

**UMPQUA COMMUNITY COLLEGE**  
*Umpqua Community College transforms lives and enriches communities.*

**VOL. LIV, No. 6 BOARD OF EDUCATION MEETING**  
February 12, 2020; 4:30 P.M., HNSC 101

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**A G E N D A**

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**MEMBERS:**

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

Randy Richardson \_\_\_\_\_  
Erica Mills \_\_\_\_\_  
Twila McDonald \_\_\_\_\_

**ADMINISTRATION:**

Debra Thatcher \_\_\_\_\_  
Kacy Crabtree \_\_\_\_\_

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**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 1-61**

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**

<b>VII.</b>	<b>REPORTS</b>		<b>pp 62-76</b>
	<b>A. Standing Reports</b>		
	1. ASUCC Report	Jesika Barnes	
	2. ACEUCC Report	Susan Neeman	
	3. UCCFA Report	John Blackwood	
	4. UCCPTFA Report	Jenny Friedman	
	5. OCCA Report	Doris Lathrop	
	6. President's Report	Debra Thatcher, President	
	7. Chair's Report	Chair Loosley	
	<b>B. Informational Reports</b>		<b>pp 77-80</b>
	1. Accreditation Update ( <i>standing; report submitted, no discussion</i> )	Emily Fiocco	
	2. Open Educational Resources Research	Jennifer Lantrip	
	3. Guided Pathways Update	Danielle Haskett	
<b>VIII.</b>	<b>OLD BUSINESS</b>		
<b>IX.</b>	<b>NEW BUSINESS</b>		
	A. Addition of eSports	Craig Jackson	p 81
	B. Addition of Women's Soccer	Craig Jackson	p 82
	C. Board Policies & Procedures – First Reading	Chair Loosley	pp 83-133
	D. Policies – First Reading	TBD	pp 134-255
	E. Financial Report for FY 2019-20	Natalya Brown	pp 256-269
	F. Res. No. 12 – Contract Award	Natalya Brown	pp 270-271
<b>X.</b>	<b>BOARD COMMENTS</b>	Chair Loosley	
<b>XI.</b>	<b>ADJOURNMENT</b>	Chair Loosley	

**NEXT BOARD MEETING:**

- Board Meeting, March 11, 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: Feb. 12, 2020

Recommend approval of:

1. Minutes of College Board Meeting of Dec. 11, 2019 pp 1-3
2. Minutes of College Board Retreat on Jan. 23, 2020 pp 4-6
3. Personnel Actions p 7
4. The following policies are coming to the Board for a second reading: pp 8-61

Old #	New #	Title	
N/A	3120	Reports to the Board of Education	p 8
N/A	5010	Admissions and Concurrent Enrollment	pp 11-14
N/A	5015	Residence Determination	pp 18-20
710	5020	Nonresident Tuition	pp 24-25
704	5075	Course Adds and Drops	pp 28-29
N/A	5110	Mental Health Services	pp 36-39
N/A	5140	Accessibility Services	pp 47-49
N/A	5205	Student Accident Insurance	pp 53-54
N/A	7240	Administrative / Confidential-Exempt Employees	pp 55-59

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

Old #	New #	Title	
N/A	3120	Reports to the Board of Education	pp 9-10
N/A	5011	Admissions and Concurrent Enrollment of High School and Other Young Students	pp 15-17
N/A	5012	International Students	p 18
N/A	5015	Residence Determination	pp 21-23
N/A	5020	Nonresident Tuition	pp 26-27
704	5075	Course Adds and Drops	pp 31-35
N/A	5110	Confidentiality of Mental Health Services	pp 40-43
N/A	5111	Mental Health Records and Documentation	pp 44-46
N/A	5140	Accessibility Services	pp 50-52
319.03 BP/AP	7345	Vacation Leave for Administrative / Confidential-Exempt	pp 60-61

Recommendation by:



Approved for Consideration:



**UMPQUA COMMUNITY COLLEGE  
BOARD MINUTES  
December 11, 2019**

The Umpqua Community College Board of Education met on Wednesday, December 11, 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 4:37 p.m. and the pledge of allegiance was given.

**Directors present:** Guy Kennerly, David Littlejohn, Doris Lathrop, Steve Loosley, Twila McDonald, and Erica Mills (via phone)

**Director excused:** Randy Richardson

**Others present:**

Debra Thatcher	Emily Fiocco	Becky Kipperman	Jessica Richardson	Natalya Brown
Robynne Wilgus	Danielle Haskett	Zoey Godfrey	Jason Aase	
Tim Hill	Christina Case	Sanne Godfrey	Ina Jackson	
Carol McGeehon	April Hamlin	Steve Rogers	Scott Simpson	
Missy Olson	Cathy Chapman	Craig Jackson	Kevin Mullerleile	

**Citizen Comments** – There were none.

**Consent Agenda**

1. Minutes of College Board Meeting of Nov. 13, 2019
2. Personnel Actions
3. Policy – 2<sup>nd</sup> Reading

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

The Consent Agenda was approved by general consent; the items are attached to the permanent minutes.

**Changes to the agenda** – The Board Packet had one revision since the original distribution. During the meeting, the audit was presented prior to the Chair’s Report.

**STANDING REPORTS**

- **ASUCC, ACEUCC, UCCFA, and UCCPTFA** – No report. Chair Loosley noted UCCPTFA President Jeri Frank is retiring and Jenny Friedman will be taking her place.
- **OCCA – Dir. Lathrop:** At their recent meeting, the OCCA Board reviewed the annual conference; all college board members were encouraged to attend next year’s conference. Other topics included working with K-12 schools towards student success, a workshop on equity/equality, and the approval of state universities to accept all AAOT credits from community colleges. Community college participation on the OSBA board was encouraged.
- **President – Dr. Thatcher:** The cultural competency report was highlighted. The college’s efforts meet the legislative standards.

- **Chair – Chair Loosley:** The Flegel Center renovation is complete and the student athletes have moved in. Appreciation was expressed for the efforts of the athletic director, coaches, volunteers, and donors. The Legion Field Turf Project is near completion and will be finalized as weather permits. Chair Loosley recognized those who provided leadership and donations for the project.

### INFORMATIONAL REPORTS

Emily Fiocco, Director of Institutional Effectiveness, provided an overview of the accreditation report submitted.

Missy Olson, Dean of Enrollment Management, continued a review of the enrollment report, which began during the work session. The review included the overall enrollment trends of transfer students, Career and Technical Education, dual credit, Adult Basic Skills, Community and Workforce Training, and Small Business Development Center. The enrollment chart of program areas was highlighted.

**OLD BUSINESS** – There was none.

### NEW BUSINESS

Policies, listed below, were presented for a first reading. The associated administrative procedures were also reviewed.

Old #	New #	Title
N/A	3120	Reports to the Board of Education
N/A	5010	Admissions and Concurrent Enrollment
701	5015	Residence Determination
710	5020	Nonresident Tuition
704	5075	Course Adds and Drops
N/A	5110	Mental Health Services
N/A	5140	Accessibility Services
N/A	5205	Student Accident Insurance
N/A	7240	Administrative / Confidential-Exempt Employees

Moss Adams auditors, Kevin Mullerleile and Scott Simpson, were introduced by Natalya Brown, CFO. Mr. Mullerleile indicated it was the third year for Moss Adams to provide UCC's audit. The audit was performed within accordance of general accounting principles. The audit report received a clean opinion. There were no findings to report in the Government Auditing Standards, Federal Awards, or Oregon Minimum Standards reports. The UCC staff were commended for their efforts during the audit. The UCC Foundation audit, also performed by Moss Adams, was clean as well.

**MOTION:**        **I move to accept the audit, as presented. Motion by Dir. Littlejohn, seconded by Dir. Lathrop and carried unanimously.**

Ms. Brown requested an increase in tuition and fees as presented in the Tuition and Fee Proposal FY 2020-21, which is attached to the permanent minutes. The adjusted rates would commence with summer term 2020. Ms. Brown explained the factors in developing the proposal and working within the budget development timeline. Questions and concerns were expressed about the increase, the effect on

enrollment, and comparison costs with other colleges. The College was advised to evaluate the programs offered and their benefit to the community; and, to develop a model for determining the cost of a program.

**MOTION: I move to accept the Tuition and Fee Proposal FY 2020-21, as presented. Motion by Dir. Kennerly, seconded by Dir. McDonald and carried unanimously.**

The Board will have a half-day retreat in January, instead of the regular Board meeting; the date is yet to be determined.

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:

- Personnel Actions
- 2<sup>nd</sup> Reading of policy 4300
- 1<sup>st</sup> Reading of 3120, 5010, 5015, 5020, 5075, 5110, 5140, 5205, 7240
- Tuition and Fee Proposal FY 2020-21

## **UCC 2019-20 Winter Retreat Notes**

January 23, 2020

8:30 am to noon, Lang Center

### ***No action was taken at the Winter Retreat.***

**Attendees:** Steve Loosley, Twila McDonald, Guy Kennerly, Randy Richardson, David Littlejohn, Erica Mills, Deb Thatcher, Emily Fiocco, and Robynne Wilgus

### **Report from Emily Fiocco, Director of Institutional Effectiveness**

An update on Assessment and Accreditation was provided with a PowerPoint presentation. A strategic resource allocation process is now part of the budgeting cycle. There are thirteen indicators to help measure student success and mission fulfillment; they will also be used for strategic decision-making. Informational workshops, assessment updates, and committee work will continue along with implementing changes.

### **Report from President Thatcher**

- Accreditation – NWCCU has new standards as of Jan. 1.
- Staffing needs – there are legitimate requests for additional staffing.
- Physical Plant Needs – the college has aging facilities. An assessment plan will be done in March. Whipple Fine Arts building will be undergoing a seismic upgrade over the summer. Jackson Hall will have a few uplifts.
- Enrollment – is down, as is everywhere else. It is projected to continue to drop through 2025. A major factor in community college enrollment is driven by unemployment. UCC is rethinking programming and online offerings. There was a brief discussion regarding housing.
- Funding – resource allocations. A policy and procedure for creating, modifying, and deleting programs is being worked on.
- Relevance – does it matter if a person has a higher ed credential?
- Campus Culture – working on trying to reward behavior. Culture of accountability. A group will be reading The Oz Principle. Accountability ladder: accountable behaviors, things happen because of you, vs. victim behaviors, things happen to you.
- Scheduling – looking at scheduling differently.
- Business & Industry interactions – partnering with schools for a listening session.
- Sustainability – OPC will be having this conversation.

### **Facility and Events Rental Rates Discussion**

President Thatcher explained that UCC facility use fees are not out of line. One of the issues has been providing discounts that renters have become accustomed to and now income isn't coming in to meet the needs of facility upkeep such as lighting, curtains, etc. There was further discussion including the challenges of scheduling. The College is working on improvement in this area. A committee has been created to talk about the building needs of Jacoby and the usage. They have been tasked with coming up with a ten year plan.

Is providing event spaces central to the college mission? Should there be consideration for another entity running Jacoby? Thoughts were shared:

- Can't take a business model and rent facilities because cost of FTE is high

- If Cow Creek were on campus it would be a DEI goal
- Shouldn't subsidize facility use
- Subsidizing things on the periphery of education seems like poor stewardship; or how do you make the economics of it more attractive.

The biggest issue is the process and customer service. It should be more accessible/easier to secure. Deb will talk with team about the feasibility of outsourcing and looking at similar facilities at community colleges.

**Reputation/Image** - The group listed UCC image improvements and wins on 3 x 5 cards.

The wins were reviewed:

- Deb always listens and considers input, and treats others well
- Works well with high schools
- Location of campus
- Leadership team
- Sports programs
- Athletic programs – Craig's leadership
- Dual enrollment; collaboration with high schools
- Talented educators
- Respected Nursing program
- Good parking
- More affordable than university
- Awesome programs
- Arts theatre
- Maple Corner Montessori
- Facilities
- Beautiful campus
- Strategic plan with ... goals
- Great foundation
- Baseball team's community involvement
- Strategic relationship with foundation

Areas to improve – opportunities for more wins:

- Invite people to campus – the community's campus. Relationship with campus needed.
- Negative encounters/perceptions go out to the community and take a long while to repair
- Propagate the information the college wants to publicize. Control the narrative – lead the stories.
- Student/Athlete of the month/week
- Action/steps to change
- Backup plan/options for funding the Tech Center

#### **Fear of Conflict**

There was open dialogue at the meeting.

#### **Board Self- Assessment - checkup**

The circle table format worked well for the retreat.

#### **Concluding Discussion Topics**

- Policies. Be on the lookout! They will be coming soon.
- ORS 341.283 Four affirmative votes are required for Board action.
- Foundation Annual Giving Campaign update – reminder to give.
- Good of the Order

- Flegel Center open house next Thursday
- Thank you for Robynne's help
- Erica went to DEI training. In a snapshot – it was a short time for an intense topic; good groundwork laid, but it was an introduction. Deeply ingrained, institutional systems that prevent certain populations from accessing opportunities. Need to recognize it internally. Good foundation was laid.
- Next month IDEAL Committee will start as action oriented for applying the equity lens.

The meeting ended at 12:16 pm.

TO: UCC Board of Education  
FROM: Kelley Plueard, Interim Director of Human Resources  
SUBJECT: Personnel Actions  
DATE: February 12, 2020

Board approval is requested on the following personnel actions:

**Administrative Contracts:**

Lisa Woods, Director of SBDC - Effective January 21, 2020

**Faculty Contracts:**

Leslie Rogers, Accessibility Services Coordinator - Effective January 2, 2020

**Resignations/Separations:**

Jason Aase, Dean of CTE – Effective January 2, 2020

Karen Carroll, Interim Dean of A&S – Effective January 31, 2020

Debra Caterson, Director of Business Incubation & SBDC – Effective January 31, 2020



## BOARD POLICY

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**TITLE: Reports to the Board of Education**

**BOARD POLICY # 3120**

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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).

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**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

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**TITLE: ADMISSIONS AND CONCURRENT ENROLLMENT**

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

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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).

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

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

**Complete for Conversions Only**

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

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p><del>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]</del></p> <p><del>A. Graduates from an accredited secondary school.</del></p> <p><del>B. Individuals who have earned the GED Certificate of Equivalency or an Adult High School Diploma.</del></p> <p><del>C. Non-high school graduates who are 18 years old or over and whose high school class has graduated.</del></p> <p><del>D. Individuals who are 16 or 17 years old who are not required to attend high school and furnish a written release from compulsory</del></p>	<p><del>The [ <b>entity</b> ] shall admit students who meet one of the following requirements:</del></p> <p><b>[ Insert admissions requirement(s) ]</b></p> <p><del>The [ <b>entity</b> ] shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The [ <b>CEO</b> ] shall establish procedures for evaluating the validity of a student's high school completion.</del></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><del>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</del></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 <b>Dean of Enrollment Management</b> shall establish procedures for evaluating the validity of a student's high school completion.</p>
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## ADMINISTRATIVE PROCEDURE

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

**ADMINISTRATIVE PROCEDURE # 5011**

**RELATED TO POLICY # 5010 Admissions and Concurrent Enrollment**

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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.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 11/5/2019**

**DATE(S) OF REVISION:**

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



## ADMINISTRATIVE PROCEDURE

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**TITLE:** International Students

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

**RELATED TO POLICY #** 5010 Admissions and Concurrent Enrollment

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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.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:** 11/5/2019 by CC

**DATE(S) OF REVISION:**

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



## BOARD POLICY

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**TITLE: RESIDENCE DETERMINATION**

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

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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).

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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

# POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

## Complete for Conversions Only

<b>TITLE:</b>			
<b>New BP #:</b>	BP 5015 Residence Determination	<b>Old BP # &amp; Title:</b>	BP 701: Residency Policy for Tuition
<b>New AP #:</b>		<b>Old AP # &amp; Title:</b>	N/A
<b>Revision Date:</b>	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><del>In-state tuition is charged to students who:</del></p> <ul style="list-style-type: none"> <li><del>Have maintained permanent residency in Oregon for at least 90 continuous days immediately preceding the term and have demonstrated intent to reside permanently;</del></li> <li><del>Are permanent residents of Washington, Idaho, Nevada, or California</del></li> <li><del>Have provided documentation of tribal membership of one of the federally recognized tribes of Oregon, or</del></li> </ul>	<p>The <del>[ CEO ]</del> shall enact <del>procedures to assure that residence determinations are made in accordance with [ state law and this policy ]</del>.</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"> <li>Have maintained permanent residency in Oregon for at least 90 continuous days immediately preceding the term and have demonstrated intent to reside permanently;</li> <li>Are permanent residents of Washington, Idaho, Nevada, or California</li> <li>Have provided documentation of tribal membership of one of the federally recognized tribes of Oregon, or</li> </ol>

<ul style="list-style-type: none"> <li>• <del>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.</del></li> </ul> <p><del>Students not meeting the requirements outlined above pay out-of-state tuition charges. International students are required to pay out-of-state tuition.</del></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><b>RESPONSIBILITY:</b></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>
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## ADMINISTRATIVE PROCEDURE

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**TITLE: Residence Determination**

**ADMINISTRATIVE PROCEDURE # 5015**

**RELATED TO POLICY # 5015 Residence Determination**

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### **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.

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



## BOARD POLICY

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**TITLE: NONRESIDENT TUITION**

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

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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).

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b> Nonresident Tuition <b>New BP #:</b> 5020 <b>Old BP # &amp; Title:</b> 710 Tuition and Fees <b>New AP #:</b> <b>Old AP # &amp; Title:</b> <b>Revision Date:</b> 11/13/2018
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p><del>The Board of Education will set tuition and fees for the College.</del></p> <p><del>An opportunity for student participation in the annual review of tuition and fees should be provided.</del></p> <p><del>Classes, workshops, or events offered under the cost - recovery strategy will be self - supporting.</del></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

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**TITLE: Nonresident Tuition**

**ADMINISTRATIVE PROCEDURE # 5020**

**RELATED TO POLICY # 5020 Nonresident Tuition**

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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.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 11/5/2019 by CC**

**DATE(S) OF REVISION:**

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

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b> Nonresident Tuition <b>New BP #:</b> <b>Old BP # &amp; Title:</b> <b>New AP #:</b> 5020 <b>Old AP # &amp; Title:</b> <b>Revision</b> <b>Date:</b> 11/13/2018
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
N/A		<p>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.</p> <p>The Board of Education will set tuition and fees for the College.</p> <p>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.</p>



## BOARD POLICY

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**TITLE: COURSE ADDS AND DROPS**

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

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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).

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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

**POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE**  
**Complete for Conversions Only**

<b>TITLE:</b> Course Adds and Drops
<b>New BP #:</b> 5075 <b>Old BP # &amp; Title:</b> 704 Withdrawals (is actually part of 5070 Attendance)
<b>New AP #:</b> <b>Old AP # &amp; Title:</b>
<b>Revision Date:</b> 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](mailto:FinancialAid@umpqua.edu) and [Registration@umpqua.edu](mailto: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.

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



## BOARD POLICY

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**TITLE: MENTAL HEALTH SERVICES**

**BOARD POLICY # 5110**

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- A. The College shall assure the provision of short term mental health services aimed at addressing personal concerns that are affecting students' academic lives including:
1. personal counseling
  2. crisis counseling
  3. case management and referral to community resources for ongoing service needs
  4. skills training and coaching
  5. consultation
- B. Many concerns may be addressed within 6 sessions or less.
- C. 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.

**D. 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.)

**E. 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).

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

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b> Mental Health Services
<b>New BP #:</b> BP5110 <b>Old BP # &amp; Title:</b>
<b>New AP #:</b> <b>Old AP # &amp; Title:</b>
<b>Revision Date:</b> 10/3/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
None existing	<p><del>Counseling services are an essential part of the educational mission of the [entity].</del></p> <p>The [ <b>CEO</b> ] shall assure the provision of counseling services including [ <b>list counseling services offered, e.g., academic, career, or personal counseling</b> ] 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"> <li>personal counseling</li> <li>crisis counseling</li> <li>case management and referral to community resources for ongoing service needs</li> <li>skills training and coaching</li> <li>consultation</li> </ul> <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><b>References</b></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><b>Responsibility</b> 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>
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## ADMINISTRATIVE PROCEDURE

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**TITLE: Confidentiality of Mental Health Services**

**ADMINISTRATIVE PROCEDURE # 5110**

**RELATED TO POLICY # 5110 Mental Health Services**

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### **A. Informed Consent**

1. 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.
2. 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.
3. 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.

### **B. Limits of Mental Health Confidentiality**

1. 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.
2. 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.

### **C. Calendar Access for Mental Health Services**

1. Student confidentiality is a priority.

2. 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.
3. 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.
4. IT staff will have access to the calendar for IT purposes and will uphold all confidentiality described within.
5. 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.
6. 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.”

#### **D. 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.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 11/12/2019 by CC**

**DATE(S) OF REVISION:**

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

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b> Confidentiality of Mental Health Services	
<b>New BP #:</b>	<b>Old BP # &amp; Title:</b>
<b>New AP #:</b> AP5110	<b>Old AP # &amp; Title:</b>
<b>Revision Date:</b>	10/3/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
None existing	None existing	<p><b>1. Informed Consent</b></p> <p>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.</p> <p>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.</p> <p>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.</p> <p><b>2. Limits of Mental Health Confidentiality</b></p> <p>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.</p> <p>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,</p>

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.

#### **References**

Code of Ethics of the National Association of Social Workers, Confidentiality,  
<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>

**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.



## ADMINISTRATIVE PROCEDURE

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**TITLE: Mental Health Records and Documentation**

**ADMINISTRATIVE PROCEDURE # 5111**

**RELATED TO POLICY # 5110 Campus Mental Health Services**

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### **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.

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



## BOARD POLICY

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**TITLE: ACCESSIBILITY SERVICES**

**BOARD POLICY # 5140**

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- A. Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in Umpqua Community College.
- B. 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.
- C. 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.
- D. No student with disabilities is required to participate in the Accessibility Services program.
- E. 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.
- F. 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).

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b> Accessibility Services <b>New BP #:</b> 5140 <b>Old BP # &amp; Title:</b> <b>New AP #:</b> <b>Old AP # &amp; Title:</b> <b>Revision Date:</b> 11/13/2018
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
N/A	<p><b>BP 5140 Disabled Student Programs and Services</b></p> <p><b>References:</b></p> <p style="padding-left: 40px;">29 U.S. Code Sections 701 et seq.; NWCCU Standard 2.A.15 ORS 659.850</p> <p><b>NOTE:</b> <i>Although this policy is <b>recommended as good practice</b>, 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 [ <b>entity</b> ].</p>	<p><b>BP 5140 Accessibility Services</b></p> <p><b>References:</b></p> <p style="padding-left: 40px;">29 U.S. Code Sections 701 et seq.; NWCCU Standard 2.A.15 ORS 659.850</p> <p>Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the <b>Umpqua Community College</b>.</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 <del>Disabled Students Programs and Services (DSPS)</del> 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><del>DSPS</del> 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 <del>Disabled Students Programs and Services</del> program.</p> <p>The <del>District</del> shall respond in a timely manner to accommodation requests involving academic adjustments. The [ <b>CEO</b> ] 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 [ <b>CEO</b> ] shall assure that the DSPS program conforms to all requirements established by the relevant law and regulations.</p> <p><b>Adopted:</b></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 <b>Coordinator</b> 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 <b>Coordinator</b> shall assure that the AS program conforms to all requirements established by the relevant law and regulations.</p>
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## ADMINISTRATIVE PROCEDURE

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**TITLE: Accessibility Services**

**ADMINISTRATIVE PROCEDURE # 5140**

**RELATED TO POLICY # 5140 Accessibility Services**

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- A. 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.
- B. 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.
- C. 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
- D. 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.

- E. 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.
- F. Verification for eligibility of services is completed with Accessibility Services Coordinator and the student.
- G. 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.
- H. 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.
- I. Auxiliary aids and services offered but not limited to are:
  - 1. Alternative testing
  - 2. Alternative Testing Environment
  - 3. Alternative Media Format
  - 4. Audio recorder
  - 5. Notetakers
  - 6. Interpreters
  - 7. Flexibility of deadlines
  - 8. Memory aides
  - 9. Readers
  - 10. Mobility Assistance
- J. Objectives of Accessibility Services are to:
  - 1. Provides academic accommodations
  - 2. Offers support services
  - 3. Promotes a supportive learning environment
  - 4. Promotes student independence, program accessibility and a psychologically-supportive environment

5. Helps students achieve educational objectives

K. 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.

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

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

N. 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

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**TITLE: STUDENT ACCIDENT INSURANCE**

**BOARD POLICY # 5205**

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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).

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**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><b>TITLE:</b> Student Accident Insurance</p> <p><b>New BP #:</b> 5205    <b>Old BP # &amp; Title:</b> N/A</p> <p><b>New AP #:</b>            <b>Old AP # &amp; Title:</b></p> <p><b>Revision Date:</b> 6/13/2019</p>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
	<p><b>References:</b></p> <p><del>_____ ORS 30.282 (local public body insurance)</del></p> <p><b>NOTE:</b> <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 [<b>entity</b>] shall assure that students are covered by accident insurance in those instances required by law or contract.</p>	<p><b>References:</b></p> <p><b>ORS 30.282 (local public body insurance)</b></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

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**TITLE: ADMINISTRATIVE – EXEMPT EMPLOYEES**

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

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### 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).

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

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

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

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>300  <del>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.</del></p>	<p>(Includes 7240, 7250, 7260)  <b>BP 7240</b>    [ <i>Confidential</i> ] Employees  <b>References:</b>                            ORS 243.650    <b>NOTE:</b> <i>Although this policy is <b>recommended as good practice</b>, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture.</i>    <del>[ <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.</del>              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.    <del>[ <i>Confidential</i> ] employees are not eligible for inclusion in a bargaining unit represented by an exclusive representative</del></p>	<p><b>1. Definitions.</b></p> <p>a. <b>Administrative employees</b> 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. <b>Exempt employees</b> 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. <b>Confidential employees</b> 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><del>C. Exempt/Non-Exempt Status</del>  <del>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.</del></p> <p><del>D. Confidential Employees</del>  <del>Confidential employees are those who meet the definition under the Public Employees Collective Bargaining Act, ORS 243.650(6): "Confidential employee means one who</del></p>	<p>and the terms and conditions of their employment are not controlled by any collective bargaining agreement.</p> <p><del>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.</del></p> <p>BP 7250 [ <i>Educational Administrators</i> ]</p> <p>References:          NWCCU Standard 2.A.11</p> <p><b>NOTE:</b> <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><del>[ <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>].</del></p> <p><del>[ <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>].</del></p> <p><del>[ <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>].</del></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. <b>Confidentiality.</b> 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. <b>Responsibilities.</b></p> <p>a. <b>Administrative-exempt employees</b> 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. <b>Administrative/confidential-exempt</b> 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>
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<p><del>assists and acts in a confidential capacity to a person who formulates, determines and effectuates management policies in the area of collective bargaining."</del></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><b>References:</b></p> <p>ORS 243.650</p> <p><b>NOTE:</b> <i>Although this policy is <b>recommended as good practice</b>, 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><del><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>.</del></p> <p><b>NOTE:</b> <i>To be used if the entity offers contracts to non-academic administrators.</i></p> <p><del>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.</del></p> <p><b>NOTE:</b> <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. <b>Representation.</b> 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. <b>Compensation.</b> 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. <b>Terms and Conditions of Employment.</b> 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><b>References:</b></p> <p>NWCCU Standard 2.A.11</p> <p>ORS 243.650</p> <p>Public Employees Collective Bargaining Act, ORS 243.650(6)</p> <p><b>Responsibility:</b> The Director of Human Resources is responsible for implementing and updating this policy and associated procedures.</p>
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## ADMINISTRATIVE PROCEDURE

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**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**

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### **A. Accrual**

1. 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.
2. Administrative employees may accrue up to two years' vacation leave (320 hours).

### **B. Approval**

1. 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.
2. 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.

### **C. Payout at Separation**

1. 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.
2. Employees may not elect to receive pay in lieu of earned vacation leave except upon separation from the college.

### **D. 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.

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**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;"><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p style="text-align: center;"><u>  X  </u> Information Item  <u>      </u> Action Item</p>														
<p>Subject: Standing Reports</p>	<p>Date: February 12, 2020</p>														
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">ASUCC Report</td> <td style="width: 50%; border: none;">Jesika Barnes</td> </tr> <tr> <td style="border: none;">ACEUCC Report</td> <td style="border: none;">Susan Neeman</td> </tr> <tr> <td style="border: none;">UCCFA Report</td> <td style="border: none;">John Blackwood</td> </tr> <tr> <td style="border: none;">UCCPTFA Report</td> <td style="border: none;">Jenny Friedman</td> </tr> <tr> <td style="border: none;">President's Report</td> <td style="border: none;">Debra Thatcher, President</td> </tr> <tr> <td style="border: none;">OCCA Report</td> <td style="border: none;">Doris Lathrop</td> </tr> <tr> <td style="border: none;">Chair Report</td> <td style="border: none;">Steve Loosley</td> </tr> </table>		ASUCC Report	Jesika Barnes	ACEUCC Report	Susan Neeman	UCCFA Report	John Blackwood	UCCPTFA Report	Jenny Friedman	President's Report	Debra Thatcher, President	OCCA Report	Doris Lathrop	Chair Report	Steve Loosley
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**Office of the Provost  
Report to the Board of Education  
February 2020**

**Division of Academic Services**

1. **Guided Pathways:** The arts and science faculty have been focusing on increasing completion rates by developing clear academic paths for transfer students. During fall 2019, academic paths, or *Flightpaths*, have been created in History, Spanish, and Media Studies by faculty in those disciplines to assist students in taking the appropriate courses for transfer as a major in one of those areas of study. In addition, faculty work is currently underway to complete Physical Sciences, Math, Art, and Theater Arts Flightpaths.
2. **Community Involvement:** The arts and faculty are committed to strengthening community involvement by holding events that incorporate the community. The Department of Performing and Visual Arts holds several events each term that are open to the public. This fall, a total of 1,455 people attended eight music concerts performed by UCC bands and the Umpqua Singers. An average of 40 people attended each night's performance of the War of the World Radio play by theater students, for a total of 120 people over the three nights. The closing reception of the Heather Goodwind Exhibit in the UCC Art Gallery brought in 25 people. Planning for hosting the 2020 High School Math Competition on April 2<sup>nd</sup> is in full swing. It is expected that more than 150 high school students will compete in this regional competition on the UCC campus.
3. **Presentations:**
  - Janine Roza, (one-year temporary) Geology Faculty, will be presenting a paper at the International Geological Congress in India in April.
  - Susan Rochester, Art Faculty, had a solo exhibit at Hawkeye Community College in Waterloo, Iowa.
4. **Student Update:**
  - Kindra Neely (UCC Class of 2016), went on to study at the prestigious Savannah College of Art and Design. She has completed a graphic novel, *Numb to This*, detailing her experiences in the aftermath of the UCC shooting. Publishing house Little, Brown and Company has picked up her book, which will be published in Fall 2022.
5. **Developmental Education:** We were awarded the Gear Up (Gaining Early Awareness and Readiness for Undergraduate Programs) grant. The grant would support incoming freshman transition activities (e.g., summer bridge program, text messaging), academic support, integration and connections, financial awareness and academic advising. This work aligns with the Guided Pathways initiative of helping students choose and enter a program pathway.
6. **Library:** Open Educational Resources (OER) at UCC is saving our students money. The average cost

of textbooks for an AAOT degree at Umpqua Community College (UCC) dropped \$714.67 from \$2,355.03 to \$1,640.36 from 2015-19. This saved the 173 students who graduated with an AAOT degree in 2016 and 2017 a total of \$123,637.91.

7. **Tutoring Services:** The success center has created Winter term study groups for Computer Science, Chemistry, Math 20-253, Physics, Spanish and Writing. Faculty have been encouraged to hold office hours in the success center.

## Division of Enrollment Management

### 8. Admissions (summer, fall, winter) through January 9:

- 19-20: 3,312
- 18-19: 3,504

### 9. Enrollment Management Fall and Winter Outreach

- Admissions Office Numbers, **8/27/2019-1/15/2020**

Student Appointments	607
Phone calls made/received	1668
Admission Applications Processed	1184
E-mail outreach	1966

- To help with effectively converting new admits, the Enrollment Advisors and Recruitment Coordinator reach out to prospective students based on who processed their application. They also have follow-up with students by degree to ensure they form personalized relationships and provide consistent information.
- Dustin Cosby is the primary international admissions advisor, and UCC now has 9 international students.

### 10. Recruitment and Retention Initiatives:

- Conducted a SS/EM staff barrier survey, followed by further brainstorming and analysis. Workgroups are being formed to research issues and determine solutions.
- EM Plan developed covering both recruitment and cross-campus retention efforts.
- Beginning changes to the transfer website that also tie to the guided pathways initiative.
- Guided Pathways Handbook developed to define key words and start streamlining major selection process
- Enrollment Events
  - Two Fall Riverhawk Ready Days (60 registered)
  - Winter Term Orientations (193 Attendees)
  - Partner meetings and workshops:
    - UCC JOBS workshop
    - Education Program Manager and the Tribal Workforce Development/Tribal Youth Council with Cow Creek Band of Umpqua Tribe of Indians
    - Career Fair at Mercy Medical Center
    - Presented at Youth Transition Program County Meeting
    - High School Connections Day 2019
    - Presented to the Great by 8<sup>th</sup> group at the Boys and Girls club.

- Fall Financial Aid Nights at 9 high schools (estimated 300 attendees)
- Southern Oregon Trade Careers Expo (around 1,800 high school students from seven counties)
- UCC Preview Day, October 17 (25 attendees)
- Hosted Oregon Transfer Days to connect community college students to 4-year institutions
- Participated in PNACAC College Fairs at SOU, UO and Roseburg High School.

### **Division of Institutional Effectiveness**

11. Launched strategic planning and assessment processes at the operational and tactical level across the Institution.
12. Launched accreditation-ready faculty assessment across all academic areas.
13. A detailed report of institutional effective work will be presented in a monthly report to the Board of Education.

### **Division of Students Services**

14. Les Rogers was selected for the Accessibility Services Coordinator, to start on January 2, 2020. As one of his final tasks as the Director of the Transfer Opportunity Program, he wrote the Federal TRIO-SSS Application (in compliance with federal requirements) over the winter break, in preparation for submission, in partnership with Elizabeth Bastian, in early January. We anticipate notification of the grant award in July 2020.
15. National Student Clearinghouse (electronic) transcripts became available to students in early January 2020, due to the hard work and collaboration between Registration & Records staff, Information Technology staff, and NSC.
16. Academic Advisors and the Director of Advising completed over 200 Student Educational Planners and worked with Information Technology Staff on the development of Crystal Reports and updates to Advisor Trac, and they provided additional workshops for faculty advisors during fall term in order to transition approximately 400 students to faculty advisors in Winter term. 200 students were transitioned to faculty advisors in Fall term.
17. The DEI Council and Dean of Student Services submitted a Cultural Competency Report to Dr. Thatcher as part of a year-long effort to ensure compliance with the 2019 and 2020 requirements. Dr. Thatcher reported on UCC's progress to the Board of Education in December 2019.
18. The Records and Registration staff, led by Cathy Chapman, hosted the 2<sup>nd</sup> annual LaVera Noland Scholarship fundraiser during fall term and raised a total of \$2825.01 for UCC student scholarships.

#####

**OFFICE OF BUSINESS SERVICES BOARD REPORT**  
**February 2020**  
**Natalya Brown, Chief Financial Officer**

**Office of Business Services; Natalya Brown, Chief Financial Officer**

**Key Priority:**

Enhance the College's sustainability by fostering fiscally responsible environment supported by data-driven decision making.

Action 1: Encourage sound business practices by reviewing, revising, establishing business policies/procedures and training end users.

Action 2: Strengthen quality, efficiency and effectiveness of Business Services operations.

Action 3: Collaborate with Divisions to review resources/requirements for optimization; review debt service for expense optimization; secure resources for continued viability of the operations by collaborating with various departments on campus: grants and contracts, foundation; collaborate with Councils to promote long-term planning.

Action 4: Integrate resource allocation with budget development process and establish methods of tracking strategic resource allocations and methods of sharing it with the campus.

- Successfully completed audit within the mandated timeframe to comply with accreditation requirements and reporting mandates.
- Majority of Business Services procedures have gone through the conversion, review and approval process;
- Office provided a series of trainings to budget managers, administrators and staff on purchasing, employee travel, budgeting, car rental processes.
- Discussions on tuition and fees held with the ASUCC, student government.
- In collaboration with the Institutional Effectiveness Council and Senior Leadership Team, the process for budget resource allocation have been developed and put in place. Results will be shared with the campus when the process is complete.
- Debt service have been reviewed. The College repaid FFCO 2014 Series A in December 2019, providing a \$990,000 savings.
- Budget process follows the [established timeline](#) with no expected delays.

