scholarships, or other financial awards may lose their eligibility.

- ii. Students are required to contact the Financial Aid Office prior to withdrawal from courses. The Financial Aid office provides students who withdraw from courses with information about the impact that withdrawing from courses may have on their Financial Aid package, including Federal Financial Aid, and on Satisfactory Academic Progress (SAP).
- iii. In Person: Students will complete the Registration Schedule Change Form, which is available in the office of Registration and Records, or on-line at the Student Forms and Publications page.
- iv. Online: Online students and students who must drive from a distance or have other barriers to in-person withdrawal may request withdrawals by sending the Registration Schedule Change Form via their student e-mail account to FinancialAid@umpqua.edu and Registration@umpqua.edu.
- v. Telephone: Telephone withdrawal is available for out-of-area students or students who have other barriers to in-person or online withdrawals. The student must call the office of Registration and Records and request a telephone withdrawal. The Registration Specialist will mail the Registration Schedule Change Form directly to the student, who has ten (10) business days from the mailing date to return the completed form to the office of Registration and Records. Once the paperwork has been returned and verified against the recorded time of mailing date, the withdrawal is processed and the Financial Aid Office is notified.
- vi. Proper withdrawal is reflected on transcripts; adherence to the correct procedure protects the student's academic record.

RESPONSIBILITY:

The Director of Registration and Records is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:**DATE OF ADOPTION: 11/5/2019 by CC****DATE(S) OF REVISION:****DATE(S) OF PRIOR REVIEW:**



BOARD POLICY

TITLE: MENTAL HEALTH SERVICES

BOARD POLICY # 5110

The College shall assure the provision of short term mental health services aimed at addressing personal concerns that are affecting students' academic lives including:

- personal counseling
- crisis counseling
- case management and referral to community resources for ongoing service needs
- skills training and coaching
- consultation

Many concerns may be addressed within 6 sessions or less.

The College will maintain a high level of confidentiality of mental health treatment services and treatment records of such services, based on relevant state and federal law and professional ethics.

Definition of mental health treatment service:

Those personal counseling services given by a professional provider acting within their professional capacity (examples of providers would be individuals who hold a master's degree in counseling, social work, psychology or closely related fields and may have licensure, or be working forwards licensure by state or national boards; LCSW, LPC, LMFT etc.)

Definition of Treatment records:

Treatment records are defined as separate from educational records and are defined as those records that are "directly related to the student who is attending the institution, made or maintained by a recognized professional acting in their professional capacity and used only in connection with treatment of the student and disclosed only to individuals providing the treatment."

References:

NWCCU Standards 2.A.16, 2.D.3, and 2.D.10

ORS 341.290 (13)

Family Educational Rights and Privacy Act

Code of Ethics of the National Association of Social Workers

RESPONSIBILITY:

The Life Coach, or college position tasked with leading counseling services, is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:**DATE OF ADOPTION:****DATE(S) OF REVISION:****DATE(S) OF PRIOR REVIEW:**

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE:	Mental Health Services
New BP #:	BP5110
Old BP # & Title:	
New AP #:	
Old AP # & Title:	
Revision Date:	10/3/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
None existing	<p>Counseling services are an essential part of the educational mission of the [entity].</p> <p>The [CEO] shall assure the provision of counseling services including [list counseling services offered, e.g., academic, career, or personal counseling] that is related to the student's education.</p>	<p>The College shall assure the provision of short term mental health services aimed at addressing personal concerns that are affecting students' academic lives including:</p> <ul style="list-style-type: none"> • personal counseling • crisis counseling • case management and referral to community resources for ongoing service needs • skills training and coaching • consultation <p>Many concerns may be addressed within 6 sessions or less.</p> <p>The College will maintain a high level of confidentiality of mental health treatment services and treatment records of such services, based on relevant state and federal law and professional ethics.</p> <p>Definition of mental health treatment service: Those personal counseling services given by a professional provider acting within their professional capacity (examples of providers would be individuals who hold a master's degree in counseling, social work, psychology or closely related fields and may have licensure, or be working forwards licensure by state or national boards; LCSW, LPC, LMFT etc.)</p>

		<p>Definition of Treatment records: Treatment records are defined as separate from educational records and are defined as those records that are “directly related to the student who is attending the institution, made or maintained by a recognized professional acting in their professional capacity and used only in connection with treatment of the student and disclosed only to individuals providing the treatment.”</p> <p>References</p> <p>NWCCU Standards 2.A.16, 2.D.3, and 2.D.10</p> <p>ORS 341.290 (13)</p> <p>Family Educational Rights and Privacy Act Code of Ethics of the National Association of Social Workers</p> <p>Responsibility It is the responsibility of the Life Coach, or college position tasked with leading counseling services, to implement and update this policy and its associated procedures.</p>
--	--	--



ADMINISTRATIVE PROCEDURE

TITLE: Confidentiality of Mental Health Services

ADMINISTRATIVE PROCEDURE # 5110

RELATED TO POLICY # 5110 Mental Health Services

1. Informed Consent

Providers of mental health service on campus, such as the Life Coach and other approved counseling staff/interns will provide students with informed consent prior to mental health services beginning.

