

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

Information Item

Action Item

Subject: First Reading of Policies

Date: May 12, 2021

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

Old #	New #	Title	Addendum Page #
607	N/A	Safety - delete	1
N/A	3300	Public Records	2-3
N/A	6250	Budget Management	71-73
N/A	6335	Departmental Supply Purchases	78
311.03	6450	Wireless or Cellular Telephone Use	81-83
N/A	6530	Use of College Vehicles	89-90
406	6830	Integrated Pest Management	96-97

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

Old #	New #	Title	Addendum Page #
N/A	3300	Public Records	4-13
N/A	4303	Field Trip Travel and Excursions – Guidelines	14-20
N/A	4500	Student News Media	21-29
N/A	4500	Ancillary Attachment 1	30-32
N/A	4500	Ancillary Attachment 2	33-59
N/A	4500	Ancillary Attachment 3	60-64
N/A	4500	Ancillary Attachment 4	65-70
N/A	6305	Reserves	74-77
N/A	6335	Departmental Supply Purchases	79-80
311.03	6450	Wireless or Cellular Telephone Use	84-88
N/A	6530	Use of College Vehicles	91-95
406	6830	Integrated Pest Management	98-104

See 1st Reading Policies-Procedures addendum packet

Recommendation by:

Approved for Consideration:



POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

<p>TITLE: SAFETY</p> <p>New BP #: N/A Old BP # & Title: 607</p> <p>New AP #: Old AP # & Title:</p> <p>Revision</p> <p>Date: 3/24/2021</p>	<p>AREAS OF COLLABORATION</p> <p><i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i></p>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>BOARD POLICY SERIES NUMBER: 607</p> <p>TITLE: SAFETY</p> <p>It is the intent of Umpqua Community College to provide as safe a workplace as possible. To meet this goal, Umpqua Community College has established a safety and health program.</p> <p>Every employee is expected to cooperate in all aspects of the college's safety program. Every employee has a responsibility to follow safe work procedures, to report potential hazards and accidents to their supervisors, and to participate in employee safety training.</p> <p>DATE OF ADOPTION: DATE(S) OF REVISION(S): 5/12/11 by Board DATE OF LAST REVIEW:</p>	<p>N/A</p>	<p>Delete – This policy is out of date and obsolete.</p>



BOARD POLICY

TITLE: PUBLIC RECORDS

BOARD POLICY # 3300

The College President shall establish procedures for records management, including access by the public, that comply with the requirements of the state's open meeting and public records access laws.

REFERENCES:

ORS 192.311- 192.478

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

<p>TITLE: Public Records</p> <p>New BP #: 3300 Old BP # & Title:</p> <p>New AP #: Old AP # & Title:</p> <p>Revision</p> <p>Date: 1/4/2021</p>	<p>AREAS OF COLLABORATION</p> <p>Purchasing; Advancement, Communications and Marketing</p>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>None</p>	<p>References:</p> <p style="text-align: center;">ORS 192.311- 192.478</p> <p>NOTE: <i>Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture.</i></p> <p>The [CEO] shall establish procedures for records management, including access by the public, that comply with the requirements of the state's open meeting and public records access laws.</p>	<p>The College President shall establish procedures for records management, including access by the public, that comply with the requirements of the state's open meeting and public records access laws.</p> <p>References:</p> <p style="text-align: center;">ORS 192.311- 192.478</p> <p>The President is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>



ADMINISTRATIVE PROCEDURE

TITLE: Public Records

ADMINISTRATIVE PROCEDURE # 3300

RELATED TO POLICY # 3300 PUBLIC RECORDS

A. Definition of a Public Record:

1. Public records are “any writing containing information relating to the conduct of the public’s business that is prepared, owned, used, or retained by a public body regardless of physical form or characteristics, including, but not limited, to, handwriting, typewriting, printing, photographing, and every means of recording, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, files, facsimiles, or electronic recordings.”
2. Records that are exempt from disclosure may not be inspected or copied by members of the public. Social security numbers must be redacted from records before they are disclosed to the public. Student records are not public records.

B. Requesting a Public Record

1. Members of the public may request to inspect or copy public records by filling out the form available on the College website. A request by a member of the public may be delivered by mail or in person to the Office of Business Services, Accounting and Finance department: 1140 Umpqua College Rd, Roseburg, OR 97470 or emailed to PublicRecords@umpqua.edu.
2. Under Oregon law, the College must acknowledge receipt of a written request to inspect or receive copies of public records within 5 business days. Public records requests are considered received by the College when read by the recipient. Once acknowledged, The College will complete its response to the request as soon as practicable and without unreasonable delay. “Business day” is defined as “a day other than Saturday, Sunday or a legal holiday and on which at least one paid employee of the public body that received the public records request is scheduled to and does report to work.” Further, “business day” does not include any day on which the central administration offices of the College are closed.

C. Inspection of Public Records

1. Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff members time to assemble the records and identify any records that may be exempt from disclosure.
2. Inspection and copying of a public record shall be done during regular business hours at the office where the record is located, or another facility designated by the College. College records shall not leave College premises for the purposes of public record disclosure. The College may directly supervise the inspection or copying of College records, may list records inspected or copied by or at the request of a requestor, and may contemporaneously copy for the College's own purposes records inspected or copied by or at the request of the requestor. The College may provide a copy of a record in lieu of the original to protect the original record. The College may provide a redacted copy in lieu of an original record in order to delete exempt material.

D. Fees:

1. Requesting parties shall pay a deposit of \$25 (twenty-five dollars) at the time of submitting their public records request to the College. Any overpayments to the College by the requesting party will be promptly refunded after the nonexempt public records are disclosed to the requesting party. Deposit must accompany the Public Record(s) Request Form. Mail request form and deposit to: Umpqua Community College, Director of Accounting & Finance, PO Box 967, Roseburg, OR 97470-0226.
2. Pursuant to ORS 192.440, the College shall provide the requesting party with an estimate, in writing, if the public records request is expected to exceed \$25.00. After receiving the estimate, requesting party shall notify the College whether it wants the College to proceed with making the public records available.
3. Before acting upon a request, the College requires that the requesting party make payment to the College for the balance of the estimated cost if it exceeds the original \$25 deposit. If the estimate is insufficient to cover reasonable costs, the College will submit an additional cost estimate, which must be paid by the requestor before the College acts further upon the request. Public records will be made available to the requesting party only after payment in full to the College. These reasonable costs shall include, but are not limited to: actual personnel costs; reproduction costs; delivery expenses; and attorney's fees, if any, for reviewing, redacting or segregating the public records into exempt and nonexempt records.
4. Requesting party shall be charged at the rate(s) established below:
 - a. If the public records request requires a nominal amount of staff time (less than 30 minutes, which includes searching, locating, retrieving, copying,

transporting, conveying, etc.), copies shall be made at no charge, unless the number of copies requested exceeds 10 pages.

- b. Records that require only a nominal time of staff time (less than 30 minutes), but the number of copies exceeds 10 pages, shall be charged for the actual cost of staff time, including fringe benefits, plus copying/delivering charges and attorney's fees, if any, for reviewing, redacting or segregating the public records into exempt and nonexempt records. Copying charges shall be at the rate of \$0.10 (ten cents) per page for black and white photocopy. \$0.50(fifty cents) per page for Color per side photocopies.
 - c. Records that require more than a nominal amount of staff time (30 minutes or more), will be provided to the requesting party for the actual cost of staff time, including fringe benefits, plus copying/delivery charges. Personnel costs shall be computed on the basis of quarter hours, rounded up, for time expended by College staff and/or the College's attorney(s). Attorney fees, if any, shall be limited to the cost of time spent by attorney(s) for the College in reviewing the public records, redacting material from the public records or segregating the public records into exempt and nonexempt records.
5. The College may charge for search time even if the Custodian of the record fails to locate any records in response to the request, or even if the records located are subsequently determined to be exempt from disclosure. When the amount of staff time used exceeds the amount of the \$25.00 deposit, the requesting party's deposit shall be forfeited.

E. Fee Waiver:

The fee may be waived or reduced if the furnishing of the copies is determined by the College to be in the public's best interest as set forth in ORS 192.440(4)(5). Information on how to request a fee waiver is included on the College's public record request form.

F. Procedure for College employees who receive a public records request:

College employees should direct inquirers to the Public Records College website make their requests via the pdf Public Records Request form.

G. Subpoenas

Note that a subpoena is NOT a public records request; it is a court order. Notify the Chief Financial Officer IMMEDIATELY if you are served with a subpoena. The court imposes strict and often very tight deadlines in responding to subpoenas.