**Accounting and Finance Services; Ina Jackson, Director of Accounting and Finance**

- Website for department has been updated; the team has been formulating how to move forward with creating a travel page, accounts payable page, student accounts page, finance forms, reports and tax documents pages.
- Provided an annual travel procedure training to the college's administrators, and update on the Enterprise Rent-a-car rental procedures involving the use of EHIDirect.com and the new online login.
- DocuWare, electronic document retention system, has been updated; Accounts Payable in collaboration with Information Technology created a new payment workflow process that is currently in the testing phase; roll out is in process with full implementation scheduled by June 30.
- FY19 was closed out successfully on August 31, 2019, followed by the Auditor's two-week onsite visit in September; the auditor's finalized the Comprehensive Annual Financial Report (CAFR) review and presented the successful results to the board in December with high praise for all those involved in the onsite visit and compilation of the report this year.
- The CAFR has been completed and successfully submitted to the Oregon Secretary of State, as well as the GFOA for review and certification.
- Department in collaboration with Community Ed reviewed Elavon Merchant services contract and negotiated reduced merchant fees rates.

**Budget; Katie Workman, Budget Manager**

- Budget management training held for campus budget managers and employees during in-service.
- Budget preparation forum held on October 14, 2019.
- Worked individually with each of the campus budget managers, including chairs, deans, directors and SLT members on budget development for FY21.
- The first cycle of the strategic resource allocation process is nearly complete.

- PACE risk management meeting attended in November at Linn-Benton Community College. Information shared with SLT.

#### **Campus Store; Micque Shoemaker, Manager**

- The Campus Store renovations are complete. The updates to the interior of the store have been well received by students and other customers. Greater number of customers return, and the seating area is being used daily. With the gracious donation from our partners, Rogue Credit Union and UCC Foundation, the front doors to the store were replaced over the Winter Break. Access to the store is now ADA compliant for customers with automatic doors that slide open as they enter or leave the store. The concrete outside of the store was also replaced, eliminating the “lip” that was a trip hazard. New signage inside the store has been installed making it easier for customers to identify the areas inside the store.
- The store has been identified as one of two community colleges in Oregon with on-time course material adoption rates. A webinar is being created by Amy Hofer to share what UCC & Chemeketa campus stores are doing to accomplish this.
- The store’s last three health inspections resulted in perfect scores of 100.
- The majority of feedback received regarding food services has been positive. Feedback is reviewed and steps are taken to address concerns and food variety. Soup/chili is being offered daily as are four varieties of sushi rolls, which have been very popular.

#### **Purchasing Office; Jules DeGiulio, Purchasing Manager**

- Community College Rules of Procurement (CCRP) revised and adopted by BOE Resolution #11 in November 2019.
- Approved Food Services Providers List and process was developed and implemented in collaboration with Special Events to replace River Rush Catering service. Program was fully-operational as of October 2019.
- In collaboration with Facilities, UCC hired Project Manager, issued RFP and awarded the Engineering/Architecture work for the Seismic Upgrade of the Whipple Fine and Performing Arts building. Issued CM/GC RFP for Construction Services, received proposals. Evaluation is in progress. Award is expected by 2/7/20. Work is expected to begin in April, May 2020.
- Copier fleet review and 5-Year contract process began. Five (5) interested Suppliers completed on-campus review of existing fleet and accompanying use data. Balance of timeline set with expectation of award in April 2020 and full transition target date of July 1, 2020.

#### **Special Events; Bonnie Ankle, Director of Special Events**

- Special Events department welcomed new staff including director, Special Events Scheduler and Special Events Assistant.
- 25Live Pro, scheduling software, has been upgraded and training was provided for 25 Live CollegeNet Administrator side to Special Events, Information Technology, Communications and Marketing, and Academic Scheduling staff. Training provided necessary information to allow the departments enhance the interface between Banner and 25Live through Lynx as well streamline the end-user interface. The department is working on automating pricing estimates by configuring the scheduling software, reviewing and streamlining scheduling processes.
- Review and analysis of facility use by external entities was performed, processes reviewed, discussions held with various departments.
- With a gracious gift from UCC Foundation, department was able to add a high projection screen with appropriate projector to allow for high quality viewing for the audience in the Jacoby Auditorium. Additional upgrades included the sound card (MADI Card) and added router for the sound board, allowing for wireless integration of the sound board and wireless connectivity.

**OFFICE OF INFORMATION TECHNOLOGY  
QUARTERLY BOARD REPORT  
February 2020  
Tim Hill, Director of Information Technology**

- Major Successes:
  - Self-service transcripts project has been completed and in production.
  - Cost analysis data required by Institutional Research has been delivered and being reviewed by Institutional Research department
  - Upgraded 300+ Microsoft PC's to windows 10
  - Upgraded telephone infrastructure and PC software to Mitel
  - Redesigned and upgraded architecture for all virtual PC's used within labs
  
- Challenges:
  - After reviewing the projected cost, impact to users, and lack of efficiency gains. We have decided to suspend the role-based user configuration project.
  
- Tactical Projects update:
  - The expansion of the virtualization architecture for faculty and staff has started early. We are now building and configuring the required servers and ahead of schedule.
  - Self-service transcripts – Completed
  - Cost analysis data required by Institutional Research - Completed

**Department of Athletics**  
**Board Report**  
**February 2020**  
**Craig Jackson, Director of Athletics**

- Updates:
  - Women's Basketball is 21-0 and the #1 ranked team in the NWAC.
  - Men's basketball is 19-2 and the #3 ranked team in the NWAC.
  - Women's Wrestling is ranked #8 in the country and is the #1 Junior College in the nation
  - Hosted an Open House for the Flegel Center, our new UCC housing facility
  - Hosting the 1<sup>st</sup> baseball game in 35 years on Feb. 22<sup>nd</sup> at the newly renovation One Champion Field
  - Overall G.P.A. for the Department of Athletics for Fall Term was a 3.15 with baseball having the highest team G.P.A. of 3.51.
  - 650 hours of community service so far.
  
- Tactical Projects update:
  - Added a full-time athletic trainer to increase service to our students and decrease liability with the number of new athletes and events.
  - Added a new strategic partner/team dentist to provide emergency services to our athletes.
  - Developed cost analysis and budgets for multiple new offerings to enhance enrollment
  - Have begun working with campus events/facilities to help set up for events
  - Have begun tracking attendance and number of events hosted. Over 3500 people to date at 28 events.

## FACILITIES REPORT

Jess Miller, Director of Facilities and Security  
February 2020

### *Seismic Update*

- West Coast Construction Solutions will perform Project management consulting services
- ZCS Engineering was selected to perform services related to seismic work on Whipple Fine Arts Building.
- Vitus was selected to perform seismic CMGC services and construction services for project.

### *Facilities Condition Assessment*

- Dude Solutions was selected to perform our conditions survey and assist in setting up Preventative Maintenance program. This will consist of:
  - Scheduled work orders for all PM required equipment
  - Estimated life of all equipment.
  - Reporting capabilities related to systems.
  - Hours of operation and efficiencies.
- Capital forecasting and estimating
  - Prioritizing
  - Reporting
- Benchmarking to like institutions

### *Memorial*

- Victory Builders was selected to perform construction of UCC memorial
  - Construction of project will begin this spring.

### *Jackson Hall will undergo minor remodel*



Likely to include but not limited to:

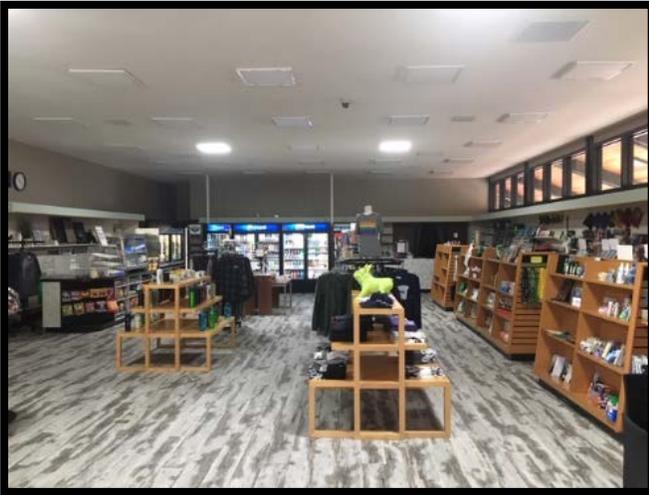
- Lighting upgrades
- Window shades
- Floor covering
- Paint/paneling removal
- Technology upgrades
- BAS control system upgrade



## Bookstore Update

The Bookstore project has been completed.

With a concerted effort between Micque and the Bookstore staff, Rosario and Custodial Services, Jim Epley and the Grounds and Maintenance teams, Kathy Thomason and the IT staff, and external contractors we were able to renovate the bookstore expediently with beautiful results.



Upgrades include:

- removal of dated tile ceiling
- upgraded flooring
- new refrigeration systems,
- Upgraded counters and displays
- Fresh paint
- Upgraded office space and breakroom spaces
- Concealment of years of added surface mounted wiring throughout.

## New Rogue Credit Union Partners

Facilitation of construction project with Rogue Credit Union has been completed.



## **Facilities Condition Assessment and Capital Outlay project**

Agreement has been made with Dude Solutions to perform our Facilities Conditions Assessment

The purpose of the facility condition assessment is to assess the facilities based on the following scope, provide narratives that summarize assessment observations and comments, and to import the data into the client's DudeSolutions capital forecasting & maintenance solutions.

Deliverables-

All condition assessments will include a bound deliverable containing:

- Narrative report with description of systems and corresponding conditions.
- Digital photos of key components and deficiencies as an Appendix in the narrative.
- 20 year capital Reserve table with systems and component replacement costs and dates.
- Import of systems level detail into client's capital forecasting solution.
- Import major equipment level detail into client's DudeSolutions maintenance solution.

Evaluation-

At the conclusion of the assessment(s), Certified DSI partner will prepare reports as described above that include:

- A general description of the property and improvements and comment generally on observed conditions.
- Comments for components that are exhibiting deferred maintenance issues and provide estimates for "immediate" and "capital repair" costs based on observed conditions, available maintenance history and industry-standard useful life estimates. If applicable, this analysis will include the review of any available documents pertaining to capital improvements completed within the last three years, or currently under contract. Certified DSI partner shall also inquire about available maintenance records and procedures and interview current available on-site maintenance staff.
- A schedule for recommended replacement or repairs (schedule of priorities).
- Address critical repairs separately from repairs anticipated over the term of the analysis.
- A FCI index number for each building.
- A twenty year capital plan with an Executive Summary with graphic presentation of results to provide a quick, "user-friendly" summary of the property's observed condition and estimated costs assigned by category.

### C. Cost Estimating–

Each single building report will include an estimated cost for each system or component repair or replacement anticipated during the evaluation term. The capital needs analysis will be presented as an Excel-based cost table that includes a summary of the description of each component, the age and estimated remaining useful life, the anticipated year of repair or replacement, quantity, unit cost and total cost for the repair of each line item. A consolidated Capital Needs Analysis will be presented that includes all anticipated capital needs for all buildings.

In addition to the detailed description of the deficiencies, we will provide cost estimates for the deficiencies noted. The cost estimate for capital deficiencies will be based on the estimate for maintenance and repair. Project management costs, construction fees, and design fees will be derived using actual costs from previous projects, if available.

DSI partners use the Unifomat system and the Whitestone Research model for cost estimating. Dude Solutions also maintains and updates our cost estimating system with information received from the field. Through our construction monitoring work, we have current cost data from hundreds of in-progress construction and rehabilitation projects. This allows us to project costs based on local conditions and to maintain a cost database that in most cases is more current than published models.

### **Rock Wall Caps**

Quotes have been reviewed, awaiting a drawing detail from to approve design. Estimate has come in under budget and we'll begin project in the month of September.

### **Building Automation System (BAS) Upgrade Continues**

The PE Project was completed in June. We continue phasing the BAS project but adding Jacoby Auditorium to be completed in the 19/20 PY.

### **Emergency Management Drill**

Brian Sanders has worked with Douglas County Board of Commissioners and Authorities with Jurisdiction to provide the annual (proposed) scenario training at UCC. (Note: No active shooter scenario training will take place at this event.)

1. UCC will set up our incident command center and with the assistance of Douglas County Sheriff's Department for a real life scenario training.

2. Douglas County Fire District #2 will set up scenario based training with smoke machines to train their staff as well as our Security team for evacuation and containment. The fire department will conduct drills with their fire fighters.
3. Douglas County Maintenance are providing a roadside portable reader board for notification to our students, staff and neighbors.

**ADVANCEMENT PRESIDENT'S REPORT**  
**February 2020**  
**Tiffany Coleman, Director**

Advancement:

- Strategic Plan Progress
  - Worked across campus to identify institutional funding priorities.
    - This foundational work will help formulate an annual fundraising plan.
- Headline News
  - November's Legacy Ball was a great success. The UCC Foundation's largest annual fundraiser saw its largest guest count (515) and highest amount raised (\$188,575) since its inaugural year in 2016. During this year's special appeal, \$55,750 was raised in support of the campus' 10/1 Memorial. The fundraising goal for this project has been reached.

Communications & Marketing:

- Strategic Plan Progress
  - Continuing work on a major website overhaul.
    - The first part of this project is to focus on the behind-the-scene parts of our website that will help us improve accessibility, search engine optimization, fix broken links and spelling errors, and help create policies to ensure uniformity within the site. The work that has been completed so far is roughly 75% complete.
    - The next part of this project will be to focus on creating webpages that are dedicated to the College's accreditation requirements. With the addition of the Office of Institutional Effectiveness, these webpages do not currently exist.
- Headline News
  - At the end of October 2019, the Communications & Marketing team attended the District 7 National Council for Marketing and Public Relations (NCMPR) Conference held in San Juan Islands, WA. The team was awarded a gold medal for its [UCC Inside-Out Campus Tour 2](#) video. This is the second year in a row the College has received the region's top award in the promotional video category. District 7 is comprised of community colleges in Oregon, Washington, Idaho, Montana, Alaska, and the Canadian provinces of Alberta, British Columbia, Saskatchewan, and Yukon Territory.

The Office of Advancement and the Office of Communications and Marketing are currently working with the Office of Athletics on a large-scale project to promote the College's inaugural baseball season. Many efforts are underway to fill the 3,125-seat stadium at One Champion Field on Saturday, Feb. 22, 2020. More information will be shared as the event draws closer.

OCCA Report  
February 2020  
Doris Lathrop, Trustee

The OCCA Board has not met since our December meeting. The next meeting will be held in Salem on February 7<sup>th</sup>. The Board meeting will be preceded by a forum of the community college board members in an effort to add value to board member participation at the OCCA Board of Directors meetings. I'll report the takeaways from the meeting orally at the UCC Board meeting.

There is nothing of significance to report at the national level.

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<p>Recommendation by:</p>	<p>Approved for Consideration:</p> 						

## Overview

In the 2019-20 Academic Year, UCC is addressing a set of core accreditation requirements, led by the Division of Institutional Effectiveness, the Senior Leadership Team, and Provost Council. Requirements include academic assessment; systematic and data-informed decision-making; and an effective governance system. Progress in academic assessment work is slightly off track.

***Student Learning Assessment - UCC faculty and administration must collaboratively develop and implement a systematic approach to assessing student learning.***

### **Status: On Track**

In Fall Term 2019, UCC began implementation of a sustainable, accreditation-compliant system of academic assessment that focuses on program and universal learning outcomes, as well as data-informed program analysis. Faculty are following a timeline determined by the faculty-led Assessment and Curriculum Standards Committee (ACSC). In Fall 2020, Faculty delivered the following deliverables:

- Department-specific timeline of when the department and/or academic programs will complete assessment work throughout the academic year.<sup>1</sup>
- Updates to program missions, descriptions, career considerations, and learning outcomes.
- Development of tools (rubrics, curriculum maps, etc.) that facilitate the assessment of universal, program, and course learning assessment throughout the academic year.

In Winter Term 2020, UCC provided an In Service workshop to review progress and prepare for faculty submissions of Fall Term course, program, and universal learning outcome assessments. All faculty were to submit course, program, and universal learning outcomes, based on schedules prepared in the Fall. All planned program and universal learning outcome assessments were submitted. Fewer than ten faculty did not submit a course learning assessment. The Acting Assistant Vice President of Academic Services and faculty chair of the Assessment and Curriculum Standards Committee are working with these faculty.

### **Next Steps:**

- Faculty will continue to address assessment work as per their program-specific plans created in Fall 2019, supported by members of the ACSC.

***Data-Informed Decision-Making - UCC must implement an institution-wide system of data-informed evaluation and planning to guide institutional decisions, continuous improvement, resource allocation, and measurements of institutional effectiveness.***

### **Status: On Track**

Work continues in the areas of Institutional Effectiveness across UCC. To meet accreditation requirements, UCC must demonstrate that it is collecting and using data across all areas of operation to guide decision-making and improve institutional effectiveness. Work includes:

- 1. Reporting Mid-Year Progress on Tactical Plans:** Assessment progress will be reported on Tactical and Operational plans, due Friday, February 7<sup>th</sup>. Assessment include planned next steps. The information will be compiled to prepare

<sup>1</sup> Academic program assessment is completed within CTE programs that lead to the Associate of Applied Science (AAS) and Associate of Science (AS) degrees, and certificates of over 45 credits; and A&S departments, organized by disciplines according to their contributions to Universal Learning Outcomes and the state's general education degree program, the Associate of Arts/Oregon Transfer (AAOT) degree.

a mid-year report on progress made on this year's priorities for the Strategic Plan, to support UCC's ability to work effectively and efficiently and make data-informed across the institution.

2. **Data collection and reporting:** Work continues in collecting and presenting data required to make data-informed decisions across the college. Data includes:
  - a. Indicators of success in tactical plans (3-5 tactics in each plan completed by Senior Leadership Team and Provost Council members), which allows each tactical area to identify and quantify progress made and identify next steps.
  - b. Institutional Indicators (13 total) created at the institutional level. They provide information about the status of UCC's overall student success and community mission, disaggregated by student populations to identify any equity gaps. Indicator status provides information to aid planning and resource allocation across UCC as an institution and within individual areas of operation.
  - c. Academic Program data is being collected and presented to provide consistent data to all academic areas for Spring assessment work. The data will be compiled this month. ACSC will work with faculty super-users to review the data and work with faculty members in all areas for analysis and assessment purposes.
3. **Strategic Planning Oversight Committee meeting: On March 10<sup>th</sup>:** On March 10<sup>th</sup>, members of the Strategic Planning Oversight Committee will meet to review progress on the Strategic Plan and next steps. To prepare us for the Ad-Hoc Accreditation report and ongoing accreditation, resource allocation, and strategic planning work, we will address the following:
  - Introduce a 2 year model for strategic planning model
  - Examine and prioritize cross-divisional projects and initiatives across UCC
  - Identify next steps for ownership, analysis, and reporting of strategic institutional data for accreditation, student success and mission fulfillment

#### 4. **Resource Allocation linked to planning and assessment**

This year's resource allocation process included a ranking process for funding requests designed to address strategic prioritization and impact on college operations and student success. The Senior Leadership Team will announce final funding decisions in Winter Term, create a report that explains the decisions made, and then will work with the Institutional Effectiveness Committee to analyze the process for future years.

***Governance - UCC must increase institutional stability through effective leadership and governance processes.***

#### **Status: On Track**

UCC is addressing governance systems at the Senior Leadership Team level. The President, in collaboration with the Senior Leadership Team, created a list of discrete actions to be completed by each council. The Council has established a finalized definition of Shared Governance and continues progress towards 2019-2020 Goals. UCC's definition of Shared Governance is adopted as follows:

#### **Shared Governance Definition**

Shared governance is the structure and process by which employees, students, and the Board of Education contribute to the College's institutional-level planning, policy, and procedure decision-making.

Inherent in shared governance is a commitment to trust, collaboration, communication, transparency, inclusiveness, honesty, and integrity. Shared governance provides an opportunity for campus-wide input and feedback while recognizing that the ultimate authority to make decisions lies with the Board of Education and President.

#### **Shared Governance Principles**

The governance system embodies and facilitates UCC's vision, mission, and core values and relies on the collective wisdom of faculty, staff, students, and administration in the development of college-wide plans and policies. The system is characterized by open communication, collegiality, and transparency, resulting in collaborative and well-informed decision-making.

## **Conclusion**

All areas across UCC are aware of UCC's accreditation status and are contributing to the development and implementation of processes crucial to meeting accreditation requirements. Related campus training will continue to be ongoing and supported. Academic assessment continues to be a challenge due to the heavy educational lift. Reports on the deliverables stated in this report, and any others that are created to meet requirements, will continue to be provided to the Board on a monthly basis.

<p style="text-align: center;"><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p>___ Information Item</p> <p><u> X </u> Action Item</p>
<p>Subject: Addition of eSports</p>	<p>Date: 1-31-2020</p>
<p>Board approval is requested for the addition of co-ed eSports as part of the strategic enrollment plan for the Department of Athletics, to begin with the new fiscal year.</p>	
<p>Recommendation by: Craig Jackson Director of Athletics</p>	<p>Approved for Consideration:</p> 

<p style="text-align: center;"><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p>___ Information Item</p> <p><u>X</u> Action Item</p>
<p>Subject: Addition of Women's Soccer</p>	<p>Date: 1-31-2020</p>
<p>Board approval is requested for the addition of women's soccer as part of the strategic enrollment plan for the Department of Athletics, to begin with the new fiscal year.</p>	
<p>Recommendation by: Craig Jackson Director of Athletics</p>	<p>Approved for Consideration:</p> 

<p><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p><u>  X  </u> Information Item <u>    </u> Action Item</p>
<p>Subject: Board Policies &amp; Procedures – 1<sup>st</sup> Reading</p>	<p>Date: February 12, 2020</p>
<p>Board of Education related policies and procedures will be reviewed for a first reading.</p>	
<p>Recommendation by:</p>	<p>Approved for Consideration: </p>

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7	2200	Board of Education Duties and Responsibilities	100.1
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10	2220	Committees of the Board of Education	100.06
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47	2725	Board of Education Member Compensation	100.09
48	2735	Board of Education Member Travel	N/A
49	2745	Board of Education Self Evaluation	N/A



## BOARD POLICY

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**TITLE: ORGANIZATION AND AUTHORITY**

**BOARD POLICY # 2000**

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Umpqua Community College is established and operates under the authority of Chapter 341, and other applicable laws and regulations. These policies are intended to be consistent with applicable Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR), and to the extent they are not consistent, the provisions of such statutes and administrative rules shall control.

**RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this policy.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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



## BOARD POLICY

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**TITLE: BOARD OF EDUCATION MEMBERSHIP**

**BOARD POLICY # 2010**

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The Board of Education shall be composed of seven members who serve terms of 4 years. A person shall be qualified to be a candidate for election to the board if the person is an elector who resides in the district and the zone for which the person is elected. A board member must qualify for office by taking an oath of office.

No person who is an employee of the community college district shall be eligible to serve as a member of the board for the district by which the employee is employed.

**References:**

NWCCU Standard 2.A.4

ORS 341.275, ORS 341.326

**RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this policy.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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



## BOARD POLICY

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**TITLE: BOARD OF EDUCATION ELECTIONS**

**BOARD POLICY # 2100**

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The term of office of each Board of Education member shall be 4 years, commencing on July 1 following the election. The term of a Board of Education member expires June 30 following the regular district election at which a successor is elected.

Elections shall be held every 2 years, in odd numbered years. Terms of Board of Education members are staggered so that, as nearly as practical, one-half of the Board of Education members shall be elected at each Board of Education member election.

**References:**

ORS 341.326, ORS 341.327, ORS 255.335

**RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this policy.

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**NEXT REVIEW DATE:**

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## BOARD POLICY

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**TITLE: VACANCIES ON THE BOARD OF EDUCATION**  
**BOARD POLICY # 2110**

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The Board of Education shall declare the office of a board member vacant if it finds any of the following:

- A. The incumbent has died or resigned.
- B. The incumbent has been removed or recalled from office or the election of the incumbent thereto has been declared void by the judgment of a court.
- C. The incumbent has ceased to be a resident of the district from which the incumbent was nominated or elected.
- D. The incumbent has ceased to discharge the duties of office for two consecutive months unless prevented therefrom by sickness or other unavoidable cause or unless excused by the chairperson of the Board of Education.

A board member who is nominated or elected by zone and who changes permanent residence from one zone of a district to another zone or who by a change in zone boundaries no longer resides in the zone of nomination or election is entitled to continue to serve as board member until June 30 following the next regular district election at which a successor shall be elected by the electors to serve for the remainder of the unexpired term, if any. The successor shall take office July 1 next following the election. ORS 341.335(2)

When a vacancy is declared the remaining Board of Education members shall meet and appoint a person to fill the vacancy from any of the electors of the district if the position is one filled by both nomination and election at-large, and otherwise from any of the electors of the zone from which the vacancy occurs.

The period of service of a Board of Education member appointed to a vacant position commences upon appointment and expires June 30 next following the next regular district election at which a successor is elected. The successor shall be elected to serve the

remainder, if any, of the term for which the appointment was made. If the term for which the appointment was made expires June 30 after the election of the successor, the successor shall be elected to a full term. In either case, the successor shall take office on July 1.

The President shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board of Education will determine the schedule and appointment process, which may include interviews at a public meeting.

**References:** ORS 341.335

**RESPONSIBILITY:**

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

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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*New*

## BOARD PROCEDURE

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**TITLE: VACANCIES ON THE BOARD OF EDUCATION**

**BOARD PROCEDURE # 2110**

**RELATED TO POLICY # 2110 VACANCIES ON THE BOARD OF EDUCATION**

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When the Board of Education determines to fill the vacancy by appointment, the President shall assure that there is ample publicity to and information for prospective candidates.

The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Persons applying or nominated must meet the qualifications required by law for members of the Board of Education.

Persons applying for appointment to the Board of Education shall receive a letter from the President containing information about the Umpqua Community College and the Board of Education, including a candidate information sheet to be completed and returned by a specific date.

The Board of Education may request personal interviews with candidates. Interviews shall be conducted in a public hearing scheduled for that purpose.

Each Board of Education member shall review all candidate information sheets, with final selection made by a majority vote of the Board of Education members at a public meeting called for that purpose.

**References:** ORS 341.335

**RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

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## BOARD POLICY

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**TITLE: BOARD OF EDUCATION DUTIES AND RESPONSIBILITIES**

**BOARD POLICY # 2200**

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The Board of Education governs on behalf of the citizens of Umpqua Community College District in accordance with the authority granted to it by state law. The Board of Education is committed to fulfilling its responsibilities to:

- A. Represent the public interest;
- B. Establish policies that define the institutional mission and set prudent, ethical, and legal standards for college operations;
- C. Hire and evaluate the President;
- D. Delegate power and authority to the President to effectively lead the College;
- E. Assure fiscal health and stability;
- F. Monitor the standards for accreditation including (a) Student Success and Institutional Mission and Effectiveness, and (b) Governance, Resources, and Capacity; and
- G. Advocate for Umpqua Community College.

**References:**

NWCCU Standards 2.A.4 and 2.A.5  
 ORS 341.290, ORS 341.300 (traffic control)

**RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this policy.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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

*New*



## BOARD POLICY

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**TITLE: BOARD OF EDUCATION OFFICERS**

**BOARD POLICY # 2210**

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**A. The duties of the Chair of the Board of Education are:**

1. Preside over all meetings of the Board of Education.
2. Call emergency and special meetings of the Board of Education as required by law.
3. Consult with the President on Board of Education meeting agendas.
4. Communicate with individual Board of Education members about their responsibilities.
5. Participate in the orientation process for new Board of Education members.
6. Assure Board of Education compliance with policies on Board of Education member education, self-evaluation, and evaluation of the President.
7. Represent the Board of Education at official events or ensure Board of Education representation.

**B. The duties of the Vice Chair of the Board of Education are:**

1. To fulfill the duties of the Chair as needed.
2. Coordinate and implement the President's evaluation.
3. Work with the Board Chair in collaboration with the President to develop an annual Board calendar.

**C. The President shall serve as Secretary to the Board of Education. The duties of the Secretary are:**

1. Notify members of the Board of Education of regular, special, emergency, and adjourned meetings;
2. Prepare and post Board of Education meeting agendas;
3. Have prepared for adoption minutes of Board of Education meetings;
4. Attend all Board of Education meetings and closed sessions, unless excused, and in such cases to assign a designee;

5. Conduct the official correspondence of the Board of Education;
6. Certify as legally required all Board of Education actions;
7. Sign, when authorized by law or by Board of Education action, any documents that would otherwise require the signature of the Secretary of the Board of Education.

The Board of Education does not have an official system of rotation of officers; it elects the officers each year at its annual organizational meeting from among all its members.

**References:**

ORS 341.283

**RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this policy.

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**NEXT REVIEW DATE:**

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## BOARD POLICY

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**TITLE: COMMITTEES OF THE BOARD OF EDUCATION**  
**BOARD POLICY # 2220**

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There shall be no standing committees on the Board. At the request of the Board, the Chair may appoint temporary committees, comprised of three members or fewer, for special purposes. These committees shall be discharged on the completion of their assignment. The Board Chair may appoint a committee of three or fewer to address issues that arise between meetings. At the next regular Board meeting, the Board may ratify such committee.

Board of Education committees are only advisory and have no authority or power to act on behalf of the Board of Education. Findings or recommendations shall be reported to the Board of Education for consideration.

As provided in ORS 294.336, there shall be a Budget Committee consisting of seven Board of Education members, and seven members appointed by the Board for three-year terms. Appointees must be qualified electors of the College District and reside in the same zone as nominating board member.

**References:**

ORS 341.283

**RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this policy.

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**NEXT REVIEW DATE:**

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New

## BOARD POLICY

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**TITLE: BOARD OF EDUCATION ANNUAL ORGANIZATIONAL MEETING  
BOARD POLICY # 2305**

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The annual organizational meeting of the Board of Education will be held in July. The purpose of the annual organizational meeting is to elect a chair, vice chair, and a representative to OCCA, and conduct any other business as required by law or determined by the Board of Education.

The Board of Education shall hold a regular organizational meeting following the regular district election not later than the last day of July of that year.

**References:**

ORS 341.283, ORS 255.335(5)

**RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this policy.

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**NEXT REVIEW DATE:**

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## BOARD POLICY

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**TITLE: REGULAR MEETINGS OF THE BOARD OF EDUCATION**  
**BOARD POLICY # 2310**

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Regular meetings of the Board will be held on a designated day of each month. Such meetings will be held on campus, unless the Board designates a different location.

**RESPONSIBILITY:**

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

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**NEXT REVIEW DATE:**  
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New

## BOARD PROCEDURE

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**TITLE: REGULAR MEETINGS**

**BOARD PROCEDURE # 2310**

**RELATED TO POLICY # 2310 REGULAR MEETINGS**

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The Board of Education shall conduct all meetings following *Robert's Rules of Order Newly Revised* 11<sup>th</sup> ed. with the following exceptions and clarifications:

- A. Motions shall be seconded following the general requirements set forth in the rules, contrary to requirement for small boards that "motions need not be seconded" (p. 488, line 1). *See following page*
- B. Although there is no limit to the number of times a member may speak to a debatable motion (p. 488 line 2), all members shall have the opportunity to speak before any member speaks twice.
- C. In accordance with the rules, "When a motion is perfectly clear to all present a vote can be taken without a motion's having been introduced" (p. 488 line 9-10); however, prior to voting someone shall state in clear terms the motion to be considered.

**RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this procedure.

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for info only

meetings (pp. 93-94)—and at which a quorum (a majority of the total membership unless otherwise specified in the bylaws or established by the constituting power) is present. (See also *Electronic Meetings*, pp. 97-99.) The personal approval of a proposed action obtained separately by telephone, by individual interviews, or in writing, even from every member of the board, is not the approval of the board, since the members lacked the opportunity to mutually debate and decide the matter as a deliberative body. If action is taken on such a basis, it must be ratified (pp. 124-25) at a regular or properly called board meeting in order to become an official act of the board.

A record of the board's proceedings should be kept by the secretary, just as in any other assembly; these minutes are accessible only to the members of the board unless the board grants permission to a member of the society to inspect them, or unless the society by a two-thirds vote (or the vote of a majority of the total membership, or a majority vote if previous notice is given) orders the board's minutes to be produced and read to the society's assembly.

At regular board meetings the executive committee, if there is one, should be required to make a report of its activities since the last board meeting. No action need be taken on this report, which is generally intended as information only.

**PROCEDURE IN SMALL BOARDS.** In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in other assemblies, in the following respects:

- Members may raise a hand instead of standing when seeking to obtain the floor, and may remain seated while making motions or speaking.

not in second reading

- 1 • Motions need not be seconded.
- There is no limit to the number of times a member can speak to a debatable question.\* Appeals, however, are debatable under the regular rules—that is, each member (except the chair) can speak only once in debate on them, while the chair may speak twice.
- 5 • Informal discussion of a subject is permitted while no motion is pending.
- When a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed to by unanimous consent, however, all proposed actions must be approved by vote under the same rules as in larger meetings, except that a vote can be taken initially by a show of hands, which is often a better method in small meetings.
- 10 • The chairman need not rise while putting questions to a vote.
- If the chairman is a member, he may, without leaving the chair, speak in informal discussions and in debate, and vote on all questions.\*\*

**EFFECT OF PERIODIC PARTIAL CHANGE IN BOARD MEMBERSHIP.** In cases where a board is constituted so that a specified portion of its membership is chosen periodically (as, for example, where one third of the board is

\*However, motions to close or limit debate (15, 16), including motions to limit the number of times a member can speak to a question, are in order even in meetings of a small board (but not in meetings of a committee; see p. 500), although occasions where they are necessary or appropriate may be rarer than in larger assemblies.

\*\*Informal discussion may be initiated by the chairman himself, which, in effect, enables the chairman to submit his own proposals without formally making a motion as described on pages 33-35 (although he has the right to make a motion if he wishes).

lected annually : a new board each ship. Consequentl vacates membersi disposed of (see p hands of a comm to the ground ur p. 502, l. 26 to p. ters that have been by the board.) If t or appoints standi committees as soo: their duties, just changed. The ind occasionally vacate ver, does not have

§50. COMMITTEE

A committee, : body of one or mo direction of) an ass or take action on o these things. Unlik sidered to be a form

Although the te tively small number detailed attention tl assembly, this chara are known as *ordina* ignate all of its memi is called a *committee* ordinary committee. mittee of the whole : question when it is d



## BOARD POLICY

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**TITLE: CLOSED EXECUTIVE SESSIONS**

**BOARD POLICY # 2315**

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Executive sessions of the Board of Education shall only be held as permitted by ORS 192.660. Matters discussed in closed session will be on specific subjects as allowed by Oregon Statutes.

Matters discussed in executive session remain confidential and may not be discussed outside of the closed session.

No final actions may be taken in executive session.

If any person requests an opportunity to present complaints to the Board of Education about a specific employee, such complaints shall first be presented to the President. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board of Education as permitted under Oregon law.

**References:** ORS 192.660

**RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this policy.

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**NEXT REVIEW DATE:**

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**DATE(S) OF REVISION:**

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



## BOARD POLICY

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**TITLE: SPECIAL MEETINGS**

**BOARD POLICY # 2320**

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**Special meetings** may, from time to time, be called as permitted by state law. Special meetings shall be convened by order of the Chair of the Board or upon the request of four board members at least 24 hours before such meeting is to be held, or by common consent of the board members

**Emergency meetings** may be called by the Chair of the Board of Education when prompt action is needed because of actual or threatened disruption of public facilities.

**References:**

ORS 192.640, ORS 341.283

**RESPONSIBILITY:**

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

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**NEXT REVIEW DATE:**

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## BOARD PROCEDURE

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**TITLE: SPECIAL AND EMERGENCY MEETINGS**

**BOARD PROCEDURE # 2320**

**RELATED TO POLICY # 2320 SPECIAL MEETINGS**

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### **Special Meetings**

Whenever a special meeting of the Board of Education is called, the President shall cause the call and notice to be posted at least 24 hours prior to the meeting in a location freely accessible to the public and in a manner that provides notice to the members of the Board of Education, the news media which have requested notice, and the general public.

### **Emergency Meetings**

Whenever an emergency meeting of the Board of Education is called, the President or Board Chair shall notify each member of the Board of Education. The notice must be given in advance as is appropriate to the circumstances, but the minutes for such a meeting shall describe the emergency justifying less than 24 hours' notice.

### **References:**

ORS 192.640, ORS 341.283(2)

### **RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

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## BOARD POLICY

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**TITLE: QUORUM AND VOTING**

**BOARD POLICY # 2330**

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A quorum of the Board of Education shall consist of a majority of Board of Education members.

The affirmative vote of the majority of members of the Board of Education is required to transact any business; that is, a minimum of four affirmative votes are required to approve an action item.

**References:**

ORS 192.610 to ORS 192.690, ORS 341.283

*new per ORS*

**RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this policy.

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**NEXT REVIEW DATE:**

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## BOARD POLICY

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**TITLE: AGENDAS**

**BOARD POLICY # 2340**

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The Board will provide for and give public notice, reasonably calculated to give actual notice to interested persons, of the time and place of any meeting.

The notice shall also include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of the Board of Education to consider additional subjects.