Informed Consent is a written document explaining the purpose and extent of the services offered at UCC, the limitations and any benefits and risks involved, confidentiality and its limits, and their right to withdraw consent at a later date. The Life Coach or counseling staff will provide a time for students to ask questions before ongoing services begin.

In the event that crisis-counseling services are sought, the Life Coach or other counseling staff will identify themselves, their role, and seek verbal consent to assist.

2. Limits of Mental Health Confidentiality

Student confidentiality is considered essential for effective service, and the confidentiality of information given in the course of treatment will be maintained, with some considerations.

Following legal standards and ethical guidelines, the Life Coach and other counseling staff/interns will release information obtained in the course of their service when doing so would prevent serious, foreseeable, and imminent harm to the student or other identifiable person. Disclosures will also be made in response to reports of abuse mandated by law, as well as when the Life Coach, or other counseling staff/intern, is compelled by court order, and in the process of consultation with clinical supervisors, if required.

3. Calendar Access for Mental Health Services

Student confidentiality is a priority.

Student appointments will be kept on the Life Coach and/or other counseling staff/intern calendars in the AdvisorTrac system and access to this calendar will be limited to those staff who need it to facilitate coordination of care and educational success.

Scheduling staff will be given access for scheduling purposes. In the event that the administrative supervisor is not a clinical supervisor, access will be given to the calendar for the purpose of provider oversight and data collection.

IT staff will have access to the calendar for IT purposes and will uphold all confidentiality described within.

Individuals providing the mental health services will have access to the calendar for coordination of student services. Privacy settings to ensure that other campus stakeholders will not be able to view appointments will be added to any software and/or Outlook appointments that scheduling is done within.

The notes that are entered into AdvisorTrac will not include any details about the content of services and will state only "staff met with student."

4. Data Collection for Mental Health Services

With the intent to provide the most effective services, and to support continuation of effective service, certain kinds of routine data collection will be collected from the student records including, but not limited to, number and types of services engaged in, as well as service effectiveness. When distributing data to stakeholders, identifiable information will be redacted and/or not included.

RESPONSIBILITY:

The Life Coach, or college position tasked with leading counseling services is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 11/12/2019 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Mental Health Records and Documentation

ADMINISTRATIVE PROCEDURE # 5111

RELATED TO POLICY # 5110 Campus Mental Health Services

1. Content of Mental Health Treatment Records

A student's mental health treatment records will contain information gathered in the course of providing mental health services, including but not limited to the student's personal situation, professional assessment of risk, symptoms that are causing disruption in their education, plans and interventions geared towards improving those symptoms, plans for future meetings, notes on referrals and closing of service.

2. Release and Viewing of Mental Health Treatment Records

Students may request access to review or receive a copy of their record, with some considerations. In some cases, if it is determined by the Life Coach and/or other counseling staff that serious misunderstanding or harm could come from viewing it, the student may be offered the chance to view the record with the Life Coach/counseling staff present, in order to provide consultation around this to the student. Limiting student access to their record would only happen in exceptional circumstances when there is evidence that access would cause serious harm to them.

All such requests for records and viewing of records will be documented in the student's file.

The Life Coach and/or counseling staff/intern will release information at the student's request to stakeholders with a valid written release. Releases will be kept in the student's file.

3. Storage of Mental Health Treatment Records

Treatment records will be stored in a separate location than where the student's other educational records are held to ensure unauthorized staff do not have access to this material.

This location should be secured so that access to view records is limited to the professional providing the service, clinical supervisors recognized through licensing boards (examples: LPC, LCSW), and those staff or interns who are involved directly in the mental health treatment of the student. Below are two options.

a. Electronic Procedure

If the location is secured electronically on a college network drive, with access granted to the above, there will be a separate file for each student, which is unique to their case, and each file will be labeled with the first 3 letters of the first name of the student, first 3 letters of the last name of the student, and last 3 numbers of their student ID number. This will ensure that in the event that access to the drive is ever breached, there would be no identifiable information within the content of the notes. Notes will be kept within MS word documents within the student file and intake paperwork will be scanned in directly to the students file.

A designated person, with counseling access, within the department will approve access to this drive. Limited IT access may be permitted to manage electronic system. IT staff will follow confidentiality laws regarding student information.

b. Paper File Procedure

Each provider of mental health services will have a locking file cabinet within an office whose door can be locked. Student files will be kept in the filing cabinet, and labeled with the first 3 letters of the first name of the student, first 3 letters of the last name of the student, and last 3 numbers of their student ID number. This will ensure that in the event that access to the cabinet was ever breached, there would be no identifiable information within the content of the notes. Intake paperwork will be kept in the file.