H. Person to contact in regards to public records request:

Director of Accounting and Finance or PublicRecords@umpqua.edu

REFERENCES:

ORS 192.311- 192.478

RESPONSIBILITY:

The Chief Financial Officer 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

<p>TITLE: Public Records</p> <p>New BP #: Old BP # & Title:</p> <p>New AP #: 3300 Old AP # & Title:</p> <p>Revision</p> <p>Date: 1/4/2021</p>	<p>AREAS OF COLLABORATION</p> <p><i>Purchasing; Advancement, Communications and Marketing</i></p>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>Pursuant to Oregon Revised Statutes, every person has a right to inspect any <i>nonexempt</i> public record. (See Oregon Revised Statute, Public and Private Records; Public Reports and Meetings, Chapter 192, for definitions of <i>exempt</i> public records.)</p> <p>“Public record” means any writing containing information relating to the conduct of the public’s business that is prepared, owned, used, or retained by a public body regardless of physical form or characteristics, including, but not limited to, handwriting, typewriting, printing, photographing, and every means of recording, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, files, facsimiles, or electronic recordings. Inspection and copying of a public record shall be done during regular business hours at the office where the record is located, or another facility designated by the College. College records shall not leave College premises for the purposes of public record disclosure. The</p>	<p>References:</p> <p style="padding-left: 40px;">ORS 192.311 to 192.478</p> <p>NOTE: <i>Although this administrative procedure 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.</i></p> <p>Members of the public may request to inspect or copy public records. A request by a member of the public may be delivered by mail or in person to the [designate positions or office].</p>	<p>Definition of a Public Record:</p> <p>Public records are “any writing containing information relating to the conduct of the public’s business that is prepared, owned, used, or retained by a public body regardless of physical form or characteristics, including, but not limited, to, handwriting, typewriting, printing, photographing, and every means of recording, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, files, facsimiles, or electronic recordings.”</p> <p>Records that are exempt from disclosure may not be inspected or copied by members of the public. Social security numbers must be redacted from records before they are disclosed to the public. Student records are not public records.</p> <p>Requesting a Public Record</p> <p>Members of the public may request to inspect or copy public records by filling out the form available on the College website. A request by a member of the public may be delivered by</p>

<p>College may directly supervise the inspection or copying of College records, may list records inspected or copied by or at the request of a requestor, and may contemporaneously copy for the College's own purposes records inspected or copied by or at the request of the requestor. The College may provide a copy of a record in lieu of the original to protect the original record. The College may provide a redacted copy in lieu of an original record in order to delete exempt material.</p> <p>B.</p> <p>How to Request a Public Record from Umpqua Community College; there are two types of public records requests:</p> <p>Informal Requests</p> <p>The first type of public records request is one that is verbally submitted by the requesting party for records that are incidental, readily accessible or reproducible at negligible cost, and are typically available for general public distribution, such as Board minutes, agendas and sports schedules.</p> <p>Formal Requests</p> <p>All other public records requests must be submitted in writing and will be granted or denied in accordance with Oregon Public Records Law.</p> <p>In order to determine whether or not the requested public records are exempt from disclosure, qualify for fee reduction or waiver, or if the documents meet the "public interest test," requesting party/parties must fully disclose their intended purpose of the request.</p> <p>Each request must reasonably describe the records being sought. This means that a</p>	<p>Under Oregon law, [entity] must acknowledge receipt of a written request to inspect or receive copies of public records within 5 business days. Once acknowledged, [entity] will complete its response to the request as soon as practicable and without unreasonable delay. "Business day" is defined as "a day other than Saturday, Sunday or a legal holiday and on which at least one paid employee of the public body that received the public records request is scheduled to and does report to work." Further, "business day" does not include any day on which the central administration offices of the [entity] are closed.</p> <p>Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the [designate position] may request it be provided in writing.</p> <p>Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff members time to assemble the records and identify any</p>	<p>mail or in person to the Office of Business Services, Accounting and Finance department: 1140 Umpqua College Rd, Roseburg, OR 97470 or emailed to PublicRecords@umpqua.edu.</p> <p>Under Oregon law, the College must acknowledge receipt of a written request to inspect or receive copies of public records within 5 business days. Public records requests are considered received by the College when read by the recipient. Once acknowledged, The College will complete its response to the request as soon as practicable and without unreasonable delay. "Business day" is defined as "a day other than Saturday, Sunday or a legal holiday and on which at least one paid employee of the public body that received the public records request is scheduled to and does report to work." Further, "business day" does not include any day on which the central administration offices of the College are closed.</p> <p>Inspection of Public Records</p> <p>Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff members time to assemble the records and identify any records that may be exempt from disclosure.</p> <p>Inspection and copying of a public record shall be done during regular business hours at the office where the record is located, or another facility designated by the College. College records shall not leave</p>
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request must be specific enough to permit a college staff person who is familiar with the subject matter to locate the record in a reasonable period of time.

C.

~~Requesting parties shall pay a deposit of \$25 (twenty five dollars) at the time of submitting their public records request to the College. Any overpayments to the College by the requesting party will be promptly refunded after the nonexempt public records are disclosed to the requesting party. Deposit must accompany the Public Record(s) Request Form, which is attached. Mail request form and deposit to: Umpqua Community College, Director of Accounting & Finance, PO Box 967, Roseburg, OR 97470-0226.~~

~~Pursuant to ORS 192.440, the College shall provide the requesting party with an estimate, in writing, if the public records request is expected to exceed \$25.00. After receiving the estimate, requesting party shall notify the College whether it wants the College to proceed with making the public records available.~~

3. ~~Before acting upon a request, the College requires that the requesting party make payment to the College for the balance of the estimated cost if it exceeds the original \$25 deposit. If the estimate is insufficient to cover reasonable costs, the College will submit an additional cost estimate, which must be paid by the requestor before the College acts further upon~~

records that may be exempt from disclosure.

[Note: Add college fee policy.]

Records that are exempt from disclosure may not be inspected or copied by members of the public. Social security numbers must be redacted from records before they are disclosed to the public.

NOTE: Oregon's public records law requires that governing bodies have a procedure outlining process for making public records requests including the contact person to whom requests must be sent, as well as the process for determining fees. The law was recently updated and timelines were added to acknowledge public records requests. Fees may be established that are reasonably calculated to reimburse the college for the actual cost of making public records available, including costs for summarizing, compiling or tailoring the public records, either in organization or media, to meet the request. Fees may also include the cost

College premises for the purposes of public record disclosure. The College may directly supervise the inspection or copying of College records, may list records inspected or copied by or at the request of a requestor, and may contemporaneously copy for the College's own purposes records inspected or copied by or at the request of the requestor. The College may provide a copy of a record in lieu of the original to protect the original record. The College may provide a redacted copy in lieu of an original record in order to delete exempt material.

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the request. Public records will be made available to the requesting party only after payment in full to the College. These reasonable costs shall include, but are not limited to: actual personnel costs; reproduction costs; delivery expenses; and attorney's fees, if any, for reviewing, redacting or segregating the public records into exempt and nonexempt records.

4. Requesting party shall be charged at the rate(s) established below:

- a. If the public records request requires a nominal amount of staff time (less than 30 minutes, which includes searching, locating, retrieving, copying, transporting, conveying, etc.), copies shall be made at no charge, unless the number of copies requested exceeds 10 pages.
- b. Records that require only a nominal time of staff time (less than 30 minutes), but the number of copies exceeds 10 pages, shall be charged for the actual cost of staff time, including fringe benefits, plus copying/delivering charges and attorney's fees, if any, for reviewing, redacting or segregating the public records into exempt and nonexempt records. Copying charges shall be at the rate of \$0.10 (ten cents) per page.

of time spent by an attorney for the college in reviewing the public records, redacting material from the public records or segregating the public records into exempt and nonexempt records. However, it may not include the cost of time spent by an attorney in determining the application of Oregon public records law. The college may not establish a fee greater than \$25 unless the college first provides the requester with a written notification of the estimated amount of the fee and the requester confirms that the requester wants the college to proceed with making the public record available.

The [**CEO**] shall establish procedures for records management, including access by the public, that comply with the requirements of the state's open meeting and public records access laws.

additional cost estimate, which must be paid by the requestor before the College acts further upon the request. Public records will be made available to the requesting party only after payment in full to the College. These reasonable costs shall include, but are not limited to: actual personnel costs; reproduction costs; delivery expenses; and attorney's fees, if any, for reviewing, redacting or segregating the public records into exempt and nonexempt records.