Agendas shall be developed by the President in consultation with the Board of Education Chair.

The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

The order of business may be changed by consent of the Board of Education.

Any meetings, including an executive session, may be held using a telephone or other electronic communication. All such meetings will comply with Oregon Public Meetings Laws. ORS 192.640

**References:** ORS 192.640

**RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this policy.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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



revised

## BOARD POLICY

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**TITLE: PUBLIC PARTICIPATION AT BOARD OF EDUCATION MEETINGS**

**BOARD POLICY # 2345**

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There will be a time at each regularly scheduled Board of Education meeting for the general public to address the Board of Education regarding items not on the agenda.

Members of the public also may submit written communications to the Board of Education on items on the agenda or speak to agenda items at the Board of Education meeting.

Written communication regarding items on the Board of Education's agenda should reach the office of the President not later than one working day prior to the meeting at which the matter concerned is to be before the Board of Education. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

Claims for damages are not considered communications to the Board of Education under this rule, but shall be submitted to the College.

**References:**

ORS 192.630

**RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this policy.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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



revised

## BOARD POLICY

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**TITLE: SPEAKERS**

**BOARD POLICY # 2350**

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Persons may speak to the Board of Education either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board of Education at the time designated for public comment on the agenda.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard at the beginning of the meeting, before a vote is called on the item, at the time designated for public comment.

Persons wishing to speak to matters not on the agenda shall do so at the time designated for public comment.

Persons wishing to speak shall sign-in on the Public Comment sheet. At the time specified on the agenda, the person shall say their name, address, and city of residence. Comments shall be limited to three to five minutes, at the discretion of the Board Chair. At the discretion of a majority of the Board of Education these time limits may be extended.

Each speaker coming before the Board of Education is limited to one presentation per specific agenda item before the Board of Education, and to one presentation per meeting on non-agenda matters.

The Chair of the Board of Education may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board of Education or if their remarks are unduly repetitive.

The Board may not respond directly to any issues raised but refer those issues to the President for proper action.

**References:**

There is no Oregon statutory requirement. This is based on local board practice.

**RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this policy.

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



revised

## BOARD POLICY

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**TITLE: DECORUM**

**BOARD POLICY # 2355**

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- A. The following will be ruled out of order by the presiding officer:
1. Profanity, obscenity, and other disruptive language.
  2. Physical violence or threats of physical violence directed towards any person or property.
- B. In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.
- C. Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Board of Education for the duration of the meeting.
- D. Before removal, a warning and a request that the person(s) curtail the disruptive activity will be made by the presiding officer of the Board of Education. If the behavior continues, the person(s) may be removed by the presiding officer, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.
- O E. If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board of Education may order the meeting room cleared and may continue in session. The Board of Education shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

new

### References:

There is no Oregon statutory requirement. This is based on local board practice.

**RESPONSIBILITY:**

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

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



## BOARD POLICY

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**TITLE: MINUTES**

**BOARD POLICY # 2360**

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The Secretary of the Board will keep minutes of all meetings of the Board of Education. The minutes shall record all actions of the Board of Education. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability. The minutes shall record all actions taken by the Board of Education.

Pursuant to Oregon law, the minutes shall also include at least the following information:

- A. All members of the governing body present;
- B. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
- C. The results of all votes, and the vote of each member by name if the vote is divided;
- D. The substance of any discussion on any matter; and
- E. Subject to ORS 192.311 to 192.478 relating to public records, a reference to any document discussed at the meeting.

Minutes of executive sessions shall comply with ORS Chapter 192, ORS Chapter 341, and other applicable laws, including a statement of the reason or section under which the executive session was called.

Official minutes of meetings are to be approved and signed by the Chair of the Board and the Secretary of the Board

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**References:**

ORS 192.650

**RESPONSIBILITY:**

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

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



## BOARD POLICY

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**TITLE: BOARD POLICIES AND ADMINISTRATIVE PROCEDURES****BOARD POLICY # 2410**

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The Board of Education may adopt such policies as are authorized by law or determined by the Board of Education to be necessary for the efficient operation of Umpqua Community College. Board policies are intended to be statements of intent by the Board of Education on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law but do not encompass all laws relating to The College's activities. All college employees are expected to know and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board of Education may be adopted, revised, added to, or amended at any regular Board of Education meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board of Education shall regularly assess its policies for effectiveness in fulfilling Umpqua Community College's mission.

Administrative procedures are to be issued by the President as statements of method to be used in implementing Board of Education policy. Such administrative procedures shall be consistent with the intent of Board of Education Policy. Administrative procedures may be revised as deemed necessary by the President.

The Board of Education reserves the right to direct revisions of the administrative procedures should they, in the Board of Education's judgment, be inconsistent with the Board of Education's own policies.

Copies of all Board of Education policies and administrative procedures shall be readily available to the college employees through the intranet.

**References:**

NWCCU Standards 2.A.2 and 2.A.6

**RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this policy.

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



## BOARD POLICY

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**TITLE: DELEGATION OF AUTHORITY TO THE PRESIDENT**

**BOARD POLICY # 2430**

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The Board of Education delegates to the President the executive responsibility for administering the policies adopted by the Board of Education and executing all decisions of the Board of Education requiring administrative action.

The President may delegate any powers and duties entrusted to him/her by the Board of Education, but will be specifically responsible to the Board of Education for the execution of such delegated powers and duties.

The President is empowered to reasonably interpret Board of Education policy. In situations where there is no Board of Education policy direction, the President shall have the power to act, but such decisions shall be subject to review by the Board of Education. It is the duty of the President to inform the Board of Education of such action and to recommend written Board of Education policy if one is required.

The President is expected to perform the duties contained in the President job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board of Education in consultation with the President.

The President shall ensure that the Umpqua Community College complies with all relevant laws and regulations, and submit required reports in timely fashion.

All requests about College operations and related information by individual board members will be submitted to the Board Chair, who will in turn make the request to the President. The President will attempt to obtain the information in a timely manner. In the event the requested information proves to be unduly burdensome or disruptive to the College operations, the President will inform the Board. The Board will advise the President after weighing the costs and benefits to obtaining the information. This does not restrict casual conversations, general information questions, or relaying a constituent concern.

Information provided to any Board of Education member shall be provided to all Board of Education members.

The President shall act as the professional advisor to the Board of Education in policy formation.

**References:**

NWCCU Standard 2.A.7

ORS 341.290

**RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this policy.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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



New

## BOARD POLICY

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**TITLE: SELECTION OF THE PRESIDENT**

**BOARD POLICY # 2431**

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In the case of a Presidential vacancy, the Board of Education shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

**References:**

NWCCU Standards 2.A.7 and 2.A.10

**RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this policy.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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

New



## BOARD POLICY

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**TITLE: SUCCESSION**

**BOARD POLICY # 2432**

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The Board of Education delegates authority to the President to appoint an acting President to serve in his/her absence for short periods of time when the President is not able to perform the duties of his/her position, not to exceed 30 calendar days at a time.

For such an appointment, acting President responsibility will be delegated by the President to the Provost. If both President and Provost are absent, responsibility will be designated by the College President to an appropriate senior level administrator. The Board of Education will be notified by the President of such an appointment.

The Board of Education shall have the option to appoint an acting President for periods exceeding 30 calendar days.

**References:**

There is no Oregon statutory requirement.

**RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this policy.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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



New

## BOARD POLICY

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**TITLE: EVALUATION OF THE PRESIDENT**

**BOARD POLICY # 2435**

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The Board of Education shall conduct an evaluation of the President at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the President as well as this policy.

The Board of Education shall evaluate the President using an evaluation process the Board of Education and the President jointly agree to and develop.

The criteria for evaluation shall be based on Board of Education policy, the President's job description, and performance goals/objectives developed in accordance with BP 2430 Delegation of Authority to the President.

**References:**

NWCCU Standard 2.A.7

**RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this policy.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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



New

## BOARD POLICY

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**TITLE: PRESENTATION OF INITIAL COLLECTIVE BARGAINING PROPOSALS  
BOARD POLICY # 2610**

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Prior to College representatives meeting with the representatives of an association bargaining unit to begin all labor contract negotiations, including but not limited to amendments, revisions, or new contracts, the President shall meet with the Board of Education.

**References:**

ORS 243 – Oregon Public Employee Collective Bargaining Act (PECBA)  
ORS 192.660(2)(d) (Executive session – labor negotiators)

**RESPONSIBILITY:**

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

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



*New*

## BOARD PROCEDURE

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**TITLE: PRESENTATION OF INITIAL COLLECTIVE BARGAINING PROPOSALS**

**BOARD PROCEDURE # 2610**

**RELATED TO POLICY # 2610 PRESENTATION OF INITIAL COLLECTIVE BARGAINING PROPOSALS**

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Prior to the College engaging in any contract negotiations, the President shall meet with the Board of Education. The President shall inform the Board fully on all matters concerning the forthcoming negotiation. Topics of interest to the Board may include but are not limited to the following: anticipated difficulties and obstacles, negotiating strategy, initial proposals, key objectives and outcomes, anticipated outcomes, anticipated budget considerations, and any other matters that the Board deems of interest. The Board of Education shall be given the opportunity to provide direction and guidance on all matters related to the upcoming negotiation.

**References:**

ORS 243 – Oregon Public Employee Collective Bargaining Act (PECBA)

ORS 192.660(2)(d) (Executive session – labor negotiators)

**RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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



*Revised*

## BOARD POLICY

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**TITLE: CONFLICT OF INTEREST**

**BOARD POLICY # 2710**

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Board of Education members shall adhere to state laws relating to financial conflict of interest and government ethics. Board of Education members shall declare actual and potential conflict of interest on the record prior to taking any action when an actual or potential conflict of interest exists.

Board of Education members are encouraged to seek counsel from the college's legal advisor or the Oregon Government Ethics Commission in any case where a question arises.

**References:**

NWCCU Standards 2.A.4 and 2.A.23

ORS 244.010 to ORS 244.047

**RESPONSIBILITY:**

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

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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



New per OCCA

## BOARD PROCEDURE

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**TITLE: CONFLICT OF INTEREST**

**BOARD PROCEDURE # 2710**

**RELATED TO POLICY # 2710 CONFLICT OF INTEREST**

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Board of Education members shall publicly announce the nature of a financial conflict of interest on the record prior to taking action on the issue before the Board as required by Oregon law. The type and nature of the conflict shall be recorded in the official minutes of the meeting.

Board of Education members may participate in discussion and may vote on an issue after announcing a **potential** conflict of interest publicly prior to taking action. If a Board of Education member announces an **actual** conflict of interest, the Board of Education member must refrain from any discussion or debate on the issue out of which the actual conflict arises and may not vote on the issue.

**A. "Potential Conflict of Interest"** – means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which **could** be to the private financial benefit or detriment of the person or the person's relative, or a business with which the person or the person's relative is associated, unless the financial benefit or detriment arises out of the following:

1. An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.
2. Any action in the person's official capacity which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged.
3. Membership in or membership on the board of directors of a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.

- B. “Actual Conflict of Interest”** – means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which *would* be to the private financial benefit or detriment of the person or the person’s relative or any business with which the person or a relative of the person is associated unless the financial benefit or detriment arises out of circumstances described above.
- C. “Relative”** – means spouse, parents, step-parents, children, siblings, step-siblings, sons-in-laws, daughters-in-laws, individuals for whom the board member has a legal support obligation, or anyone for whom the board member provides benefits arising from their service.
- D. “Business”** – means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual and any other legal entity operated for economic gain but excluding any income-producing not-for-profit corporation that is tax exempt under section 501(c) of the Internal Revenue Code with which a public official or a relative of the public official is associated only as a member or board director or in a nonremunerative capacity.

**E. Gifts**

Board of Education members and their relatives are prohibited from accepting gifts of a value greater than \$50 from a single source during a calendar year from any person that can reasonably be known to have a legislative or administrative interest in a decision before the Board of Education. Meals (food and beverage) and entertainment are considered gifts and are subject to the annual limitation.

1. The following are not considered gifts:
2. Campaign contributions.
3. Gifts from relatives or members of the public official’s household.
4. Unsolicited tokens or awards of appreciation if value is less than \$25.
5. Admission and meals provided to a public official when they are invited to attend a reception, meal or meeting held by an organization when the public official is attending as representative of the college. This exception does not apply to “private meals with small numbers of participants.”
6. Informational material, publications or subscriptions related to the public official’s position.
7. Expenses paid by a government entity, membership organization to which the college pays dues, or a non-profit corporation for attendance at a convention, fact-finding trip, or other meeting if the public official is delivering a speech, making a presentation, participating in a panel, or representing the college.

- a. “Representing” the college means that the public official is participating in an event on behalf of the college in their capacity as a public official.
  - 8. Food, travel or lodging expenses paid to a public official, a relative, member of the household, or staff when the public official is representing the college on an “officially sanctioned” trade-promotion or fact-finding mission, or in official negotiations or economic development activities.
    - a. “Officially sanctioned” means written approval given by a person authorized by the public body to give approval such as a supervisor or the college’s Board of Education.
  - 9. Expenses provided by a public official to another public official for travel in state to and from an event that is related to the person’s official office and in which that person participates in their official capacity.
  - 10. Food and beverage provided at a reception (e.g. social gathering) where the food and beverage are an incidental part of the reception.
  - 11. Entertainment that is an incidental part of another event or in which the public official has been invited to participate in their official capacity (i.e., throwing out the first ball at a baseball game).
  - 12. Gifts offered as part of the usual and customary practice of a person’s private business, employment or volunteer position that bears no relationship to the public official’s official position.
- F. “Gift”** means something of economic value that is offered to a public official or to relatives or members of the household of a public official or candidate without cost or at a discount or as forgiven debt and the same offer is not made or available to the general public who are not public officials.
- G. “Legislative or administrative interest”** means an economic interest, distinct from that of the general public, in any matter subject to the decision or vote of the public official acting in the public official’s capacity as a public official.

#### **H. Nepotism**

A Board of Education member is prohibited from participating in any personnel action taken by Umpqua Community College that would impact the employment of a relative or member of the public official’s household, and must follow the conflict of interest requirements above. A Board of Education member may not participate in the following personnel actions: appointing, employing or promoting; discharging, firing or demoting; interviewing; discussing or debating the appointment, employment, promotion, discharge, firing or demotion of a relative or member of the household. This prohibition does not apply to relatives or members of the household who serve Umpqua Community College as an unpaid volunteer.

- I. Contracts Supported by Federal Funds** (2 Code of Federal Regulations Part 200.318(c)(1))
- J.** No Board of Education member or agent of Umpqua Community College may participate in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent conflict of interest. Such a conflict of interest would arise when the Board member, or agent, any member of their immediate family, their partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The Board members and agents of Umpqua Community College may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Disciplinary action will be taken for violations of such standards by Board members or agents of Umpqua Community College.

**References:**

ORS 244.010 to 244.047; ORS 244.120 to 244.130; ORS 244.175 to 244.179

ORS 244.050 to 244.115

OAR 199, Division 5 (Gifts)

Oregon Government Ethics Commission "Guide for Public Officials"

**RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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



## BOARD POLICY

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**TITLE: CODE OF ETHICS / STANDARDS OF PRACTICE**

**BOARD POLICY # 2715**

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The Board of Education maintains high standards of ethical conduct for its members. Members of the Board of Education are responsible to:

- A. Act only in the best interests of the entire community.
- B. Ensure public input into board deliberations; adhering to the law and spirit of the open meeting laws and regulations.
- C. Prevent conflicts of interest and the perception of conflicts of interest.
- D. Exercise authority only as a Board.
- E. Use appropriate channels of communication.
- F. Respect others; acting with civility.
- G. Be informed about the college(s) educational issues and responsibilities of board membership.
- H. Devote adequate time to board work, including preparing for board deliberations by reviewing the agenda and materials prior to meetings.
- I. Maintain confidentiality of executive sessions.

All Board of Education members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the Board's Code of Ethics. The Board of Education will be prepared to investigate the factual basis behind any charge or complaint of board member misconduct. A Board of Education member may be subject to a resolution of censure by the Board of Education should it be determined that trustee misconduct has occurred. Censure is an official expression of disapproval passed by the Board.

A complaint of Board of Education member misconduct will be referred to an ad hoc committee composed of three Board of Education members not subject to the complaint. In a manner deemed appropriate by the committee, a fact-finding process shall be initiated and completed within a reasonable period of time to determine the validity of the

*New H*

complaint. The committee shall be guided in its inquiry by the standards set forth in the Board of Education's Code of Ethics as defined in policy. The Board of Education member subject to the charge of misconduct shall not be precluded from presenting information to the committee.

The committee shall, within a reasonable period of time, make a report of its findings to the Board of Education for action.

**References:**

NWCCU Standard 2.A.23

ORS 244.010 to ORS 244.400

**RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this policy.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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



New

## BOARD POLICY

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**TITLE: BOARD OF EDUCATION POLITICAL ACTIVITY**  
**BOARD POLICY # 2716**

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Members of the Board of Education and employees shall not use the college's funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure, initiative petition or candidate, including, but not limited to, any candidate for election to the Board of Education.

**References:**  
ORS 260.432

**RESPONSIBILITY:**  
The Board Chair is responsible for implementing and updating this policy.

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



New

## BOARD POLICY

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**TITLE: PERSONAL USE OF PUBLIC RESOURCES – BOARD OF EDUCATION  
BOARD POLICY # 2717**

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Board of Education members and employees of the college, as public officials, may not use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public official's holding of the official position or office.

This prohibition does not apply to:

- A. Any part of an official compensation package as determined by the public body that the public official serves.
- B. The receipt by a public official or a relative or member of the household of the public official of an honorarium or any other item allowed under ORS 244.042.
- C. Reimbursement of expenses.
- D. An unsolicited award for professional achievement.
- E. Gifts that do not exceed the limits specified in ORS 244.025 received by a public official or a relative or member of the household of the public official from a source that could reasonably be known to have a legislative or administrative interest.
- F. Gifts received by a public official or a relative or member of the household of the public official from a source that could not reasonably be known to have a legislative or administrative interest.
- G. The receipt by a public official or a relative or member of the household of the public official of any item, regardless of value, that is expressly excluded from the definition of "gift" in ORS 244.020.
- H. Contributions made to a legal expense trust fund established under ORS 244.209 for the benefit of the public official.

**References:**

ORS 244.040

**RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this policy.

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



new

## BOARD POLICY

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**TITLE: COMMUNICATIONS AMONG BOARD OF EDUCATION MEMBERS**  
**BOARD POLICY # 2720**

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The Board of Education may take action on matters properly before it only in public at a regular, special, or emergency meeting, except in those instances where action is permitted by law in executive session. The authority of the Board of Education may be exercised only as a Board and only at such meetings or closed sessions as are duly and legally constituted. Individual members acting in their individual capacities have no authority to commit the Board of Education or the President to any policy determination or course of action.

A quorum of members of the Board of Education shall not communicate among themselves by the use of any form of communication, such as personal intermediaries, e-mail, texting, or other technological device, in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board of Education. In addition, Board of Education members may not use a series of communications by any means or through any person to discuss, deliberate, or take action on any item of business within the subject matter jurisdiction of the Board.

**References:**

ORS 192.610 to ORS 192.690, ORS 341.283(5)

**RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this policy.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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



## BOARD POLICY

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**TITLE: BOARD OF EDUCATION MEMBER COMPENSATION**

**BOARD POLICY # 2725**

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Members of the Board of Education shall receive no compensation for their services, but they shall be allowed the actual and necessary expenses incurred by them in the performance of their duties.

**References:**

ORS 341.283(6)

**RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this policy.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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



*New*

## BOARD POLICY

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**TITLE: BOARD OF EDUCATION MEMBER TRAVEL  
BOARD POLICY # 2735**

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Umpqua Community College shall reimburse Board of Education members for travel when they are acting as representatives of the entity or performing services directed by the entity.

**References:**

ORS 341.283(6), ORS 244.040

**RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this policy.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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



New / similar

## BOARD POLICY

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**TITLE: BOARD OF EDUCATION SELF EVALUATION**  
**BOARD POLICY # 2745**

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The Board of Education is committed to assessing its own performance as a Board of Education in order to identify its strengths and areas in which it may improve its functioning.

The Board of Education will conduct a self-evaluation process annually to include:

- A. The completion of a self-assessment instrument by each member of the Board;
- B. A discussion of the compilation of the results; and
- C. The development of specific actions the Board will take to improve how it functions to serve the College and community.

**References:**

NWCCU Standards 2.A.8 and 2.A.23  
There is no Oregon statutory requirement.

**RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this policy.

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

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

X  Information Item

Action Item

Subject: First Reading of Policies

Date: February 12, 2020

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

Old #	New #	Title	Page #
600.4	3310	Records, Retention and Destruction	135-137
404	3440	Animals on Campus	143-145
N/A	5200	Student Health Services (No AP)	153-154
N/A	5210	Communicable Disease – Students	155-156
N/A	5400	Associated Students Organization	159-160
N/A	5410	Associated Students Elections	165-166
N/A	5420	Associated Students Finance	170-171
740	5610	Voter Registration & Information	174-175
600.05	6300	Fiscal Management	180-182
N/A	6316	Debt Issuance and Management	187-188
601	6330	Purchasing	191-193
400	6700	Facility Use / Events	215-217

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

Old #	New #	Title	Page #
N/A	3310	Records, Retention and Destruction	138-142
404	3440	Animals on Campus	146-152
N/A	5210	Communicable Disease – Students	157-158
N/A	5400	Associated Students Organization	161-164
N/A	5410	Associated Students Elections	167-169
N/A	5420	Associated Students Finance	172-173
740	5610	Voter Registration & Information	176-179
600.05	6300	Fiscal Management	183-186
N/A	6316	Tax-Exempt Compliance	189-190
601	6330	Purchasing	194-205
601.1	6331	Credit Card Use	206-214
400.01	6700	Facility Use / Events	218-240

The following policy and procedure have been updated as indicated with no substantive changes and are being shared as an information item:

Old #	New #	Title	Page #
613.01	3501	Access to College Property	241-243
613.01AP	3501AP	Access to College Property	244-255

The only changes are:

- Section A.2. was changed from “deans or directors” to “mid-level supervisory administrators (typically, vice presidents, deans or directors)”
- Section I: text was deleted and a reference was made to the new AP 3502 Children on Campus (currently under review by College Council)

Recommendation by:

Approved for Consideration:





## BOARD POLICY

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**TITLE: Records, Retention and Destruction**

**BOARD POLICY # 3310** *(was 600.04)*

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All College records, including electronically stored information, shall be retained and destroyed in compliance with the Federal Rules of Civil Procedure and Oregon law. Such records shall include but not be limited to student records, employment records and financial records.

**References:**

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45;  
NWCCU Standards 2.A.20 and 2.D.7  
ORS 192.005 – ORS 192.170  
OAR 166-450-0000 – OAR 166-450-0125

**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).

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b> Records, Retention and Destruction
<b>New BP #:</b> 3310 <b>Old BP # &amp; Title:</b> 600.04
<b>New AP #:</b> <b>Old AP # &amp; Title:</b> N/A
<b>Revision Date:</b> 11/14/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p><del>The College President shall establish administrative procedures to assure the retention and destruction of all College records, including but not limited to student records, employment records and financial records, that comply with OAR 166. See: <a href="http://arcweb.sos.state.or.us/recmgmt/sched/gen/College_GenSched_07152010.pdf">http://arcweb.sos.state.or.us/recmgmt/sched/gen/College_GenSched_07152010.pdf</a></del></p> <p>The Director of Finance and Accounting shall be designated as the Records Retention Officer and shall supervise the retention and disposal of records, making recommendations to the College President regarding disposal of records. Definitions of and detailed procedures for classification, period of retention, and destruction of records will be included in the Administrative Regulations and Procedures. Financial Aid records will be retained and destroyed as per federal regulations. The records retention list shall be contained in a records retention manual, which will be approved the College President and maintained</p>	<p><b>References:</b></p> <p>Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45;  <b>NWCCU Standards 2.A.20 and 2.D.7</b>                      ORS 192.005 – ORS 192.170                      OAR 166-450-0000 – OAR 166-450-0125</p> <p><b>NOTE:</b> <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 President shall establish administrative procedures to assure the retention and destruction of all College records, including electronically stored information as defined by the Federal Rules of Civil Procedure and Oregon law. Such records shall include but not be limited to student records, employment records and financial records.</p> <p>References:                      Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45;                      NWCCU Standards 2.A.20 and 2.D.7                      ORS 192.005 – ORS 192.170                      OAR 166-450-0000 – OAR 166-450-0125</p> <p><b>RESPONSIBILITY:</b>                      The Chief Financial Officer is responsible for implementing and updating this policy.</p>

<p>by the Records Retention Officer. ( The highlighted section will need to move to procedure).</p>	<p>The [ <i>CEO</i> ] shall establish administrative procedures to assure the retention and destruction of all [ <i>entity</i> ] records—including electronically stored information as defined by the Federal Rules of Civil Procedure and Oregon law. Such records shall include, but not be limited to student records, employment records, and financial records.</p>	<p>Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>
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## ADMINISTRATIVE PROCEDURE

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**TITLE: Records, Retention and Destruction**

**ADMINISTRATIVE PROCEDURE # 3310**

**RELATED TO POLICY #**

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- A. Records means all records, maps, books, papers, data processing output, and documents of the College which it must retain, including but not limited to records created originally by computer and “electronically stored information” (“ESI”), as that term is defined by the Federal Rules of Civil Procedure. [Note: See note below about Oregon definition of public record.]
- B. The Director of Accounting and Finance shall be designated as the Records Retention Officer and shall supervise the classification and destruction of records and ESI.
- C. The College must preserve ESI and ESI that is relevant to actual or potential litigation pursuant to the Federal Rules of Civil Procedure. The College shall comply with the Federal Rules of Civil Procedure and produce relevant ESI in the form in which it is ordinarily maintained or readily usable.
- D. Records shall be classified as required by applicable statutes, federal and state regulations. The records retention list shall be contained in a records retention manual, which will be approved the Chief Financial Officer and maintained by the Records Retention Officer. An annual report shall be made to the Chief Financial Officer regarding the classification and destruction of records and ESI.
- E. The College shall maintain a public record or accurate copy of a public record in accordance with the retention schedule set out in Oregon Administrative Rule Chapter 166, Division 450, without regard to the technology or medium used to create or communicate the record.

*NOTE: Oregon law defines “Public record” as “any information that:*

- 1. Is prepared, owned, used or retained by a state agency or political subdivision;*
- 2. Relates to an activity, transaction or function of a state agency or political subdivision;*

3. *Is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the state agency or political subdivision.”*

*It does not include extra copies of a document, preserved only for convenience of reference; a stock of publications; messages on voice mail or on other telephone message storage and retrieval systems; or spoken communication that is not recorded.*

**References:**

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45;  
NWCCU Standards 2.A.20 and 2.D.7  
ORS 192.005 to 192.170  
ORS 357.805 to 357.845  
OAR Chapter 166, Division 450

**RESPONSIBILITY:**

The Director of Accounting and Finance is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b> Records, Retention and Destruction	
<b>New BP #:</b>	<b>Old BP # &amp; Title:</b>
<b>New AP #:</b> 3310	<b>Old AP # &amp; Title:</b> N/A
<b>Revision Date:</b>	11/14/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>Doesn't Exist but moved from policy: <del>The Director of Finance and Accounting shall be designated as the Records Retention Officer and shall supervise the retention and disposal of records, making recommendations to the College President regarding disposal of records.</del></p> <p>Definitions of and detailed procedures for classification, period of retention, and destruction of records will be included in the Administrative Regulations and Procedures. Financial Aid records will be retained and destroyed as per federal regulations. The records retention list shall be contained in a records retention manual, which will be approved the College President and maintained by the Records Retention Officer.</p>	<p><b>References:</b></p> <p>Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45;            NWCCU Standards 2.A.20 and 2.D.7            ORS 192.005 to 192.170            ORS 357.805 to 357.845  <a href="#">OAR Chapter 166, Division 450</a></p> <p><b>NOTE:</b> <i>This procedure is legally required. Local procedures regarding the classification, retention, and destruction of records may be inserted here. Procedures should include or address the following points:</i></p> <p>“Records” means all records, maps, books, papers, data processing output, and documents of the [ <b>entity</b> ] which it must retain, including but not limited to records created originally by computer</p>	<p>“Records” means all records, maps, books, papers, data processing output, and documents of the College which it must retain, including but not limited to records created originally by computer and “electronically stored information” (“ESI”), as that term is defined by the Federal Rules of Civil Procedure. <b>[Note: See note below about Oregon definition of public record.]</b></p> <p>The Director of Accounting and Finance shall be designated as the Records Retention Officer and shall supervise the classification and destruction of records and ESI. The College must preserve ESI and ESI that is relevant to actual or potential litigation pursuant to the Federal Rules of Civil Procedure. The College shall comply with the Federal Rules of Civil</p>

	<p>and “electronically stored information” (“ESI”), as that term is defined by the Federal Rules of Civil Procedure. <b>[Note: See note below about Oregon definition of public record.]</b></p> <p>The [ <b>designate position</b> ] shall supervise the classification and destruction of records and ESI. The [ <b>entity</b> ] must preserve ESI and ESI that is relevant to actual or potential litigation pursuant to the Federal Rules of Civil Procedure. The [ <b>entity</b> ] shall comply with the Federal Rules of Civil Procedure and produce relevant ESI in the form in which it is ordinarily maintained or readily usable. An annual report shall be made to the [ <b>Governing Body</b> ] regarding the classification and destruction of records and ESI.</p> <p>Records shall be classified as required by applicable statutes, federal and state regulations.</p> <p>[ <b>Entity</b> ] shall maintain a public record or accurate copy of a public record in accordance with the retention schedule set out in Oregon Administrative Rule Chapter 166, Division 450, without regard to the technology or medium used to create or communicate the record.</p>	<p>Procedure and produce relevant ESI in the form in which it is ordinarily maintained or readily usable.</p> <p>Records shall be classified as required by applicable statutes, federal and state regulations. The records retention list shall be contained in a records retention manual, which will be approved the Chief Financial Officer and maintained by the Records Retention Officer An annual report shall be made to the Chief Financial Officer regarding the classification and destruction of records and ESI.</p> <p>The College shall maintain a public record or accurate copy of a public record in accordance with the retention schedule set out in Oregon Administrative Rule Chapter 166, Division 450, without regard to the technology or medium used to create or communicate the record.</p> <p><b>NOTE:</b> <i>Oregon law defines “Public record” as “any information that:</i></p> <ul style="list-style-type: none"> <li><i>(D) Is prepared, owned, used or retained by a state agency or political subdivision;</i></li> <li><i>(E) Relates to an activity, transaction or function of a state agency or political subdivision; and</i></li> <li><i>(F) Is necessary to satisfy the fiscal, legal, administrative or</i></li> </ul>
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	<p><b>NOTE:</b> Oregon law defines “Public record” is defined as “any information that:</p> <p>(A) Is prepared, owned, used or retained by a state agency or political subdivision;</p> <p>(B) Relates to an activity, transaction or function of a state agency or political subdivision; and</p> <p>(C) Is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the state agency or political subdivision.”</p> <p>It does not include extra copies of a document, preserved only for convenience of reference; a stock of publications; messages on voice mail or on other telephone message storage and retrieval systems; or spoken communication that is not recorded.</p>	<p>historical policies, requirements or needs of the state agency or political subdivision.”</p> <p>It does not include extra copies of a document, preserved only for convenience of reference; a stock of publications; messages on voice mail or on other telephone message storage and retrieval systems; or spoken communication that is not recorded.</p> <p><b>References:</b></p> <p>Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45;</p> <p>NWCCU Standards 2.A.20 and 2.D.7</p> <p>ORS 192.005 to 192.170</p> <p>ORS 357.805 to 357.845</p> <p><a href="#">OAR Chapter 166, Division 450</a></p> <p><b>RESPONSIBILITY:</b></p> <p>The Director of Accounting and Finance is responsible for implementing and updating this procedure.</p>
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## BOARD POLICY

**TITLE: ANIMALS ON CAMPUS**

**BOARD POLICY # 3440** *(was 404)*

- A. A person owning or having under their control an animal that requires restraint (such as a dog or cat) shall have a leash suitably attached to said animal so as to restrain its movements. Such animals, except those used by the College for the purpose of instruction, service animals and those used for assistance registered with the Office of Accessibility Services, or those used by law enforcement personnel shall only be permitted in college buildings with prior authorization of Umpqua Community College Security.
- B. Other animals will be allowed on campus by approval of Umpqua Community College Security only. All animals must remain with their owner and be suitably restrained at all times. Law enforcement may be called if animals are left in vehicles. Any person walking an animal must carry an instrument suitable for removing and disposing of feces.
- C. In order to prevent discrimination on the basis of disability, the College will allow an individual with a disability to use an assistance animal in college facilities and on college property in compliance with state and federal law.

**References:**

The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.;

28 Code of Federal Regulations Part 35;

28 Code of Federal Regulations Part 36;

34 Code of Federal Regulations Part 104.44(b)

ORS 659A.143

**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

<b>TITLE:</b> Animals on Campus
<b>New BP #:</b> <span style="background-color: yellow;">3440</span> <b>Old BP # &amp; Title:</b> 404 Animals on Campus
<b>New AP #:</b> <b>Old AP # &amp; Title:</b> 404 Service Animals/Emotional Support Animals
<b>Revision Date:</b> 11/13/2018

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p><b>BOARD POLICY SERIES NUMBER:</b> <b>404</b></p> <p><del><b>TITLE: Animals on Campus</b></del></p> <p><del>A person owning or having under their control a dog or cat on the property of the College shall have a leash suitably attached to said animal so as to restrain its movements. Such animals, except those used by the College for the purpose of instruction, service animals and those used for assistance registered with the Office of Accessibility Services, or those used by law enforcement personnel shall only be permitted in college buildings with prior authorization of Umpqua Community College Security. Other animals will be allowed on campus by approval of Umpqua Community College Security only. All animals must remain with their owner and be suitably restrained at all times. Law enforcement may be called if</del></p>	<p><b>BP 3440</b></p> <p style="text-align: center;"><b>Service/Assistance Animals</b></p> <p><b>References:</b></p> <p style="padding-left: 20px;">The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.;</p> <p style="padding-left: 20px;">28 Code of Federal Regulations Part 35;</p> <p style="padding-left: 20px;">28 Code of Federal Regulations Part 36;</p> <p style="padding-left: 20px;">34 Code of Federal Regulations Part 104.44(b)</p> <p style="padding-left: 20px;">ORS 659A.143</p> <p style="background-color: yellow;"><b>NOTE: This policy is legally required.</b></p> <p>In order to prevent discrimination on the basis of disability, the [ <b>entity</b> ] will</p>	<p><b>TITLE: Animals on Campus</b></p> <p>1. A person owning or having under their control an animal that requires restraint (such as a dog or cat) shall have a leash suitably attached to said animal so as to restrain its movements. Such animals, except those used by the College for the purpose of instruction, service animals and those used for assistance registered with the Office of Accessibility Services, or those used by law enforcement personnel shall only be permitted in college buildings with prior authorization of Umpqua Community College Security.</p> <p>Other animals will be allowed on campus by approval of Umpqua Community College Security only. All animals must remain with their</p>

<p><del>animals are left in vehicles. Any person walking an animal must carry an instrument suitable for removing and disposing of feces.</del></p> <p>DATE OF ADOPTION:  DATE(S) OF REVISION(S): 1/11/2017  Board  DATE OF LAST REVIEW: 11/22/2016  College Council</p>	<p>allow an individual with a disability to use an assistance animal in <b>[entity's]</b> facilities and on the [entity's] property in compliance with state and federal law.</p> <p><b>NOTE:</b> Oregon law refers to "Assistance" animals rather than "Service" animals. This policy sample has been updated to reflect the Oregon law.</p>	<p>owner and be suitably restrained at all times. Law enforcement may be called if animals are left in vehicles. Any person walking an animal must carry an instrument suitable for removing and disposing of feces.</p> <p>2. In order to prevent discrimination on the basis of disability, the <b>[ entity ]</b> will allow an individual with a disability to use an assistance animal in <b>[entity's]</b> facilities and on the [entity's] property in compliance with state and federal law.</p> <p><b>References:</b>  The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.;  28 Code of Federal Regulations Part 35;  28 Code of Federal Regulations Part 36;  34 Code of Federal Regulations Part 104.44(b)  ORS 659A.143</p>
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## ADMINISTRATIVE PROCEDURE

**TITLE: ANIMALS ON CAMPUS**

**ADMINISTRATIVE PROCEDURE # 3440** *(was 404 Service Animals/Emotional Support Animals)*

**RELATED TO POLICY # 3440**

### I. SERVICE ANIMALS

- A. A “service animal” means any dog or in some cases a miniature horse, that is individually trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability (source: National Service Animal Registry). The work or tasks performed by a service animal must be directly related to the person’s disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.
  
- B. Service animals will be permitted to accompany people with disabilities in all areas of UCC’s facilities where students, members of the public, and other participants in services, programs or activities are allowed to go. UCC does not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.
  