4. Disposal of Treatment Records

Records will be kept for 7 years from the date of when service to the student ended or until three years after a minor reaches the age of majority, whichever is later.

Upon reaching this time limit, paper records may be shredded in a secure disposal service. Electronic records may be deleted from the network after the allotted time.

5. Storage of Non-Student Related Material

Information that is created by and used within the department providing mental health services to students, that does *not* include student related information, such as training materials, meeting minutes, forms etc. will be kept in a different location from the treatment records where other stakeholders on campus can have access to these materials.

References

Code of Ethics of the National Association of Social Workers

American Psychological Association

Chapter 833 Division 75, Oregon Board of Licensed Professional Counselors and Therapists

RESPONSIBILITY:

The Life Coach, or college position tasked with leading counseling services, is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:**DATE OF ADOPTION: 11/12/2019 by CC****DATE(S) OF REVISION:****DATE(S) OF PRIOR REVIEW:**



BOARD POLICY

TITLE: ACCESSIBILITY SERVICES

BOARD POLICY # 5140

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in Umpqua Community College.

The Accessibility Services (AS) program shall be the primary provider for academic adjustments, auxiliary aids, services, or instruction that facilitate equal educational opportunities for students with a disability who can profit from instruction as required by federal and state laws.

AS services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, rehabilitation counseling, and academic counseling.

No student with disabilities is required to participate in the Accessibility Services program.

The Coordinator shall respond in a timely manner to accommodation requests involving academic adjustments. The Coordinator shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The Coordinator shall assure that the AS program conforms to all requirements established by the relevant law and regulations.

References:

29 U.S. Code Sections 701 et seq.; NWCCU Standard 2.A.15; and ORS 659.850

RESPONSIBILITY:

The Dean of Student Services is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:
DATE OF ADOPTION:

DATE(S) OF REVISION:
DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE: Accessibility Services New BP #: 5140 Old BP # & Title: New AP #: Old AP # & Title: Revision Date: 11/13/2018

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
N/A	<p>BP 5140 Disabled Student Programs and Services</p> <p>References:</p> <p style="padding-left: 40px;">29 U.S. Code Sections 701 et seq.;</p> <p style="padding-left: 40px;">NWCCU Standard 2.A.15</p> <p style="padding-left: 40px;">ORS 659.850</p> <p>NOTE: <i>Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture.</i></p> <p>Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the [entity].</p>	<p>BP 5140 Accessibility Services</p> <p>References:</p> <p style="padding-left: 40px;">29 U.S. Code Sections 701 et seq.;</p> <p style="padding-left: 40px;">NWCCU Standard 2.A.15</p> <p style="padding-left: 40px;">ORS 659.850</p> <p>Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the Umpqua Community College.</p> <p>The Accessibility Services (AS) program shall be the primary provider for academic adjustments, auxiliary aids, services, or instruction that facilitate equal educational opportunities for students with a disability who can profit from instruction as required by federal and state laws.</p>

<p>The Disabled Students Programs and Services (DSPS) program shall be the primary provider for academic adjustments, auxiliary aids, services, or instruction that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.</p> <p>DSPS services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, rehabilitation counseling, and academic counseling.</p> <p>No student with disabilities is required to participate in the Disabled Students Programs and Services program.</p> <p>The District shall respond in a timely manner to accommodation requests involving academic adjustments. The [CEO] shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.</p> <p>The [CEO] shall assure that the DSPS program conforms to all requirements established by the relevant law and regulations.</p> <p>Adopted:</p>	<p>AS services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, rehabilitation counseling, and academic counseling.</p> <p>No student with disabilities is required to participate in the Accessibility Services program.</p> <p>The Coordinator shall respond in a timely manner to accommodation requests involving academic adjustments. The Coordinator shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.</p> <p>The Coordinator shall assure that the AS program conforms to all requirements established by the relevant law and regulations.</p>
--	---



ADMINISTRATIVE PROCEDURE

TITLE: Accessibility Services

ADMINISTRATIVE PROCEDURE # 5140

RELATED TO POLICY # 5140 Accessibility Services

Umpqua Community College maintains a plan for the provision of programs and services to students with disabilities designed to assure that they have equality of access to Umpqua Community College classes and programs.

Students are responsible for requesting accommodations each term by completing a Request for Academic Approved Accommodation Notification. In order to receive accommodations, students are required to submit appropriate documentation of their disability.