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- c. Records that require more than a nominal amount of staff time (30 minutes or more), will be provided

<p>c. Records that require more than a nominal amount of staff time (30 minutes or more), will be provided to the requesting party for the actual cost of staff time, including fringe benefits, plus copying/delivery charges. Copying charges shall be at the rate of \$0.10 (ten cents) per page. Personnel costs shall be computed on the basis of quarter hours, rounded up, for time expended by College staff and/or the College's attorney(s). Attorney fees, if any, shall be limited to the cost of time spent by attorney(s) for the College in reviewing the public records, redacting material from the public records or segregating the public records into exempt and nonexempt records.</p> <p>5. The fee may be waived or reduced if the furnishing of the copies is determined by the College to be in the public's best interest as set forth in ORS 192.440(4). Any party requesting a fee reduction or waiver shall fully cooperate with the college in identifying the reason(s) for the request.</p> <p>6. The College may charge for search time even if the Custodian of the record fails to locate any records in response to the request, or even if the records located are subsequently determined to be exempt from disclosure. When</p>		<p>to the requesting party for the actual cost of staff time, including fringe benefits, plus copying/delivery charges. Personnel costs shall be computed on the basis of quarter hours, rounded up, for time expended by College staff and/or the College's attorney(s). Attorney fees, if any, shall be limited to the cost of time spent by attorney(s) for the College in reviewing the public records, redacting material from the public records or segregating the public records into exempt and nonexempt records.</p> <p>The College may charge for search time even if the Custodian of the record fails to locate any records in response to the request, or even if the records located are subsequently determined to be exempt from disclosure. When the amount of staff time used exceeds the amount of the \$25.00 deposit, the requesting party's deposit shall be forfeited.</p> <p>Fee Waiver: The fee may be waived or reduced if the furnishing of the copies is determined by the College to be in the public's best interest as set forth in ORS 192.440(4)(5). Information on how to request a fee waiver is included on the College's public record request form.</p> <p>Procedure for College employees who receive a public records request: College employees should direct inquirers to the Public Records College website make their</p>
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<p>the amount of staff time used exceeds the amount of the \$25.00 deposit, the requesting party's deposit shall be forfeited.</p> <p>7. In most cases, the college will be able to respond to the request for public records within 21 working days. While the college shall make every attempt to respond to the request within this timeframe, requests shall not affect the operations of the college nor interfere with the regular discharge of the custodian's duties.</p>		<p>requests via the pdf Public Records Request form.</p> <p>Subpoenas Note that a subpoena is NOT a public records request; it is a court order. Notify the Chief Financial Officer IMMEDIATELY if you are served with a subpoena. The court imposes strict and often very tight deadlines in responding to subpoenas.</p> <p>Person to contact in regards to public records request:</p> <p>Director of Accounting and Finance or PublicRecords@umpqua.edu</p> <p>References:</p> <p>ORS 192.311- 192.478</p> <p>The Chief Financial Officer is responsible for implementing and updating this procedure.</p>
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ADMINISTRATIVE PROCEDURE

TITLE: Field Trips and Excursions - Guidelines

ADMINISTRATIVE PROCEDURE # 4303

RELATED TO POLICY # 4300 FIELD TRIPS AND EXCURSIONS

This procedure provides guidelines for the legitimate and appropriate travel coordination of academic field trips and excursion travel with students.

A. Procedures to Obtain Travel Authorization for Field Trips

1. For one day field trips or excursions

- a. Prior approval documentation shall be submitted two weeks prior to the field trip or excursion.
 - 1) Field trips and excursions conducted by UCC employees require a brief written statement of the nature of the field trip or excursion, destination and number of students involved, and any specifics that may make the field trip or excursion unusual.
 - 2) Multiple field trips or excursions may be submitted with a single travel form for related trips.
- b. Required travel authorization documentation are:
 - 1) Name of the trip leader(s)
 - 2) Identity and number of students participating in the trip
 - 3) Purpose of the field trip or excursion
 - 4) Destination
 - 5) Mode of transportation to the destination, including carrier name
 - 6) Student liability waivers and medical form

2. For multi-day field trips or excursions, excluding international travel

- a. Prior approval is required whether the field trip or excursion is academic or co-curricular, domestic or international.

- 1) Multiple field trips or excursions may be submitted with a single travel form if they are related to the same trip.
 - 2) In-state travel approval documentation shall be submitted four weeks prior to travel.
 - 3) Out-of-state travel approval documentation shall be submitted at least three (3) months prior to travel.
 - 4) International travel approval documentation shall be submitted at least six (6) months prior to travel.
- b. The following field trip or excursion planning information shall be submitted with the travel authorization documentation:
- 1) Name of the trip leader(s)
 - 2) Identity and number of students participating in the field trip or excursion
 - 3) Purpose of the field trip or excursion
 - 4) Destination
 - 5) Duration
 - 6) Field trip or excursion activities
 - 7) Mode of transportation to the destination, including carrier name
 - 8) Transportation during the stay at the destination, including carrier
 - 9) Plan and place for overnight accommodations, including hotel names
 - 10) Meal plans
 - 11) Cost to students
 - 12) Description of any signification issues about the field trip or excursion
 - 13) For international travel, State Department information on the location

B. Domestic Overnight Travel

Where field trips or excursions require overnight accommodations, certain additional requirements apply:

1. For every 10 students, at least one trip leader is required.
2. In no case may the field trip or excursions leader(s) share a room with students.
3. Room assignments shall be determined by each student's gender identity; females will room with females and males will room with males.

4. Only persons approved for the field trip may travel in college provided transportation.
5. Exceptions to items C and D for domestic partners, spouses, parents or guardians may be allowed depending upon the length and purpose of the field trip or excursion; such exceptions must be specifically approved in writing by the provost or designee.

C. Orientation Materials

The Trip Leader shall provide each participant with orientation materials at least one week prior to departure. The level of detail provided relies upon the type of travel. Both verbal and written communication are essential.

1. Orientation Material
 - a. Field trip or excursion destination and purpose
 - b. Cost of trip for students – college covered finance and additional student costs
 - c. Travel itinerary – route, rest and meal stops
 - d. Lodging information
 - e. Transportation information
 - f. Appropriate clothing or gear
 - g. The established rules and protocols specific to the field trip
 - h. Any known unique hazards
 - i. A summary of activities and physical requirements students will encounter
 - j. Any known or unusual circumstances that would require advance preparation or equipment
2. Course syllabi which includes aforementioned orientation information may be substituted for orientation packet.
3. All field trip or excursion participants shall know how to contact the college from the activity site/destination, find and use the first aid kit, access a cell phone or other phone, and what to do if separated from the group.

D. Briefing Packet

Prior to departing on the field trips or excursions, the trip leader must prepare a briefing packet for the vice president for academic services and dean that includes:

1. a list of the names of all students participating on the field trip or excursion;
2. student liability waivers and medical form;

3. a list of the names of all employees or Board members participating on the field trips or excursions;
4. a complete detailed itinerary including all telephone numbers, hotels, names of transportation providers.

RESPONSIBILITY:

The Provost 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

TITLE: Field Trips and Excursions - Guidelines
New BP #: Old BP # & Title:
New AP #: 4303 Old AP # & Title: None
Revision Date: 5/9/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
None.	<p>References: No Oregon law reference</p> <p>NOTE: <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. Local practice may be inserted, which may address the following concepts.</i></p> <p>The [entity] may conduct field trips and excursions in connection with courses of instruction or college-related social, educational, cultural, athletic or musical activities</p>	<p>This procedure provides guidelines for the legitimate and appropriate travel coordination of academic field trips and excursion travel with students.</p> <p>1. Procedures to Obtain Travel Authorization for Field Trips</p> <p>A. For one day field trips or excursions</p> <p>1) Prior approval documentation shall be submitted two weeks prior to the field trip or excursion.</p> <p>a. Field trips and excursions conducted by UCC employees require a brief written statement of the nature of the field trip or excursion, destination and number of students involved, and any specifics that may make the field trip or excursion unusual.</p> <p>b. Multiple field trips or excursions may be submitted with a single travel form for related trips.</p> <p>2) Required travel authorization documentation are:</p> <ul style="list-style-type: none"> • Name of the trip leader(s) • Identity and number of students participating in the trip • Purpose of the field trip or excursion • Destination • Mode of transportation to the destination, including carrier name • Student liability waivers and medical form