- C. Additionally, UCC cannot ask about the nature or extent of a person’s disability to determine whether a person’s animal qualifies as a service animal. However, when it is not readily apparent that an animal is a service animal, UCC staff may make two inquires to determine whether the animal qualifies as a service animal, which are:
  - 1. Is the animal required because of a disability?
  - 2. What work or task has the animal been trained to perform?

### II. EMOTIONAL SUPPORT ANIMALS

- A. “Emotional support animal” is an animal that provides emotional support that eases one or more identified symptoms or effects of a person’s disability. Unlike service animals, emotional support animals are not trained to perform work or tasks, and

they include species other than dogs and miniature horses. Emotional support animals are not allowed to accompany persons with disabilities in all areas of UCC.

- B. While emotional support animals are generally not allowed indoors on UCC's campus people with disabilities may request approval from the Accessibility Services office to have the emotional support animal accompany them to other campus areas. Such requests will be considered on a case-by-case basis consistent with applicable laws.

### **III. GUIDE AND HEARING TRAINEES**

Oregon law allows animals that are being trained to be dog guides for the blind, hearing assistance dogs, or assistance animals for persons with physical impairments to access UCC facilities.

### **IV. RESPONSIBILITIES OF PEOPLE WITH DISABILITIES USING SERVICE OR EMOTIONAL SUPPORT ANIMALS**

- A. UCC is not responsible for the care or supervision of service or emotional support animals. People with disabilities are responsible for the cost, care, and supervision of service and emotional support animals, including:
  - 1. Compliance with any laws pertaining to animal licensing, vaccination, and owner identification;
  - 2. Keeping the animal under control and taking effective action when it is out of control; and
  - 3. Feeding and walking the animal, and disposing of its waste.

### **VI. EXCEPTIONS AND EXCLUSIONS**

- A. UCC may pose some restrictions on, and may even exclude, a service animal or emotional support animal in certain instances. Restrictions or exclusions will be considered on a case-by-case basis in accordance with applicable laws, but an animal may be excluded by UCC Security or the Accessibility Services Coordinator if:
  - 1. It is out of control and effective action is not taken to control it;
  - 2. It is not housebroken;
  - 3. It poses a direct threat to the health or safety of others that cannot be reduced or eliminated by reasonable modifications; or
  - 4. Its presence fundamentally alters the nature of a program, service or activity.

5. Any questions or concerns should be directed to the Accessibility Services Coordinator or UCC Security.

**RESPONSIBILITY:**

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

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

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b> Animals on Campus	
<b>New BP #:</b>	<b>Old BP # &amp; Title:</b>
<b>New AP #:</b> 3440	<b>Old AP # &amp; Title:</b> 404 Service Animals/Emotional Support Animals
<b>Revision Date:</b>	11/13/2018

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p><b>ADMINISTRATIVE PROCEDURE NO: AP 404 RELATED TO POLICY NO. 404</b>  <b>TITLE: SERVICE ANIMALS/EMOTIONAL SUPPORT ANIMALS</b></p> <p><del>SERVICE ANIMALS            A “service animal” means any dog or in some cases a miniature horse, that is individually trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability (source: National Service Animal Registry). The work or tasks performed by a service animal must be directly related to the person’s disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.</del></p>		<p><b>Service Animals/Emotional Support Animals</b></p> <p>SERVICE ANIMALS            A “service animal” means any dog or in some cases a miniature horse, that is individually trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability (source: National Service Animal Registry). The work or tasks performed by a service animal must be directly related to the person’s disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.</p> <p>Service animals will be permitted to accompany people with disabilities in all areas of UCC’s facilities where students, members of the public, and other participants in services, programs or activities are allowed to go. UCC does not require documentation, such as proof that the</p>

~~Service animals will be permitted to accompany people with disabilities in all areas of UCC's facilities where students, members of the public, and other participants in services, programs or activities are allowed to go. UCC does not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.~~

~~Additionally, UCC cannot ask about the nature or extent of a person's disability to determine whether a person's animal qualifies as a service animal. However, when it is not readily apparent that an animal is a service animal, UCC staff may make two inquires to determine whether the animal qualifies as a service animal, which are:~~

- ~~(1) Is the animal required because of a disability?  
(2) What work or task has the animal been trained to perform?~~

#### ~~EMOTIONAL SUPPORT ANIMALS~~

~~"Emotional support animal" is an animal that provides emotional support that eases one or more identified symptoms or effects of a person's disability. Unlike service animals, emotional support animals are not trained to perform work or tasks, and they include species other than dogs and miniature horses. Emotional support animals are not allowed to accompany persons with disabilities in all areas of UCC.~~

animal has been certified, trained, or licensed as a service animal.

Additionally, UCC cannot ask about the nature or extent of a person's disability to determine whether a person's animal qualifies as a service animal. However, when it is not readily apparent that an animal is a service animal, UCC staff may make two inquires to determine whether the animal qualifies as a service animal, which are:

- (1) Is the animal required because of a disability?  
(2) What work or task has the animal been trained to perform?

#### EMOTIONAL SUPPORT ANIMALS

"Emotional support animal" is an animal that provides emotional support that eases one or more identified symptoms or effects of a person's disability. Unlike service animals, emotional support animals are not trained to perform work or tasks, and they include species other than dogs and miniature horses. Emotional support animals are not allowed to accompany persons with disabilities in all areas of UCC.

While emotional support animals are generally not allowed indoors on UCC's campus people with disabilities may request approval from the Accessibility Services office to have the emotional support animal accompany them to other campus areas. Such requests will be considered on a case-by-case basis consistent with applicable laws.

#### GUIDE AND HEARING TRAINEES

Oregon law allows animals that are being trained to be dog guides for the blind, hearing assistance dogs, or

~~While emotional support animals are generally not allowed indoors on UCC's campus people with disabilities may request approval from the Accessibility Services office to have the emotional support animal accompany them to other campus areas. Such requests will be considered on a case-by-case basis consistent with applicable laws.~~

#### ~~GUIDE AND HEARING TRAINEES~~

~~Oregon law allows animals that are being trained to be dog guides for the blind, hearing assistance dogs, or assistance animals for persons with physical impairments to access UCC facilities.~~

#### ~~RESPONSIBILITIES OF PEOPLE WITH DISABILITIES USING SERVICE OR EMOTIONAL SUPPORT ANIMALS~~

~~UCC is not responsible for the care or supervision of service or emotional support animals. People with disabilities are responsible for the cost, care, and supervision of service and emotional support animals, including:~~

- ~~• Compliance with any laws pertaining to animal licensing, vaccination, and owner identification;~~
- ~~• Keeping the animal under control and taking effective action when it is out of control; and~~
- ~~• Feeding and walking the animal, and disposing of its waste.~~

assistance animals for persons with physical impairments to access UCC facilities.

#### RESPONSIBILITIES OF PEOPLE WITH DISABILITIES USING SERVICE OR EMOTIONAL SUPPORT ANIMALS

UCC is not responsible for the care or supervision of service or emotional support animals. People with disabilities are responsible for the cost, care, and supervision of service and emotional support animals, including:

- Compliance with any laws pertaining to animal licensing, vaccination, and owner identification;
- Keeping the animal under control and taking effective action when it is out of control; and
- Feeding and walking the animal, and disposing of its waste.

#### EXCEPTIONS AND EXCLUSIONS

UCC may pose some restrictions on, and may even exclude, a service animal or emotional support animal in certain instances. Restrictions or exclusions will be considered on a case-by-case basis in accordance with applicable laws, but an animal may be excluded by UCC Security or the Accessibility Services Coordinator if:

- It is out of control and effective action is not taken to control it;
- It is not housebroken;

**EXCEPTIONS AND EXCLUSIONS**

~~UCC may pose some restrictions on, and may even exclude, a service animal or emotional support animal in certain instances. Restrictions or exclusions will be considered on a case-by-case basis in accordance with applicable laws, but an animal may be excluded by UCC Security or the Accessibility Services Coordinator if:~~

- ~~• It is out of control and effective action is not taken to control it;~~
- ~~• It is not housebroken;~~
- ~~• It poses a direct threat to the health or safety of others that cannot be reduced or eliminated by reasonable modifications; or~~
- ~~• Its presence fundamentally alters the nature of a program, service or activity.~~

~~Any questions or concerns should be directed to the Accessibility Services Coordinator or UCC Security.~~

**DATE OF ADOPTION:  
DATE(S) OF REVISION(S):  
DATE OF LAST REVIEW:  
11/22/2016 College Council**

- It poses a direct threat to the health or safety of others that cannot be reduced or eliminated by reasonable modifications; or
- Its presence fundamentally alters the nature of a program, service or activity.

Any questions or concerns should be directed to the Accessibility Services Coordinator or UCC Security.



## BOARD POLICY

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**TITLE: STUDENT HEALTH SERVICES**

**BOARD POLICY # 5200**

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Umpqua Community College does not provide student health services. Students may gain information about physical and emotional well-being through course offerings.

**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).

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b> Student Health Services <b>New BP #:</b> 5200 <b>Old BP # &amp; Title:</b> N/A <b>New AP #:</b> <b>Old AP # &amp; Title:</b> <b>Revision Date:</b> 6/26/2019
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
N/A	<p><b>NOTE:</b> <i>Although this policy is <b>recommended as good practice</b>, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture. If the entity provides health services, insert current policy language.</i></p> <p>The [ <b>entity</b> ] will provide student health services in order to contribute to the education aims of students by promoting physical and emotional well-being through health oriented programs and services.</p>	<p>Umpqua Community College does not provide student health services. Students may gain information about physical and emotional well-being through course offerings.</p>



## BOARD POLICY

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**TITLE: COMMUNICABLE DISEASE - STUDENTS**

**BOARD POLICY # 5210**

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The College cooperates with local public health officers in measures necessary for the prevention and control of communicable diseases in students. The College complies with any immunization program required by Oregon Health Authority regulations.

The College shall take action involving persons who have communicable diseases based on current and professionally informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, a careful weighting of the identified risks, and the available alternative(s) for responding to the person(s) with a communicable disease.

Certain College programs, as a condition for participation, may require vaccinations and other medical interventions as determined by the program.

**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).

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**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><b>TITLE:</b> Communicable Disease – Students</p> <p><b>New BP #:</b> 5210    <b>Old BP # &amp; Title:</b> N/A</p> <p><b>New AP #:</b>            <b>Old AP # &amp; Title:</b></p> <p><b>Revision Date:</b> 5/10/2019</p>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>N/A except for BP 309 which is under Administration</p>	<p><i><b>NOTE:</b> 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 [ CEO ] shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students.</p>	<p>The College cooperates with local public health officers in measures necessary for the prevention and control of communicable diseases in students. The College complies with any immunization program required by Oregon Health Authority regulations.</p> <p>The College shall take action involving persons who have communicable diseases based on current and professionally informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, a careful weighting of the identified risks, and the available alternative(s) for responding to the person(s) with a communicable disease.</p> <p>Certain College programs, as a condition for participation, may require vaccinations and other medical interventions as determined by the program.</p>



## ADMINISTRATIVE PROCEDURE

**TITLE: COMMUNICABLE DISEASE - STUDENTS**

**ADMINISTRATIVE PROCEDURE # 5210**

**RELATED TO POLICY # 5210**

In order to protect employees, students and visitors, the College has established rules and procedures for prevention or transmission of communicable diseases including Influenza, Hepatitis B and HIV infections. Students will abide by the following rules and procedures:

- A. Students shall take reasonable and necessary steps to prevent the spread of communicable/infectious disease.
- B. Self-disclosure is voluntary. However, since any disease may adversely affect academic performance, a student with a communicable disease is encouraged to seek advice from an academic advisor, the Accessibility Services Office, or the Dean of Student Services
- C. If the College becomes aware that a student has been diagnosed as having a communicable disease, the information will not be disseminated to anyone without the permission of the infected person.
- D. In the case of students who are unable to perform academically due to their health, students may choose to pursue a medical withdrawal pursuant to Board Policy and Administrative Procedure 5075.

**RESPONSIBILITY:**

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

**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b> Communicable Disease – Students
<b>New BP #:</b> <b>Old BP # &amp; Title:</b>
<b>New AP #:</b> 5210 <b>Old AP # &amp; Title:</b> N/A
<b>Revision Date:</b> 6/26/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
N/A except for AP 309.10 which is under Administration	<p><i><b>NOTE:</b> Although this policy is <b>recommended as good practice</b>, it is up to the entity to determine the applicability of this administrative procedure given state law and the entity's organizational culture.</i></p> <p><i><b>NOTE:</b> Oregon law requires community colleges and universities with dorms to provide information to all first-time enrolled or registered students about vaccine-preventable diseases and vaccination.(See ORS 433.281.).</i></p>	<p>In order to protect employees, students and visitors, the College has established rules and procedures for prevention or transmission of communicable diseases including Influenza, Hepatitis B and HIV infections. Students will abide by the following rules and procedures:</p> <p>A. Students shall take reasonable and necessary steps to prevent the spread of communicable/infectious disease.</p> <p>B. Self-disclosure is voluntary. However, since any disease may adversely affect academic performance, a student with a communicable disease is encouraged to seek advice from an academic advisor, the Accessibility Services Office, or the Dean of Student Services</p> <p>C. If the College becomes aware that a student has been diagnosed as having a communicable disease, the information will not be disseminated to anyone without the permission of the infected person.</p> <p>D. In the case of students who are unable to perform academically due to their health, students may choose to pursue a medical withdrawal pursuant to Board Policy and Administrative Procedure 5075.</p>



## BOARD POLICY

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**TITLE: ASSOCIATED STUDENTS ORGANIZATION**

**BOARD POLICY # 5400**

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- A. Students of the College are authorized to organize a student body association. The Board of Education hereby recognizes the association as the Associated Students of Umpqua Community College (ASUCC) and its governing body as the ASUCC Leadership Board, which is comprised of ASUCC Leadership Team members and certified club and student organization representatives.
- B. ASUCC Leadership Board activities shall not conflict with the authority or responsibility of the Board of Education or its officers or employees.
- C. The ASUCC Leadership Board shall conduct itself in accordance with state laws and regulations and with administrative policies and procedures established by the College.
- D. The ASUCC Leadership Board shall be granted the use of the UCC's premises subject to such administrative policies and procedures as may be established by the College. Such use shall not be construed as transferring ownership or control of the premises.

**RESPONSIBILITY:**

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

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b> Associated Students Organization
<b>New BP #:</b> 5400 <b>Old BP # &amp; Title:</b> N/A
<b>New AP #:</b> <b>Old AP # &amp; Title:</b>
<b>Revision Date:</b>

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
N/A	<p><i>NOTE: Although this policy is <b>recommended as good practice</b>, 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><del>The students of the [entity] are authorized to organize a student body association(s). The Board of Education hereby recognizes the [the/those] association(s) as the Associated Students of the [entity] [list the A.S. of each college].</del></p> <p><del>The Associated Students activities shall not conflict with the authority or responsibility of the Board of Education or its officers or employees.</del></p> <p><del>The Associated Students shall conduct itself in accordance with state laws and regulations and administrative procedures established by the [CEO].</del></p> <p><i>NOTE: The following language is suitable where the ASO has been granted use of the [entity's] facilities, e.g., for offices, meetings, etc.</i></p> <p><del>The Associated Student shall be granted the use of the [entity's] premises subject to such administrative procedures as may be established by the [CEO]. Such use shall not be construed as transferring ownership or control of the premises</del></p>	<p><b>A.</b> Students of the College are authorized to organize a student body association. The Board of Education hereby recognizes the association as the Associated Students of Umpqua Community College (ASUCC) and its governing body as the ASUCC Leadership Board, which is comprised of ASUCC Leadership Team members and certified club and student organization representatives.</p> <p><b>B.</b> ASUCC Leadership Board activities shall not conflict with the authority or responsibility of the Board of Education or its officers or employees.</p> <p><b>C.</b> The ASUCC Leadership Board shall conduct itself in accordance with state laws and regulations and with administrative policies and procedures established by the College.</p> <p><b>D.</b> The ASUCC Leadership Board shall be granted the use of the UCC's premises subject to such administrative policies and procedures as may be established by the College. Such use shall not be construed as transferring ownership or control of the premises.</p> <p>The Director for Student Engagement is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure.</p>



## ADMINISTRATIVE PROCEDURE

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**TITLE: ASSOCIATED STUDENTS ORGANIZATION**

**ADMINISTRATIVE PROCEDURE # 5400**

**RELATED TO POLICY # 5400**

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- A. The College shall have one Associated Students organization, which is recognized by the UCC Board of Education, called the Associated Students of Umpqua Community College (ASUCC). Its governing board shall be called the ASUCC Leadership Board.
- B. All students registered for credit and other credit (ABE, GED, ESL) shall be encouraged to join the ASUCC Leadership Board.
- C. The governing board shall be elected and appointed in accordance with the ASUCC Constitution and Bylaws, which can be found at [www.umpqua.edu](http://www.umpqua.edu) website under ASUCC Student Leadership. The Board shall keep an account of its meetings, expenditures, authorizations and policies established.
- D. The ASUCC organization shall have an established ASUCC Constitution and Bylaws which defines its mission, membership, membership requirements, structure, elections and appointments of the governing body, responsibilities and duties of the governing body, recognition of student organizations, meetings of the governing body, quorum, and documents used by the governing body in support and execution of its operations.
- E. The ASUCC Leadership Board quorum is defined by three (3) ASUCC Executive Council Officers and five (5) other voting members who may be ASUCC Senators, club representatives or representatives from campus student organizations. Once quorum is established, the ASUCC Leadership Board can vote on substantive business. Any substantive business voted on in the absence of quorum will be invalid.
- F. The duties of the governing body officers shall reflect the responsibility to maintain official records including meeting agendas and minutes, budget expenditures, and established policies and procedures.
- G. The ASUCC Leadership Board shall make every effort to appoint a student representative to all UCC shared governance councils and committees.

- H. The Director for Student Engagement shall serve as advisor to the ASUCC Leadership Board.
- I. In accordance with Oregon SB 731, the ASUCC Leadership Board or a member of a recognized student government while acting as a member, may make a statement or issue a resolution to promote or oppose (a) the gathering of signatures on an initiative or referendum petition; or (b) the adoption of a measure. Except for facilitating the actions described above, the ASUCC Leadership Board may not use mandatory student-initiated fees, mandatory enrollment fees, mandatory incidental fees or any public moneys to promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder.

**RESPONSIBILITY:**

The Director for Student Engagement is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b> Associated Students Organization  <b>New BP #:</b> <b>Old BP # &amp; Title:</b>  <b>New AP #:</b> 5400 <b>Old AP # &amp; Title:</b> N/A  <b>Revision</b> <b>Date:</b>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
N/A	<p><i>NOTE: Although this policy is <b>recommended as good practice</b>, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture. If the Board of Education has established a student body organization, local practice may be inserted here.</i></p> <p><i>[The entity/Each college in the entity]</i> shall have one Associated Students Organization.</p> <p>Both day and evening student representatives shall be encouraged.</p> <p>A governing body shall be elected that shall keep an account of its meetings, expenditures, authorizations and policies established.</p> <p>A simple majority of the elected voting members of the Associated Students</p>	<p>A. The College shall have one Associated Students organization, which is recognized by the UCC Board of Education, called the Associated Students of Umpqua Community College (ASUCC). Its governing board shall be called the ASUCC Leadership Board.</p> <p>B. All students registered for credit and other credit (ABE, GED, ESL) shall be encouraged to join the ASUCC Leadership Board.</p> <p>C. The governing board shall be elected and appointed in accordance with the ASUCC Constitution and Bylaws, which can be found at <a href="http://www.umpqua.edu">www.umpqua.edu</a> website under ASUCC Student Leadership. The Board shall keep an account of its meetings, expenditures, authorizations and policies established.</p> <p>D. The ASUCC organization shall have an established ASUCC Constitution and Bylaws which defines its mission, membership, membership requirements, structure, elections and appointments of the governing body, responsibilities and duties of the governing body, recognition of student organizations, meetings of the governing body, quorum, and documents used by the governing body in support and execution of its operations.</p>

	<p>Organization governing body shall constitute a quorum.</p>	<p>E. The ASUCC Leadership Board quorum is defined by three (3) ASUCC Executive Council Officers and five (5) other voting members who may be ASUCC Senators, club representatives or representatives from campus student organizations. Once quorum is established, the ASUCC Leadership Board can vote on substantive business. Any substantive business voted on in the absence of quorum will be invalid.</p> <p>F. The duties of the governing body officers shall reflect the responsibility to maintain official records including meeting agendas and minutes, budget expenditures, and established policies and procedures.</p> <p>G. The ASUCC Leadership Board shall make every effort to appoint a student representative to all UCC shared governance councils and committees.</p> <p>H. The Director for Student Engagement shall serve as advisor to the ASUCC Leadership Board.</p> <p>I. In accordance with Oregon SB 731, the ASUCC Leadership Board or a member of a recognized student government while acting as a member, may make a statement or issue a resolution to promote or oppose (a) the gathering of signatures on an initiative or referendum petition; or (b) the adoption of a measure. Except for facilitating the actions described above, the ASUCC Leadership Board may not use mandatory student-initiated fees, mandatory enrollment fees, mandatory incidental fees or any public moneys to promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder.</p> <p>The Director for Student Engagement is responsible for implementing and updating this procedure.</p>
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## BOARD POLICY

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**TITLE: ASSOCIATED STUDENTS ELECTIONS**

**BOARD POLICY # 5410**

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- A. The Associated Students of Umpqua Community College (ASUCC) Leadership Board shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the [ASUCC Constitution and Bylaws](#) and other relevant documents.
- B. Any student elected as an officer shall meet the requirements as established by the [ASUCC Constitution and Bylaws](#) and other relevant documents.
- C. The ASUCC Vice-President shall typically serve as the Elections Chair. In the event the ASUCC Elections Chair is a candidate for office, another ASUCC Leadership Team member who is not a candidate or campaign manager shall be appointed to serve as ASUCC Elections Chair.
- D. There shall be an ASUCC Elections Committee shall be comprised of the ASUCC Vice President or ASUCC Elections Chair, and three additional students currently enrolled in college credits or other credit at Umpqua Community College, as appointed by the ASUCC Vice President or ASUCC Elections Chair.
- E. Students who serve on the ASUCC Elections Committee may not be candidates for any ASUCC Executive Council position.

**RESPONSIBILITY:**

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

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b> Associated Students Elections <b>New BP #:</b> 5410 <b>Old BP # &amp; Title:</b> N/A <b>New AP #:</b> <b>Old AP # &amp; Title:</b>  <b>Revision Date:</b> 4/29/2019
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
N/A	<p><i>NOTE: Although this policy is <b>recommended as good practice</b>, 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 students of the [<i>entity</i>] are authorized to</p> <p>The Associated Students shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the [<i>CEO</i>].</p> <p>Any student elected as an officer in the Associated Students shall meet the following requirements:</p> <p><i>[List any requirements the elected officers are required to meet]</i></p>	<p>The Associated Students of Umpqua Community College (ASUCC) Leadership Board shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the <a href="#">ASUCC Constitution and Bylaws</a> and other relevant documents.</p> <p>Any student elected as an officer shall meet the requirements as established by the <a href="#">ASUCC Constitution and Bylaws</a> and other relevant documents.</p> <p>The ASUCC Vice-President shall typically serve as the Elections Chair. In the event the ASUCC Elections Chair is a candidate for office, another ASUCC Leadership Team member who is not a candidate or campaign manager shall be appointed to serve as ASUCC Elections Chair.</p> <p>There shall be an ASUCC Elections Committee shall be comprised of the ASUCC Vice President or ASUCC Elections Chair, and three additional students currently enrolled in college credits or other credit at Umpqua Community College, as appointed by the ASUCC Vice President or ASUCC Elections Chair.</p> <p>Students who serve on the ASUCC Elections Committee may not be candidates for any ASUCC Executive Council position.</p>



## ADMINISTRATIVE PROCEDURE

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**TITLE: ASSOCIATED STUDENTS ELECTIONS**

**ADMINISTRATIVE PROCEDURE # 5410**

**RELATED TO POLICY # 5410**

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- A. The Associated Students of Umpqua Community College (ASUCC) Leadership Board conducts in accordance with procedures established by the [ASUCC Constitution and Bylaws](#), the ASUCC Elections Handbook, and the ASUCC Candidates Handbook.
- B. Any student running for office shall be enrolled at UCC at the time they are running for office, during the election and throughout their term of office and meet and maintain the minimum academic requirements outlined in the [ASUCC Constitution and Bylaws](#).
- C. The ASUCC Elections Handbook outlines the policies and procedures for the ASUCC regular and special elections. It includes the election timeline, appropriate behavior when staffing polling stations, and helpful hints for increasing voter turnout.
- D. ASUCC Elections are to be governed by the ASUCC Elections Chair and the ASUCC Elections Committee.
- E. The ASUCC Elections Committee shall make decisions on elections procedures and assist the ASUCC Elections Chair in running all regular and special elections.

**RESPONSIBILITY:**

The Director for Student Engagement is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b> Associated Students Elections  <b>New BP #:</b> <b>Old BP # &amp; Title:</b> N/A  <b>New AP #:</b> 5410 <b>Old AP # &amp; Title:</b>  <b>Revision</b> <b>Date:</b>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
N/A	<p><i>NOTE: Although this policy is <b>recommended as good practice</b>, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture. If the entity has an Associated Students Organization created by the Board of Education, it should adopt this or a similar procedure. The following is an illustrative example.</i></p> <p>The Associated Students shall conduct <b>[annual]</b> elections to elect officers.</p> <p>Any student elected as an officer in the Associated Students shall meet the requirements in board policy.</p> <p><i>NOTE: Insert local election procedures.</i></p>	<p>The Associated Students of Umpqua Community College (ASUCC) Leadership Board conducts in accordance with procedures established by the <a href="#">ASUCC Constitution and Bylaws</a>, the ASUCC Elections Handbook, and the ASUCC Candidates Handbook.</p> <p>Any student running for office shall be enrolled at UCC at the time they are running for office, during the election and throughout their term of office and meet and maintain the minimum academic requirements outlined in the <a href="#">ASUCC Constitution and Bylaws</a>.</p> <p>The ASUCC Elections Handbook outlines the policies and procedures for the ASUCC regular and special elections. It includes the election timeline, appropriate behavior when staffing polling stations, and helpful hints for increasing voter turnout.</p> <p>ASUCC Elections are to be governed by the ASUCC Elections Chair and the ASUCC Elections Committee.</p> <p>The ASUCC Elections Committee shall make decisions on elections procedures and assist the ASUCC Elections Chair in running all regular and special elections.</p>

		<p>The committee shall assist the ASUCC Elections Chair in regulation of the campaign process. Members of this Committee shall monitor practices of candidates running for ASUCC Student Leadership Team. This Committee shall meet and discuss the election procedures and practices.</p> <p>The ASUCC Elections Committee is granted the authority to make a recommendation of disqualification to the ASUCC Elections Chair or the Director of Student Engagement. The ASUCC Elections Committee acts as the eyes and ears of the ASUCC Elections Chair. Any other person may submit, in writing, any campaign violation in the form of a grievance, as outlined in the ASUCC Candidates' Handbook.</p> <p>The ASUCC Candidates' Handbook contains the policies and procedures pertaining to conduct and campaigning before and during elections. The handbook outlines the policies and procedures for all candidates, including write-in candidates, running for an elected position on the ASUCC Executive Council. It includes policies and procedures for campaign practices and publicity, tips on campaigning and a review of campaigning practices which lead to disqualification.</p> <p>All candidates shall receive a copy of the ASUCC Candidates' Handbook upon approval of their nomination petition by ASUCC Leadership Board. Candidates may not begin to campaign until they have received and reviewed the ASUCC Candidates' Handbook with the ASUCC Elections Chair; and have signed a Candidate Agreement. Candidates must also attend two ASUCC Leadership Board meetings by the established deadline, which must be completed prior to campaigning.</p> <p>The ASUCC Elections Chair reserves the right to modify the policies and procedures contained in the ASUCC Candidates' Handbook, based upon the advice of the ASUCC Leadership Board; the Director for Student Engagement, and the Elections Committee. Candidates will be informed of all modifications.</p>
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## BOARD POLICY

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**TITLE: ASSOCIATED STUDENTS FINANCE**

**BOARD POLICY # 5420**

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- A. The Associated Students of Umpqua Community College (ASUCC) Leadership Team and ASUCC recognized student organizations and student clubs shall establish budget accounts with the College for the purpose of depositing and disbursement of funds.
- B. ASUCC governing body funds shall be expended according to policies and procedures established by the College, and ASUCC Leadership Board subject to the approval of:
  - 1. the Associated Student governing body and/or its duly recognized representative; and
  - 2. the Associated Student governing body advisor.
- C. All ASUCC recognized student organizations and student clubs shall be expended according to policies and procedures established by the College and the student organization/club, subject to the approval of:
  - 1. the leadership team of the recognized student organization or student club;
  - 2. the advisor for the recognized student organization or student club; and
  - 3. the Associated Student governing body advisor.
- D. Certain expenditures, as established by the College policy and procedure, shall be subject to the approval of the Dean for Student Services, the Provost, and/or the college President.

**RESPONSIBILITY:**

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

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

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

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b> Associated Students Finance <b>New BP #:</b> 5420 <b>Old BP # &amp; Title:</b> N/A <b>New AP #:</b> <b>Old AP # &amp; Title:</b>  <b>Revision</b> <b>Date:</b>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
N/A	<p><i>NOTE: Although this policy is <b>recommended as good practice</b>, 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>Associated Student funds shall be deposited with and disbursed by the <b>[CEO]</b>.</p> <p>The funds shall be deposited, loaned, or invested as authorized by law.</p> <p>All funds shall be expended according to procedures established by the <b>[entity]</b>, subject to the approval of <b>[specify who has approval authority. This can include the CEO, the faculty advisor, or a representative of the student body organization. We recommend requiring more than one approval.]</b></p>	<p>The Associated Students of Umpqua Community College (ASUCC) Leadership Team and ASUCC recognized student organizations and student clubs shall establish budget accounts with the College for the purpose of depositing and disbursement of funds.</p> <p>ASUCC governing body funds shall be expended according to policies and procedures established by the College, and ASUCC Leadership Board subject to the approval of:</p> <ul style="list-style-type: none"> <li>• the Associated Student governing body and/or its duly recognized representative; and</li> <li>• the Associated Student governing body advisor.</li> </ul> <p>All ASUCC recognized student organizations and student clubs shall be expended according to policies and procedures established by the College and the student organization/club, subject to the approval of:</p> <ul style="list-style-type: none"> <li>• the leadership team of the recognized student organization or student club;</li> <li>• the advisor for the recognized student organization or student club; and</li> <li>• the Associated Student governing body advisor.</li> </ul> <p>Certain expenditures, as established by the College policy and procedure, shall be subject to the approval of the Dean for Student Services, the Provost, and/or the college President.</p>



## ADMINISTRATIVE PROCEDURE

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**TITLE: ASSOCIATED STUDENTS FINANCE**

**ADMINISTRATIVE PROCEDURE # 5420**

**RELATED TO POLICY # 5420**

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Associated Student governing budget accounts and the accounts of its recognized student organizations and student clubs are maintained in accordance with college policies and procedures and internal processes as defined in the [ASUCC Constitution and Bylaws](#) and documents used by the governing body in support of and execution of its operations.

ASUCC governing body funds shall be expended subject to both college policies and procedures and internal processes as may be established by the Associated Students governing body.

ASUCC recognized student organizations and student clubs funds shall be expended subject to both college procedures and internal processes as may be established by the Associated Students governing body and/or the student organization or student club. All expenses shall be subject to prior approval as outlined in the associated Board Policy 5420.

**RESPONSIBILITY:**

The Director for Student Engagement is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b> Associated Students Finance	
<b>New BP #:</b>	<b>Old BP # &amp; Title:</b>
<b>New AP #:</b> 5420	<b>Old AP # &amp; Title:</b> N/A
<b>Revision</b>	
<b>Date:</b>	

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
N/A	<p><i>NOTE: Although this policy is <b>recommended as good practice</b>, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture. If the Board of Education has established an associated students' organization it should adopt this or a similar procedure. The following is an illustrative example.</i></p> <p>Associated Student Funds are maintained in accordance with the following procedures:</p> <p><i>[Insert local procedures]</i></p> <p>All funds shall be expended subject to such internal processes as may be established by the Associated Students subject to the approval of each of the following three persons. Approval shall be obtained each time before any funds may be expended:</p> <ul style="list-style-type: none"> <li>• the <i>[CEO]</i> or a designee;</li> <li>• the officer or employee of the <i>[entity]</i> who is the designated advisor of the particular student body organization; and</li> <li>• a representative of the student body organization.</li> </ul>	<p>Associated Student governing budget accounts and the accounts of its recognized student organizations and student clubs are maintained in accordance with college policies and procedures and internal processes as defined in the <a href="#">ASUCC Constitution and Bylaws</a> and documents used by the governing body in support of and execution of its operations.</p> <p>ASUCC governing body funds shall be expended subject to both college policies and procedures and internal processes as may be established by the Associated Students governing body.</p> <p>ASUCC recognized student organizations and student clubs funds shall be expended subject to both college procedures and internal processes as may be established by the Associated Students governing body and/or the student organization or student club. All expenses shall be subject to prior approval as outlined in the associated Board Policy 5420.</p>



## BOARD POLICY

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**TITLE: VOTER REGISTRATION & INFORMATION**

**BOARD POLICY # 5610** *(was 740 Student Voter Policy)*

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In compliance with Oregon State Senate Bill 951 (2007) and Senate Bill 1586 (2016), the Associated Students of Umpqua Community College (ASUCC), led by the ASUCC Executive Officers and, in conjunction with College administrative staff,) will ensure that all students have access to the information and documents needed to register to vote, make informed choices based on non-partisan information about the candidates and ballot measures, and complete and submit their respective ballots.

The policy and procedure shall be adhered to as such during academic terms in which federal, statewide, or local elections take place.

**Reference:**

Oregon State Senate Bill 951 (2007) and Senate Bill 1586 (2016)

**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).

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b> Voter Registration & Information <b>New BP #:</b> 5610 <b>Old BP # &amp; Title:</b> 740 Student Voter Policy <b>New AP #:</b> <b>Old AP # &amp; Title:</b>  <b>Revision Date:</b> 9/27/2019
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p><del>The Associated Students of Umpqua Community College (ASUCC), combined with the Administrative Staff of Umpqua Community College (UCC) will ensure that all students have access to the information and documents needed to register to vote, make informed choices based on non-partisan information about the candidates and ballot measures, and complete and submit their respective ballots, in compliance with Oregon State Senate Bill 951 (2007). This shall be considered official UCC policy and adhered to as such during academic terms in which federal, statewide, or local elections take place.</del></p>		<p>In compliance with Oregon State Senate Bill 951 (2007) and Senate Bill 1586 (2016), the Associated Students of Umpqua Community College (ASUCC), led by the ASUCC Executive Officers and, in conjunction with College administrative staff,) will ensure that all students have access to the information and documents needed to register to vote, make informed choices based on non-partisan information about the candidates and ballot measures, and complete and submit their respective ballots.</p> <p>The policy and procedure shall be adhered to as such during academic terms in which federal, statewide, or local elections take place.</p> <p><b>Reference:</b> Oregon State Senate Bill 951 (2007) and Senate Bill 1586 (2016)</p> <p><b>Responsibility:</b> The Dean of Student Services is responsible for implementing and updating this policy and associated procedures.</p>



## ADMINISTRATIVE PROCEDURE

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**TITLE: VOTER REGISTRATION & INFORMATION**

**ADMINISTRATIVE PROCEDURE # 5610** *(was 740AP Student Voter Registration)*

**RELATED TO POLICY # 5610**

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1. Information on voter registration shall be emailed to each student a minimum of once an academic year and shall include: links to online voter registration; the location of voter registration cards on campus; where completed cards can be submitted; voter registration deadlines; and voter registration events. The same information shall be provided to college employees through approved methods of distribution.
2. A direct link to the Secretary of State's online voter registration shall be maintained on the College's internet website. Voter registration forms shall be available in the areas where registration, financial aid, and advising services are provided, as well as the campus store.
3. Upon request, the ASUCC Leadership Team shall be granted access to student orientation programs and campus welcome events for the purposes of non-partisan voter registration and education.
4. Upon request, the ASUCC Leadership Team shall be provided with an official class schedule and a list of professional contact information for college faculty, which may be used for the purpose of seeking faculty approval for the ASUCC Leadership Team to provide nonpartisan voter registration classroom presentations. Classroom access is by permission of the instructor teaching the class, and shall be limited to the first five minutes of a class period.
5. ASUCC Leadership Team, student groups, and individual students shall be granted the opportunity to provide nonpartisan voter registration and education services throughout the academic term in any non-reserved public space on the college's property, provided that the nonpartisan voter registration services conform to the rules of conduct and rules for reserving space at the college. Voter registration and education services may include, but are not limited to: tabling, phone-banking, meetings, trainings and educational forums.