Documentation should include the following:

1. Statement of the disabling condition or diagnosis, date of onset, date of last appointment with professional, what diagnostic instruments were used, scaled or standard scores or other quantitative information as applicable, brief anecdotal history of condition and other related background information.
2. Indication of qualifications/area of expertise of professional making diagnosis
3. Indication that the condition fits the ADA/504 definition of disability and in what way(s)
4. Listing of symptoms or effects relating to the disability (anxiety, balance, chronic pain, cognitive ability, communication, comprehension, compulsions, concentration, confusion, dexterity, endurance, fatigue, flexibility, hallucinations, hearing, memory, mobility, multi-tasking, processing speed, speech, tics, vision, weakness, other (specify/describe), and the current impact of the disability on learning or equal access to learning
5. Medications and possible side effects that may affect ability to function in college

If documentation is not available, the case will be evaluated on a case-by-case basis. All requests will be processed within 5 business days of the student request.

Documentation is provided to Accessibility Services before the student can receive accommodations and will not be retroactive. Documentation should be updated as needed or the diagnosis has changed. Documentation is kept secured in Accessibility Services and will not show on the student's transcripts. It will not be shared with staff unless there is an imminent danger.

Verification for eligibility of services is completed with Accessibility Services Coordinator and the student.

Faculty will be notified electronically of the approved academic accommodations. Faculty need to initial the Academic Accommodation Approval Notification form that they have discussed the student's accommodations with them and return the form to Accessibility Services.

The American with Disabilities Act Amendments Act (ADAAA) of 2008 section 3 defines disability as:

- (1) Disability-The term disability means, with respect to an individual –
 - (a) A physical or mental impairment that substantially limits one or more major life activities of such individual;
 - (b) A record of such an impairment; or
 - (c) Being regarded as having such an impairment.

Auxiliary aids and services offered but not limited to are:

- Alternative testing
- Alternative Testing Environment
- Alternative Media Format
- Audio recorder
- Notetakers
- Interpreters
- Flexibility of deadlines
- Memory aides
- Readers
- Mobility Assistance

Objectives of Accessibility Services are to:

- Provides academic accommodations
- Offers support services
- Promotes a supportive learning environment
- Promotes student independence, program accessibility and a psychologically-supportive environment

- Helps students achieve educational objectives

Accessibility Services mission is:

To ensure equal access to qualified students with disabilities to the programs, services and activities of Umpqua Community College. Accessibility Services advocates for and empowers students with disabilities through the provision of information, services, and skill development in problem solving and self-advocacy to reach their full personal, academic and vocational potential.

Accessibility Services must identify the level of staffing necessary to achieve its mission and goals.

Accessibility Services evaluates achievement of mission, goals, outcomes, and objectives by assessment.

Accessibility Services collects data that reflects the number and demographics of students who use the office, their identified disabilities, accommodations used and requested, and other pertinent data to reflect the work of Accessibility Services.

References:

29 U.S. Code Sections 701 et seq.;
NWCCU Standard 2.A.15
ORS 659.850

RESPONSIBILITY:

The Dean of Student Services is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 11/5/2019 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: STUDENT ACCIDENT INSURANCE

BOARD POLICY # 5205

Umpqua Community College shall assure that students are covered by accident insurance in those instances required by law or contract.

References:

ORS 30.282 (local public body insurance)

RESPONSIBILITY:

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).

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE: Student Accident Insurance New BP #: 5205 Old BP # & Title: N/A New AP #: Old AP # & Title: Revision Date: 6/13/2019
--

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
	<p>References:</p> <p>_____ ORS 30.282 (local public body insurance)</p> <p>NOTE: <i>Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture.</i></p> <p>The [entity] shall assure that students are covered by accident insurance in those instances required by law or contract.</p>	<p>References:</p> <p>ORS 30.282 (local public body insurance)</p> <p>Umpqua Community College shall assure that students are covered by accident insurance in those instances required by law or contract.</p>



BOARD POLICY

TITLE: ADMINISTRATIVE – EXEMPT EMPLOYEES

BOARD POLICY # 7240 *includes parts of 300 and 311.04; 316*

1. Definitions.

- a. **Administrative employees** are employees who have leadership, management and/or program oversight responsibilities. Administrators are employed by the College on an annual contract basis, with the exception of the president's contract, the terms of which are determined by the Board of Education.
- b. **Exempt employees** are paid on a salary basis and are not entitled under state and federal law to receive a minimum wage or overtime pay for hours worked. All administrators are exempt employees.
- c. **Confidential employees** are those who meet the definition under the Public Employees Collective Bargaining Act: “[O]ne who assists and acts in a confidential capacity to a person who formulates, determines and effectuates management policies in the area of collective bargaining.” Only administrators designated by the President to represent the College in collective bargaining are considered confidential employees.
- d. **Confidentiality.** While the term “confidential employee” only refers to those administrators described in 1c, all administrators are expected to maintain confidentiality of sensitive information.