	<p>to and from places in [<i>state</i>], or any other state, the District of Columbia, or a foreign country for students.</p> <p>The [<i>entity</i>] shall engage instructors, supervisors, and other personnel as may be necessary for such excursions or field trips who desire to contribute their services over and above the normal period for which they are employed by the [<i>entity</i>].</p> <p>The [<i>entity</i>] shall, at the discretion of the [<i>designated position</i>], transport students, instructors, supervisors or other personnel by use of [<i>entity</i>] equipment, contract to provide transportation, or arrange transportation by the use of other equipment.</p> <p>When [<i>entity</i>] equipment is used, the [<i>entity</i>] shall obtain liability insurance, and if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.</p> <p>The [<i>entity</i>] may pay expenses of instructors,</p>	<p>B. For multi-day field trips or excursions, excluding international travel</p> <ol style="list-style-type: none"> 1) Prior approval is required whether the field trip or excursion is academic or co-curricular, domestic or international. <ol style="list-style-type: none"> a. Multiple field trips or excursions may be submitted with a single travel form if they are related to the same trip. b. In-state travel approval documentation shall be submitted four weeks prior to travel. c. Out-of-state travel approval documentation shall be submitted at least three (3) months prior to travel. d. International travel approval documentation shall be submitted at least six (6) months prior to travel. 2) The following field trip or excursion planning information shall be submitted with the travel authorization documentation: <ul style="list-style-type: none"> • Name of the trip leader(s) • Identity and number of students participating in the field trip or excursion • Purpose of the field trip or excursion • Destination • Duration • Field trip or excursion activities • Mode of transportation to the destination, including carrier name • Transportation during the stay at the destination, including carrier • Plan and place for overnight accommodations, including hotel names • Meal plans • Cost to students • Description of any signification issues about the field trip or excursion • For international travel, State Department information on the location <p>2. Domestic Overnight Travel</p> <p>Where field trips or excursions require overnight accommodations, certain additional requirements apply:</p> <ol style="list-style-type: none"> A. For every 10 students, at least one trip leader is required. B. In no case may the field trip or excursions leader(s) share a room with students. C. Room assignments shall be determined by each student's gender identity; females will room with females and males will room with males. D. Only persons approved for the field trip may travel in college provided transportation.
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	<p>chaperones and other personnel participating in a field trip or excursion. Payment shall be by way of itemized reimbursement in a form prescribed by the [designated position].</p> <p>All persons making a field trip or excursion shall be deemed to have waived all claims against the [entity] for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking such trips and all parents or guardians of minor students shall sign a statement waiving such claims.</p> <p>Approved:</p>	<p>E. Exceptions to items C and D for domestic partners, spouses, parents or guardians may be allowed depending upon the length and purpose of the field trip or excursion; such exceptions must be specifically approved in writing by the provost or designee.</p> <p>3. Orientation Materials</p> <p>The Trip Leader shall provide each participant with orientation materials at least one week prior to departure. The level of detail provided relies upon the type of travel. Both verbal and written communication are essential.</p> <p>A. Orientation Material</p> <ul style="list-style-type: none"> • Field trip or excursion destination and purpose • Cost of trip for students – college covered finance and additional student costs • Travel itinerary – route, rest and meal stops • Lodging information • Transportation information • Appropriate clothing or gear • The established rules and protocols specific to the field trip • Any known unique hazards • A summary of activities and physical requirements students will encounter • Any known or unusual circumstances that would require advance preparation or equipment <p>B. Course syllabi which includes aforementioned orientation information may be substituted for orientation packet.</p> <p>C. All field trip or excursion participants shall know how to contact the college from the activity site/destination, find and use the first aid kit, access a cell phone or other phone, and what to do if separated from the group.</p> <p>4. Briefing Packet</p> <p>Prior to departing on the field trips or excursions, the trip leader must prepare a briefing packet for the vice president for academic services and dean that includes:</p> <ul style="list-style-type: none"> A. a list of the names of all students participating on the field trip or excursion; B. student liability waivers and medical form; C. a list of the names of all employees or Board members participating on the field trips or excursions; D. a complete detailed itinerary including all telephone numbers, hotels, names of transportation providers.
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ADMINISTRATIVE PROCEDURE

TITLE: Student News Media

ADMINISTRATIVE PROCEDURE # 4500

RELATED TO POLICY # 723 Free Speech and Distribution of Materials

A. Philosophy

1. Student news media are any news/feature publications or sites published under the name of the college, funded by the general fund and/or student fee accounts, and produced by students as an integral part of instruction in communication and journalism. The term “editorial” refers to all content other than advertising.
2. Umpqua Community College recognizes the educational and societal value of encouraging uninhibited, robust, free and open discussion of issues and ideas, as well as the legal protections afforded students’ exercise of freedom of expression and press freedom, especially by the First Amendment to the United States Constitution. It is therefore the policy of Umpqua Community College that all student-edited campus media have been established as designated public forums for student expression. Because it is the policy of Umpqua Community College that students shall have the right to determine the content of student media, the following guidelines relate only to establishing grounds for disciplinary actions subsequent to publication, and any disciplinary action must be conducted in a system that provides adequate due process.*

B. Purpose of Student News Media:

Umpqua Community College student news media, as laboratory publications of communication and journalism curriculum with a student media advisor, provide vehicles to train Umpqua Community College students for many careers; UCC student news media also provide opportunities for both critical and artistic expression of student thought and opinion while aiding in free flow of thought and information including free and responsible discussion. It is Umpqua Community College’s intent that student news media will provide a full opportunity for its students to inquire, question and exchange ideas, including topics about which there may be dissent or controversy.

C. Rights of Student News Media:

1. Umpqua Community College as part of its student media policy encourages free expression as guaranteed in the First Amendment to the Constitution of the United States. Student news media is free from prior restraint by virtue of the First Amendment to the United States Constitution (college officials or those acting on their behalf cannot ban student expression solely because it is controversial or distasteful, cannot prohibit criticism of the college or its staff, cannot prohibit criticism or endorsement of any public officials, cannot censor or punish student editors for publication quality errors, cannot cut funds due to disagreement over editorial policy, and cannot engage in any activity or cause to be done to student media anything where the effect is to control, diminish, manipulate or otherwise censor student media or to dismiss, punish or retaliate against student media staff or student media advisor where such action is motivated by the otherwise lawful content or newsgathering activities of student media.)
2. Umpqua Community College student news media has the right to exercise editorial freedom and editorial autonomy in order to maintain their integrity as vehicles for free inquiry and free expression. As such, student media may accept advertising within the purview of the publication staff, except advertising for products or services that are illegal for all students. Student news media may use Umpqua Community College electronic information and communication resources within guidelines set by college officials for general student use, and although faculty advisors to student news media are encouraged to help students develop skills to evaluate and appropriately use electronic resources, advisors are not responsible for approving online resources used or created by their students.

D. Rights of Non-College-Sponsored Media

Reference to or minimal contact with a college will not subject otherwise independent, off-campus, non-sponsored media, such as student-produced web sites, to regulation by college officials. Non-sponsored media cannot be subjected to mandatory review by college staff prior to publication or withheld from distribution.

E. Responsibilities of Student News Media:

Each student news media publication is created as a learning experience, and the editorial and advertising materials published, including any opinions expressed, are the responsibility of the student staff. An editorial board policy and a set of publication policies are to be maintained so as to encourage responsible exercise of student news media freedoms. The publication policies should address professional standards for accuracy, objectivity and fairness. See ancillary attachment 1 for the student news media editorial board policy and procedures.¹ See ancillary attachment 2 for the current set of publication policies².

1. The following types of student expression are not protected by this policy: defamation, material that unlawfully invades a person's right to privacy as defined by state law, and material that is defined by state law and this policy as obscene: "obscenity" is defined as material that meets all three of the following requirements:
 - a. The average person, applying contemporary community standards, would find that the publication, taken as a whole, appeals to a prurient interest in sex;
 - b. The publication depicts or describes, in a patently offensive way, sexual conduct such as ultimate sexual acts and lewd exhibition; and
 - c. The work, taken as a whole, lacks serious literary, artistic, political or scientific value. Indecent or vulgar language is not obscene.
2. Libelous material, as defined by state law.
3. Material that unlawfully invades a person's right to privacy, as defined by state law.
4. Material that will cause "a material and substantial disruption" of college activities.
 - a. "Disruption" includes student rioting, unlawful seizures of property, destruction of property, or substantial student participation in a college boycott, sit-in, walk-out or other related form of seriously disruptive, physical activity. Material such as racial, religious or ethnic slurs, however distasteful, is not in and of itself disruptive under these guidelines.
 - b. Threats of violence are not materially disruptive without some act in furtherance of that threat or a reasonable belief and expectation that the author of the threat has the capability and intent of carrying through on that threat in a manner that does not allow acts other than suppression of speech to mitigate the threat in a timely manner.
 - c. Material that stimulates heated discussion or debate does not constitute the type of disruption prohibited. or student media to be considered disruptive, specific facts must exist upon which one could reasonably forecast a likelihood of a material and substantial disruption to normal college activities would occur if the material were further distributed or has occurred as a result of the material's distribution or dissemination. Mere undifferentiated fear or apprehension of disturbance is not enough; college administrators must be able affirmatively to show substantial facts that reasonably support a forecast of likely disruption.
 - d. In determining whether student media is disruptive, consideration must be given to the context of the distribution as well as the content of the material. In this regard, consideration should be given to past experience in the college with similar material, past experience in the college in dealing with and supervising the students in the college, current events influencing student attitudes and

behavior and whether there have been any instances of actual or threatened disruption prior to or contemporaneously with the dissemination of the student publication in question. College officials have a responsibility to protect advocates of unpopular viewpoints.