**Reference:**

Oregon State Senate Bill 951 (2007) and Senate Bill 1586 (2016)

**RESPONSIBILITY:**

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

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

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b> Voter Registration & Information	
<b>New BP #:</b>	<b>Old BP # &amp; Title:</b>
<b>New AP #:</b> 5610	<b>Old AP # &amp; Title:</b> 740 Student Voter Registration
<b>Revision Date:</b>	9/27/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>The following is the Umpqua Community College Student Voter Procedure, approved under the authority of Oregon State Senate Bill 951 (2007). The procedure shall be reviewed and appropriately revised, as necessary, in consultation with representatives of the non-partisan Associated Students of Umpqua Community College (ASUCC) and college faculty, staff, and administrators. The procedure shall support UCC Policy #TBD and be adhered to as such during academic terms in which federal, statewide, or local elections take place.</p> <p>Section 1. Accessibility ASUCC shall be granted to access to all college-sponsored programs and events for the purposes of non-partisan voter registration and education. Class access will be my permission of the faculty member teaching the class, and shall be limited to the first five minutes of a class period.</p> <p>ASUCC shall be granted access to reasonable space and resources in order to coordinate voter</p>	<p><b>Note:</b> <i>This procedure is <b>legally advised</b>. Insert local practice, which should address the following:</i></p> <ul style="list-style-type: none"> <li>• A good faith effort to distribute a mail voter registration form to each student enrolled in a degree or certificate program and physically in attendance at the institution.</li> <li>• Forms are widely available to students at the institution.</li> <li>• Give the student government (at their request) an opportunity to provide nonpartisan voter registration services:               <ul style="list-style-type: none"> <li>○ As part of student orientation programs held by the school's administration;</li> <li>○ As part of campus welcome events that occur before</li> </ul> </li> </ul>	<ol style="list-style-type: none"> <li>1. Information on voter registration shall be emailed to each student a minimum of once an academic year and shall include: links to online voter registration; the location of voter registration cards on campus; where completed cards can be submitted; voter registration deadlines; and voter registration events. The same information shall be provided to college employees through approved methods of distribution.</li> <li>2. A direct link to the Secretary of State's online voter registration shall be maintained on the College's internet website. Voter registration forms shall be available in the areas where registration, financial aid, and advising services are provided, as well as the campus store.</li> <li>3. Upon request, the ASUCC Leadership Team shall be granted to access to student orientation programs and campus welcome events for the</li> </ol>

<p><del>registration and education, including, but not limited to, phone-banking, meetings, trainings and educational forums</del> if the student government space is unavailable or inaccessible.</p> <p>During any academic term which ASUCC runs a voter registration and/or education event; ASUCC shall have access to information pertaining to that academic term's classes for scheduling and outreach purposes for class presentations. This information shall be provided in digital format and include the following information for each course:</p> <ul style="list-style-type: none"> <li>• Course size (actual enrollment)</li> <li>• Course location</li> <li>• Course meeting days</li> <li>• Course meeting times</li> <li>• Course instructor(s)</li> <li>• Course instructor(s) contact information</li> </ul> <p>ASUCC shall be allowed to engage in peer-to-peer voter registration and education at UCC. This access shall only be restricted on the basis of disruption of vital college services and shall be granted at high-traffic areas including, but not limited to, covered areas outside of the bookstore, registration office, and financial aid office.</p> <p>ASUCC shall be granted freedom to install locked drop-boxes near all main exits of the Learning Commons and the Campus Center for the purpose for collecting voter registration cards.</p>	<p>classes begin each academic term; and</p> <ul style="list-style-type: none"> <li>○ As part of residence life program activities.</li> </ul> <ul style="list-style-type: none"> <li>• Provide the student government (at their request) with an official class schedule and a list of professional contact information for school faculty, which may be used for the purpose of seeking faculty approval for the student government to provide nonpartisan voter registration classroom presentations.</li> <li>• Provide individual students and student groups the opportunity to provide nonpartisan voter registration services throughout the academic term in any non-reserved public space on the school's property, provided that the nonpartisan voter registration services conform to the rules of conduct and rules for reserving space at the school.</li> </ul> <p>NOTE: Oregon law requires community colleges and universities to display a direct link to the Secretary of State's online voter registration tool on the school's Internet website or student network managed by the college.</p>	<p>purposes of non-partisan voter registration and education.</p> <p>4. Upon request, the ASUCC Leadership Team shall be provided with an official class schedule and a list of professional contact information for college faculty, which may be used for the purpose of seeking faculty approval for the ASUCC Leadership Team to provide nonpartisan voter registration classroom presentations. Classroom access is by permission of the instructor teaching the class, and shall be limited to the first five minutes of a class period.</p> <p>5. ASUCC Leadership Team, student groups, and individual students shall be granted the opportunity to provide nonpartisan voter registration and education services throughout the academic term <b>in any non-reserved public space on the college's property</b>, provided that the nonpartisan voter registration services conform to the rules of conduct and rules for reserving space at the college. Voter registration and education services may include, but are not limited to: tabling, phone-banking, meetings, trainings and educational forums.</p> <p><b>Reference:</b> Oregon State Senate Bill 951 (2007) and Senate Bill 1586 (2016)</p> <p><b>Responsibility:</b> The Dean of Student Services is responsible for implementing and updating this procedure.</p>
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## BOARD POLICY

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**TITLE: FISCAL MANAGEMENT**

**BOARD POLICY # 6300** *(was 600.05 Fiscal Responsibility and Asset Protection)*

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The Chief Financial Officer shall establish procedures to assure that the College's fiscal management is in accordance with state and federal law, and is consistent with generally accepted principles of accounting and business practices.

The procedures will ensure that:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board of Education and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.

The books and records of the College shall be maintained pursuant to federal and Oregon State law.

The Chief Financial Officer or designee will present a quarterly report showing the financial and budgetary conditions of the College to the Board of Education.

**References:**

NWCCU Standards 2.A.30, 2.F.1, and 2.F.4 and ORS 294.305 to 294.565

**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).

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b> Fiscal Management <b>New BP #:</b> 6300 <b>Old BP # &amp; Title:</b> 600.05 Fiscal responsibility and Asset protection <b>New AP #:</b> <b>Old AP # &amp; Title:</b>  <b>Revision Date:</b> 11/15/2019
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p><del>The College must plan, expend and budget in a manner that is fiscally responsible, allowing the College to meet obligations to its patrons, students, creditors and vendors.</del></p> <p>The College shall conservatively plan the expenditures in any fiscal year so as not exceed the resourced available.</p> <p>The College shall not reduce the current assets at any time to less than twice current liabilities or shall not allow cash to drop below a safety reserve of less than \$500,000 at any time.</p> <p>The College shall maintain a working capital reserve at the end of any fiscal period of not less</p>	<p><b>References:</b></p> <p style="padding-left: 20px;">NWCCU Standards 2.A.30, 2.F.1, and 2.F.4</p> <p style="padding-left: 20px;">ORS 294.305 to 294.565</p> <p style="background-color: yellow; padding: 5px;"><b>NOTE:</b> <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 [ <b>CEO</b> ] shall establish procedures to assure that the [ <b>entity's</b> ] fiscal management is in accordance with [ list regulation or authority].</p>	<p>The Chief Financial Officer shall establish procedures to assure that the College's fiscal management is in accordance with state and federal law, and is consistent with generally accepted principles of accounting and business practices.</p> <p>The procedures will ensure that:</p> <ul style="list-style-type: none"> <li>• Adequate internal controls exist.</li> <li>• Fiscal objectives, procedures, and constraints are communicated to the Board of Education and employees.</li> <li>• Adjustments to the budget are made in a timely manner, when necessary.</li> <li>• The management information system provides timely, accurate, and reliable fiscal information.</li> </ul>

<p>than 8% of the year's budgeted operating expenditures.</p>	<p><b>NOTE:</b> <i>The entity may wish to consider the following:</i></p> <p><i>Adequate internal controls exist.</i></p> <ul style="list-style-type: none"> <li>• <i>Fiscal objectives, procedures, and constraints are communicated to the Board of Education and employees.</i></li> <li>• <i>Adjustments to the budget are made in a timely manner, when necessary.</i></li> </ul> <p>The books and records of the [ <b>entity</b> ] shall be maintained pursuant to [ <b>list regulation or authority</b> ].</p> <p>The [ <b>CEO</b> ] will present a quarterly report showing the financial and budgetary conditions of the [ <b>entity</b> ] to the Board of Education.</p>	<p>The books and records of the College shall be maintained pursuant to federal and Oregon State law.</p> <p>The Chief Financial Officer or designee will present a quarterly report showing the financial and budgetary conditions of the College to the Board of Education.</p> <p><b>References:</b></p> <p style="padding-left: 40px;">NWCCU Standards 2.A.30, 2.F.1, and 2.F.4</p> <p style="padding-left: 40px;">ORS 294.305 to 294.565</p> <p><b>RESPONSIBILITY:</b></p> <p>Chief Financial Officer is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>
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## ADMINISTRATIVE PROCEDURE

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**TITLE: FISCAL MANAGEMENT**

**ADMINISTRATIVE PROCEDURE # 6300** *(was 600.05AP Fiscal Responsibility Asset Protection)*

**RELATED TO POLICY # 6300**

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The College is committed to principles of sound fiscal management and to provide for responsible stewardship of available resources. The College adheres to commonly accepted accounting standards as criteria for fiscal management regulations.

In order to ensure adherence to these principles, the Chief Financial Officer will:

1. Provide for responsible stewardship of available resources.
2. Provide for safeguarding and managing college assets to ensure ongoing effective operations, maintenance of adequate cash reserves, implementation and maintenance of effective internal controls, determination of sources of revenues prior to making short-term and long-term commitments, establishment of a plan for the repair and replacement of equipment and facilities.
3. Provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability.
4. Provide that appropriate administrators keep the Board of Education current on the fiscal condition of the College as an integral part of policy and decision-making.
5. Provide for development and communication of fiscal policies, objectives, and constraints to the Board, staff, and students.
6. Provide for an adequate management information system that gives timely, accurate, and reliable fiscal information for planning, decision-making, and budgetary control.
7. Provide for appropriate fiscal policies and procedures, and adequate controls to ensure that established fiscal objectives are met.
8. Provide a process to evaluate significant changes in the fiscal environment and make necessary, timely, financial, and educational adjustments.

9. Provide both short-term and long-term goals and objectives and broad-based input coordinated with college educational planning.

**References:** NWCCU Standards 2.A.30, 2.F.1, and 2.F.4; ORS 341.290

**RESPONSIBILITY:**

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

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b> Fiscal Management	
<b>New BP #:</b>	<b>Old BP # &amp; Title:</b>
<b>New AP #:</b> 6300	<b>Old AP # &amp; Title:</b> 600.05 Fiscal Responsibility Asset Protection
<b>Revision Date:</b>	11/15/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>The College shall not reduce the current assets at any time to less than twice current liabilities and shall not allow cash to drop below a safety reserve of less than \$1,000,000 at any time. The College shall maintain an ending fund balance at the end of any fiscal period of not less than 10% of the year's General Fund</p>	<p><b>References:</b> NWCCU Standards 2.A.30, 2.F.1, and 2.F.4; ORS 341.290</p> <p><b>NOTE:</b> <i>Procedures on fiscal management are legally advised. Local practice may be inserted. In addition, entities should refer to commonly accepted auditing standards as criteria for fiscal management procedures. The following is a suggested list of potential elements of the procedure:</i></p> <ul style="list-style-type: none"> <li>• Provide for responsible stewardship of available resources.</li> <li>• Provide for safeguarding and managing [ entity ] assets to ensure ongoing effective operations; maintenance of adequate cash reserves; implementation and maintenance of effective internal controls; determination of sources of revenues prior to making short-term and long-term commitments; establishment of a</li> </ul>	<p>The College is committed to principles of sound fiscal management and to provide for responsible stewardship of available resources. The College adheres to commonly accepted accounting standards as criteria for fiscal management regulations.</p> <p>In order to ensure adherence to these principles, the Chief Financial Officer will:</p> <ul style="list-style-type: none"> <li>• Provide for responsible stewardship of available resources.</li> <li>• Provide for safeguarding and managing college assets to ensure ongoing effective operations, maintenance of adequate cash reserves, implementation and maintenance of effective internal controls, determination of sources of revenues prior to making short-term and long-term commitments, establishment of a plan for the repair and replacement of equipment and facilities.</li> </ul>

<p>budgeted operating expenditures. The targeted Ending Fund Balance includes budgeted contingencies and Unappropriated Ending Fund Balance. When the Ending Fund Balance falls to 9% or less, the College shall adopt a plan to replenish the Ending Fund Balance to 10% within two years.</p>	<p>plan for the repair and replacement of equipment and facilities.</p> <ul style="list-style-type: none"> <li>• Provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability.</li> <li>• Provide that appropriate administrators keep the Board of Education current on the fiscal condition of the [ entity ] as an integral part of policy and decision-making.</li> <li>• Provide for development and communication of fiscal policies, objectives and constraints to the board, staff and students.</li> <li>• Provide for an adequate management information system that gives timely, accurate and reliable fiscal information for planning, decision-making and budgetary control.</li> <li>• Provide for appropriate fiscal policies and procedures and adequate controls to ensure that established fiscal objectives are met.</li> <li>• Provide a process to evaluate significant changes in the fiscal environment and make necessary, timely, financial and educational adjustments.</li> <li>• Provide both short term and long term goals and objectives, and broad based input coordinated with [ entity ] educational planning.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability. <ul style="list-style-type: none"> <li>• Provide that appropriate administrators keep the Board of Education current on the fiscal condition of the College as an integral part of policy and decision-making.</li> </ul> </li> <li>• Provide for development and communication of fiscal policies, objectives, and constraints to the Board, staff, and students.</li> <li>• Provide for an adequate management information system that gives timely, accurate, and reliable fiscal information for planning, decision-making, and budgetary control.</li> <li>• Provide for appropriate fiscal policies and procedures, and adequate controls to ensure that established fiscal objectives are met.</li> <li>• Provide a process to evaluate significant changes in the fiscal environment and make necessary, timely, financial, and educational adjustments.</li> <li>• Provide both short-term and long-term goals and objectives and broad-based input coordinated with college educational planning.</li> </ul> <p><b>References:</b> NWCCU Standards 2.A.30, 2.F.1, and 2.F.4; ORS 341.290</p> <p><b>RESPONSIBILITY:</b></p> <p>Chief Financial Officer is responsible for implementing and updating this procedure.</p>
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## BOARD POLICY

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**TITLE: Debt Issuance and Management**

**BOARD POLICY # 6316**

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- I. The College President or designee shall be responsible for the issuance and management of debt. These responsibilities include:
  - A. Ensuring full compliance with the terms and conditions outlined in bond resolutions approved by the College Board of Education.
  - B. Ensuring compliance with the Oregon Revised Statutes (ORS) governing public borrowing and issuance of bonds and all applicable legislative and administrative rule updates since the adoption of this policy.
  - C. Ensuring full compliance with the federal tax and securities law that apply to any debt. The College shall adopt compliance procedures so the proceeds of all bonds, certificates of participation, bond anticipation notes, bank loans, tax, and revenue anticipated notes are used in accordance with applicable federal tax and securities law requirements.
- II. To meet the objectives of this policy, the College President or designee shall ensure that the college carries out the following functions when incurring and servicing all debt:
  - A. Upon the approval by the College Board of Education, issue bonds and other obligations in accordance with the laws, rules, and limitations set forth in the ORS, the Oregon Administrative Rules (OAR), and any applicable legislative and rule updates since the adoption of this policy.
  - B. Ensure that sufficient funds are available to meet current and future debt service requirements on all indebtedness while adequately providing for recurring operating requirements.
  - C. Maintain and enhance the college's ability to obtain access to credit markets at favorable interest rates.

- D. Act in the best interest of the College and taxpayers when issuing debt, and market the College's debt with advice from independent financial advisors and legal counsel to get unbiased professional opinions on methodology and structure.
- E. Account for the debt issues and related transactions in accordance with local budget law and Generally Accepted Accounting Principles (GAAP).
- F. Monitor post issuance federal tax and securities law compliance in accordance with established procedures.

**References:**

ORS 287A.001  
ORS 294.305  
Internal Revenue Code 15(c)2-12;  
17 CFR Part 240

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).

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



## ADMINISTRATIVE PROCEDURE

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**TITLE: Tax Exempt Compliance Procedures**

**ADMINISTRATIVE PROCEDURE # 6316**

**RELATED TO POLICY # 6316 Debt Issuance and Management**

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- A. Chief Financial Officer assumes responsibility for the issuance and management of debt and may appoint the Director of Accounting and Finance to serve as a Bond Compliance Officer. Upon employee transitions, Chief Financial Officer advises any newly-designated Bond Compliance Officer of his/her responsibilities regarding federal tax compliance.
- B. To comply with federal tax requirements, Bond Compliance Officer confirms that the following requirements are met at the time each Bond issue is issued and throughout the term of the Bonds until maturity or redemption:
1. Retain and consult with bond counsel through the bond issuance process to identify requirements and to establish procedures necessary to maintain the tax-exempt status of bond interest.
  2. Assure filing of information returns to IRS after issuance.
  3. Monitor the use of bond proceeds and bond-finance assets throughout the term of the bonds to ensure compliance with covenants and restrictions; and maintain the associated records.
  4. Ensure that ownership and use of the bond-financed assets comply with federal tax laws.
  5. Ensure the compliance with regulations regarding investment restrictions, arbitrage yield and arbitrage rebate.
  6. Perform the proper record keeping requirements.
- C. To comply with federal securities requirements, Bond Compliance Officer confirms compliance with the anti-fraud rules at the time of issuance and maintains continuous

compliance with the continuing disclosure obligations until the final maturity or redemption of the applicable bond issue:

1. Ensure that any material provided in connection with the offer or sale of bonds do not contain any untrue statements or omission of material facts.
2. Perform all continuing disclosure obligations according to the Continuing Disclosure Agreement executed at the time of bond issuance.
3. Updates continuing disclosure obligations required in the Comprehensive Annual Financial Report (CAFR).

**RESPONSIBILITY:**

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

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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



## BOARD POLICY

**TITLE: PURCHASING**

**BOARD POLICY # 6330** *(was 601)*

- A. The College shall establish procedures for and conduct public Purchasing and Contracting operations that comply with Oregon Revised Statutes, (ORS), Oregon Administrative Rules, (OAR), Community College Rules of Procurement, (CCRP), and applicable case law.
- B. No obligation may be incurred by College Board of Education members, employees, or authorized agents unless authorized: in the budget, by Board action, or by Board policy.
- C. Public contracting conducted by or for the College shall not be used for the acquisition of materials and services for private benefit.
- D. All Procurement and Contracting activity shall be conducted to provide best value and serve the best interest of the College.
- E. Umpqua Community College's Board of Education acts as the College's Local Contract Review Board, (LCRB).

**References:**

ORS 279A, ORS 279B, ORS 279C and the Oregon Community College Rules of Procurement, (CCRP).

**RESPONSIBILITY:**

The Purchasing Manager is responsible to insure that the College is in compliance with all Procurement related regulations and policies and 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

<b>TITLE:</b> Purchasing
<b>New BP #:</b> 6330 <b>Old BP # &amp; Title:</b> 601 Purchasing
<b>New AP #:</b> <b>Old AP # &amp; Title:</b>
<b>Revision Date:</b> 10/2/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p><b>Policy:</b></p> <p><del>Umpqua Community College is governed by the Oregon Revised Statutes, (ORS279a, b, &amp; c), Oregon Administrative Rules (OAR), and the Attorney General's Model Rules for Public Contracting. UCC's Board of Education has adopted the Community College Rules of Procurement (CCRP) which are a targeted subset of these Rules specifically designed for community colleges in Oregon.</del></p> <p><del>Purchases shall be made in the best interest of UCC and within the role as stewards entrusted with public funds.</del></p> <p><del>It is the responsibility of the Purchasing Manager to insure that UCC is in compliance with these Procurement related regulations.</del></p>	<p>The [ <b>CEO</b> ] is delegated the authority to purchase supplies, materials, apparatus, equipment and services as necessary to the efficient operation of the [ <b>entity</b> ]. No such purchase shall exceed [ <b>the state bid limit for contracts.</b>]</p> <p>All such transactions shall be reviewed by the Board of Education every [ <b>#</b> ] days.</p>	<p>The College shall establish procedures for and conduct public Purchasing and Contracting operations that comply with Oregon Revised Statutes, (ORS), Oregon Administrative Rules, (OAR), Community College Rules of Procurement, (CCRP), and applicable case law.</p> <p>No obligation may be incurred by College Board of Education members, employees, or authorized agents unless authorized: in the budget, by Board action, or by Board policy.</p> <p>Public contracting conducted by or for the College shall not be used for the acquisition of materials and services for private benefit.</p> <p>All Procurement and Contracting activity shall be conducted to provide best value and serve the best interest of the College.</p> <p>Umpqua Community College's Board of Education acts as the College's Local Contract Review Board, (LCRB).</p>

<p><b>RESPONSIBILITY:</b></p> <p>The Purchasing Manager is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p> <p><b>NEXT REVIEW DATE:</b>  <b>DATE OF ADOPTION: 6/14/2017</b>  <b>DATE(S) OF REVISION: 3/21/2018</b>  <b>DATE(S) OF PRIOR REVIEW:</b></p>		<p>The Purchasing Manager is responsible to insure that the College is in compliance with all Procurement related regulations and policies and for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p> <p>References:  ORS 279A, ORS 279B, ORS 279C and the Oregon Community College Rules of Procurement, (CCRP).</p>
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## ADMINISTRATIVE PROCEDURE

**TITLE: PURCHASING**

**ADMINISTRATIVE PROCEDURE # 6330** *(was 601 AP)*

**RELATED TO POLICY # 6330 Purchasing** *(was 601)*

### Introduction:

1. In all procurements, the purchaser shall act in the best interest of UCC to determine best value and promote a fair and competitive process among vendors. Purchase decisions may be made on lowest price, but factors such as warranties, shipping and handling fees, delivery schedule, and quality should also be considered.
2. Public employees may not benefit directly from their position, or as a result of any transaction involving public funds as per ORS244.040. Further, UCC employees authorized to purchase on behalf of the College may not solicit or accept any gratuity from a vendor.
3. There are three primary thresholds governed by statute.
  - a. **Small** Procurements are less than \$10,000.00.
  - b. **Intermediate** Procurements are greater than or equal to \$10,000.00 but less than \$150,000.00.
  - c. **Large** Procurements are greater than or equal to \$150,000.00.
    - i. There are **exceptions** to these thresholds, which under certain conditions may affect the dollar amounts. Contact purchasing staff or refer to the college's principle body of rules – The Community College Rules of Procurement (CCRP), which are located on UCC's internet Purchasing page under Purchasing Policies.

### A. Small Procurements:

#### 1. Decentralized Purchasing

UCC has decentralized purchasing authority for Small Procurements. Under most circumstances\*, purchases under \$10,000.00 generated at the department level may be completed if sufficient budget and signature authority exists. These

approval levels are established by the Office of Business Services and set in Banner.

## **2. Order to Pay**

With few exceptions a Banner generated Purchase Order is required for all purchases made on behalf of the College. The standard "Order to Pay" process is as follows.

- a. Identify the need
- b. Identify the source and secure pricing
- c. Generate the Purchase Order (PO)
- d. The PO is routed for approval
- e. The PO is approved
- f. The PO number is submitted to the supplier
- g. The goods/services are provided and accepted
- h. The invoice, referencing the PO number is uploaded to DocuWare's AP File Cabinet
- i. The Invoice is processed and the check mailed.

## **3. Capital Equipment Purchases:**

All items of \$5,000 or greater must be purchased with a Purchase Order, receive full approval prior to placing the order, and charged to the proper Capital account.

## **4. Technology Purchases, (hardware *and* software):**

Technology related merchandise, including software and subscriptions, but excluding peripheral accessories, must be approved by the IT Department. Make your request by entering a HelpTicket.

## **5. \*Exceptions to the Purchase Order Rule** (include but are not limited to the following):

- a. Travel and training related expenses.
- b. Purchases with suppliers that do not accept purchase orders. Some web-based businesses do not offer credit terms. A college issued Credit Card may be used.
- c. In a time-constrained situation or true emergency. Ex.: if a critical piece of equipment fails suddenly and use of cash or an issued credit card results in the quickest repair.

**Purchase Orders or more detailed and formal Contracts are required for Intermediate and Large Procurements.**

## **B. Intermediate Procurements:**

1. The Purchasing Manager must be involved to ensure compliance with applicable policies and statutes. A Purchase Order is required, which may be generated in

the originating department. A required minimum three (3) Quotes from different vendors ensures market competition and keeps vendors active and engaged. Communicating equally with each vendor is critical so no vendor has a competitive advantage. Quotes may be accepted by any method, but the purchaser soliciting them must document all contacts and forward the information to the Purchasing Manager for the official files. The official signed Purchase Order, complete with Terms & Conditions, is printed in the Purchasing Office. Full system (Banner) authorization is required prior to sending the Purchase Order or communicating the Award.

2. If a formal contract is drawn up for this level purchase, it may only be signed and executed by the College President, Chief Financial Officer, or an authorized designee.

### **C. Large Procurements:**

1. The Purchasing Manager has oversight responsibility for the Solicitation, Evaluation, Contract and Award and must be involved to ensure compliance with applicable policies and statutes. A Purchase Order and Formal Contract are required. The appropriate Solicitation type (e.g., RFI, RFB, RFP) and Contract type (e.g., PSC, PKS, CM/GC) are selected as most appropriate to the purchase.
2. The formal Solicitation shall be made in writing and be advertised on the Oregon Purchasing Information Network (ORPIN) and other avenues to ensure market coverage and fair market competition. Formal written responses will be accepted by the Purchasing Manager or designee. Responsive Bids or Proposals will be evaluated by UCC staff as facilitated by the Purchasing Manager. Contract Documents are submitted for legal review when necessary.
3. Full system (Banner) approval is required prior to order placement, award, or contract execution.
4. The College's Board of Education, acting as the Local Contract Review Board (LCRB) will be notified throughout the solicitation process.
5. The official signed Purchase Order with Terms & Conditions is included with the contract documents.
6. All related documentation and correspondence are kept in Purchasing Department files in accordance with BP 600.04, Records, Retention, and Destruction.
7. Contracts at this level may only be signed and executed by the College President, Chief Financial Officer, or authorized designee.

## **SPECIAL RULES AND OTHER PURCHASE TYPES:**

### **1. Fragmenting a Purchase:**

Under no circumstances will UCC staff attempt to artificially divide or fragment a purchase in order to avoid Oregon Statutes as outlined above. (as per ORS279B.065 and ORS279B.070)

### **2. Credit Card Purchases:** See AP 6331.

### **3. Standing Purchase Orders:**

Purchases that generate multiple invoices for an extended time period may be generated as Standing Purchase Orders. The Purchasing Manager generates these with assistance from the originating departments generally during the first month of each fiscal year. All Oregon Statutes apply.

### **4. Order to Direct Pay:**

When a Purchase Order is not possible and expediency is best practice, authorized staff may place an order (usually by phone or on-line) and accept an invoice. After confirming receipt of goods or services, authorized staff shall approve the invoice in DocuWare as per standard procedure. The approver's Banner authority must equal or surpass the invoice total. Direct Pay may only be applied to Small Procurements at the department level.

### **5. Proforma Invoice Payments.**

Pay-in-Advance or Partial Deposits for goods and services is allowed only under exceptional circumstances and is evaluated by the Purchasing Manager and Office of Business Services staff on a case-by-case basis. Contact the Purchasing Manager prior to placing the order whenever a vendor requests this. This applies to all level of purchases.

### **6. Payment Terms:**

UCC pays invoices with standard Net30 day terms. The College will accept discounted terms when negotiated by the purchaser and properly communicated to Accounts Payable.

### **7. College Store Purchases:**

The College Store staff handle their own procurement activity. Goods and services purchased for departmental use remain governed by Oregon Statute and Community College Rules. Items purchased for resale are exempt from standard competitive bidding requirements per CCR.228. Items such as textbooks, which may include Intellectual Property or Copyrights, are exempt from that process per ORS 279A (2)(h) and CCR.212.

**RESPONSIBILITY:**

The Purchasing Manager is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 4/25/2017**

**DATE(S) OF REVISION:**

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

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b> Purchasing	
<b>New BP #:</b>	<b>Old BP # &amp; Title:</b>
<b>New AP #:</b> 6330	<b>Old AP # &amp; Title:</b> AP601 Purchasing Procedures
<b>Revision Date:</b>	5/18/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p><del>In all procurements, the purchaser shall act in the best interest of UCC to determine best value and promote a fair and competitive process among vendors. Purchase decisions may be made on lowest price, but factors such as warranties, shipping and handling fees, delivery schedule, and quality should also be considered.</del></p> <p><del>Public employees may not benefit directly from their position, or as a result of any transaction involving public funds. Employees authorized to purchase on behalf of the College may not solicit or accept any gratuity from a vendor. <b>ORS 244.040.</b></del></p>	<p><b>AP 6330</b> <b>Purchasing</b></p> <p><b>References:</b> ORS 279A, 279B, and 279C</p> <p><b>NOTE:</b> <i>Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this administrative procedure given state law and the entity's organizational culture. The entity may also maintain a separate maintained Purchasing</i></p>	<p><b>Introduction:</b></p> <ol style="list-style-type: none"> <li>1. In all procurements, the purchaser shall act in the best interest of UCC to determine best value and promote a fair and competitive process among vendors. Purchase decisions may be made on lowest price, but factors such as warranties, shipping and handling fees, delivery schedule, and quality should also be considered.</li> <li>2. Public employees may not benefit directly from their position, or as a result of any transaction involving public funds as per ORS244.040. Further, UCC employees authorized to purchase on behalf of the College may not solicit or accept any gratuity from a vendor.</li> <li>3. There are three primary thresholds governed by statute.             <ol style="list-style-type: none"> <li>a. <b>Small</b> Procurements are less than \$10,000.00.</li> </ol> </li> </ol>

<p><del>There are three main thresholds governed by statute.</del></p> <ol style="list-style-type: none"> <li><del>1. <b>Small Procurements</b> are those that are &lt;\$10,000.00.</del></li> <li><del>2. <b>Intermediate Procurements</b> are ≥\$10,000.00 but &lt;\$150,000.00.</del></li> <li><del>3. <b>Large Procurements</b> are ≥\$150,000.00.</del></li> </ol> <p><b>Small Procurements:</b></p> <p><del>UCC has decentralized purchasing authority for Small Procurements. Purchases of &lt;\$10,000.00 generated at the department level may be completed if sufficient budget and signature authority exists. These approval levels are established by the Finance Department and set in Banner. It is encouraged, but not required, to generate a Purchase Order at the Small Procurement level. Purchasers are charged with seeking lowest price and/or best value for all procurements.</del></p> <p><del>Purchase Orders or more detailed and formal Contracts are required for Intermediate and Large Procurements.</del></p> <p><b>Intermediate Procurements:</b></p> <p><del>The Purchasing Manager must be involved to insure compliance with applicable policies and statutes. A Purchase Order is required, which</del></p>	<p><i>Handbook, and if so, this administrative procedure would delegate responsibility and authority to a designated position for the Handbook.</i></p> <p><b>Approved:</b></p>	<ol style="list-style-type: none"> <li>b. <b>Intermediate Procurements</b> are greater than or equal to \$10,000.00 but less than \$150,000.00.</li> <li>c. <b>Large Procurements</b> are greater than or equal to \$150,000.00.</li> </ol> <p>4. There are <b>exceptions</b> to these thresholds, which under certain conditions may affect the dollar amounts. Contact purchasing staff or refer to the college's principle body of rules – The Community College Rules of Procurement (CCRP), which are located on UCC's internet Purchasing page under Purchasing Policies.</p> <p><b>A. Small Procurements:</b></p> <ol style="list-style-type: none"> <li>1. <b>Decentralized Purchasing</b> UCC has decentralized purchasing authority for Small Procurements. Under most circumstances*, purchases under \$10,000.00 generated at the department level may be completed if sufficient budget and signature authority exists. These approval levels are established by the Office of Business Services and set in Banner.</li> <li>2. <b>Order to Pay</b> With few exceptions a Banner generated Purchase Order is required for all purchases made on behalf of the College. The standard "Order to Pay" process is as follows. <ol style="list-style-type: none"> <li>a. Identify the need</li> <li>b. Identify the source and secure pricing</li> <li>c. Generate the Purchase Order (PO)</li> <li>d. The PO is routed for approval</li> <li>e. The PO is approved</li> <li>f. The PO number is submitted to the supplier</li> </ol> </li> </ol>
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may be generated in the originating department. A required minimum three (3) Quotes from different vendors insures market competition and keeps vendors active and engaged. Communicating equally with each vendor is critical so no vendor has a competitive advantage. Quotes may be accepted by any method, but the purchaser soliciting them must document all contacts and forward the information to the Purchasing Manager for the official files. The official signed Purchase Order, complete with Terms & Conditions, is printed in the Purchasing Office. Full system (Banner) authorization is required prior to sending the Purchase Order or communicating the Award.

If a formal contract is drawn up for this level purchase, it may only be signed and executed by the College President, the College Chief Financial Officer, or an authorized designee.

#### Large Procurements:

The Purchasing Manager has overall responsibility for the Solicitation, Evaluation, Contract and Award and must be involved to insure compliance with applicable policies and statutes. A Purchase Order and Formal

- g. The goods/services are provided and accepted
- h. The invoice, referencing the PO number is uploaded to DocuWare's AP File Cabinet
- i. The Invoice is processed and the check mailed.

#### 3. **Capital Equipment Purchases:**

All items of \$5,000 or greater must be purchased with a Purchase Order, receive full approval prior to placing the order, and charged to the proper Capital account.

#### 4. **Technology Purchases, (hardware and software):**

Technology related merchandise, including software and subscriptions, but excluding peripheral accessories, must be approved by the IT Department. Make your request by entering a HelpTicket.

#### 5. **\*Exceptions to the Purchase Order Rule** (include but are not limited to the following):

- a. Travel and training related expenses.
- b. Purchases with suppliers that do not accept purchase orders. Some web-based businesses do not offer credit terms. A college issued Credit Card may be used.
- c. In a time-constrained situation or true emergency. Ex.: if a critical piece of equipment fails suddenly and use of cash or an issued credit card results in the quickest repair.

~~Contract are required. The appropriate Solicitation type (e.g., RFI, RFB, RFP) and Contract type (e.g., PSC, PKS, CM/GC) will be selected based on what's being purchased. The formal Solicitation shall be made in writing and be advertised on the Oregon Purchasing Information Network (ORPIN) and other avenues to insure market coverage and fair market competition. Formal written responses will be accepted by the Purchasing Manager or designee. Responsive Bids or Proposals will be evaluated by UCC staff and facilitated by the Purchasing Manager. Contract Documents are submitted for legal review when necessary. Full system (Banner) approval is required prior to Order placement, Award, or Contract execution. The official signed Purchase Order with Terms & Conditions is included with the Contract documents.~~

~~All related documentation and correspondence are kept in Purchasing Department files in accordance with **BP 600.04**, Records, Retention, and Destruction.~~

~~Contracts at this level may only be signed and executed by the College President,~~

**Purchase Orders or more detailed and formal Contracts are required for Intermediate and Large Procurements.**

**B. Intermediate Procurements:**

- a. The Purchasing Manager must be involved to ensure compliance with applicable policies and statutes. A Purchase Order is required, which may be generated in the originating department. A required minimum three (3) Quotes from different vendors ensures market competition and keeps vendors active and engaged. Communicating equally with each vendor is critical so no vendor has a competitive advantage. Quotes may be accepted by any method, but the purchaser soliciting them must document all contacts and forward the information to the Purchasing Manager for the official files. The official signed Purchase Order, complete with Terms & Conditions, is printed in the Purchasing Office. Full system (Banner) authorization is required prior to sending the Purchase Order or communicating the Award.
- b. If a formal contract is drawn up for this level purchase, it may only be signed and executed by the College President, Chief Financial Officer, or an authorized designee.

**C. Large Procurements:**

- a. The Purchasing Manager has oversight responsibility for the Solicitation, Evaluation, Contract and Award and must be involved to

Chief Financial Officer, or authorized designee.

**Fragmenting a Purchase:**

~~Under no circumstances will UCC staff attempt to artificially divide or fragment a purchase in order to avoid Oregon Statutes as outlined above. (ORS279B.065 and ORS279B.070)~~

**OTHER PURCHASE TYPES:**

**Credit Card Purchases:**

See AP 601.1

**Standing Purchase Orders:**

~~Purchases that generate multiple invoices for an extended time period may be generated as Standing Purchase Orders. The Purchasing Manager generates these in Banner with assistance from the originating departments during the first month of each fiscal year. All Oregon Statutes at all purchase levels apply.~~

**Order to Direct Pay:**

~~When a Purchase Order is not required and expediency is best practice, authorized staff may place an order (usually by phone or on-line) and accept an invoice. After confirming receipt of goods or services, authorized staff shall~~

ensure compliance with applicable policies and statutes. A Purchase Order and Formal Contract are required. The appropriate Solicitation type (e.g., RFI, RFB, RFP) and Contract type (e.g., PSC, PKS, CM/GC) are selected as most appropriate to the purchase.