2. Responsibilities.

- a. **Administrative-exempt employees** exercise direct responsibility for supervising the operation of or formulating policy regarding a program, department, division, or office of the College. Administrative staff shall promote the coordination of activities of the component parts of the institution to prevent duplication of effort and ensure that the total institution meets the College mission, vision, values and strategic plan.
- b. **Administrative/confidential-exempt** employees are required to develop or represent management policies, procedures, and viewpoints when dealing with employer-employee relations, or have duties that normally require access to confidential information that is used to contribute significantly to the development of management viewpoints, stances, or approaches to labor relations.

3. **Representation.** Administrative-exempt employees are not eligible for inclusion in a bargaining unit represented by an exclusive representative and the terms and conditions of their employment are not controlled by any collective bargaining agreement.
4. **Compensation.** Administrative-Exempt Employees shall be compensated in the manner provided for by the contract of employment. Compensation shall be set by the Board of Education upon recommendation by the College President.
5. **Terms and Conditions of Employment.** The terms and conditions of employment for administrative-exempt employees shall include, but not be limited to, procedures for evaluation and rules regarding transfers and reassignments. Administrative-Exempt Employees shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the College.

References:

NWCCU Standard 2.A.11

ORS 243.650

Public Employees Collective Bargaining Act, ORS 243.650(6)

RESPONSIBILITY:

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).

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE: Administrative-Exempt Employees
New BP #: 7240 Old BP # & Title: N/A for most; parts of BP 300 and 311.04; BP 316
New AP #: Old AP # & Title:
Revision Date: 10/31/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>300 The administrative staff is responsible for the overall operation and success of the institution. They shall provide education leadership, student development functions, and operate the business affairs of the college. Administrators shall promote the coordination of activities of the component parts of the institution to prevent duplication of effort and ensure that the total institution meets the College mission, vision, values and strategic plan.</p>	<p>(Includes 7240, 7250, 7260) BP 7240 [<i>Confidential</i>] Employees References: ORS 243.650 NOTE: <i>Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture.</i> [<i>Confidential</i>] employees are those who are required to develop or represent management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. The fact that an employee has access to confidential or sensitive information shall not in and of itself make the employee a confidential employee. A determination whether a position is a [<i>confidential</i>] one shall be made by the Board of Education in accordance with applicable state law and regulations. [<i>Confidential</i>] employees are not eligible for inclusion in a bargaining unit represented by an exclusive representative</p>	<p>1. Definitions.</p> <p>a. Administrative employees are employees who have leadership, management and/or program oversight responsibilities. Administrators are employed by the College on an annual contract basis, with the exception of the president's contract, the terms of which are determined by the Board of Education.</p> <p>b. Exempt employees are paid on a salary basis and are not entitled under state and federal law to receive a minimum wage or overtime pay for hours worked. All administrators are exempt employees.</p> <p>c. Confidential employees are those who meet the definition under the Public Employees Collective Bargaining Act: "[O]ne who assists and acts in a confidential capacity to a person who formulates, determines</p>

<p>311.04 excerpt</p> <p>The following employment classifications apply at UCC:</p> <p>C. Exempt/Non-Exempt Status Exempt employees are paid on a salary basis and are not entitled under state and federal law to receive a minimum wage or overtime pay for hours worked. Exempt employees include supervisory employees and professional employees, in accordance with applicable law.</p> <p>D. Confidential Employees Confidential employees are those who meet the definition under the Public Employees Collective Bargaining Act, ORS 243.650(6): "Confidential employee means one who</p>	<p>and the terms and conditions of their employment are not controlled by any collective bargaining agreement.</p> <p>The terms and conditions of employment for [<i>confidential</i>] employees shall be provided for by procedures developed by the [<i>CEO</i>]. Such terms and conditions of employment shall include, but not be limited to, procedures for evaluation, and rules regarding leaves, transfers, and reassignments.</p> <p>BP 7250 [<i>Educational Administrators</i>]</p> <p>References:</p> <p>NWCCU Standard 2.A.11</p> <p>NOTE: Although this policy is <i>recommended as good practice</i>, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture.</p> <p>[<i>Educational administrators</i>] are those who exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the [<i>entity</i>].</p> <p>[<i>Educational administrators</i>] shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board of Education upon recommendation by the [<i>CEO</i>]. [<i>Educational Administrators</i>] shall further be entitled to health and welfare benefits made available by action of the Board of Education upon recommendation by the [<i>CEO</i>].</p> <p>[<i>Educational administrators</i>] shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the [<i>CEO</i>].</p> <p>BP 7260 [<i>Non-Academic</i>] Supervisors and Managers</p>	<p>and effectuates management policies in the area of collective bargaining.” Only administrators designated by the President to represent the College in collective bargaining are considered confidential employees.</p> <p>d. Confidentiality. While the term “confidential employee” only refers to those administrators described in 1c, all administrators are expected to maintain confidentiality of sensitive information.</p> <p>2. Responsibilities.</p> <p>a. Administrative-exempt employees exercise direct responsibility for supervising the operation of or formulating policy regarding a program, department, division, or office of the College. Administrative staff shall promote the coordination of activities of the component parts of the institution to prevent duplication of effort and ensure that the total institution meets the College mission, vision, values and strategic plan.</p> <p>b. Administrative/confidential-exempt employees are required to develop or represent management policies, procedures, and viewpoints when dealing with employer-employee relations, or have duties that normally require access to confidential information that is used to contribute significantly to the development of management viewpoints, stances, or approaches to labor relations.</p>
--	--	---