Grievance Procedures:

See ancillary attachment 3.

Related Policies: See ancillary attachment 4

*Text has been sourced and adapted as needed from the Student Press Law Center. See <https://splc.org/2015/11/splc-college-student-media-model-guidelines/> if additional information is desired.

RESPONSIBILITY:

The Provost 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

TITLE: STUDENT NEWS MEDIA	
New BP #:	Old BP # & Title:
New AP #: 4500	Old AP # & Title: NONE
Revision Date:	3/31/2021

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>NO PRIOR BOARD POLICY OR ADMINISTRATIVE PROCEDURE – SEE BELOW</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>The OCCA policy is in column 2.</p> <p>The recommended policy is in column 3.</p> </div>	<p>NOTE: <i>The following procedure applies if the college has news media programs. These procedures are legally advised. Entities should adapt the language to accurately describe their programs.</i></p> <p>Philosophy Definition of College News Media: College news media are any news/feature publications or sites published under the name of the college, funded by the general fund and/or student fee accounts, and produced by student as an integral part of instruction in communication and journalism. College news media refers to student media prepared under the direction of a student media advisor for media platforms. The term "editorial" refers to all content other than advertising.</p>	<p>Philosophy</p> <p>Student news media are any news/feature publications or sites published under the name of the college, funded by the general fund and/or student fee accounts, and produced by students as an integral part of instruction in communication and journalism. The term “editorial” refers to all content other than advertising.</p> <p>Umpqua Community College recognizes the educational and societal value of encouraging uninhibited, robust, free and open discussion of issues and ideas, as well as the legal protections afforded students’ exercise of freedom of expression and press freedom, especially by the First Amendment to the United States Constitution. It is therefore the policy of Umpqua Community College that all student-edited campus media have been established as designated public forums for student expression. Because it is the policy of Umpqua</p>

	<p><i>Purpose of College News Media:</i> {insert name} college news media, as laboratory publications of communication and journalism curriculum, provide vehicles to train {insert college name} students for many types of careers using mass communication. [Insert name] news media also provide opportunities for both critical and artistic expression of student thought and opinion while aiding in free flow of thought and information, including free and responsible discussion.</p> <p><i>Rights of College News Media:</i> [insert name] as part of its college media policy encourages free expression as guaranteed in the First Amendment to the Constitution of the United States. As related by both state and federal court decisions, college media is also free from prior restraint by virtue of the First Amendment to the United States Constitution. UCC college news media has the right to</p>	<p>Community College that students shall have the right to determine the content of student media, the following guidelines relate only to establishing grounds for disciplinary actions subsequent to publication, and any disciplinary action must be conducted in a system that provides adequate due process.*</p> <p>Purpose of Student News Media:</p> <p>Umpqua Community College student news media, as laboratory publications of communication and journalism curriculum with a student media advisor, provide vehicles to train Umpqua Community College students for many careers; UCC student news media also provide opportunities for both critical and artistic expression of student thought and opinion while aiding in free flow of thought and information including free and responsible discussion. It is Umpqua Community College’s intent that student news media will provide a full opportunity for its students to inquire, question and exchange ideas, including topics about which there may be dissent or controversy.</p> <p>Rights of Student News Media:</p> <p>Umpqua Community College as part of its student media policy encourages free expression as guaranteed in the First Amendment to the Constitution of the United States. Student news media is free from prior restraint by virtue of the First Amendment to the United States</p>
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	<p>exercise editorial freedom and editorial autonomy in order to maintain their integrity as vehicles for free inquiry and free expression. As such, each college media publication is created as a learning experience, and the editorial and advertising materials published in each news medium, including any opinions expressed, are the responsibility of the student staff.</p>	<p>Constitution (college officials or those acting on their behalf cannot ban student expression solely because it is controversial or distasteful, cannot prohibit criticism of the college or its staff, cannot prohibit criticism or endorsement of any public officials, cannot censor or punish student editors for publication quality errors, cannot cut funds due to disagreement over editorial policy, and cannot engage in any activity or cause to be done to student media anything where the effect is to control, diminish, manipulate or otherwise censor student media or to dismiss, punish or retaliate against student media staff or student media advisor where such action is motivated by the otherwise lawful content or newsgathering activities of student media.) Umpqua Community College student news media has the right to exercise editorial freedom and editorial autonomy in order to maintain their integrity as vehicles for free inquiry and free expression. As such, student media may accept advertising within the purview of the publication staff, except advertising for products or services that are illegal for all students. Student news media may use Umpqua Community College electronic information and communication resources within guidelines set by college officials for general student use, and although faculty advisors to student news media are encouraged to help students develop skills to evaluate and appropriately use electronic resources, advisors are not responsible for approving online resources used or created by their students.</p>
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	<p><i>Responsibilities of College News Media:</i> At the same time, the editorial freedom of the college news media shall entail corollary responsibilities.</p> <p>As part of those corollary responsibilities, an editorial board policy and set of procedures are maintained so as to encourage responsible exercise of college media freedoms. See ancillary attachment for the college news media editorial board policy and procedures.</p> <p>Journalism Grievance Procedures <i>Definition of a Grievance</i> – A grievance is a complaint that alleges facts which, if true, would demonstrate a violation of the grievant's right to free inquiry, free speech, or fair treatment; contains allegations that appear to be substantially credible; and is not frivolous.</p> <p><i>Informal Grievance Proceedings</i> –Also see the ancillary document for the full college news media editorial board policy and procedures. Any student wishing to provide a complaint about coverage should contact [insert name/s] both of whom have the authority to call for the convening of the editorial board.</p> <p>Formal Grievance Proceedings – More formal grievance procedures may include a grievance hearing committee and appeal to the [insert name] or designee in a timely fashion. The procedures should include how grievance</p>	<p>Rights of Non-College-Sponsored Media</p> <p>Reference to or minimal contact with a college will not subject otherwise independent, off-campus, non-sponsored media, such as student-produced web sites, to regulation by college officials. Non-sponsored media cannot be subjected to mandatory review by college staff prior to publication or withheld from distribution.</p> <p>Responsibilities of Student News Media:</p> <p>Each student news media publication is created as a learning experience, and the editorial and advertising materials published, including any opinions expressed, are the responsibility of the student staff. An editorial board policy and a set of publication policies are to be maintained so as to encourage responsible exercise of student news media freedoms. The publication policies should address professional standards for accuracy, objectivity and fairness. See ancillary attachment 1 for the student news media editorial board policy and procedures.¹ See ancillary attachment 2 for the current set of publication policies². The following types of student expression are not protected by this policy: defamation, material that unlawfully invades a person's right to privacy as defined by state law, and material that is defined by state law and this policy as obscene: "obscenity" is defined as material that meets all three of the following requirements: (a) the average person, applying contemporary</p>
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	<p>hearings should be conducted, access to and maintenance of related records, and the responsibility of the authorities to respond to the grievance in a timely fashion.</p> <p>NOTE: ORS 350.260 allows a student to file a civil action to obtain damages and appropriate injunctive or declaratory relief as determined by a court for a violation of ORS 350.260(2), the First Amendment to the United States Constitution or section 8, Article I of the Oregon Constitution.</p>	<p>community standards, would find that the publication, taken as a whole, appeals to a prurient interest in sex; (b) the publication depicts or describes, in a patently offensive way, sexual conduct such as ultimate sexual acts and lewd exhibition; and (c) the work, taken as a whole, lacks serious literary, artistic, political or scientific value. Indecent or vulgar language is not obscene.</p> <p>Grievance Procedures:</p> <p>See ancillary attachment 3.</p> <p>Related Policies: See ancillary attachment 4</p> <p>*Text has been sourced and adapted as needed from the Student Press Law Center. See https://splc.org/2015/11/splc-college-student-media-model-guidelines/ if additional information is desired.</p>
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Ancillary Attachment 1: Student News Media Editorial Board Policy and Procedures

Related to 4500 AP STUDENT NEWS MEDIA



Editorial Board:

- A. The Mainstream’s editorial board meets only when convened. The board can only be convened to discuss coverage of a specific story, photo, illustration, video or other media content, and the board’s purpose is to determine whether a specific content piece should be a) pulled, b) edited or revised, or c) published as is.
- B. The editorial board shall consist of the managing editor, the design editor, the online/website editor (or representative), the social media director (or representative), business manager (if one is currently serving), one non-editor staff member with at least two academic terms working for The Mainstream, the Mainstream adviser, two local, reputable media employees who are not UCC students, two ASUCC elected officers in good standing, and the ASUCC adviser/student life director. A Mainstream alumnus will also be invited if possible. If no staff member with two academic terms of Mainstream service is available, the editor may choose another Mainstream staff member. The originator of The Mainstream media content must be invited to the meeting and allowed to explain his/her content although he/she will not have a vote. The office administrator or assistant, if one is available, must be invited to the meeting to record or take notes, although he/she will not have a vote.
- C. The convening of The Mainstream editorial board may be initiated or “called” by any currently enrolled Mainstream staff member, The Mainstream adviser, or the ASUCC adviser. To call a meeting, the Mainstream staff member and/or adviser(s) needs to email 1)The Mainstream managing editor, 2) The Mainstream adviser and 3) the ASUCC adviser with this statement: “I request a convening of The Mainstream editorial board for story/photo/illustration/video/headline/... _____ [title] in _____[volume #], ____ [issue #], time _____ [time of email origination], _____ [date of email origination]. The email should be followed up immediately with a phone call or text or in-person visit to the editor and advisers since email may not be checked regularly.