- b. The formal Solicitation shall be made in writing and be advertised on the Oregon Purchasing Information Network (ORPIN) and other avenues to ensure market coverage and fair market competition. Formal written responses will be accepted by the Purchasing Manager or designee. Responsive Bids or Proposals will be evaluated by UCC staff as facilitated by the Purchasing Manager. Contract Documents are submitted for legal review when necessary.
- c. Full system (Banner) approval is required prior to order placement, award, or contract execution.
- d. The College's Board of Education, acting as the Local Contract Review Board (LCRB) will be notified throughout the solicitation process.
- e. The official signed Purchase Order with Terms & Conditions is included with the contract documents.
- f. All related documentation and correspondence are kept in Purchasing Department files in accordance with BP 600.04, Records, Retention, and Destruction.
- g. Contracts at this level may only be signed and executed by the College President, Chief Financial Officer, or authorized designee.

~~approve the invoice in writing and send it to Accounts Payable to process. Approval requires writing "ok to pay" on the invoice, adding the proper Budget and Account Codes, the approver's initials, and date or by emailing the same information to Accounts Payable. The approver's Banner authority must equal or surpass the invoice total. Direct Pay may **only** be applied to Small Procurements at the department level.~~

**RELATED:**

**Proforma Invoice Payments.**

~~Pay-in-Advance or Partial Deposit for goods and services is allowed only under exceptional circumstances and is evaluated by the Purchasing Manager and Finance Department Staff on a case-by-case basis. The Purchasing Manager must be contacted *prior to* placing the order whenever a vendor requests this. This applies to *all* level of purchases.~~

**Payment Terms:**

~~UCC pays invoices with standard Net30 day terms. The College will accept discounted terms when negotiated by the purchaser and~~

**SPECIAL RULES AND OTHER PURCHASE TYPES:**

**1. Fragmenting a Purchase:**

Under no circumstances will UCC staff attempt to artificially divide or fragment a purchase in order to avoid Oregon Statutes as outlined above. (as per ORS279B.065 and ORS279B.070)

**2. Credit Card Purchases:** See AP 6331.

**3. Standing Purchase Orders:**

Purchases that generate multiple invoices for an extended time period may be generated as Standing Purchase Orders. The Purchasing Manager generates these with assistance from the originating departments generally during the first month of each fiscal year. All Oregon Statutes apply.

**4. Order to Direct Pay:**

When a Purchase Order is not possible and expediency is best practice, authorized staff may place an order (usually by phone or on-line) and accept an invoice. After confirming receipt of goods or services, authorized staff shall approve the invoice in DocuWare as per standard procedure. The approver's Banner authority must equal or surpass the invoice total. Direct Pay may only be applied to Small Procurements at the department level.

**5. Proforma Invoice Payments.**

Pay-in-Advance or Partial Deposits for goods and services is allowed only under exceptional

~~properly communicated to  
Accounts Payable in Finance.~~

**Book Store Purchases:**

~~The College's Bookstore staff handles their own procurement activity. Goods and services purchased for departmental use remain governed by Oregon Statute and Community College Rules. Items purchased for resale are exempt from standard competitive bidding requirements per **CCR.228**. Items such as textbooks, which may include Intellectual Property or Copyrights, are exempt from that process per **ORS 279a(2)(h)** and **CCR.212**.~~

**RESPONSIBILITY:**

~~The Purchasing Manager is responsible for implementing this procedure.~~

**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 4/25/2017**

circumstances and is evaluated by the Purchasing Manager and Office of Business Services staff on a case-by-case basis. Contact the Purchasing Manager prior to placing the order whenever a vendor requests this. This applies to all level of purchases.

**6. Payment Terms:**

UCC pays invoices with standard Net30 day terms. The College will accept discounted terms when negotiated by the purchaser and properly communicated to Accounts Payable.

**7. College Store Purchases:**

The College Store staff handle their own procurement activity. Goods and services purchased for departmental use remain governed by Oregon Statute and Community College Rules. Items purchased for resale are exempt from standard competitive bidding requirements per CCR.228. Items such as textbooks, which may include Intellectual Property or Copyrights, are exempt from that process per ORS 279A (2)(h) and CCR.212.

**RESPONSIBILITY:**

The Purchasing Manager is responsible for implementing and updating this procedure.

**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 4/25/2017**

**DATE(S) OF REVISION:**

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



## ADMINISTRATIVE PROCEDURE

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**TITLE: CREDIT CARD ISSUANCE AND USE**

**ADMINISTRATIVE PROCEDURE # 6331**

**RELATED TO POLICY # 6330 PURCHASING**

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### **A. CREDIT CARD ISSUANCE:**

Employees hired or promoted into positions that include roles for conducting certain types of business transactions on behalf of the College are encouraged to request a business credit card.

Send the completed ***Credit Card Request*** form – (found on the Office Business Services Webpage under Forms), to the Budget Manager.

The Chief Financial Officer approves all card requests. Once approved, The ***UCC Credit Card Usage Agreement*** form – (found on the Office Business Services Webpage under Forms), must be read and signed by the card user.

Please note:

1. Cards are issued in the employee's name and are paid for by the College. The safekeeping of the card is the sole responsibility of the cardholder.
2. Sharing of the card is strictly prohibited, even between members of the same department or division of the College.
3. The cardholder's supervisor authorizes each transaction within the monthly limits set and approved by the Chief Financial Officer.
4. Cardholders and their supervisors are expected to adhere to the guidance set forth in this procedure. Any violator will be subject to disciplinary action, including but not limited to card revocation and/or the requirement to reimburse the College for unauthorized charges.

## **B. CREDIT CARD USE:**

Credit Card use, as a method of purchase, is fully governed by, and may not be used to circumvent, approved Purchasing Policy BP 6330 or corresponding Procedure AP 6330. Purchases with a card may **only** be used for *Small Procurements* at the departmental level as outlined by BP/AP 6330.

Card purchases by authorized staff are to be transacted only as a supplement to standard procurement methods: to provide cost effective method for making small dollar purchases for goods and services as required during the normal course of employee's duties, or when traveling for approved business purposes.

1. Cardholders:
  - a. shall abide by all approved policy and procedures for Credit Card use.
  - b. shall use the issued card for UCC business only.
  - c. shall not exceed budget authority or the card's remaining balance.
  - d. shall not use a business credit card for personal use.
  - e. shall not withdraw cash.
  - f. may purchase alcohol for consumption, but *only* for instructional use and within SOWI's program charter. No travel related alcohol purchases are permitted.
  - g. may purchase industrial grade alcohol, but *only* for instructional use. Such a purchase must meet all Oregon Liquor Control Commission (OLCC) requirements *and* be approved by the Purchasing Manager prior to the transaction.
2. Certain purchases are generally prohibited, including but not limited to:
  - a. Weapons.
  - b. Tobacco products or controlled substances of any kind.
  - c. Gift Cards - Gift cards are considered taxable income to the recipient and in some circumstances are viewed as additional compensation when given to regular or student employees. In the unusual circumstance that the purchase of gift cards is approved by a Senior Officer, card holders must contact Accounting Services to discuss the purchase and the appropriate process necessary to collect any required tax information and supporting documentation.
  - d. Political Contributions.

- e. Gifts or flowers for individual employees.
- f. Gifts or prizes to students unless there is a programmatic purpose.
- g. Travel Insurance.
- h. IT Hardware and Software – Purchase of IT hardware, software, and other IT related services requires pre-approval by the Director of Information Technology in addition to the cardholder's Senior Officer, to ensure compatibility with existing systems as well as agreement on future replacement requirements.
- i. Capital Goods – as defined here, are fixed assets of a tangible and durable nature at \$5,000 or greater, and are depreciable in value over time. All such purchases must be pre-approved by the Chief Financial Officer. These purchases generally require a Purchase Order.
- j. Cash Advances.
- k. Traffic and/or parking violations, fines, and towing.
- l. Gasoline purchases when mileage is being reimbursed.

### **C. ADDITIONAL CARDHOLDER RESPONSIBILITIES:**

1. Cardholders must obtain prior approval for expenses incurred on behalf of the College and paid with a business credit card, including but not limited to travel and lodging accommodations, conference registration, professional license and membership subscriptions, annual dues, etc.
2. Cardholders must obtain an itemized receipt for each purchase. Cardholders should be especially mindful of this when purchasing meals (refer to BP6330), as some restaurants will only return the summary receipt with the total and the tip. In this case, a detailed receipt which lists the meals and drinks purchased must be requested and retained.
3. Attach all receipts to the ***Credit Card Purchase Summary*** form – (found on the Office Business Services Webpage under Forms). The receipts are necessary to substantiate the expenditure and support allowability by the College, other funding agencies, and the IRS and will be made available for review by the College's external auditors or another government agency as needed.
4. In the event that a receipt is lost, cardholders must complete a ***Missing Receipt Affidavit*** and submit it along with the ***Credit Card Purchase Summary*** form – (both are found on the Office Business Services Webpage under Forms).
5. Documentation for, and monthly reconciliation of, all credit card purchase types are the responsibility of the cardholder.

6. Cardholders shall reconcile their purchases within seven (7) working days of receiving the credit card statement or communicate any delay to Accounts Payable staff.
7. Cardholders are ultimately responsible for the cards and all charges incurred. Report lost or stolen cards or associated data to the Chief Financial Officer as soon as possible after discovery. Cards shall be returned immediately to the CFO's office upon termination of employment.

**a. In case of Fraud**

In the event of any suspicion, report, or incident of fraud, contact the credit card company immediately using the phone number on the back of the card and follow their instructions. Once that is complete, report the incident to the Chief Financial Officer.

**b. Use of Purchasing Department Credit Card**

In a situation where an authorized purchase may exceed the local department's credit card limit, use of the Purchasing Department Credit Card may be requested. Contact the Purchasing Manager for assistance. Compliance with Statute and other limiting Policies remain in force.

**RESPONSIBILITY:**

The Purchasing Manager is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b> Credit Card Issuance and Use	
<b>New BP #:</b>	<b>Old BP # &amp; Title:</b>
<b>New AP #:</b> AP6331	<b>Old AP # &amp; Title:</b> AP 601.1 – Credit Issuance and Use
<b>Revision Date:</b>	12/6/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>Credit Card use, as a method of purchase, is fully governed by all, and may not be used to circumvent any, approved Purchasing Policy or Procedure. Purchases with a card may <b>only</b> be used for <i>Small Procurements</i> at the departmental level. (AP 601) Cards are issued with approval of the Chief Financial Officer (CFO). The UCC Credit Card Usage Agreement form must be read and signed by the card user.</p> <p>Card purchases by authorized staff are to be transacted only as a supplement to regular procurement methods and</p>	na	<p><b>A. <u>CREDIT CARD ISSUANCE:</u></b></p> <p>Employees hired or promoted into positions that include roles for conducting certain types of business transactions on behalf of the College are encouraged to request a business credit card.</p> <p>Send the completed <b><i>Credit Card Request</i></b> form – (found on the Office Business Services Webpage under Forms), to the Budget Manager.</p> <p>The Chief Financial Officer approves all card requests. Once approved, The <b><i>UCC Credit Card Usage Agreement</i></b> form – (found on the Office Business Services Webpage under Forms), must be read and signed by the card user.</p> <p>Please note:</p> <ol style="list-style-type: none"> <li>1. Cards are issued in the employee’s name and are paid for by the College. The safekeeping of the card is the sole responsibility of the cardholder.</li> </ol>

when appropriate - e.g.: hotels and travel, rental cars, on-line vendors, registrations, subscriptions, or time-sensitive situations. Documentation for, and reconciliation of, these purchase types are the responsibility of the originating department.

Card holders shall agree to the following statements:

1. To abide by all approved policy and procedures for Credit Card use.
2. To use the issued card for UCC business only.
3. To not exceed budget authority or the card's remaining balance.
4. This card will not be used for personal use.
5. This card will not be used to withdraw cash.
6. No tobacco products or controlled substances of any kind will be purchased with this card.
7. Alcohol for consumption is *only* permitted for instructional use within SOWI's program charter.
8. Industrial grade alcohol purchased for instructional use, must meet all Oregon

2. Sharing of the card is strictly prohibited, even between members of the same department or division of the College.
3. The cardholder's supervisor authorizes each transaction within the monthly limits set and approved by the Chief Financial Officer.
4. Cardholders and their supervisors are expected to adhere to the guidance set forth in this procedure. Any violator will be subject to disciplinary action, including but not limited to card revocation and/or the requirement to reimburse the College for unauthorized charges.

#### **B. CREDIT CARD USE:**

Credit Card use, as a method of purchase, is fully governed by, and may not be used to circumvent, approved Purchasing Policy BP 6330 or corresponding Procedure AP 6330. Purchases with a card may *only* be used for *Small Procurements* at the departmental level as outlined by BP/AP 6330.

Card purchases by authorized staff are to be transacted only as a supplement to standard procurement methods: to provide cost effective method for making small dollar purchases for goods and services as required during the normal course of employee's duties, or when traveling for approved business purposes.

1. Cardholders:
  - a. shall abide by all approved policy and procedures for Credit Card use.
  - b. shall use the issued card for UCC business only.
  - c. shall *not* exceed budget authority or the card's remaining balance.
  - d. shall *not* use a business credit card for personal use.

<p>Liquor Control Commission (OLCC) requirements <i>and</i> be approved by the Purchasing Manager.</p> <p>9. The card will be reconciled within seven (7) working days of the receipt of the statement. Any delay to this schedule will be communicated to Accounts Payable staff.</p> <p>Card holders are ultimately responsible for the cards and all charges incurred. Lost or stolen cards or associated data should be reported to the Chief Financial Officer as soon as possible. Misuse or abuse of the card may result in disciplinary action ranging from loss of privilege and/or restitution to possible termination. Cards must be returned immediately to the CFO's office upon termination of employment.</p> <p><b>In case of Fraud</b> In the event of any suspicion, report, or incident of fraud, contact the credit card company immediately using the phone number on the back of the card and follow their instructions. Once that is</p>		<p>e. shall <i>not</i> withdraw cash.</p> <p>f. may purchase alcohol for consumption, but <i>only</i> for instructional use and within SOWI's program charter. No travel related alcohol purchases are permitted.</p> <p>g. may purchase industrial grade alcohol, but <i>only</i> for instructional use. Such a purchase must meet all Oregon Liquor Control Commission (OLCC) requirements <i>and</i> be approved by the Purchasing Manager prior to the transaction.</p> <p>2. Certain purchases are generally prohibited, including but not limited to:</p> <p>a. Weapons.</p> <p>b. Tobacco products or controlled substances of any kind.</p> <p>c. Gift Cards - Gift cards are considered taxable income to the recipient and in some circumstances are viewed as additional compensation when given to regular or student employees. In the unusual circumstance that the purchase of gift cards is approved by a Senior Officer, card holders must contact Accounting Services to discuss the purchase and the appropriate process necessary to collect any required tax information and supporting documentation.</p> <p>d. Political Contributions.</p> <p>e. Gifts or flowers for individual employees.</p> <p>f. Gifts or prizes to students unless there is a programmatic purpose.</p> <p>g. Travel Insurance.</p> <p>h. IT Hardware and Software – Purchase of IT hardware, software, and other IT related services requires pre-approval by the Director of Information Technology in addition to the cardholder's</p>
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complete, report the incident to the Chief Financial Officer.

**Use of Purchasing  
Department Credit Card**

In a situation where the local department's credit card limit will be exceeded, use of the Purchasing Department Credit Card may be requested. Contact the Purchasing Manager for assistance. Compliance with Statute and other limiting Policies remain in force.

**DATE OF ADOPTION:  
DATE(S) OF REVISION(S):  
DATE OF LAST REVIEW:**

Senior Officer, to ensure compatibility with existing systems as well as agreement on future replacement requirements.

- i. Capital Goods – as defined here, are fixed assets of a tangible and durable nature at \$5,000 or greater, and are depreciable in value over time. All such purchases must be pre-approved by the Chief Financial Officer. These purchases generally require a Purchase Order.
- j. Cash Advances.
- k. Traffic and/or parking violations, fines, and towing.
- l. Gasoline purchases when mileage is being reimbursed.

**C. ADDITIONAL CARDHOLDER RESPONSIBILITIES:**

1. Cardholders must obtain prior approval for expenses incurred on behalf of the College and paid with a business credit card, including but not limited to travel and lodging accommodations, conference registration, professional license and membership subscriptions, annual dues, etc.
2. Cardholders must obtain an itemized receipt for each purchase. Cardholders should be especially mindful of this when purchasing meals (refer to BP6330), as some restaurants will only return the summary receipt with the total and the tip. In this case, a detailed receipt which lists the meals and drinks purchased must be requested and retained.
3. Attach all receipts to the ***Credit Card Purchase Summary*** form – (found on the Office Business Services Webpage under Forms). The receipts are necessary to substantiate the expenditure and support allowability by the College, other funding agencies, and the IRS and will be made available for review by the College's external auditors or another government agency as needed.
4. In the event that a receipt is lost, cardholders must complete a ***Missing Receipt Affidavit*** and submit it along with the ***Credit Card***

		<p><b>Purchase Summary</b> form – (both are found on the Office Business Services Webpage under Forms).</p> <ol style="list-style-type: none"><li>5. Documentation for, and monthly reconciliation of, all credit card purchase types are the responsibility of the cardholder.</li><li>6. Cardholders shall reconcile their purchases within seven (7) working days of receiving the credit card statement or communicate any delay to Accounts Payable staff.</li><li>7. Cardholders are ultimately responsible for the cards and all charges incurred. Report lost or stolen cards or associated data to the Chief Financial Officer as soon as possible after discovery. Cards shall be returned immediately to the CFO's office upon termination of employment.</li></ol> <p><b>a. In case of Fraud</b> In the event of any suspicion, report, or incident of fraud, contact the credit card company immediately using the phone number on the back of the card and follow their instructions. Once that is complete, report the incident to the Chief Financial Officer.</p> <p><b>b. Use of Purchasing Department Credit Card</b> In a situation where an authorized purchase may exceed the local department's credit card limit, use of the Purchasing Department Credit Card may be requested. Contact the Purchasing Manager for assistance. Compliance with Statute and other limiting Policies remain in force.</p> <p>The Purchasing Manager is responsible for implementing and updating this procedure.</p>
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## BOARD POLICY

**TITLE: FACILITY USE / EVENTS**

**BOARD POLICY # 6700** *previously 400 Facility Use / Events*

- A. Consistent with the primary mission of Umpqua Community College, the needs of UCC's educational programs are to be given first priority in determining use of buildings and facilities.
- B. The College will make its buildings and facilities available for community use, providing such use does not interfere with or is not in conflict with the needs of its educational programs or disrupts the operations of the college.
- C. Fees, as appropriate, may be charged for use of college facilities.
- D. No group or organization may use the College's property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, military or veteran status, disability, gender, gender identity, gender expression, or sexual orientation, or on any basis prohibited by law.
- E. In granting permission to use these facilities, the College will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

**Reference:** ORS 341.290(4)

**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

<b>TITLE:</b> Facility Use/Events
<b>New BP #:</b> BP6700 <b>Old BP # &amp; Title:</b> 400
<b>New AP #:</b> <b>Old AP # &amp; Title:</b>
<b>Revision Date:</b> 5/9/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>Consistent with the primary mission of Umpqua Community College, the needs of UCC’s educational programs are to be given first priority in determining use of buildings and facilities. The College will make its buildings and facilities available for community use, providing such use does not interfere with or is not in conflict with the needs of its educational programs or disrupts the operations of the college. Fees, as appropriate, may be charged for use of college facilities.</p> <p><b>RESPONSIBILITY:</b> The Chief Financial Officer is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>	<p><b>References:</b> ORS 341.290(4)</p> <p><b>NOTE:</b> <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><del>There are certain facilities on [ name of college ]’s campus that are suitable for public use. These buildings and facilities are [ designate large auditoriums or other facilities suitable for public use ]. Use of these facilities will be approved pursuant to procedure and as provided by [ either “law” or “this policy” ]. The [ CEO ] shall establish procedures regarding the use of [ entity ] property and</del></p>	<p>Consistent with the primary mission of Umpqua Community College, the needs of UCC’s educational programs are to be given first priority in determining use of buildings and facilities. The College will make its buildings and facilities available for community use, providing such use does not interfere with or is not in conflict with the needs of its educational programs or disrupts the operations of the college. Fees, as appropriate, may be charged for use of college facilities.</p> <p>No group or organization may use the College’s property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, military or veteran status, disability, gender, gender identity, gender expression, or sexual orientation, or on any basis prohibited by law.</p>

	<p>facilities, including property designated by the <del>[ <b>entity</b> ]</del> as suitable for use by community <del>groups,</del> outside contractors, and others.</p> <p>The <del>procedure shall reflect the requirements of applicable law, the procedures shall include reasonable rules regarding the time, place, and manner of use of the [ <b>entity's</b> ] facilities. They shall assure that persons or organizations using the [ <b>entity's</b> ] property are charged such fees as are authorized or required by law. Public use of the [ <b>entity's</b> ] property shall not interfere with scheduled instructional programs or other activities of the [ <b>entity</b> ] on behalf of students.</del></p> <p>No group or organization may use the <del>[ <b>entity's</b> ]</del> property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, military or veteran status, disability, gender, <del>[<b>gender identity, gender expression,</b>]</del> <del>[<b>or sexual orientation,</b>]</del> or on any basis prohibited by law.</p> <p>In granting permission to use these facilities, the <del>[ <b>entity</b> ]</del> will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.</p>	<p>In granting permission to use these facilities, the College will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.</p> <p>References: ORS 341.290(4)</p> <p>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).</p>
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## ADMINISTRATIVE PROCEDURE

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**TITLE: Facility Use / Events**

**ADMINISTRATIVE PROCEDURE # 6700** *(was 400.01)*

**RELATED TO POLICY # 6700 Facility Use / Events**

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- I. General Terms and Conditions.** The following general terms and conditions apply to all events:
- A. The College reserves the right to waive any specific conditions or to place other requirements or restrictions on the use of a college facility as deemed necessary for the efficient operation of the College.
  - B. Memorandum of Use, MOU, may be negotiated by the College with its partners or outside organizations and will take precedence over, and or addend the AP6700.
  - C. The use of college facilities will be automatically closed when the College must close due to inclement weather or other emergency conditions and the applicant will be provided with a full refund.
  - D. The College reserves the right to reschedule, relocate, or cancel a facility reservation due to extraordinary circumstances. Affected groups will be notified in advance when possible, to allow alternative arrangements to be made.
  - E. The Special Events department is responsible for final decisions in resolving scheduling conflicts for non-academic events.
  - F. All events on campus that request food to be serviced must choose from the vendors on the [Approved Food Services Provider List](#). Food service providers could be added to the list at any time after entering into the Food Services Provider Agreement with the College through the Purchasing department. The person/organization using the UCC facility will need to contract separately with an approved food service provider for events held on campus. Payment to the food service provider is from the person/organization responsible for the event.
    - 1. Home-prepared food may not be served to the public.
    - 2. Smaller internal campus caterings (refreshments, cookies, snacks) could be provided by the College Store.

3. Items that are purchased service-ready from a licensed commercial caterer (i.e. deli trays, baked goods and fruit trays) must meet Douglas County requirements during transport, holding and serving. The organizer is responsible for providing proof of purchase/receipt of the service-ready items the date and time cannot exceed the requirements set forth by Douglas County Requirements. The organizer of the event is responsible for maintaining temperature, sanitation, safety and for eliminating the possibility of cross contamination.

G. The Southern Oregon Wine Institute will have the right of first refusal for all alcohol served on campus.

1. A completed Request to Serve Alcohol form is required for all internal and external events in order to request the use of alcohol. The form must be submitted to Special Events no later than 45 days prior to the event date. Alcohol service will not be scheduled until the completed form is received.
2. Payment for alcohol with college funds is not allowed. The payment source for alcohol will be stated on the Request to Serve Alcohol form.

H. For free speech and distribution of materials related questions refer to Board Policy 723 and administrative procedures 723.01

**II. Responsibilities of Users.** Users of all college facilities are responsible for:

- A. Complying with applicable federal, state, and county regulations.
- B. Adhering to all college policies and procedures, including campus parking regulations, the Use of Alcohol, Intoxicants and Controlled Substances, Smoking and Use of Tobacco Policy and Procedures, etc. Alcoholic beverages may not be served on college premises without the written approval of the President or designee and securing the proper licensing, permitting, insurance, and meeting all local and state requirements related to usage control.
- C. Assuming all financial responsibility for damages beyond normal wear caused to individuals and to college property during its use.
- D. Using the area designated as reserved and no other area of the college facility, except public areas (e.g., restrooms, vending areas).
- E. Using the requested facilities “as is.”
- F. Users may not temporarily or permanently alter elements of any facility as described below:
  1. A facility user may not mark, puncture, or deface in any manner equipment and furnishings, including floors, doors, windows, mirrors, walls, and ceilings.

2. A facility user may not remove or displace furniture, equipment, college-related signs, banners, posters, etc., without the written permission of the College.
  3. Permission must be granted by Facilities prior to hanging of any signage. Once permission is granted, signage must be hung as directed and removed by the user at the conclusion of the event.
  4. If banner/sign placement requires facility assistance, requests should be placed using scheduling software at time of making the reservation for appropriate work orders to be placed.
  5. For additional restrictions users should refer to the [Facility Use Agreement](#).
  6. Non-compliance with these requirements may result in additional charges to the user for costs incurred by the College.
- G. Restoring the facility to pre-use condition, unless other arrangements are made with the Facilities and Special Events departments.
- H. Not altering, covering, or removing art and exhibits.
- I. Making financial restitution for any damage incurred during the event for which college facilities were reserved. If damages are incurred, users/renters, at the discretion of the College, may not be permitted to reserve future events. Final decisions regarding damages will be made by the Chief Financial Officer.
- J. Notifying Special Events of the intent to cancel the reservation of facilities in advance of the scheduled event.

### **III. Restrictions on College Facility Use.**

- A. College officials may not be refused entry to college facilities at any time.
- B. Users of college facilities may not limit, restrict, disrupt, or in any way inhibit the normal instructional programs of the College or other college activities.
- C. Sex offender registrants seeking to attend any college function/event or to enter any college facility are required to obtain college approval from the Office of the Provost in conjunction with the Security department. On a case by case basis, the College may decide to restrict access to college facilities that are not for the sole purpose of attending classes and participating in any class-related activity or preparation.
- D. Sex offender registrants who are the parent or legal guardian of a student who will be participating in an event, such as commencement, program completion, sporting event, or performance, must jointly with the student seek approval from the Office of the Provost in conjunction with the Office of Facilities and Security prior to attending any college function/event or entering any college facilities.

E. Individuals trespassed from campus facilities are not allowed on college property.

F. Use of the Gymnasium:

1. Use of the gymnasium is limited to:
  - a. current UCC students, faculty, and staff;
  - b. other teams invited by the Director of Athletics;
  - c. events and functions approved through the sponsorship or use of facilities processes; and
  - d. College approved events.
2. Other gymnasium rentals are considered on a case-by-case basis with approval of the Director of Athletics.
3. Non-marking athletic shoes are required by all users on the court floor. Cleats are not permitted in the gym at any time. High heels may not be worn on the court floor or adjacent team seating areas. Footwear restrictions, other than cleats, are waived if the gym floor is covered by protective matting.
4. Hanging on the basketball rim is not permitted.
5. Hitting, kicking, or bouncing of balls against the walls, divider curtain, or bleachers, or using these surfaces as a practice surface is not permitted.
6. The use of basketballs, volleyballs, indoor soccer balls, tennis balls, and whiffle golf balls are permitted in the gymnasium. Hitting of baseballs is permitted only within the netted area and with appropriate floor matting/padding.
7. The use of tape or other adhesive materials that may come in direct contact with the finished floor surface is prohibited.
8. The gymnasium is a shared use facility for the UCC community. All college policies and procedures apply to the intended use and care of the facility. Appropriate sanctions may apply to persons, teams, or guests found to be in violation of college policies and procedures.

**IV. Scheduling Priority.** Consistent with the primary mission of the College, the following facility use priorities will be given based on the user priority and then chronologically by date requested. The following is the user priority in the order listed:

A. *College Instruction:* Events related to the academic mission of the college including classes and open lab hours.

1. Process: In each academic term, credit and continuing education courses will be given first priority in scheduling. The specific facility space may be

preassigned by the academic scheduler. Other room assignments will be made based on available room features, course requirements, and room capacity, as approved by the academic scheduler. Additional pre-assignments may be considered to accommodate the needs of specific instructors for courses.

B. *College Workshops, seminars, conferences:*

1. Process: All spaces and resources such as audio-visual equipment, technical services, set-up/tear down should be reserved in the College's web-based space scheduling software at least 45 days prior to the event. Departments holding the event may be responsible for set up/tear down charges if the general fund resources for set up are not available.

C. *College Business:* Events related to college business such as faculty/staff trainings, orientations, department, advisory committee and affinity group meetings, recruiting and outreach events.

1. Process. All college meetings and events must have a space reserved in the College's web-based space scheduling software. College faculty and staff must make a request for all spaces using scheduling software (<https://www.umpqua.edu/events-ticketing>). For best consideration, the request must be made 45 days before the meeting or event to ensure that a space is approved and reserved. Additional resources such as *audio-visual equipment* and technical services, etc. will need to be reserved through scheduling software. The UCC department organizing the event is responsible for coordinating all activities before, during, and after the event. Department may be responsible for costs associated with set up/tear down, equipment use or other expenses if general fund resources are not available.

D. *Sponsored Events:* Events where Umpqua Community College, Umpqua Community College Foundation, and/or officially recognized student organizations partner with outside groups or organizations to sponsor educational programs and events which contribute to college students' out-of-classroom learning experiences or which foster a more healthful, multi-cultural, and respectful campus community.

1. Eligibility: Events must meet all three of the following requirements in order to be eligible for sponsorship:
  - a. The requestor must be either a UCC department or a student organization recognized by the College.
  - b. The event must support the academic mission of the college.
  - c. The event must be educational in nature, be open to all college students, and/or have the potential for campus-wide impact.

2. Process: The requesting college department or student organization must obtain an estimate of the costs associated with the event from the Special Events department. A complete [Event Sponsorship Request](#) Form with the cost estimate must be submitted to the Senior Leadership Team for approval before the event could be scheduled. If the event is approved, the external organization involved will be required to complete and sign a [Facility Use Agreement](#). Allow for at least 45 days prior to the event for scheduling space and resources through scheduling software.
  3. Terms and Conditions: In addition to Sections D.1 and 2 of this procedure the following apply:
    - a. The UCC sponsor is responsible for coordinating all activities before, during, and after the event.
    - b. One department representative or two student organization representatives must be present at the event for the duration of the reservation period, including any rehearsal, set-up, and/or takedown periods.
  4. Fees: The facility rental fee may be waived or reduced for a sponsored event. However, other charges and fees may apply.
- E. *UCC Student Events*. Events organized by the ASUCC Leadership Board, ASUCC Leadership Team, or students completing an academic course assignment.
1. Approval: All student events involving the use of college facilities at any location must be approved by the Director of Student Life and Campus Engagement. As part of the approval process, risk assessment will be conducted and determination will be made as to whether additional liability insurance is required.
  2. Space Use Priority: Student activities have priority use of the public spaces in the LaVerne Murphy Student Center.
  3. Terms and Conditions: In addition to Section 2, 3, and 4 of this procedure the following apply:
    - a. The Director of Student Life and Campus Engagement will assist in the identification of all necessary services including the following:
      - 1) Facilities
      - 2) Set-up/Teardown
      - 3) Technical support (media, theater sound/lighting/stage)
      - 4) Custodial
      - 5) Security

- 6) Emergency Medical Technician
  - 7) Catering
  - 8) Alcohol Service
- a. The organizer of an approved program or event must reserve the desired facility in accordance with campus policy and based on facility availability.
  - b. The organizer of the event is responsible for coordinating all activities before, during, and after the event, and must be physically present for the entire duration of the event.
4. Fees: The facility rental fee is waived for a student event. Any services which incur a fee must be paid for by the student organization.
- F. *Non-College Events:* Any event organized by an individual or organization unaffiliated with the College.
1. Process: Special Events is responsible for processing and approving all non-college facility use requests.
    - a. A completed Facility Use Agreement is required for all non-college events in order to request Special Events services.
      - 1) The contract must be submitted to Special Events no later than 45 days prior to the first date of the event.
      - 2) Special Events services will not be scheduled until the completed contract is received.
  2. Terms and Conditions: In addition to Sections 2, 3, and 4 of this procedure, the following will apply:
    - a. Approval of submitted applications to use college facilities does not constitute college endorsement of views expressed or held by the using groups or individuals, and no advertisement will indicate college support of the scheduled function.
    - b. Prior to final application approval, all external groups and individuals using the college facilities must present to the College a certificate of liability insurance naming Umpqua Community College as an additional insured in an amount deemed appropriate at the sole discretion of the College.
    - c. The College assumes no liability for injuries or losses, which results from the actions of such groups or individuals.
    - d. The College reserves the right to revoke an applicant's application to use its facilities if the College determines that any information contained in the

application is false, misleading, or a misrepresentation of the sponsor or intended activity.

- e. Public/community groups must release the College from any and all expenses that may be incurred from necessary rescheduling, relocation, or cancellation of approved events.
- f. Public/community groups may not publicize the event for which college facilities are being requested prior to receiving approval from Special Events.
- g. College facilities may not be used for activities which duplicate college classes, programs, or activities which are in conflict with established college objectives or policies.
- h. The College is not responsible when users/renters oversell tickets. Refunds due to the oversale of tickets is the responsibility of the user/renter.
- i. When promoting an event, the organization may use the college and the campus name to direct attendees. The use of the college logo is prohibited.

#### G. Fees

1. The UCC Board of Education establishes a fee schedule for the use of college facilities for non-college events. The fee schedule differentiates between non-profit and for-profit organizations. The Facility Fee Schedule is available online: <https://www.umpqua.edu/event-forms-publications>.
2. Additional fees may be incurred for the following Special Events services:
  - a. Technical support (media, theater sound/lighting/stage)
  - b. Custodial
  - c. Security
  - d. Set-up/Teardown
  - e. Cancellation Fee
  - f. Coordination Fee
  - g. Catering Services
  - h. Alcohol Service
3. Fee adjustments and exceptions must be approved by the Director of Special Events. Organizations with past due accounts from previous events will not be approved for future events until the balance has been paid.