<p>assists and acts in a confidential capacity to a person who formulates, determines and effectuates management policies in the area of collective bargaining."</p> <p>Contracts with Administrative Employees shall be in writing and shall state the length of time the contract is in force as well as the salary. These contracts shall not exceed one year in duration, with the exception of the president's contract, the terms of which are determined by the Board.</p>	<p>References: ORS 243.650</p> <p>NOTE: <i>Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture.</i></p> <p><i>[Non-academic]</i> administrators are administrators who are not employed as educational administrators.</p> <p><i>[Non-academic]</i> managers are those <i>[non-academic]</i> administrators, regardless of job description, having significant responsibilities for formulating <i>[entity]</i> policies or administering <i>[entity]</i> programs other than the educational programs of the <i>[entity]</i>.</p> <p>NOTE: <i>To be used if the entity offers contracts to non-academic administrators.</i></p> <p>If a <i>[non-academic]</i> administrator is employed by an appointment or contract, the appointment or contract shall be subject to the same conditions as applicable to educational administrators.</p> <p>NOTE: <i>To be used if the entity does not offer contracts to non-academic administrators.</i></p> <p><i>[Non-academic]</i> administrators may be employed in the same manner as the other members of the <i>[non-academic]</i> service. If a <i>[non-academic]</i> administrator is employed as a regular member of the <i>[non-academic]</i> service, employment shall be consistent with other provisions of these policies regarding employment of <i>[non-academic]</i> employees.</p>	<p>3. Representation. Administrative-exempt employees are not eligible for inclusion in a bargaining unit represented by an exclusive representative and the terms and conditions of their employment are not controlled by any collective bargaining agreement.</p> <p>4. Compensation. Administrative-Exempt Employees shall be compensated in the manner provided for by the contract of employment. Compensation shall be set by the Board of Education upon recommendation by the College President.</p> <p>5. Terms and Conditions of Employment. The terms and conditions of employment for administrative-exempt employees shall include, but not be limited to, procedures for evaluation and rules regarding transfers and reassignments. Administrative-Exempt Employees shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the College.</p> <p>References: NWCCU Standard 2.A.11 ORS 243.650 Public Employees Collective Bargaining Act, ORS 243.650(6)</p> <p>Responsibility: The Director of Human Resources is responsible for implementing and updating this policy and associated procedures.</p>
--	---	---



ADMINISTRATIVE PROCEDURE

TITLE: Vacation Leave for Administrative/Confidential-Exempt Employees

ADMINISTRATIVE PROCEDURE # 7345
was 319.03 BP & AP Vacation for Administrative Staff

RELATED TO POLICY # 7240 ADMINISTRATIVE-EXEMPT EMPLOYEES

1. Accrual

Administrative employees accrue vacation leave at 6.667 hours per pay period to equal 160 hours per year. Vacation leave begins accruing upon date of hire.

Administrative employees may accrue up to two years' vacation leave (320 hours).

2. Approval

Vacation for 1 or 2 days must be requested in advance and are subject to approval by the supervisor. For vacation requests of 3 to 10 days, requests must be made at least 5 working days in advance and are subject to approval by the supervisor. Supervisors have the discretion to make exceptions to the advance notice in the case of exceptional circumstances. Vacations extending beyond 10 working days are to be approved in advance by the supervisor and the President.

Supervisors have the responsibility to assure that the operations of the College continue when employees are on vacation. As such, supervisors may approve or deny requests based upon the needs of the College and may require coordination of vacation requests with other employees.

3. Payout at Separation

Administrative employees who separate from employment for any reason will receive a vacation payout for accrued but unused vacation hours up to the date of separation but for no more than 320 vacation leave hours.

Employees may not elect to receive pay in lieu of earned vacation leave except upon separation from the college.

4. Exceptions

Any exceptions to this Administrative Procedure shall only be made with the express written consent of the President.