- D. As soon as the editorial board is convened, the media content under consideration will be pulled from the publication until the editorial board votes. This vote must occur before the copy deadline for the next regularly scheduled issue of The Mainstream (usually within 2 weeks) unless expert opinion is sought. See following paragraph.
- E. All editorial board meetings must be under 1 hour in duration (or be done electronically), must meet before the copy deadline for the next regularly scheduled issue of The Mainstream, must invite and include feedback from the content originators as well as from people affected by the content, and must make the publication decision within the first meeting unless expert opinion is sought. If expert opinion is sought, the editorial board can vote once only for one additional meeting – this vote as well as all others will be decided by majority. All efforts should be made to have the second expert meeting before the copy deadline for the next regularly scheduled issue of The Mainstream, but if this is impossible, the publication decision must be made so that no more than two regularly scheduled issues pass after the convening.
- F. Each member of the editorial board shall have one vote, and the majority vote of the editorial board shall rule the controversial content decision.
- G. Members of the designated editorial board must avoid any real or apparent conflict of interest. If the controversial content regards or relates to any club or organization that a member of the editorial board is also a member of, that person will be allowed to make comments only without voting.
- H. Voting on whether to pull, edit/revise, or print as is will be based on the following considerations:
 - 1. accuracy of the content
 - 2. defamation law
 - 3. public safety
 - 4. gross misrepresentation.

Ancillary Attachment 1: Student News Media Editorial Board Policy and Procedures

Editorial Board:

- The Mainstream’s editorial board meets only when convened. The board can only be convened to discuss coverage of a specific story, photo, illustration, video or other media content, and the board’s purpose is to determine whether a specific content piece should be a) pulled, b) edited or revised, or c) published as is.
- The editorial board shall consist of the managing editor, the design editor, the online/website editor (or representative), the social media director (or representative), business manager (if one is currently serving), one non-editor staff member with at least two academic terms working for The Mainstream, the Mainstream adviser, two local, reputable media employees who are not UCC students, two ASUCC elected officers in good standing, and the ASUCC adviser/student life director. A Mainstream alumnus will also be invited if possible. If no staff member with two academic terms of Mainstream service is available, the editor may choose another Mainstream staff member. The originator of The Mainstream media content must be invited to the meeting and allowed to explain his/her content although he/she will not have a vote. The office administrator or assistant, if one is available, must be invited to the meeting to record or take notes, although he/she will not have a vote.
- The convening of The Mainstream editorial board may be initiated or “called” by any currently enrolled Mainstream staff member, The Mainstream adviser, or the ASUCC adviser. To call a meeting, the Mainstream staff member and/or adviser(s) needs to email 1)The Mainstream managing editor, 2) The Mainstream adviser and 3) the ASUCC adviser with this statement: “I request a convening of The Mainstream editorial board for story/photo/illustration/video/headline/... _____ [title] in _____[volume #], ____ [issue #], time _____ [time of email origination], _____ [date of email origination]. The email should be followed up immediately with a phone call or text or in-person visit to the editor and advisers since email may not be checked regularly.
- As soon as the editorial board is convened, the media content under consideration will be pulled from the publication until the editorial board votes. This vote must occur before the copy deadline for the next regularly scheduled issue of The Mainstream (usually within 2 weeks) unless expert opinion is sought. See following paragraph.
- All editorial board meetings must be under 1 hour in duration (or be done electronically), must meet before the copy deadline for the next regularly scheduled issue of The Mainstream, must invite and include feedback from the content originators as well as from people affected by the content, and must make the publication decision within the first meeting unless expert opinion is sought. If expert opinion is sought, the editorial board can vote once only for one additional meeting – this vote as well as all others will be decided by majority. All efforts should be made to have the second expert meeting before the copy deadline for the next regularly scheduled issue of The Mainstream, but if this is impossible, the publication decision must be made so that no more than two regularly scheduled issues pass after the convening.
- Each member of the editorial board shall have one vote, and the majority vote of the editorial board shall rule the controversial content decision.
- Members of the designated editorial board must avoid any real or apparent conflict of interest. If the controversial content regards or relates to any club or organization that a member of the editorial board is also a member of, that person will be allowed to make comments only without voting.
- Voting on whether to pull, edit/revise, or print as is will be based on the following considerations:
 - accuracy of the content
 - defamation law

Ancillary Attachment 2: Current Umpqua Community College Student News Media Publication Policies

Related to 4500 AP STUDENT NEWS MEDIA



Failure to comply with policies may result in a warning, a referral to the Vice President of Student Services, a dismissal from the lab by adviser for up to 2 days, an expulsion from the course, or any combination of the above.

A. MAINSTREAM POLICIES “Promote readers’ trust & respect”

1. Public Forum:

The Mainstream is a designated public forum. Opinions expressed in the newspaper by advertisers, by authors of letters to the editor, and by editorial writers are not necessarily the opinion of The Mainstream, its staff members, or Umpqua Community College. No student article written by a staff member is necessarily the opinion of Umpqua Community College. Content decisions for The Mainstream are made by currently enrolled student editors with the exception of the ASUCC column unless the editorial board is called to make a content decision. Also see the Editorial Board paragraph below.

- *ASUCC Column:* When the ASUCC supports The Mainstream financially at a level equal to a minimum of the printing costs of two or more issues/term, The Mainstream agrees to publish an ASUCC column written by an ASUCC officer in good standing. Space will be reserved at the length of one full column of a standard sized page, and additional space may be provided if available at the discretion of the editor. The space for the column must be reserved by ASUCC during preparation week. If column copy will be provided for every issue, the column space can be reserved for the school term. Once the space is reserved, it is ASUCC’s responsibility to fill the space. Failure to provide copy after reservation may revoke rights for the term at the discretion of the editor.

2. Editorial Board:

- a. The Mainstream's editorial board meets only when convened. The board can only be convened to discuss coverage of a specific story, photo, illustration, video or other media content, and the board's purpose is to determine whether a specific content piece should be a) pulled, b) edited or revised, or c) published as is.
- b. The editorial board shall consist of the managing editor, the design editor, the online/website editor (or representative), the social media editor (or representative), business manager (if one is currently serving), one non-editor staff member with at least two academic terms working for The Mainstream, the Mainstream adviser, two local, reputable media employees who are not UCC students, two ASUCC elected officers in good standing, and the ASUCC adviser/student life director. A Mainstream alumnus will also be invited if possible. If no staff member with two academic terms of Mainstream service is available, the editor may choose another Mainstream staff member. The originator of The Mainstream media content must be invited to the meeting and allowed to explain his/her content although he/she will not have a vote. The office administrator or assistant, if one is available, must be invited to the meeting to record or take notes, although he/she will not have a vote.
- c. The convening of The Mainstream editorial board may be initiated or "called" by any currently enrolled Mainstream staff member, The Mainstream adviser, or the ASUCC adviser. To call a meeting, the Mainstream staff member and/or adviser(s) needs to email 1) The Mainstream managing editor, 2) The Mainstream adviser and 3) the ASUCC adviser with this statement: "I request a convening of The Mainstream editorial board for story/photo/illustration/video/headline/... _____ [title] in _____[volume #], ____ [issue #], time _____ [time of email origination], _____ [date of email origination]. The email should be followed up immediately with a phone call or text or in-person visit to the editor and advisers since email may not be checked regularly.
- d. As soon as the editorial board is convened, the media content under consideration will be pulled from the publication until the editorial board votes. This vote must occur before the copy deadline for the next regularly scheduled issue of The Mainstream (usually within 2 weeks) unless expert opinion is sought. See following paragraph.
- e. All editorial board meetings must be under 1 hour in duration (or be done electronically), must meet before the copy deadline for the next regularly scheduled issue of The Mainstream, must invite and include feedback from the content originators as well as from people affected by the content, and must make the publication decision within the first meeting unless expert opinion is sought. If expert opinion is sought, the editorial board can vote

once only for one additional meeting – this vote as well as all others will be decided by majority. All efforts should be made to have the second expert meeting before the copy deadline for the next regularly scheduled issue of The Mainstream, but if this is impossible, the publication decision must be made so that no more than two regularly scheduled issues pass after the convening.