**RESPONSIBILITY:**

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

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 11/19/2019 by CC**

**DATE(S) OF REVISION:**

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

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b> Facility Use/Events
<b>New BP #:</b> AP6700 <b>Old BP # &amp; Title:</b> 400.01
<b>New AP #:</b> <b>Old AP # &amp; Title:</b>
<b>Revision Date:</b> 5/9/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>1. <b>Scheduling Priority.</b> Consistent with the primary mission of the College, the following facility use priorities will be given based on the user priority and then chronologically by date requested. The following is the user priority in the order listed:</p> <ul style="list-style-type: none"> <li>a. <i>College Instruction:</i> Events related to the academic mission of the college including classes and open lab hours. <ul style="list-style-type: none"> <li>i. Process: In each academic term, credit and continuing education courses will be given first priority in scheduling. The specific facility space may be preassigned by the academic scheduler. Other room assignments will be made based on available room features, course requirements, and room capacity, as approved by the academic scheduler. Additional pre-assignments may be considered to accommodate the needs of specific instructors for courses.</li> </ul> </li> </ul>	<p><b>References:</b> <b>References:</b> <i>Clark v. Community For Creative Non-Violence</i> (1984) 468 U.S. 288, 104 S.Ct. 3065, 82 L.Ed.2d 221 ORS 341.290(4)</p> <p style="background-color: yellow;"><b>NOTE:</b> <i>Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this</i></p>	<p>1. <b>Scheduling Priority.</b> Consistent with the primary mission of the College, the following facility use priorities will be given based on the user priority and then chronologically by date requested. The following is the user priority in the order listed:</p> <ul style="list-style-type: none"> <li>a. <i>College Instruction:</i> Events related to the academic mission of the college including classes and open lab hours. <ul style="list-style-type: none"> <li>i. Process: In each academic term, credit and continuing education courses will be given first priority in scheduling. The specific facility space may be preassigned by the academic scheduler. Other room assignments will be made based on available room features, course requirements, and room capacity, as approved by the academic scheduler. Additional pre-assignments may be considered to accommodate the needs of specific instructors for courses.</li> </ul> </li> <li>b. <i>College Business:</i> Events related to college business such as faculty/staff trainings, orientations and department meetings. <ul style="list-style-type: none"> <li>i. Process. All internal College meetings and events must have a space reserved in the</li> </ul> </li> </ul>

<p>b. <i>College Business</i>: Events related to college business such as faculty/staff trainings, orientations and department meetings.</p> <p>i. Process. All internal College meetings and events must have a space reserved in the college's web-based space scheduling software. College faculty and staff must make a request for all spaces (<a href="https://www.umpqua.edu/events-ticketing">https://www.umpqua.edu/events-ticketing</a>). For best consideration, the request must be made well in advance of the meeting or event to ensure that a space is approved and reserved. The scheduling and use of services such as food service, media service, etc. will not be scheduled or considered without a reservation.</p> <p>c. <i>Sponsored Events</i>: Events where Umpqua Community College, Umpqua Community College Foundation, and/or officially recognized student organizations partner with outside groups or organizations to sponsor educational programs and events which contribute to college students' out-of-classroom learning experiences or which foster a more healthful, multi-cultural, and respectful campus community.</p> <p>i. Eligibility: Events must meet all three of the following requirements in order to be eligible for sponsorship:</p> <ul style="list-style-type: none"> <li>The requestor must be either a UCC department or a student organization recognized by the College.</li> </ul>	<p><i>administrative procedure given state law and the entity's organizational culture. Where noted, this procedure is legally advised. Local practice may be inserted, but should contain the elements contained below.</i></p> <p><b>General Provisions</b>  <b>[ Entity ]</b> facilities designated as public forums are available for community use when such use does not conflict with <b>[ entity ]</b> programs and operations. Facility use shall be limited to places and times identified by the <b>[ designate administrator's position ]</b>, but shall be sufficiently frequent, and available on specific dates and times, so as to allow meaningful use by outside groups. Except as provided in</p>	<p>College's web-based space scheduling software. College faculty and staff must make a request for all spaces (<a href="https://www.umpqua.edu/events-ticketing">https://www.umpqua.edu/events-ticketing</a>). For best consideration, the request must be made well in advance of the meeting or event to ensure that a space is approved and reserved. The scheduling and use of services such as <del>food service</del>, audio-visual equipment and technical media services, etc. will not be scheduled or considered without a reservation.</p> <p>c. <i>Sponsored Events</i>: Events where Umpqua Community College, Umpqua Community College Foundation, and/or officially recognized student organizations partner with outside groups or organizations to sponsor educational programs and events which contribute to college students' out-of-classroom learning experiences or which foster a more healthful, multi-cultural, and respectful campus community.</p> <p>i. Eligibility: Events must meet all three of the following requirements in order to be eligible for sponsorship:</p> <ul style="list-style-type: none"> <li>The requestor must be either a UCC department or a student organization recognized by the College.</li> <li>The event must support the academic mission of the college.</li> <li>The event must be educational in nature, be open to all college students, and/or have the potential for campus-wide impact.</li> </ul> <p>ii. Process: The requesting college department or student organization must complete and submit a location reservation in college's web-based space scheduling software, which will be held tentatively until the approval process is complete, and an <a href="#">Event Sponsorship Request Form</a> to the Special Events Office at least 3045 days</p>
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<ul style="list-style-type: none"> <li>• The event must support the academic mission of the college.</li> <li>• The event must be educational in nature, be open to all college students, and/or have the potential for campus-wide impact.</li> </ul> <p>ii. Process: The requesting college department or student organization must complete and submit a location reservation in college's web-based space scheduling software, which will be held tentatively until the approval process is complete, and an <a href="#">Event Sponsorship Request Form</a> to the Special Events Office at least 30 days prior to the event. The sponsorship must be approved by the Senior Leadership Team (President's leadership group). If the event is approved, the external organization involved will be required to complete and sign a <a href="#">Facility Use Agreement</a>.</p> <p>iii. Terms and Conditions: In addition to Sections 2, 3, and 4 of this procedure the following apply:</p> <ul style="list-style-type: none"> <li>• The UCC sponsor is responsible for coordinating all activities before, during, and after the event.</li> <li>• One department representative or two student organization representatives must be present at the event for the duration of the reservation period,</li> </ul>	<p>these procedures, or as authorized by law, no organizations shall be denied the use of [ <b>entity</b> ] facilities because of the content of the speech to be undertaken during the use.</p> <p>The [ <b>designate position</b> ] is responsible for the coordination and implementation of these procedures. The [ <b>designate position</b> ] shall determine all applicable fees to be charged.</p> <p>Outside the designated public forum areas, the following shall apply: All user groups shall be required to provide the [ <b>entity</b> ] with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses,</p>	<p>prior to the event. The sponsorship must be approved by the Senior Leadership Team (President's leadership group). If the event is approved, the external organization involved will be required to complete and sign a <a href="#">Facility Use Agreement</a>.</p> <p>iii. Terms and Conditions: In addition to Sections 2, 3, and 4 of this procedure the following apply:</p> <ul style="list-style-type: none"> <li>• The UCC sponsor is responsible for coordinating all activities before, during, and after the event.</li> <li>• One department representative or two student organization representatives must be present at the event for the duration of the reservation period, including any rehearsal, set-up, and/or takedown periods.</li> </ul> <p>iv. Fees: The facility rental fee may be waived or reduced for a sponsored event. However, other charges and fees may apply.</p> <p>d. <i>UCC Student Events</i>. Events organized by the ASUCC Leadership Board, ASUCC Leadership Team, or students completing an academic course assignment.</p> <p>i. Approval: All student events involving the use of college facilities at any location must be approved by the Director of Student Life and Campus Engagement. As part of the approval process, risk assessment will be conducted and determination will be made as to whether additional liability insurance is required.</p> <p>ii. Space Use Priority: Student activities have priority use of the public spaces in the LaVerne Murphy Student Center.</p> <p>iii. Terms and Conditions: In addition to Section 2, 3, and 4 of this procedure the following apply:</p> <ul style="list-style-type: none"> <li>• The Director of Student Life and Campus Engagement will assist in</li> </ul>
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<p>including any rehearsal, set-up, and/or takedown periods.</p> <p>iv. Fees: The facility rental fee may be waived or reduced for a sponsored event. However, other charges and fees may apply.</p> <p>d. <i>UCC Student Events.</i> Events organized by the ASUCC Leadership Board, ASUCC Leadership Team, or students completing an academic course assignment.</p> <p>i. Approval: All student events involving the use of college facilities at any location must be approved by the Director of Student Life and Campus Engagement. As part of the approval process, risk assessment will be conducted and determination will be made as to whether additional liability insurance is required.</p> <p>ii. Space Use Priority: Student activities have priority use of the public spaces in the LaVerne Murphy Student Center.</p> <p>iii. Terms and Conditions: In addition to Section 2, 3, and 4 of this procedure the following apply:</p> <ul style="list-style-type: none"> <li>• The Director of Student Life and Campus Engagement will assist in the identification of all necessary services including the following: <ul style="list-style-type: none"> <li>○ Facilities</li> <li>○ Set-up/Teardown</li> <li>○ Technical support (media, theater</li> </ul> </li> </ul>	<p>damages, or injuries incurred by any person as a result of their use of the facilities. All user groups shall also be required to provide a certificate of insurance with limits acceptable to the [ <b>entity</b> ] and/or other proof of financial responsibility acceptable to the [ <b>entity</b> ].</p> <p><b>NOTE:</b> <i>The following language is legally advised.</i></p> <p><b>Rules for Facilities Use</b>  <del>Requests for use of the [ <b>entity's</b> ] facilities must be made at least [ <b>specify number of days, ideally no more than 10 business days</b> ] days in advance of the first date of use being requested. Requests shall be made to [ <b>designate official</b> ] on forms provided by the [</del></p>	<p>the identification of all necessary services including the following:</p> <ul style="list-style-type: none"> <li>○ Facilities</li> <li>○ Set-up/Teardown</li> <li>○ Technical support (media, theater sound/lighting/stage)</li> <li>○ Custodial</li> <li>○ Security</li> <li>○ Emergency Medical Technician</li> <li>○ Catering</li> <li>○ Alcohol Service</li> </ul> <ul style="list-style-type: none"> <li>• The organizer of an approved program or event must reserve the desired facility in accordance with campus policy and based on facility availability.</li> <li>• The organizer of the event is responsible for coordinating all activities before, during, and after the event, and must be physically present for the entire duration of the event.</li> <li>• Distribution of materials related to the student event can be found in Board Policy <b>723</b> and related administrative procedure <b>723.01</b>.</li> </ul> <p>iv. Fees: The facility rental fee is waived for a student event. Any services which incur a fee must be paid for by the student organization.</p> <p>e. <i>Non-College Events:</i> Any event organized by an individual or organization unaffiliated with the College.</p> <p>i. Process: Special Events is responsible for processing and approving all non-college facility use requests.</p> <ul style="list-style-type: none"> <li>• A completed Facility Use Agreement is required for all non-college events in order to request Special Events services.</li> </ul>
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<p>sound/lighting/stage)</p> <ul style="list-style-type: none"> <li>o Custodial</li> <li>o Security</li> <li>o Emergency Medical Technician</li> <li>o Catering</li> <li>o Alcohol Service</li> </ul> <ul style="list-style-type: none"> <li>• The organizer of an approved program or event must reserve the desired facility in accordance with campus policy and based on facility availability.</li> <li>• The organizer of the event is responsible for coordinating all activities before, during, and after the event, and must be physically present for the entire duration of the event.</li> <li>• Distribution of materials related to the student event can be found in Board Policy 723 and related administrative procedure 723.01.</li> </ul> <p>iv. Fees: The facility rental fee is waived for a student event. Any services which incur a fee must be paid for by the student organization.</p> <p>e. <i>Non-College Events:</i> Any event organized by an individual or organization unaffiliated with the College.</p> <ul style="list-style-type: none"> <li>i. Process: <del>Special Events is responsible for processing and approving all non-college facility use requests.</del></li> </ul>	<p><del>entity ]</del>. Authorization to use the facilities shall be based on a reservation system and the priorities for student and other use detailed at the end of this section.</p> <p><b>NOTE:</b> <i>This request requirement does not apply to groups intending to use available designated public forums for expressive activities. Rules applicable to those areas are described in the procedure for Speech: Time, Place, and Manner.</i></p> <p>Permission to use [ <b>entity</b> ] facilities shall not be granted for a period to exceed one fiscal year.</p> <p><b>NOTE:</b> <i>The following paragraph is optional. The entity may include the following provision to</i></p>	<ul style="list-style-type: none"> <li>o The contract must be submitted to Special Events no later than <del>30</del> 45 days prior to the first date of the event.</li> <li>o Special Events services will not be scheduled until the completed contract is received.</li> </ul> <p>ii. Terms and Conditions: In addition to Sections 2, 3, and 4 of this procedure, the following will apply:</p> <ul style="list-style-type: none"> <li>• Approval of submitted applications to use college facilities does not constitute college endorsement of views expressed or held by the using groups or individuals, and no advertisement will indicate college support of the scheduled function.</li> <li>• Prior to final application approval, all external groups and individuals using the college facilities must present to the College a certificate of liability insurance naming Umpqua Community College as an additional insured in an amount deemed appropriate at the sole discretion of the College.</li> <li>• The College assumes no liability for injuries or losses, which results from the actions of such groups or individuals.</li> <li>• The College reserves the right to revoke an applicant's application to use its facilities if the College determines that any information contained in the application is false, misleading, or a misrepresentation of the sponsor or intended activity.</li> <li>• Public/community groups must release the College from any and all expenses that may be incurred from necessary rescheduling,</li> </ul>
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<ul style="list-style-type: none"> <li>• <del>A completed Facility Use Agreement is required for all non-college events in order to request Special Events services.</del> <ul style="list-style-type: none"> <li>◦ <del>The contract must be submitted to Special Events no later than 30 days prior to the first date of the event.</del></li> <li>◦ <del>Special Events services will not be scheduled until the completed contract is received.</del></li> </ul> </li> </ul> <p>ii. Terms and Conditions: In addition to Sections 2, 3, and 4 of this procedure, the following will apply:</p> <ul style="list-style-type: none"> <li>• Approval of submitted applications to use college facilities does not constitute college endorsement of views expressed or held by the using groups or individuals, and no advertisement will indicate college support of the scheduled function.</li> <li>• Prior to final application approval, all external groups and individuals using the college facilities must present to the College a certificate of liability insurance</li> </ul>	<p><i>prevent overnight use, including demonstrations, so long as the entity's purpose is unrelated to the content of any expected speech or other expression.</i></p> <p>Overnight camping on [ <b>entity</b> ] facilities, including in the designated public forum areas, is prohibited. No person or organization may use any [ <b>entity</b> ] facility for living accommodation purposes such as sleeping activities, or making preparations to sleep, including the laying down of bedding for the purpose of sleeping, carrying on cooking activities, or storing personal belongings (except facilities specifically identified for such cooking or storage), or making any fire, or using any tents or</p>	<p>relocation, or cancellation of approved events.</p> <ul style="list-style-type: none"> <li>• Public/community groups may not publicize the event for which college facilities are being requested prior to receiving approval from Special Events.</li> <li>• College facilities may not be used for activities which duplicate college classes, programs, or activities which are in conflict with established college objectives or policies.</li> <li>• The College is not responsible when users/renters oversell tickets. Refunds due to the oversale of tickets is the responsibility of the user/renter.</li> <li>• When promoting an event, the organization may use the college and the campus name to direct attendees. The use of the college logo is prohibited.</li> </ul> <p>iii. Fees</p> <ul style="list-style-type: none"> <li>• The UCC Board of Education establishes a fee schedule for the use of college facilities for non-college events. The fee schedule differentiates between non-profit and for-profit organizations. The Facility Rental Fee Schedule is available online: <a href="https://www.umpqua.edu/venues/e-vent-forms-publications">https://www.umpqua.edu/venues/e-vent-forms-publications</a>.</li> <li>• Additional fees may be incurred for the following Special Events services:             <ul style="list-style-type: none"> <li>◦ Technical support (media, theater sound/lighting/stage)</li> <li>◦ Custodial</li> <li>◦ Security</li> <li>◦ Set-up/Teardown</li> <li>◦ Cancellation Fee</li> </ul> </li> </ul>
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<p>naming Umpqua Community College as an additional insured in an amount deemed appropriate at the sole discretion of the College.</p> <ul style="list-style-type: none"> <li>• The College assumes no liability for injuries or losses, which results from the actions of such groups or individuals.</li> <li>• The College reserves the right to revoke an applicant's application to use its facilities if the College determines that any information contained in the application is false, misleading, or a misrepresentation of the sponsor or intended activity.</li> <li>• Public/community groups must release the College from any and all expenses that may be incurred from necessary rescheduling, relocation, or cancellation of approved events.</li> <li>• Public/community groups may not publicize the event for which college facilities are being requested prior to receiving approval from Special Events.</li> <li>• College facilities may not be used for activities which duplicate college classes, programs, or</li> </ul>	<p>other structure for sleeping, or doing any digging or earth breaking.</p> <p>All charges for the use of [ <b>entity</b> ] facilities are payable [ <b>insert number</b> ] hours in advance.</p> <p>Any persons applying for use of [ <b>entity</b> ] property on behalf of any groups shall be a member of the groups and, unless he/she is an officer of the group, must present written authorization to represent the group. Each person signing an application shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to [ <b>entity</b> ] property.</p> <p>The [ <b>entity</b> ] may require security personnel as a condition of use whenever it is deemed to be in the [ <b>entity</b> ] 's best interests.</p>	<ul style="list-style-type: none"> <li>○ Coordination Fee</li> <li>○ Food Services</li> <li>○ Alcohol Service</li> </ul> <ul style="list-style-type: none"> <li>• Fee adjustments and exceptions must be approved by the Director of Special Events. Organizations with past due accounts from previous events will not be approved for future events until the balance has been paid.</li> </ul> <p>2. <b>General Terms and Conditions.</b> The following general terms and conditions apply to all events:</p> <ol style="list-style-type: none"> <li>a. The College reserves the right to waive any specific conditions or to place other requirements or restrictions on the use of a college facility as deemed necessary for the efficient operation of the College.</li> <li>b. The use of college facilities will be automatically closed when the College must close due to inclement weather or other emergency conditions and the applicant will be provided with a full refund.</li> <li>c. The College reserves the right to reschedule, relocate, or cancel a facility reservation due to extraordinary circumstances. Affected groups will be notified in advance when possible, to allow alternative arrangements to be made.</li> <li>d. The Director of Special Events is responsible for final decisions in resolving scheduling conflicts.</li> <li>e. All events on campus that request food to be serviced must choose from the vendors on the <u>Approved Food Services Provider List</u>. <u>Food service providers</u> could be added to the list at any time after entering into the Food Services Provider <u>Agreement</u> with the College. The person/organization using the UCC facility will need to contract separately with an approved food service provider for events held on campus. Payment to the food service provider is from the person/organization responsible for the event. <ul style="list-style-type: none"> <li>• Home-prepared food may not be served to the public.</li> </ul> </li> </ol>
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<p>activities which are in conflict with established college objectives or policies.</p> <ul style="list-style-type: none"> <li>The College is not responsible when users/renters oversell tickets. Refunds due to the oversale of tickets is the responsibility of the user/renter.</li> <li>When promoting an event, the organization may use the college and the campus name to direct attendees. The use of the college logo is prohibited.</li> </ul> <p>iii. Fees</p> <ul style="list-style-type: none"> <li>The UCC Board of Education establishes a fee schedule for the use of college facilities for non-college events. The fee schedule differentiates between non-profit and for-profit organizations. The Facility Rental Fee schedules is available online: _____(link.).</li> <li>Additional fees may be incurred for the following Special Events services:             <ul style="list-style-type: none"> <li>Technical support (media, theater sound/lighting/st age)</li> <li>Custodial</li> <li>Security</li> <li>Set-up/Teardown</li> </ul> </li> </ul>	<p>No person applying for use of [ <b>entity</b> ] property shall be issued a key to [ <b>entity</b> ] facilities.</p> <p>Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of [ <b>entity</b> ] property and failure to pay promptly for any damage to [ <b>entity</b> ] property.</p> <p>No alcoholic beverages, intoxicants, controlled substances, or tobacco <i>in any form</i> shall be brought onto the property of the [ <b>entity</b> ]. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity.</p> <p>No structures, electrical modifications, or</p>	<ul style="list-style-type: none"> <li>Smaller internal campus caterings (refreshments, cookies, snacks) could be provided by the College Store.</li> <li>Items that are purchased service-ready from a licensed commercial caterer (i.e. deli trays, baked goods and fruit trays) must meet Douglas County requirements during transport, holding and serving. The organizer is responsible for providing proof of purchase/receipt of the service-ready items the date and time cannot exceed the requirements set forth by Douglas County Requirements. The organizer of the event is responsible for maintaining temperature, sanitation, safety and for eliminating the possibility of cross contamination.</li> </ul> <p>f. The Southern Oregon Wine Institute will have the right of first refusal for all alcohol served on campus.</p> <ul style="list-style-type: none"> <li>A completed Request to Serve Alcohol form is required for all internal and external events in order to request the use of alcohol. The form must be submitted to Special Events no later than 30 45 days prior to the event date. Alcohol service will not be scheduled until the completed form is received.</li> <li>Payment for alcohol with college funds is not allowed. The payment source for alcohol will be stated on the Request to Serve Alcohol form.</li> </ul> <p>3. <b>Responsibilities of Users.</b> Users of all college facilities are responsible for:</p> <ol style="list-style-type: none"> <li>Complying with applicable federal, state, and county regulations.</li> <li>Adhering to all college policies and procedures, including campus parking regulations, the Use of Alcohol, Intoxicants and Controlled Substances, Smoking and Use of Tobacco Policy and Procedures, etc. Alcoholic beverages may not be served on college premises without the written approval of the President or designee and securing</li> </ol>
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<ul style="list-style-type: none"> <li>○ Cancellation Fee</li> <li>○ Coordination Fee</li> <li>○ Catering</li> <li>○ Alcohol Service</li> <li>• Fee adjustments and exceptions must be approved by the Food Services and Special Events Director. Organizations with past due accounts from previous events will not be approved for future events until the balance has been paid.</li> </ul> <p>2. <b>General Terms and Conditions.</b> The following general terms and conditions apply to all events:</p> <ul style="list-style-type: none"> <li>a. The College reserves the right to waive any specific conditions or to place other requirements or restrictions on the use of a college facility as deemed necessary for the efficient operation of the College.</li> <li>b. The use of college facilities will be automatically closed when the College must close due to inclement weather or other emergency conditions and the applicant will be provided with a full refund.</li> <li>c. The College reserves the right to reschedule, relocate, or cancel a facility reservation due to extraordinary circumstances. Affected groups will be notified in advance when possible, to allow alternative arrangements to be made.</li> <li>d. The Food Services and Special Events Director is responsible for final decisions in resolving scheduling conflicts.</li> </ul>	<p>mechanical apparatus may be erected or installed on [ <b>entity</b> ] property without specific written approval by the [ <b>designate position</b> ].</p> <p>All decorative materials, including but not limited to draperies, hangings, curtains, and drops shall be made or treated with flame-retardant processes approved by the State Fire Marshall.</p> <p><b>Approved:</b></p>	<p>the proper licensing, permitting, insurance, and meeting all local and state requirements related to usage control.</p> <ul style="list-style-type: none"> <li>c. Assuming all financial responsibility for damages caused to individuals and to college property during its use.</li> <li>d. Using the area designated as reserved and no other area of the college facility, except public areas (e.g., restrooms, vending areas).</li> <li>e. Using the requested facilities "as is." Users may not temporarily or permanently alter any element of any facility on campus.</li> <li>f. Notifying Special Events of the intent to cancel the reservation of facilities in advance of the scheduled event.</li> <li>g. Restoring the facility to pre-use condition, unless other arrangements are made with the Facilities and Special Events departments.</li> <li>h. Not altering, covering, or removing art and exhibits.</li> <li>i. Making financial restitution for any damage incurred during the event for which college facilities were reserved. If damages are incurred, users/renters, at the discretion of the College, may not be permitted to reserve future events. Final decisions regarding damages will be made by the Chief Financial Officer.</li> </ul> <p>4. <b>Restrictions on College Facility Use.</b></p> <ul style="list-style-type: none"> <li>a. College officials may not be refused entry to college facilities at any time.</li> <li>b. Users of college facilities may not limit, restrict, disrupt, or in any way inhibit the normal instructional programs of the College or other college activities.</li> <li>c. Users of college facilities may not alter college facilities as described below: <ul style="list-style-type: none"> <li>• A facility user may not mark, puncture, or deface in any manner equipment and furnishings, including floors, doors, windows, mirrors, walls, and ceilings.</li> <li>• A facility user may not remove or displace furniture, equipment, college-related signs, banners,</li> </ul> </li> </ul>
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<p>e. The College reserves the right of first refusal for the provision of food services. If the College determines that it is unable to provide the needed service, food may only be provided by licensed commercial caterers.</p> <p>f. The Southern Oregon Wine Institute will have the right of first refusal for all alcohol served on campus.</p> <ul style="list-style-type: none"> <li>• A completed Request to Serve Alcohol form is required for all internal and external events in order to request the use of alcohol. The form must be submitted to Special Events no later than 30 days prior to the event date. Alcohol service will not be scheduled until the completed form is received.</li> <li>• Payment for alcohol with college funds is not allowed. The payment source for alcohol will be stated on the Request to Serve Alcohol form.</li> </ul> <p>3. <b>Responsibilities of Users.</b> Users of all college facilities are responsible for:</p> <ol style="list-style-type: none"> <li>a. Complying with applicable federal, state, and county regulations.</li> <li>b. Adhering to all college policies and procedures, including campus parking regulations, the Use of Alcohol, Intoxicants and Controlled Substances, Smoking and Use of Tobacco Policy and Procedures, etc. Alcoholic beverages may not be served on college premises without the written approval of the President or designee and securing the proper licensing, permitting, insurance,</li> </ol>		<p>posters, etc., without the written permission of the College.</p> <ul style="list-style-type: none"> <li>• Permission must be granted by Facilities prior to hanging of any signage. Once permission is granted, signage must be hung as directed and removed by the user at the conclusion of the event.</li> <li>• For additional restrictions users should refer to the <a href="#">Facility Use Agreement</a>.</li> <li>• Non-compliance with these requirements may result in additional charges to the user for costs incurred by the College.</li> </ul> <p>d. Sex offender registrants seeking to attend any college function/event or to enter any college facility are required to obtain college approval from the Office of the Provost in conjunction with the Security department. On a case by case basis, the College may decide to restrict access to college facilities that are not for the sole purpose of attending classes and participating in any class-related activity or preparation.</p> <p>e. Sex offender registrants who are the parent or legal guardian of a student who will be participating in an event, such as commencement, program completion, sporting event, or performance, must jointly with the student seek approval from the Office of the Provost in conjunction with the Office of Facilities and Security prior to attending any college function/event or entering any college facilities.</p> <p>f. Individuals trespassed from campus facilities are not allowed on college property.</p> <p>g. Use of the Gymnasium:</p> <ol style="list-style-type: none"> <li>i. Use of the gymnasium is limited to: <ul style="list-style-type: none"> <li>• current UCC students, faculty, and staff;</li> <li>• other teams invited by the Director of Athletics;</li> <li>• events and functions approved through the sponsorship or use of facilities processes; and</li> </ul> </li> </ol>
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<p>and meeting all local and state requirements related to usage control.</p> <ul style="list-style-type: none"> <li>c. Assuming all financial responsibility for damages caused to individuals and to college property during its use.</li> <li>d. Using the area designated as reserved and no other area of the college facility, except public areas (e.g., restrooms, vending areas).</li> <li>e. Using the requested facilities “as is.” Users may not temporarily or permanently alter any element of any facility on campus.</li> <li>f. Notifying Special Events of the intent to cancel the reservation of facilities in advance of the scheduled event.</li> <li>g. Restoring the facility to pre-use condition, unless other arrangements are made with the Facilities and Special Events departments.</li> <li>h. Not altering, covering, or removing art and exhibits.</li> <li>i. Making financial restitution for any damage incurred during the event for which college facilities were reserved. If damages are incurred, users/renters, at the discretion of the College, may not be permitted to reserve future events. Final decisions regarding damages will be made by the Chief Financial Officer.</li> </ul> <p><b>4. Restrictions on College Facility Use.</b></p> <ul style="list-style-type: none"> <li>a. College officials may not be refused entry to college facilities at any time.</li> <li>b. Users of college facilities may not limit, restrict, disrupt, or in any way inhibit the normal instructional programs of the College or other college activities.</li> <li>c. Users of college facilities may not alter college facilities as described below:             <ul style="list-style-type: none"> <li>• A facility user may not mark, puncture, or deface in any manner equipment and</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>• College approved events.</li> </ul> <ul style="list-style-type: none"> <li>ii. Other gymnasium rentals are considered on a case-by-case basis with approval of the Director of Athletics.</li> <li>iii. Non-marking athletic shoes are required by all users on the court floor. Cleats are not permitted in the gym at any time. High heels may not be worn on the court floor or adjacent team seating areas. Footwear restrictions, other than cleats, are waived if the gym floor is covered by protective matting.</li> <li>iv. Hanging on the basketball rim is not permitted.</li> <li>v. Hitting, kicking, or bouncing of balls against the walls, divider curtain, or bleachers, or using these surfaces as a practice surface is not permitted.</li> <li>vi. The use of basketballs, volleyballs, indoor soccer balls, tennis balls, and whiffle golf balls are permitted in the gymnasium. Hitting of baseballs is permitted only within the netted area and with appropriate floor matting/padding.</li> <li>vii. The use of tape or other adhesive materials that may come in direct contact with the finished floor surface is prohibited.</li> <li>viii. The gymnasium is a shared use facility for the UCC community. All college policies and procedures apply to the intended use and care of the facility. Appropriate sanctions may apply to persons, teams, or guests found to be in violation of college policies and procedures.</li> </ul> <p><b>RESPONSIBILITY:</b> The Chief Financial Officer is responsible for implementing and updating this procedure.</p> <p><b>RESPONSIBILITY:</b></p>
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<p>furnishings, including floors, doors, windows, mirrors, walls, and ceilings.</p> <ul style="list-style-type: none"> <li>• A facility user may not remove or displace furniture, equipment, college-related signs, banners, posters, etc., without the written permission of the College.</li> <li>• Permission must be granted by Facilities prior to hanging of any signage. Once permission is granted, signage must be hung as directed and removed by the user at the conclusion of the event.</li> <li>• For additional restrictions users should refer to the <a href="#">Facility Use Agreement</a>.</li> <li>• Non-compliance with these requirements may result in additional charges to the user for costs incurred by the College.</li> </ul> <p>d. Sex offender registrants seeking to attend any college function/event or to enter any college facility are required to obtain college approval from the Office of the Provost in conjunction with the Security department. On a case by case basis, the College may decide to restrict access to college facilities that are not for the sole purpose of attending classes and participating in any class-related activity or preparation.</p>		<p>The Chief Financial Officer is responsible for implementing and updating this policy.</p>
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<p>e. Sex offender registrants who are the parent or legal guardian of a student who will be participating in an event, such as commencement, program completion, sporting event, or performance, must jointly with the student seek approval from the Office of the Provost in conjunction with the Office of Facilities and Security prior to attending any college function/event or entering any college facilities.</p> <p>f. Individuals trespassed from campus facilities are not allowed on college property.</p> <p>g. Use of the Gymnasium:</p> <ol style="list-style-type: none"><li>i. Use of the gymnasium is limited to:<ul style="list-style-type: none"><li>• current UCC students, faculty, and staff;</li><li>• other teams invited by the Director of Athletics;</li><li>• events and functions approved through the sponsorship or use of facilities processes; and</li><li>• College approved events.</li></ul></li><li>ii. Other gymnasium rentals are considered on a case-by-case basis with approval of the Director of Athletics.</li><li>iii. Non-marking athletic shoes are required by all users on the court floor. Cleats are not permitted in the gym at any time. High heels may not be worn on the court floor or adjacent team seating areas. Footwear restrictions, other than cleats, are waived if the gym floor is covered by protective matting.</li><li>iv. Hanging on the basketball rim is not permitted.</li></ol>		
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<ul style="list-style-type: none"> <li>v. Hitting, kicking, or bouncing of balls against the walls, divider curtain, or bleachers, or using these surfaces as a practice surface is not permitted.</li> <li>vi. The use of basketballs, volleyballs, indoor soccer balls, tennis balls, and whiffle golf balls are permitted in the gymnasium. Hitting of baseballs is permitted only within the netted area and with appropriate floor matting/padding.</li> <li>vii. The use of tape or other adhesive materials that may come in direct contact with the finished floor surface is prohibited.</li> <li>viii. The gymnasium is a shared use facility for the UCC community. All college policies and procedures apply to the intended use and care of the facility. Appropriate sanctions may apply to persons, teams, or guests found to be in violation of college policies and procedures.</li> </ul> <p><b>RESPONSIBILITY:</b> The Chief Financial Officer is responsible for implementing and updating this procedure.</p>		



## BOARD POLICY

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**TITLE: ACCESS TO COLLEGE PROPERTY**

**BOARD POLICY # 3501** *(Was 613.01 Access to College Property)*

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Umpqua Community College is an open campus but has the right to manage access to college owned or controlled property.

The presence of persons on Umpqua Community College owned or controlled property is restricted to provide for the safety of users, the security of College facilities, and to provide an environment that fosters learning.

During business hours, the College will be open to students, employees, and visitors. During non-business hours, access to College facilities is by key or by access cards at limited locations. All access cards and keys are issued through the Facilities Department. Authorization for access cards and keys requires the signature of a member of the Senior Leadership Team.

Security and safety patrols of facilities and buildings on the College main campus are conducted daily by Security Department personnel. Safety and security maintenance is also provided at off-site locations on a routine basis.

The College has no campus student housing facilities.

**References:**

34 Code of Federal Regulations Part 668.46(b)(3)  
 NWCCU Standard 2.G.1  
 ORS 341.290(4)

**RESPONSIBILITY:**

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

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**NEXT REVIEW DATE:**  
**DATE OF ADOPTION:**

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



<p><del>security maintenance is also provided at off-site locations on a routine basis.</del></p> <p><del>The College has no campus student housing facilities.</del></p> <p><b>Responsibility:</b></p> <p><del>The Director of Facilities and Security is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</del></p> <p><b>NEXT REVIEW DATE:</b>  <b>DATE OF ADOPTION: 1/17/2018</b>  <b>DATE(S) OF REVISION:</b>  <b>DATE(S) OF PRIOR REVIEW:</b></p>		<p>Security and safety patrols of facilities and buildings on the College main campus are conducted daily by Security Department personnel. Safety and security maintenance is also provided at off-site locations on a routine basis.</p> <p>The College has no campus student housing facilities.</p> <p><b>References:</b>  34 Code of Federal Regulations Part 668.46(b)(3);  NWCCU Standard 2.G.1  ORS 341.290(4)</p> <p><b>Responsibility:</b></p> <p>The Director of Facilities and Security is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p> <p><b>NEXT REVIEW DATE:</b>  <b>DATE OF ADOPTION: 1/17/2018</b>  <b>DATE(S) OF REVISION:</b>  <b>DATE(S) OF PRIOR REVIEW:</b></p>
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## ADMINISTRATIVE PROCEDURE

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**TITLE:** Access to College Property

**ADMINISTRATIVE PROCEDURE #** 3501 *(was 613.01)*

**RELATED TO POLICY #** 3501

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**A. Access Definitions.** Access to college facilities and programs is predicated upon a person's status as a student, employee, or visitor; the need to obtain access; and the type of activity conducted at the location.

1. **Employee Access:** Access to areas that typically contain sensitive equipment or data is based on a demonstrated need. Examples of limited access areas include Information Technology workspaces, mechanical rooms, faculty workrooms, employee lounges, private offices, storage rooms, and some labs.
2. **Mid-level supervisory administrators (typically assistant vice presidents, deans or directors)** responsible for a program or service area have responsibility to control access to those areas. These supervisory administrators may further restrict employee access to specific employees in areas such as private offices, offices handling cash, computer switch rooms, etc., dependent upon the activity occurring in a space.
3. **General Access:** Areas generally open to both college employees and students include classrooms, labs, gym, etc., during hours of operation designated by the Senior Leadership Team.
4. **Community Access:** Areas not designated as limited to employee or general access are available to the general public without the necessity of enrolling as a student, e.g., open spaces of the campus (indoors and outdoors), library, and college cafeteria.

**B. Campus Business Hours**

1. College campus hours are 6:00 a.m. to 10:00 p.m. for regular business days (i.e., Monday-Friday except for holidays or other closures).
2. All buildings are to be secured and the premises vacated by midnight except for essential personnel (security, custodial, and maintenance personnel). The Chief of Security is to be notified prior to any exceptions. Loitering on college property when the college buildings are closed is not allowed.

**C. Campus Closures**

1. Campus is closed during holidays and certain emergencies. The campus may be closed to the public during in-service
2. In the case of campus closures for emergencies, college property is not to be accessed by non-essential personnel without administrative authority, and check-in with Security is required before accessing any building.

**D. Overnight Campus Access**

Camping or sleeping overnight on college-owned or controlled property is not allowed unless approved in advance by the college president or designee.

**E. Employee Access**

1. Employees of Umpqua Community College have access to all college facilities and programs based on need, except areas designated as restricted. Only employees who have received authorization from the relevant dean or director supervising the restricted area may have access to areas identified as restricted.
2. Employee presence in a college building during non-business hours, other than for scheduled events, is discouraged. If employees must be present when the campus is closed, employees are required to notify Campus Security (7777) of their presence.
3. Employees of the college are not allowed to sleep overnight on college property.

**F. Student Access**

1. Students have general access, but may be granted restricted access based on an identifiable college need. Only persons enrolled in a given class or lab may attend that class or lab. Exceptions may be made by the college for special circumstances appropriate to the learning environment. Requests for exceptions will be directed to the appropriate dean or director for approval.
2. Students are not allowed to be present in a college building when the campus is closed

**G. Visitor Access**

1. Visitors have community access to college facilities as defined in this procedure, A.4 - Community Access.
2. Classes are accessible to paying/registered students only.
3. Events are accessible to paying/registered customers only.
4. Visitors are not allowed to be present in a college building when the campus is closed

#### **H. Law Enforcement Access**

1. Visitors representing state, local and federal law enforcement agencies searching for information related to a specific person or persons will be directed to the Chief of Security or designee. Agencies include, but are not limited to police departments, sheriff's offices, the Federal Bureau of Investigation, and Immigration and Customs Enforcement.
2. The Chief of Security or designee will follow state and federal statutes and college policies/procedures to determine the release of any information.
3. If a law enforcement agency representative visits a site where Campus Security does not exist, the law enforcement representative will be directed to the administrator responsible for the site. The administrator will work with the Chief of Security to determine the release of any information.
4. The President's office must be informed that an inquiry by law enforcement occurred.

#### **I. Children's Access**

See Administrative Procedure 3502.

#### **J. Campus Security and Employee Responsibility**

1. If it is believed that a person is in violation of Administrative Procedure 3501, Campus Security should be notified.
2. A security officer will determine if a person is in an area without appropriate access and take necessary action.