RESPONSIBILITY:

The Director of Human Resources is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:**DATE OF ADOPTION:****DATE(S) OF REVISION: 11/19/2019 by CC****DATE(S) OF PRIOR REVIEWS: 4/3/2018 by CC; 6/8/2011**

<p style="text-align: center;">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p>___ Information Item</p> <p><input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Audit Report for FY 2018-19</p>	<p>Date: 12/11/2019</p>
<p>The Board of Education is requested to accept the 2018-19 Audit report.</p>	
<p>Recommendation by:</p> <p><i>N. Brown</i></p>	<p>Approved for Consideration:</p> <p><i>Debra Hatcher</i></p>

Subject: UCC FY2019 Audit

Audit reports to be issued

- **Audit report** – clean opinion
- **Government auditing standards report** - no findings to report
- **Federal awards** – no findings to report
- **Oregon minimum standards reports** – no findings to report

Required communications to be discussed:

- **Auditor's responsibility**
- **College management's responsibility**
- **Timing of the audit**
- **Significant new accounting policies**
- **Management's judgements and accounting estimates**
- **Financial statement disclosures**
- **Significant difficulties encountered during the audit** – none to report
- **Corrected and uncorrected misstatements** – none to report
- **Disagreements with management** – none to report

Recommendations discussed with College management

<p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p>___ Information Item __x_ Action Item</p>
<p>Subject: 2020-21 Tuition and Fee Increase Proposal</p>	<p>Date: December 11, 2019</p>
<p>Board approval is requested to increase tuition and fees as presented by the attached proposal effective at the beginning of the academic year commencing in the summer term 2020.</p>	
<p>Recommendation by:</p>	<p>Approved for Consideration:</p> 



TUITION and FEE PROPOSAL

FY2020-21

This proposal is prepared as part of the annual budget development process and adhered to the following guidelines:

1. Review fiscal sustainability and prepare a balanced budget.
2. Consider affordability and comparability with other community colleges.
3. Bring revenues and expenditures in balance over the period of operations.
4. Maintain the FY21 ending funding balance; at minimum, maintain the required 10-percent ending fund balance.

The proposal addresses tuition, student fees, and non-student fees in the context of the entire college budget, which considers all revenues sources, levels of planned expenditures, and projections for sustainability of programs and services.

After a review of the college's projected financial position for this year (2019-20) and next (2020-21) along with the state appropriation to community colleges, enrollment trends, college costs and unfunded mandates, the administration is asking the Board of Education to consider the following increases effective summer term 2020:

Tuition Proposal

Tuition	Basis	2019-20 Rate	Proposed \$ Increase/ (Decrease)	2020-21 Proposed Rate	Description	Fund
Tuition, in-state (in district and out of district border states)	Per credit hour	\$ 101.00	\$ 3.00	\$ 104.00	To support increased costs based on \$640.9 M state allocation	General
Tuition, out of state	Per credit hour	\$ 117.00	\$ 4.00	\$ 121.00	To adjust by 3%	General
Tuition, international	Per credit hour	\$ 218.00	\$ 7.00	\$ 225.00	To adjust by 3%	General

In-state tuition rate per credit

The in-state tuition rate applies to in-district residents and states where we have border agreements (Washington, Idaho, Nevada, and California). A tuition increase of \$3.00 per credit is recommended based on \$640.9M community colleges biennium state allocation. UCC's combined tuition and fees are currently at the state average; because of anticipated increases in tuition at other colleges, UCC's proposed increase is expected to keep us in the mid-range of Oregon community colleges.

2019-20 Tuition rate comparability with other community colleges

Community College	Charge Per Credit Hour	In-District Tuition & Fees Annualized
Blue Mountain	\$ 108.00	\$ 6,188.00
Central	\$ 106.00	\$ 5,389.00
Chemeketa	\$ 91.00	\$ 5,175.00
Clackamas	\$ 103.00	\$ 5,079.00
Clatsop	\$ 105.00	\$ 5,265.00
Columbia Gorge	\$ 107.00	\$ 5,715.00
Klamath	\$ 103.00	\$ 5,492.00
Lane	\$ 118.00	\$ 6,099.00
Linn-Benton	\$ 113.46	\$ 5,486.00
Mt. Hood	\$ 115.00	\$ 5,912.00
Oregon Coast	\$ 115.00	\$ 5,895.00
Portland	\$ 116.00	\$ 5,681.00
Rogue	\$ 112.00	\$ 5,895.00
Southwestern	\$ 96.00	\$ 5,859.00
Tillamook Bay	\$ 100.00	\$ 4,995.00
Treasure Valley	\$ 102.00	\$ 5,625.00
Umpqua	\$ 101.00	\$ 5,873.00
Statewide Average	\$ 106.56	\$ 5,624.88

Note: Annualized tuition is based upon full time enrollment of 15 credits per term for three terms along with fees assessed by credit or term for all students, regardless of courses taken or program enrollment. The chart does not capture any differential tuition some colleges charge for programs, like CTE, etc.