- f. Each member of the editorial board shall have one vote, and the majority vote of the editorial board shall rule the controversial content decision.
- g. Members of the designated editorial board must avoid any real or apparent conflict of interest. If the controversial content regards or relates to any club or organization that a member of the editorial board is also a member of, that person will be allowed to make comments only without voting.
- h. Voting on whether to pull, edit/revise, or print as is will be based on the following considerations:
 - o accuracy of the content
 - o defamation law
 - o public safety
 - o gross misrepresentation.

3. Coverage:

Since The Mainstream is a “news” paper, the publication (print or online) must provide news and not an overbalance of features or commentary.

- a. All content decisions and all content errors are responsibility of student staff with editor having final content approval/disapproval responsibility. Students retain rights to content/coverage choices with final publication choices reserved for the editor unless editorial board decision is reached that contradicts the editor. All advertising content to be reviewed by editor who reserves right of rejection. All adviser or instructor assistance is optional.
- b. Content should have a UCC connection as much as possible or permission from managing editor to go beyond a UCC connection.

- c. No advertisements will be sold for union disputes.
- d. No advertisements will be sold for illegal products or services.
- e. Attribution: The words and unique ideas of others should use correct attribution, including correct use of quotation marks, source designation, bylines, credits. Note: Stories must use original reporting research unless permission is granted by editor. Never copy and paste another publication's actual article. Anonymous sources are to be used exceedingly sparingly and only when other sources of the information are unavailable. All use of anonymous source must be approved by the managing editor.
- f. Obits/Suicide Coverage: Obituaries may be published at the managing editor's discretion. Obits related to suicides should include references to suicide ideation avoidance and links to community resources to alleviate suicide ideation. Suicide coverage cannot contain photos of suicide, attempted suicide or staged suicide.
- g. Identification of victims of rape, unless deceased, should be avoided except with managing editor's permission. Deceased victims can be identified if identify is verified.
- h. Managing editor can assign publication duties to adviser as needed (example: emergencies), but managing editor maintains final authority over all content.

4. *Conflicts of Interest:*

The Mainstream and any of its publications (online or print) shall strive to maintain the public's trust in The Mainstream as a fair, reliable, accurate, balanced source of information. Staff and advisers of The Mainstream are obligated to avoid real and apparent conflicts of interest.

- a. No gifts or services shall be accepted by The Mainstream, its staff, or adviser in connection with work or service done by The Mainstream.
- b. No staff member should report on any story about a club, organization, or business that the staff member belongs to or has a connection with that could create a problem with bias. Any exception should note the connection in an editor's note accompanying the story.
- c. No staff member should agree to allow a source to pre-read an entire article except with the managing editor's permission.

- d. Any story written by a non-staff member should be fact checked and carefully reviewed. Adviser assistance can be obtained.
- e. Mainstream stories can be shared for publication in other media, but managing editor should be informed. Check with editor regarding when the story can/should be submitted to another publication.

5. *Accuracy:*

Students are responsible for careful story and photo publication.

- a. Facts and spelling, especially of names, should be checked rigorously.
- b. Context should be rigorously considered. “Facts” out of context can be lies.
- c. Stories should avoid using a single source wherever possible
- d. Information should . . .
 - 1) come from a first hand (primary) source as much as possible
 - 2) be validated that the source (and esp the data) is authentic and accurate
 - 3) be double checked, even if from an official website (web may be old info)
 - 4) be verified from multiple sources with different perspectives (especially if subject is controversial)
 - 5) include these 4 types of sources whenever possible:
 - a) Expert (knows the subject matter from outside, overall perspective)
 - b) Leader
 - c) Person Affected
 - d) General Public
 - 6) avoid speculation unless clearly labeled as such

- 7) be clear
- 8) come from careful, collaborative notes (collaborative: ask the source “did I hear you say,” and “what I understand you to mean is...”)
- 9) avoid creating controversy or creating the news
- 10) avoid copying all of the same sources others used for the same topic
- 11) reflect your gut feelings, too – if you have the tiniest feeling that something may be inaccurate, it may be
- 12) Corrections should be made within 2 weeks of the original error in order to reduce liability (defamation suits can often be reduced if corrections were made within 2 weeks). The producer of the item being corrected should be informed of the correction if possible. Corrections are to be done by staff or by adviser with staff permission.

e. Photos

- 1) Any photo published in The Mainstream publications provides continuous publication rights to The Mainstream. Submitting photos for publication is an acceptance of this right.
- 2) Photos should use cropping or cut outs and color correction only, not changes
- 3) Photos should be accurate, original replications of reality
- 4) Use only photos from creative commons or similar license or with permission from photographer for continuous publication. NO SECOND HAND PERMISSIONS (someone got a permission to publish and you're using the site from that source rather than the original).
- 5) Photos should be attributed with a photo credit.
- 6) Montages or photo illustrations should be labeled as such.

6. *Ethics:*

All staff members should follow the ethical policies listed below to the fullest extent possible plus should consider and follow the Society of Professional Journalists Code of Ethics (see <http://www.spj.org/ethicscode.asp>)

- a. *Accuracy*: see accuracy section in policies
- b. *Profanity*: avoid as it affects the relationship of trust in The Mainstream
- c. *Nudity*: avoid as it affects the relationship of trust in The Mainstream
- d. *Privacy & Liability* : no defamation (see ORS Chapter 31), no invasions of privacy, no taking or publishing photos taken on private property unless the subject of the photo has provided permission, no release of social security numbers or student I.D. numbers
 - 1) *Make sure that any statements that might reflect negatively on a person's reputation in a way that would likely affect his/her livelihood are made of a public person acting in the capacity of a public office (e.g. if you're quoting a public person, the quote should be from a public meeting or from a direct interview with the subject who knew you were collecting info for possible publication); clarifying to the leader of a public meeting that you are representing student media is advised*
 - 2) *Make sure that any statements are true*
 - 3) *Make sure that any statements are made without malice*
 - 4) *Make sure that any potentially harmful statements that constitute a comment or opinion on a matter of public concern are labeled as opinion without the reasonable possibility of interpretation as fact*
 - 5) *Avoid re-printing known defamation from a source outside The Mainstream where possible (see information on comments)*

7. *Fairness*:

- a. Give subjects of news stories the opportunity to respond to allegations,
- b. Give multiple viewpoints including the viewpoints of those affected or involved,
- c. Present viewpoints with balanced amount of coverage,
- d. Encourage the public to voice grievances,

- e. Admit and correct mistakes asap (next publication preferred)
- f. Manage sources carefully: identify sources whenever feasible, use credible sources, avoid promising anonymity to sources,
- g. Distinguish between advocacy and news reporting and label all opinion or commentary

8. Plagiarism:

The words and unique ideas of others must have correct attribution, including correct use of quotation marks, source designation, bylines, credits. Because of the nature of publication work, mistakes at times will happen but should be avoided as much as possible.

9. Technology Use:

- a. All equipment is to be checked out from the library or adviser. Failure to return the equipment within the time indicated by the library system or adviser will result in a fine to the student's account. Failure to return equipment can result in fines equaling the cost of replacing the equipment at the cost of new equipment. Theft of the equipment while checked out can result in fines equaling the cost of replacing the equipment at the cost of new equipment. Any student who checks out equipment is responsible for having the equipment checked back in so that his/her name is released as liable. Giving the equipment to someone else to use and check in will not release liability.
- b. Lab computers are restricted on production days to production work only except at design editor's or editor's discretion. Distractions are to be avoided, and any request to reduce noise or distractions must be complied with. Failure to do so may result in your being asked to leave the room (you must comply) and may affect your grade.
- c. Entry into any file saved onto a computer in The Mainstream (photograph, text, video, etc.) is permissible by any staff member or adviser and authorized. No privacy or property rights are extended to any student work saved or uploaded to lab computers or published in any Mainstream publication.