#### **K. Keys and Access Cards**

1. Access to secured college spaces is controlled by keys or electronic access cards. Distribution of keys and access cards to employees is based upon work-related need for entry to specific areas of campus.
  - a. Employees who need card or key access to college facilities must complete an Access Card/Key Request form.
  - b. Employees will identify the buildings and office/classroom spaces they need access to on the form.
  - c. The employee's director or dean plus the appropriate Senior Leadership Team member will authorize the issuance of keys or access cards by original signatures on the form.
  - d. The Access Card/Key Request Form will be forwarded to the Campus Security Department for issuance of the appropriate card or keys. Campus Security is the sole guardian of keys/cards, and all key/cards to UCC facilities will be issued only through the Campus Security Department.

- e. Normally, there will be a 24–48 hour waiting period after receipt of the request prior to issuing a key or access card.
  - f. All access cards and keys are property of the college and must be surrendered to the Campus Security Office when an employee terminates employment with the college before a final paycheck is issued.
  - g. Access cards and keys may be required to be surrendered by an employee for reasons other than termination of employment.
  - h. Loss of keys/cards must be immediately reported to the supervisor and Campus Security. The employee who loses a key/card may be charged for the costs of replacing locks.
  - i. Access cards and keys are issued to an individual and may not be loaned or transferred to another person. Loaning or transferring keys to unauthorized persons may be cause for disciplinary action or dismissal.
  - j. Possession of a key to any college facility does not give that employee unrestricted access to that area outside of normal working hours for any purpose except normal college business.
2. The Facilities Office is responsible for developing the over-all keying structure of campus buildings to ensure an appropriate hierarchy of key distribution and security of facilities. Keying plans are provided to Campus Security for distribution of keys to employees.

**RESPONSIBILITY:**

The Director of Facilities and Security is responsible for implementing and updating this procedure.

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



<p><del>c. <b>General Access:</b> Areas generally open to both college employees and students include classrooms, labs, gym, etc., during hours of operation designated by the Senior Leadership Team.</del></p> <p><del>d. <b>Community Access:</b> Areas not designated as limited to employee or general access are available to the general public without the necessity of enrolling as a student, e.g., open spaces of the campus (indoors and outdoors), library, and college cafeteria.</del></p> <p><del><b>2. Campus Business Hours</b></del></p> <p><del>a. College campus hours are 6:00 a.m. to 10:00 p.m. for regular business days (i.e., Monday-Friday except for holidays or other closures).</del></p> <p><del>b. All buildings are to be secured and the premises vacated by midnight except for essential personnel (security, custodial, and maintenance personnel). The Chief of Security is to be notified prior to any exceptions. Loitering on college property when the college buildings are closed is not allowed.</del></p> <p><del><b>3. Campus Closures</b></del></p> <p><del>a. Campus is closed during holidays and certain emergencies. The campus may be closed to the public during in-service b. In the case of campus closures for emergencies, college property is not to be accessed by non-essential personnel without administrative authority, and check-in with Security is required before accessing any building.</del></p>	<p>contractors, guests, and invitees. During non-business hours access to all [ <b>entity</b> ] facilities is by key, if issued, or by admittance via the [ <b>Campus Police or Campus Security</b> ] [ <i>if entity has on-campus housing facilities, add the following: “or housing staff”</i> ]. In the case of periods of extended closing, the [ <b>entity</b> ] will admit only those with prior written approval to all facilities.</p>	<p>further restrict employee access to specific employees in areas such as private offices, offices handling cash, computer switch rooms, etc., dependent upon the activity occurring in a space.</p> <p>3. <b>General Access:</b> Areas generally open to both college employees and students include classrooms, labs, gym, etc., during hours of operation designated by the Senior Leadership Team.</p> <p>4. <b>Community Access:</b> Areas not designated as limited to employee or general access are available to the general public without the necessity of enrolling as a student, e.g., open spaces of the campus (indoors and outdoors), library, and college cafeteria.</p> <p><b>B. Campus Business Hours</b></p> <p>1. College campus hours are 6:00 a.m. to 10:00 p.m. for regular business days (i.e., Monday-Friday except for holidays or other closures).</p> <p>2. All buildings are to be secured and the premises vacated by midnight except for essential personnel (security, custodial, and maintenance personnel). The Chief of Security is to be notified prior to any exceptions. Loitering on college property when the college buildings are closed is not allowed.</p> <p><b>C. Campus Closures</b></p>
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<p><b>4. Overnight Campus Access</b></p> <p><del>a. Camping or sleeping overnight on college-owned or controlled property is not allowed unless approved in advance by the college president or designee.</del></p> <p><b>5. Employee Access</b></p> <p><del>a. Employees of Umpqua Community College have access to all college facilities and programs based on need, except areas designated as restricted. Only employees who have received authorization from the relevant dean or director supervising the restricted area may have access to areas identified as restricted.</del></p> <p><del>b. Employee presence in a college building during non-business hours, other than for scheduled events, is discouraged. If employees must be present when the campus is closed, employees are required to notify Campus Security (7777) of their presence.</del></p> <p><del>c. Employees of the college are not allowed to sleep overnight on college property.</del></p> <p><b>6. Student Access</b></p> <p><del>a. Students have general access, but may be granted restricted access based on an identifiable college need. Only persons enrolled in a given class or lab may attend that class or lab. Exceptions may be made by the college for special circumstances appropriate to the learning environment. Requests for exceptions will be directed to the appropriate dean or director for approval.</del></p>		<p>1. Campus is closed during holidays and certain emergencies. The campus may be closed to the public during in-service</p> <p>2. In the case of campus closures for emergencies, college property is not to be accessed by non-essential personnel without administrative authority, and check-in with Security is required before accessing any building.</p> <p><b>D. Overnight Campus Access</b></p> <p>Camping or sleeping overnight on college-owned or controlled property is not allowed unless approved in advance by the college president or designee.</p> <p><b>E. Employee Access</b></p> <p>1. Employees of Umpqua Community College have access to all college facilities and programs based on need, except areas designated as restricted. Only employees who have received authorization from the relevant dean or director supervising the restricted area may have access to areas identified as restricted.</p> <p>2. Employee presence in a college building during non-business hours, other than for scheduled events, is discouraged. If employees must be present when the campus is closed, employees are required to notify Campus Security (7777) of their presence.</p>
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~~b. Students are not allowed to be present in a college building when the campus is closed.~~

#### ~~7. Visitor Access~~

~~a. Visitors have community access to college facilities as defined in this procedure, 1.d Community Access.~~

~~b. Classes are accessible to paying/registered students only.~~

~~c. Events are accessible to paying/registered customers only.~~

~~d. Visitors are not allowed to be present in a college building when the campus is closed.~~

#### ~~8. Law Enforcement Access~~

~~Visitors representing state, local and federal law enforcement agencies searching for information related to a specific person or persons will be directed to the Chief of Security or designee. Agencies include, but are not limited to police departments, sheriff's offices, the Federal Bureau of Investigation, and Immigration and Customs Enforcement. The Chief of Security or designee will follow state and federal statutes and college policies/procedures to determine the release of any information. If a law enforcement agency representative visits a site where Campus Security does not exist, the law enforcement representative will be directed to the administrator responsible for the site.~~

3. Employees of the college are not allowed to sleep overnight on college property.

#### F. Student Access

1. Students have general access, but may be granted restricted access based on an identifiable college need. Only persons enrolled in a given class or lab may attend that class or lab. Exceptions may be made by the college for special circumstances appropriate to the learning environment. Requests for exceptions will be directed to the appropriate dean or director for approval.

2. Students are not allowed to be present in a college building when the campus is closed

#### G. Visitor Access

1. Visitors have community access to college facilities as defined in this procedure, A.4 - Community Access.

2. Classes are accessible to paying/registered students only.

3. Events are accessible to paying/registered customers only.

4. Visitors are not allowed to be present in a college building when the campus is closed

#### H. Law Enforcement Access

1. Visitors representing state, local and federal law enforcement agencies searching for information related to a specific person or persons will be directed to the Chief of Security or

~~The administrator will work with the Chief of Security to determine the release of any information. The President's office must be informed that an inquiry by law enforcement occurred.~~

### **9. Children's Access**

- a. A child is defined as a person under age 16, not enrolled as a student.
- b. Childcare facilities of the college are exempt from the restrictions imposed on a child's presence on campus by these procedures.
- c. Children registered for college activities that are supervised by college employees may have access to facilities designated for those activities.
- d. Children under age 16 have community access and may use college facilities, such as the college library, only while under the active supervision of an adult responsible for the child.
- e. A college administrator may place additional restrictions on the presence of children in specific locations.

### **10. Campus Security and Employee Responsibility**

- a. ~~If it is believed that a person is in violation of Administrative Procedure 613.01, Campus Security should be notified.~~
- b. ~~A security officer will determine if a person is in an area without appropriate access and take necessary action.~~
- c. In the case of an unsupervised child, employees of Campus Security will attempt to determine the identity of a child, if

designee. Agencies include, but are not limited to police departments, sheriff's offices, the Federal Bureau of Investigation, and Immigration and Customs Enforcement.

2. The Chief of Security or designee will follow state and federal statutes and college policies/procedures to determine the release of any information.
3. If a law enforcement agency representative visits a site where Campus Security does not exist, the law enforcement representative will be directed to the administrator responsible for the site. The administrator will work with the Chief of Security to determine the release of any information.
4. The President's office must be informed that an inquiry by law enforcement occurred.

### **I. Children's Access**

See Administrative Procedure 3502.

### **J. Campus Security and Employee Responsibility**

1. If it is believed that a person is in violation of Administrative Procedure 3501, Campus Security should be notified.
2. A security officer will determine if a person is in an area without appropriate access and take necessary action.

### **K. Keys and Access Cards**

supervised or not, and locate an adult responsible for the child.

### 11. Keys and Access Cards

- a. Access to secured college spaces is controlled by keys or electronic access cards. Distribution of keys and access cards to employees is based upon work-related need for entry to specific areas of campus.
  - i. Employees who need card or key access to college facilities must complete an Access Card/Key Request form.
  - ii. Employees will identify the buildings and office/classroom spaces they need access to on the form.
  - iii. The employee's director or dean plus the appropriate Senior Leadership Team member will authorize the issuance of keys or access cards by original signatures on the form.
  - iv. The Access Card/Key Request Form will be forwarded to the Campus Security Department for issuance of the appropriate card or keys. Campus Security is the sole guardian of keys/cards, and all key/cards to UCC facilities will be issued only through the Campus Security Department.
  - v. Normally, there will be a 24–48 hour waiting period after receipt of the request prior to issuing a key or access card.

1. Access to secured college spaces is controlled by keys or electronic access cards. Distribution of keys and access cards to employees is based upon work-related need for entry to specific areas of campus.
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  - e. Normally, there will be a 24–48 hour waiting period after receipt of the request prior to issuing a key or access card.

<ul style="list-style-type: none"> <li>vi. All access cards and keys are property of the college and must be surrendered to the Campus Security Office when an employee terminates employment with the college before a final paycheck is issued.</li> <li>vii. Access cards and keys may be required to be surrendered by an employee for reasons other than termination of employment.</li> <li>viii. Loss of keys/cards must be immediately reported to the supervisor and Campus Security. The employee who loses a key/card may be charged for the costs of replacing locks.</li> <li>ix. Access cards and keys are issued to an individual and may not be loaned or transferred to another person. Loaning or transferring keys to unauthorized persons may be cause for disciplinary action or dismissal.</li> <li>x. Possession of a key to any college facility does not give that employee unrestricted access to that area outside of normal working hours for any purpose except normal college business.</li> </ul> <p>b. The Facilities Office is responsible for developing the over-all keying structure of campus buildings to ensure an appropriate hierarchy of key distribution and security of facilities. Keying plans are provided to</p>		<ul style="list-style-type: none"> <li>f. All access cards and keys are property of the college and must be surrendered to the Campus Security Office when an employee terminates employment with the college before a final paycheck is issued.</li> <li>g. Access cards and keys may be required to be surrendered by an employee for reasons other than termination of employment.</li> <li>h. Loss of keys/cards must be immediately reported to the supervisor and Campus Security. The employee who loses a key/card may be charged for the costs of replacing locks.</li> <li>i. Access cards and keys are issued to an individual and may not be loaned or transferred to another person. Loaning or transferring keys to unauthorized persons may be cause for disciplinary action or dismissal.</li> <li>j. Possession of a key to any college facility does not give that employee unrestricted access to that area outside of normal working hours for any purpose except normal college business.</li> </ul>
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<p>Campus Security for distribution of keys to employees.</p> <p><b>RESPONSIBILITY:</b> The Director of Facilities and Security is responsible for implementing and updating this procedure.</p> <p><b>NEXT REVIEW DATE:</b></p> <p><b>DATE OF ADOPTION: 11/7/2017</b> <b>DATE(S) OF REVISION: DATE(S)</b> <b>OF PRIOR REVIEW:</b></p>		<p>2. The Facilities Office is responsible for developing the over-all keying structure of campus buildings to ensure an appropriate hierarchy of key distribution and security of facilities. Keying plans are provided to Campus Security for distribution of keys to employees.</p> <p><b>RESPONSIBILITY:</b> The Director of Facilities and Security is responsible for implementing and updating this procedure.</p> <p><b>NEXT REVIEW DATE:</b></p> <p><b>DATE OF ADOPTION: 11/7/2017</b> <b>DATE(S) OF REVISION:</b> <b>DATE(S) OF PRIOR REVIEW:</b></p>
		<p>B.</p>

<p><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p><input checked="" type="checkbox"/> Information Item <input type="checkbox"/> Action Item</p>
<p>Subject: Financial Report for FY 2019-20</p>	<p>Date: February 12, 2019</p>
<p>Natalya Brown, CFO, will present financial reports for fiscal year 2019-20, ending December 31, 2019.</p>	
<p>Recommendation by:</p> <p><i>N. Brown</i></p>	<p>Approved for Consideration:</p> <p><i>Debra Hatcher</i></p>

Statement of Net Position - Budget Basis

<u>Assets</u>			
	December 31, 2019	December 31, 2018	% change
Current assets:			
Cash and investments	13,018,598	12,510,208	4.06%
Receivables, net of allowance for uncollectibles:			
Property Taxes	346,384	334,409	3.58%
Accounts/grants	3,750,143	3,563,806	5.23%
Accounts Receivable - Due from Foundation	470,707	4,681,089	-89.94%
Inventories	219,283	199,706	9.80%
Prepaid expenses	431,158	428,472	0.63%
Total current assets	18,236,272	21,717,690	-16.03%
<u>Liabilities</u>			
Current liabilities			
Accounts payable	60,427	46,487	29.99%
Payroll liabilities	762,769	1,281,593	-40.48%
Unearned revenue	703,038	691,476	1.67%
Total current liabilities	1,526,234	2,019,556	-24.43%
<u>Net Position</u>			
Net Position by Fund Groups			
General Fund	9,841,372	8,724,195	12.81%
Capital Project Fund	335,960	330,987	1.50%
Debt Service Fund	3,124,277	8,293,369	-62.33%
Financial Aid Fund	470,001	180,514	160.37%
Grants & Contracts	(162,206)	(212,826)	-23.78%
Administratively Restricted Funds	1,981,308	1,685,051	17.58%
Insurance Fund	213,339	155,688	37.03%
Agency Funds	33,489	29,172	14.80%
Internal Service Funds	662,779	534,440	24.01%
Enterprise Funds ( Campus Store, Special Events, Catering, Cafeteria)	209,719	(22,452)	-1034.08%
Total net position	16,710,038	19,698,139	-15.17%
Total current liabilities and net position	18,236,272	21,717,696	-16.03%

**UMPQUA COMMUNITY COLLEGE**

**ROSEBURG, OREGON**

**Statement of Revenues, Expenses, and Changes in Net Position  
Budget Basis**

	December 31, 2019	December 31, 2018	% change
Operating revenues:			
Tuition and fees	6,402,593	6,512,107	-1.68%
Federal student financial aid	2,295,023	2,528,000	-9.22%
Federal grants and contracts	314,919	430,551	-26.86%
State grants and contracts	1,448,199	878,848	64.78%
Nongovernmental grants and contracts	1,219,577	1,341,112	-9.06%
Campus store, Special Events, Cafeteria, Catering sales	574,890	757,723	-24.13%
Other operating revenue	291,840	292,311	-0.16%
	<u>12,547,040</u>	<u>12,740,652</u>	<u>-1.52%</u>
Total operating revenue			
Operating expenses:			
Instruction	4,299,060	4,270,754	0.66%
Instructional support	1,384,195	1,150,954	20.27%
Student services	3,184,590	3,092,664	2.97%
College support services	2,552,144	2,428,973	5.07%
Community service	263,031	351,084	-25.08%
Student financial aid	3,540,011	3,908,017	-9.42%
Debt Service	5,971,385	490,684	1116.95%
Plant and operations	891,773	848,947	5.04%
Facilities acquisition / construction	138,635	128,297	8.06%
	<u>22,224,824</u>	<u>16,670,375</u>	<u>33.32%</u>
Total operating expenses			
Operating gain / (loss)	<u>(9,677,783)</u>	<u>(3,929,723)</u>	<u>-146.27%</u>
Non-operating Revenues-(expenses)			
State community college support	6,396,624	5,723,733	11.76%
Property taxes	3,653,777	3,478,989	5.02%
Investment Income	356,467	76,367	366.78%
	<u>10,406,868</u>	<u>9,279,090</u>	<u>12.15%</u>
Total non-operating revenues-(expenses)			
Income before contributions	729,084	5,096,861	
Change in net position	729,084	5,349,367	-86.37%
Net Position - beginning of year	<u>15,980,954</u>	<u>14,348,771</u>	<u>11.38%</u>
Net Position - end of period	<u><u>16,710,038</u></u>	<u><u>19,698,139</u></u>	<u><u>-15.17%</u></u>

UMPQUA COMMUNITY COLLEGE

GENERAL FUND	For the period ending December 31					Fiscal Year 2019-20		
	FY 2019-20		FY 2018-19			Budget	Forecast	Forecast is Better (Worse) than Budget
	Actual	% of Budget	Actual	% of Budget	% of Total Actuals			
<b>REVENUE</b>								
State comm college support	\$ 6,379,714	50%	\$ 5,723,733	50%	50%	\$ 12,702,701	\$ 12,762,758	\$ 60,057
Property taxes	3,653,777	94%	3,478,989	94%	90%	3,892,627	4,015,139	122,512
Tuition and Fees	4,496,775	63%	4,657,254	68%	70%	7,135,244	6,407,579	(727,665)
Other revenue	137,930	41%	161,896	68%	31%	336,000	444,935	108,935
Total revenue	<u>\$ 14,668,195</u>	<u>61%</u>	<u>14,021,872</u>	<u>63%</u>	<u>63%</u>	<u>24,066,572</u>	<u>23,630,410</u>	<u>(436,162)</u>
<b>EXPENDITURES</b>								
Instruction	3,383,105	37%	\$ 3,322,407	39%	41%	9,066,334	8,794,344	271,990
Instructional Support	705,681	46%	584,308	43%	47%	1,530,845	1,501,450	29,395
Student Services	1,182,921	41%	1,055,027	42%	45%	2,909,496	2,705,831	203,665
College Support Services	3,025,574	44%	2,986,975	44%	48%	6,954,364	6,606,646	347,718
Financial Aid	289,852	34%	324,526	35%	48%	861,183	701,240	159,943
Transfer Out	1,636,460	61%	1,060,418	46%	46%	2,683,776	2,683,776	-
Total expenditures	<u>10,223,593</u>	<u>43%</u>	<u>9,333,662</u>	<u>42%</u>	<u>50%</u>	<u>24,005,998</u>	<u>22,993,287</u>	<u>1,012,711</u>
Net revenue (expenditures)	4,444,602		4,688,209			60,574	637,124	576,550
Fund balance at start of year	5,396,770		4,028,956			4,807,182	5,396,770	589,588
Fund balance at report date	<u>\$ 9,841,372</u>		<u>\$ 8,717,165</u>			<u>\$ 4,867,756</u>	<u>\$ 6,033,893</u>	<u>\$ 1,166,137</u>

AMOUNTS USED FOR BUDGET AND FORECAST

REVENUE:

State comm college support: CCSF for 2019-21 (in millions)

Estimates are based on the prior year trend

EXPENDITURES:

Estimates are based on the prior year trend

\$ 640.9      \$ 640.9

**UMPQUA COMMUNITY COLLEGE**

**Roseburg, Oregon**

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**Schedule of Revenues, Expenditures and Changes in  
Fund Balance-Budget and Actual  
GENERAL FUND  
For period ending December 31, 2019**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Property taxes	\$ 3,892,627	\$ 3,892,627	\$ 3,653,777	\$ (238,850)
Tuition and fees	7,105,244	7,135,244	4,496,775	(2,638,469)
State Appropriation	11,996,982	12,702,701	6,379,714	(6,322,987)
Interest income	156,000	156,000	93,358	(62,642)
Other	210,000	180,000	44,571	(135,429)
<b>Total revenues</b>	<b>23,360,853</b>	<b>24,066,572</b>	<b>14,668,195</b>	<b>(9,398,377)</b>
Expenditures:				
Instruction	9,066,334	9,066,334 (1)	3,383,105	5,683,229
Instruction Support	1,440,234	1,530,845 (1)	705,681	825,164
Student Services	2,891,061	2,909,496 (1)	1,182,921	1,726,575
College Support Services	6,909,364	6,954,364 (1)	3,025,574	3,928,790
Financial Aid	861,183	861,183 (1)	289,852	571,331
Contingency	386,591	938,264 (1)	-	938,264
Reserves	3,929,492	3,929,492 (1)	-	3,929,492
<b>Total expenditures</b>	<b>25,484,259</b>	<b>26,189,978</b>	<b>8,587,133</b>	<b>17,602,845</b>
Revenues over-(under) expenditures	(2,123,406)	(2,123,406)	6,081,061	8,204,467
Other financing sources-(uses)				
Transfer out	(2,408,776)	(2,683,776) (1)	(1,636,460)	1,047,317
<b>Total other financing sources-(uses)</b>	<b>(2,408,776)</b>	<b>(2,683,776)</b>	<b>(1,636,460)</b>	<b>1,047,317</b>
Net change in fund balance	(4,532,182)	(4,807,182)	4,444,602	9,251,784
Fund balance - July 1, 2019	4,532,182	4,807,182	5,396,770	589,588
<b>Fund Balance - December 31, 2019</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,841,372</b>	<b>\$ 9,841,372</b>

(1) Appropriation level

**UMPQUA COMMUNITY COLLEGE**

**Roseburg, Oregon**

261

**Schedule of Revenues, Expenditures and Changes in  
Fund Balance-Budget and Actual  
CAPITAL PROJECTS FUND  
For period ending December 31, 2019**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Local & Private Grants	\$ -	\$ -	\$ 14,401	\$ 14,401
Other	-	-	7,296	7,296
Total revenues	-	-	21,697	21,697
Expenditures:				
Facilities acquisition / construction	506,133	506,133 (1)	138,635	367,498
Contingency	145,270	145,270	-	145,270
Total expenditures	651,403	651,403	138,635	512,768
Revenues over-(under) expenditures	(651,403)	(651,403)	(116,938)	534,465
Other financing sources-(uses)				
Transfers in	371,270	371,270	193,751	(177,519)
Total other financing sources-(uses)	371,270	371,270	193,751	(177,519)
Net change in fund balance	(280,133)	(280,133)	76,813	356,946
Fund balance - July 1, 2019	280,133	280,133	259,148	(20,985)
Fund Balance - December 31, 2019	\$ -	\$ -	\$ 335,960	\$ 335,960

(1) Appropriation level

**UMPQUA COMMUNITY COLLEGE**

**Roseburg, Oregon**

**Schedule of Revenues, Expenditures and Changes in**

**Fund Balance-Budget and Actual**

**DEBT SERVICE FUND**

**For period ending December 31, 2019**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Tuition and Fees	\$ 493,891	\$ 493,891	\$ 313,777	\$ (180,114)
Intergovernmental-state and federal	70,890	70,890	36,295	(34,595)
Interest income	9,000	9,000	257,119	248,119
	<u>573,781</u>	<u>573,781</u>	<u>607,191</u>	<u>33,410</u>
Expenditures:				
Debt service:				
Principal	6,415,000	6,415,000 (1)	5,500,000	915,000
Interest	960,564	960,564 (1)	471,385	489,179
	<u>7,375,564</u>	<u>7,375,564</u>	<u>5,971,385</u>	<u>1,404,179</u>
Total expenditures	7,375,564	7,375,564	5,971,385	1,404,179
Revenues over-(under) expenditures	<u>(6,801,783)</u>	<u>(6,801,783)</u>	<u>(5,364,194)</u>	<u>1,437,589</u>
Other financing sources-(uses)				
Transfers in	<u>1,388,465</u>	<u>1,388,465</u>	<u>694,233</u>	<u>(694,233)</u>
Net change in fund balance	(5,413,318)	(5,413,318)	(4,669,962)	743,356
Fund balance - July 1, 2019	<u>7,705,986</u>	<u>7,705,986</u>	<u>7,794,239</u>	<u>88,253</u>
Fund Balance - December 31, 2019	<u>\$ 2,292,668</u>	<u>\$ 2,292,668</u>	<u>\$ 3,124,277</u>	<u>\$ 831,609</u>

(1) Appropriation level

Roseburg, Oregon

Schedule of Revenues, Expenditures and Changes in  
Fund Balance-Budget and Actual  
FINANCIAL AID FUND

For period ending December 31, 2019

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Intergovernmental - federal	\$ 8,388,118	\$ 8,388,118	\$ 2,295,023	\$ (6,093,095)
Intergovernmental - state	2,171,500	2,171,500	824,918	(1,346,582)
Local & Private Grants	2,000,000	2,000,000	600,219	(1,399,781)
Total revenues	12,559,618	12,559,618	3,720,160	(8,839,458)
Expenditures:				
Student Loans and Financial Aid	12,559,618	12,559,618 (1)	3,250,159	9,309,459
Revenues over-(under) expenditures	-	-	470,001	470,001
Net change in fund balance	-	-	470,001	470,001
Fund balance - July 1, 2019	-	-	-	-
Fund Balance - December 31, 2019	\$ -	\$ -	470,001	\$ 470,001

(1) Appropriation level

**UMPQUA COMMUNITY COLLEGE**

**Roseburg, Oregon**

**Schedule of Revenues, Expenditures and Changes in  
Fund Balance-Budget and Actual  
SPECIAL PROJECTS FUND - GRANTS & CONTRACTS**

**For period ending December 31, 2019**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Intergovernmental- federal	\$ 2,277,726	\$ 2,414,042	\$ 278,624	\$ (2,135,418)
Intergovernmental-state	1,682,367	3,913,239	623,281	(3,289,958)
Nongovernmental grants and contracts	1,073,629	1,156,647	575,130	(581,517)
Total revenues	5,033,722	7,483,928	1,477,035	(6,006,893)
Expenditures:				
Instruction	1,117,139	1,117,139 (1)	248,396	868,743
Instruction Support	886,053	1,012,324 (1)	346,538	665,786
Student Services	1,965,983	2,119,766 (1)	761,950	1,357,816
Community Services	826,641	1,129,063 (1)	183,825	945,238
College Support Services	237,906	1,912,406 (1)	125,300	1,787,106
Contingency	-	193,230 (1)	-	193,230
Total expenditures	5,033,722	7,483,928	1,666,009	5,817,919
Revenues over-(under) expenditures	-	-	(188,974)	(188,974)
Fund balance - July 1, 2019	-	-	26,769	26,769
Fund Balance - December 31, 2019	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (162,206)</u>	<u>\$ (162,206)</u>

(1) Appropriation level

**UMPQUA COMMUNITY COLLEGE**

**Roseburg, Oregon**

**Schedule of Revenues, Expenditures and Changes in  
Fund Balance-Budget and Actual  
ADMINISTRATIVELY RESTRICTED FUND  
For period ending December 31, 2019**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
<b>Revenue:</b>				
Tuition and fees	\$ 2,617,112	\$ 2,745,362	\$ 1,591,974	\$ (1,153,388)
Intergovernmental - state and federal	1,800	1,800	16,910	15,110
Local/Private Grants & Contracts	103,455	103,455	35,952	(67,503)
Other	1,038,433	1,038,433	159,497	(878,936)
<b>Total revenues</b>	<b>3,760,800</b>	<b>3,889,050</b>	<b>1,804,334</b>	<b>(2,084,716)</b>
<b>Expenditures:</b>				
Instruction	2,483,752	2,483,752 (1)	667,559	1,816,193
Instruction Support	859,409	859,409 (1)	317,726	541,683
Student Services	1,197,938	1,601,188 (1)	678,325	922,863
College Support Services	549,618	549,618 (1)	101,947	447,671
Community Services	122,000	122,000 (1)	45,556	76,444
Contingency	25,000	25,000 (1)	-	25,000
<b>Total expenditures</b>	<b>5,237,717</b>	<b>5,640,967</b>	<b>1,811,114</b>	<b>3,829,853</b>
<b>Revenues over-(under) expenditures</b>	<b>(1,476,917)</b>	<b>(1,751,917)</b>	<b>(6,780)</b>	<b>1,745,137</b>
<b>Other financing sources-(uses)</b>				
Transfers in	261,613	536,613	625,578	88,965
Transfers Out	(18,195)	(18,195) (1)	(97,225)	(79,030)
<b>Total other financing sources-(uses)</b>	<b>243,418</b>	<b>518,418</b>	<b>528,353</b>	<b>9,935</b>
<b>Net change in fund balance</b>	<b>(1,233,499)</b>	<b>(1,233,499)</b>	<b>521,573</b>	<b>1,755,072</b>
<b>Fund balance - July 1, 2019</b>	<b>1,233,499</b>	<b>1,233,499</b>	<b>1,459,736</b>	<b>226,237</b>
<b>Fund Balance - December 31, 2019</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,981,308</b>	<b>\$ 1,981,308</b>

(1) Appropriation level

**UMPQUA COMMUNITY COLLEGE**

**Roseburg, Oregon**

**Schedule of Revenues, Expenditures and Changes in**

**Fund Balance-Budget and Actual**

**INSURANCE FUND**

**For period ending December 31, 2019**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Expenditures:				
College Support Services	\$ 370,000	\$ 370,000 (1)	\$ 112,971	\$ 257,029
Contingency	82,633	82,633 (1)	-	82,633
	<hr/>	<hr/>		<hr/>
Total expenditures	452,633	452,633	112,971	339,662
	<hr/>	<hr/>		<hr/>
Revenues over-(under) expenditures	(452,633)	(452,633)	(112,971)	339,662
	<hr/>	<hr/>		<hr/>
Other financing sources-(uses)				
Transfers in	295,000	295,000	147,500	(147,500)
	<hr/>	<hr/>		<hr/>
Net change in fund balance	(157,633)	(157,633)	34,529	192,162
	<hr/>	<hr/>		<hr/>
Fund balance - July 1, 2019	157,633	157,633	178,810	21,177
	<hr/>	<hr/>		<hr/>
Fund Balance - December 31, 2019	\$ -	\$ -	\$ 213,339	\$ 213,339
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

(1) Appropriation level

**UMPQUA COMMUNITY COLLEGE**

**Roseburg, Oregon**

**Schedule of Revenues, Expenditures and Changes in  
Fund Balance-Budget and Actual  
AGENCY FUNDS**

**For period ending December 31, 2019**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Other	\$ 27,000	\$ 27,000	\$ 2,037	\$ (24,963)
Expenditures:				
Student Services	103,879	103,879 (1)	6,822	97,057
Total expenditures	103,879	103,879	6,822	97,057
Revenues over-(under) expenditures	(76,879)	(76,879)	(4,785)	72,094
Other financing sources-(uses)				
Transfers in	50,195	50,195	12,195	(38,000)
Net change in fund balance	(26,684)	(26,684)	7,410	34,094
Fund balance - July 1, 2019	26,684	26,684	26,079	(605)
Fund Balance - December 31, 2019	\$ -	\$ -	\$ 33,489	\$ 33,489

(1) Appropriation level

**UMPQUA COMMUNITY COLLEGE**

**Roseburg, Oregon**

**Schedule of Revenues, Expenditures and Changes in**

**Fund Balance-Budget and Actual**

**INTERNAL SERVICE FUND**

**For period ending December 31, 2019**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Tuition and Fees	\$ -	\$ -	\$ 67	\$ 67
Interest income	-	-	5,989	5,989
Other	<u>181,875</u>	<u>181,875</u>	<u>72,313</u>	<u>(109,562)</u>
Total revenues	181,875	181,875	78,370	(103,505)
Expenditures:				
College Support Services	<u>189,375</u>	<u>189,375</u> (1)	<u>78,124</u>	<u>111,251</u>
Total expenditures	189,375	189,375	78,124	111,251
Revenues over-(under expenditures)	<u>(7,500)</u>	<u>(7,500)</u>	<u>246</u>	<u>7,746</u>
Net change in fund balance	(7,500)	(7,500)	246	7,746
Fund balance - July 1, 2019	<u>587,500</u>	<u>587,500</u>	<u>662,534</u>	<u>75,034</u>
Fund Balance - December 31, 2019	<u><u>\$ 580,000</u></u>	<u><u>\$ 580,000</u></u>	<u><u>\$ 662,779</u></u>	<u><u>\$ 82,779</u></u>

(1) Appropriation level

Roseburg, Oregon

Schedule of Revenues, Expenditures and Changes in  
Fund Balance-Budget and Actual  
ENTERPRISE FUNDS

For period ending December 31, 2019

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Sales	\$ 1,762,074	\$ 1,762,074	574,890	\$ (1,187,184)
Total revenues	1,762,074	1,762,074	574,890	(1,187,184)
Expenditures:				
Instructional Support	120,000	120,000 (1)	14,249	105,751
Student Services	1,705,074	1,705,074 (1)	554,571	1,150,503
Community Services	226,161	226,161 (1)	33,650	192,511
Contingency	157,767	157,767 (1)	-	157,767
Total expenditures	2,209,002	2,209,002	602,470	1,606,532
Revenues over-(under) expenditures	(446,928)	(446,928)	(27,580)	419,348
Other financing sources-(uses)				
Transfer in	63,428	63,428	60,428	(3,000)
Total other financing sources-(uses)	63,428	63,428	60,428	(3,000)
Net change in fund balance	(383,500)	(383,500)	32,848	416,348
Fund balance - July 1, 2019	383,500	383,500	176,871	(206,629)
Fund Balance - December 31, 2019	\$ -	\$ -	\$ 209,719	\$ 209,719

(1) Appropriation level

<p><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p>___ Information Item __x_ Action Item</p>
<p>Subject: Resolution No. 12: Board Approval for Contract Award.</p>	<p>Date: 02/12/2020</p>
<p>This resolution is to request Board of Education approval for the contract awarded to ZCS Engineering/Architecture for the Engineering and Architectural Services for the Seismic Rehabilitation of Whipple Fine &amp; Performing Arts Building.</p>	
<p>Recommendation by: </p>	<p>Approved for Consideration: </p>

**UMPQUA COMMUNITY COLLEGE**  
**Resolution No. 12 - FY 19-20**

**Contract for Engineering & Architecture Services for Whipple Fine & Performing Arts Building Seismic Rehabilitation**

WHEREAS, Umpqua Community College was awarded **\$1,867,730** through the State of Oregon's *Seismic Rehabilitation Grant Program* to cover the Seismic upgrade to the Whipple Fine & Performing Arts Building, with \$203,700 earmarked for Engineering and Architecture Services, and;

WHEREAS, Umpqua Community College desires to obtain Engineering and Architectural Services for said project,

NOW, THEREFORE BE IT RESOLVED, that the Board of Education at Umpqua Community College hereby adopts this resolution for the grant expenditures in the amount of \$201,700.

**Recommendation of the President:** That the Umpqua Community College (UCC) Board of Education (Board) adopt **Resolution No. 12** approving a contract with **ZCS Engineering** to provide **Architecture and Engineering Services** for the Whipple Fine Arts Seismic Upgrade.

**Background Information:** On April 17, 2019, Umpqua Community College was awarded Grant monies by the State of Oregon, acting by and through the Oregon Infrastructure Finance Authority of the Business Development Department's *Seismic Rehabilitation Grant Program - Project# SC1934* - to cover the Seismic Rehabilitation of the campus' Whipple Fine & Performing Arts Building. The Award total is **\$1,867,730**.

On October 31, 2019 Umpqua Community College issued Request for Proposal (RFP) # **RFP-FAC2020-01** under statute guidelines for Engineering and Architecture Services. After careful review of the lone respondent's qualifications, their offer, and performance of a secondary market review to determine the legitimacy of the cost structure, UCC issued the *Notice of Intent to Award* the contract to **ZCS Engineering Architecture**, a firm based in Klamath Falls, Oregon.

The College entered into negotiation with ZCS Engineering-Architecture and has agreed pending Board approval for a fee structure price of **\$199,700** (one hundred ninety-nine thousand seven hundred dollars), plus *Not To Exceed* reimbursable expenses of **\$1,000**, (one thousand dollars). Maximum grant expenditure for this portion is therefore **\$201,700**. This is an all-inclusive and lump sum fee. This total is slightly less than the Grant budgeted portion for these services of **\$203,700**, (two hundred three thousand seven hundred dollars).

Adopted: February 12, 2020