Same percentage rate increase is proposed for out-of-state and international tuition per credit. The amounts are rounded to the nearest dollar.

STUDENT FEES

Student Resources Fee

A new \$1.00 per credit Athletic fee is proposed for Board of Education approval. The fee will support student participation and utilization of the athletic facilities: students will be able to access fit center or pool during open swim as well as gain more opportunities to attend athletic events.

Student Resources Fee Structure

Student Resources Fee	Basis	2019-20 Rate	Proposed \$ Increase/ (Decrease)	2020-21 Proposed Rate	Description
Athletic Fee	Per Credit	-	\$1.00	\$1.00	Supports student engagement in athletic events, utilization of the athletic facilities (fitness center, pool during open swim).
Student Activity Fee	Per Credit	\$ 3.00	-	\$3.00	Supports the Student Life office, athletics, Umpqua Transit, and other activities determined by ASUCC
Student Fee for SUCCESS program	Per Credit	\$ 3.00	-	\$3.00	Supports the student success center and peer mentor programs
Technology Fee	Per Credit	\$7.50	-	\$7.50	Supports software contracts like Banner, Canvas, and Oracle along with printing costs for student in the library and labs.
Total	<i>Per Credit</i>	\$13.50	\$1.00	\$14.50	

Instructional Fee

An increase of \$1.00 per credit in the Instructional fee is proposed to offset the cost of labs, lecture/lab modalities.

Instructional fee per credit was implemented for FY19 to support costs associated with lab, lecture/lab, practicum, and clinical courses as they are much more expensive to teach.

Legacy Fee

Legacy Fee was established by Board resolution to be effective from fiscal year 2016 through fiscal year 2020 as follows:

2016	2017	2018	2019	2020
<i>\$7/credit hr</i>	<i>\$7/credit hr</i>	<i>\$8/credit hr</i>	<i>\$8/credit hr</i>	<i>\$8/credit hr</i>

The fee was designated to cover debt service payments associated with Full Faith and Credit Obligations Series 2014 issued for the construction of Bonnie J Ford Health, Nursing and Science building, and/or deferred maintenance once the debt service payments were covered. After FY2020, the Board of

Education was to review and establish the fee to be effective for FY 2021. The college administration asks the Board to maintain the \$8.00 per credit fee effective summer term 2020.

Course Fees

The following fees for forestry classes are proposed for Board's approval:

Course Fees	Basis	2019-20 Rate	Proposed \$ Increase/ (Decrease)	2020-21 Proposed Rate	Description	Fund
ATS 201 Climate Science	Per course	\$ -	\$ 54.00	\$ 54.00	To cover for systematic replacement of laboratory materials and transportation for field trips	Administratively Restricted
FOR/NR240 Forest Biology	Per course	\$ -	\$ 54.00	\$ 54.00	To cover for systematic replacement of laboratory materials and transportation for field trips	Administratively Restricted
FOR/NR241 Dendrology	Per course	\$ -	\$ 54.00	\$ 54.00	To cover costs of transportation for field trips	Administratively Restricted
FOR/NR261 Recreation Resource Management	Per course	\$ -	\$ 10.00	\$ 10.00	To cover costs of materials	Administratively Restricted

The following chart displays total annualized increase based on tuition and fee proposal for the most common number of registered credits:

Number of credits	Annualized			
	Tuition increase	Student Resource fee	Instructional Fee	Total
6 credits per term	\$ 54	\$ 18	\$ 18	\$ 90
12 credits per term	\$ 108	\$ 36	\$ 36	\$ 180
13 credits per term	\$ 117	\$ 39	\$ 39	\$ 195
14 credits per term	\$ 126	\$ 42	\$ 42	\$ 210
15 credits per term	\$ 135	\$ 45	\$ 45	\$ 225

Increases in tuition and fees will be incorporated in the cost of attendance and are eligible for coverage by Financial Aid.

Non-Student Fees

The following non-student proctoring fees are proposed for the Board's approval:

Non-Student Fees	Basis	2019-20 Rate	Proposed \$ Increase/ (Decrease)	2020-21 Proposed Rate	Description	Fund
ESD Instructional Assistants placement testing fee	Per test	\$ 27.00	\$ 27.00	\$ 54.00	Fee for average testing time of 2.5 to 3 hours to cover costs of testing and proctoring	General
Trade Certification Testing /Oregon Department of Consumer and Business Services	Per test	\$ 10.00	per negotiated contract with the state	per negotiated contract with the state	To cover proctoring costs for trade certification testing	General
Standard Proctoring Fee	basis change from per test to per hour	\$25 per test	depends on number of hours	\$18 per hour	To cover proctoring costs for non-students	General