- d. Use of the phones, computers, cameras or other equipment belonging to The Mainstream or contained within The Mainstream lab in order to canvass for advertisement sales is authorized. Any other use for students' personal commercial gain is unauthorized.
- e. All students using Mainstream computers must comply with the **UCC Information Technology Acceptable Use Policy and the UCC Student Code of Conduct**. It is the student's responsibility to find, read, and follow these or other UCC policies and codes.

10. *Ownership:*

- a. ALL PHOTOS AND STORIES UPLOADED TO THE CAMPUS SYSTEM BECOME THE PROPERTY OF THE MAINSTREAM. Stories or photos uploaded to the campus system or photos taken with a UCC camera can be used at any time in the present or future in a UCC publication without the photographer's or writer's permission. Any story or photograph submitted to *The Mainstream* for potential publication becomes the property of *The Mainstream*. Any person submitting a story or photograph for potential publication by *The Mainstream* or any person uploading a story or photograph to the campus system waives all rights under the UCC student code of conduct policy or under any other law or principle regarding possession, removal, conversion, defacing, tampering, damage, or destruction of property. However, all students retain the right to remove their stories and photos from the campus and Mainstream systems at the end of the term in order to prevent future publication. This must be done before the next term begins or the stories and photos will be archived for future use. Attending class or contributing content to student media implies your consent to the copyright agreement. Students may submit stories for editing assistance from adviser but are not required to seek adviser's assistance PRIOR TO publication (they may be required to seek and obtain assistance after publication of issue to which the story was assigned). Submitting a story to the adviser or to any associated electronic folder prior to deadline indicates student's request for editing assistance from adviser and/or editing staff.
- b. The Mainstream, an unincorporated association in the state of Oregon; and any individual seeking to contribute creative work product to the Publication; agree to the following license governing the Staff Member's contribution(s) to the Publication (print or online or social media or any other format The Mainstream does, can or will in the future publish).
 - 1) License and Rights. The Staff Member by submitting work in any way grants all licenses necessary to the Publication for the purpose of the Publication's inclusion of the Works in its print and electronic media publishing

efforts, including without limitation the right to reproduce, distribute, display, perform, and electronically transmit issues of the Publication as described herein.

2) Grant of Rights. By contributing the Works to the Publication, the Staff Member grants a nonexclusive license to the Publication to reproduce, display and distribute copies of the Works in the issue for which the Works were originally submitted, future or commemorative issues, the Publication's Web site or other physical or electronic media now known or later discovered.

3) No Reserved Rights, No Right of Revocation. Any individual Work contributed to the Publication by the Staff Member is considered a work made for hire and is the sole property of The Mainstream and its publications or publishing mediums.

4) Term. The Staff Member agrees that the license shall exist as long as the intellectual property is entitled to protection under the laws of the United States and cannot be revoked except with written consent from the Publication.

(A) Calculation of days. Unless otherwise specified, all time periods in this contract measured by days are calculated in business days starting with the day after the triggering event. "Business days" are all days excluding Saturdays, Sundays and federal holidays.

(B) Calculation of months. Unless otherwise specified, all time periods in this contract measured by months are calculated by the date of the first day after the triggering event in the period of months ahead, regardless of day of week or holiday; or, if that month has no such corresponding date, the first day of the month immediately following. For example, within the meaning of this contract, a three-month period starting January 1 would end April 1, and a three-month period starting January 31 would end May 1.

5) Territory and Media. The Publication shall have the right to reproduce, publish, and distribute the Works in any format now known or later discovered, including without limitation any physical, broadcast, electronic, and Internet-based medium, and any future uses directly controlled by the Publication; save that the Publication shall have the obligation to comply with the terms of this contract with respect to uses for compensation as described herein.

6) Compensation and Royalties. No compensation or royalties are required from the Publication for the use of the Works as described herein.

- No right of revocation is given to writers or contributors. Permission for any revocation must come from managing editor or web editor. If web editor revokes content, managing editor must be consulted as soon as possible.

11. *Visitors:*

The Mainstream and its computers are for students registered in J215. If a student is currently registered at Umpqua Community College, he/she may only use a Mainstream computer if he/she is supervised by an officially registered Mainstream staff member. At no time shall this visitor access any Mainstream file or email account. At no time may a non-staff member save anything to a Mainstream computer. See the Student Code of Conduct for other computer use requirements.

- a. Visitors are not allowed during production time except for regularly scheduled classes or with permission of an editor for limited time periods.
- b. The Mainstream lab is not to be used for large student study groups except with the editor and/or adviser's permission.

12. *Phone and email Etiquette:*

The Mainstream phone and email account should be reserved for official Mainstream business. Any student needing to use the phone for personal calls should limit those calls to less than ten minutes. The phone should be answered courteously in a friendly tone with the introduction “**Mainstream office, this is _____ (insert your name), may I help you?**” Staff members are responsible to take messages and distribute them accordingly.

13. *Other Etiquette:*

The Mainstream is a workplace and as such must be a place conducive to production.

1. Students must clean up after themselves (dishes, coffee products, paperwork, etc.) as soon as possible.
2. Students should store personal documents either next to their designated computer in the plastic drawers or in their cubby. Any loss of personal property left in the lab or on the lab computers is the sole responsibility of the property owner.

3. Students should dress appropriately (casual attire is fine, but underwear needs to be under – invisible).
4. Profanity is against UCC workplace policy
5. Behavior inappropriate for a workplace is inappropriate for the lab (intimacy, altercations, poor hygiene maintenance, etc.).
6. Morgue copies must be carefully accessed and returned immediately to shelves.
7. Cameras, camera cards, and other equipment must be checked out and returned to the assigned location to avoid personal liability. Failure to get a signed release that you have returned equipment can result in charges to your student account.

14. *Merit Award Student Discipline:*

Students who receive compensation (merit awards or other compensation) for work on The Mainstream must complete their work responsibilities as outlined in their responsibility handout. Failure to do so can result in being required to pay back all or part of their merit award.

B. Additional Social Media Policies

1. Social Media Policies, Rights & Responsibilities

Our social media sites are professional extensions of The Mainstream, Umpqua Community College's student newspaper. Any social media administrator or editor and all those posting must abide by the following:

- a) Oregon defamation rules or law (defamation is accusing someone of IMMORAL, ILLEGAL or UNETHICAL conduct such as "attacks [on] the person's professional character or standing, claims that an unmarried person is unchaste, claims the person has a sexually transmitted disease, or [claims] that the person has committed a crime of moral turpitude" (turpitude=depravity, wickedness) or any comment which would "subject a person to hatred, contempt or ridicule, or tend to diminish the esteem, respect, goodwill or confidence in which one is held or to excite adverse, derogatory, or unpleasant feelings or opinions against one."
<http://www.toplawfirm.com/whatisdefamation.html> (Links to an external site.) and <http://www.open->

oregon.com/media-guide/chapter-12-defamation/ (Links to an external site.) Open Oregon, A Freedom of Information Coalition)

- b) All conduct codes in the Umpqua Community College student code of conduct handbook
- c) All Mainstream policies both for the print publication and for The Mainstream Facebook site (see below).
- d) Post authorization by managing editor is required with exception of announcements and emergency notification (and announcements should be reviewed by staff as much as possible for accuracy).

For a copy of the UCC Student Code of Conduct Handbook, see the bookshelf in The Mainstream lab or see the link available at Umpqua.edu. For a copy of The Mainstream's policies, see the Angel or current Learning Management Software curriculum link or ask the adviser.

2. Social Media Posting Responsibilities

- a. Attend story meeting and consider the share potential of all story ideas mentioned. At some point in the meeting, identify to the group and to the editor which story ideas have the most share potential.
- b. Post all stories from the previous issue before Friday of the prep week of the next issue.
- c. Announcements can be posted by social media director at their discretion (unless the managing editor decides otherwise during his/her time of leadership). Other posts must be approved by managing editor or co-editor prior to posting unless managing editor has granted permission otherwise (see above). Adviser assistance is at student's request only although advisor will route post ideas to the social media director. Students retain responsibility for all content and all content routed to them should be spell checked and proofread for grammar and application of AP rules.
- d. Posts or tweets on breaking news should be followed by a full story (and inform readers of when if possible).
- e. In case of emergency reporting (crime, trauma on campus, natural disaster, etc.), the managing editor is to assemble an emergency reporting team and emergency social media team and will provide guidance on the social media content. The adviser can be accessed for assistance, but the editor retains responsibility for assembling the team and retains right of content selection. Delegation of any duties to adviser and other reporters can be done by managing editor as he/she determines in writing. If no managing editor, then

delegation can occur by the next highest ranking staff member in this order: co-editor (if any), social media editor (if any), website editor, design editor. See the Trauma Coverage handout in your Learning Management System for additional information.

- f. Staff members cannot upload posts or comments which summarily present personal reflections of a staff member on The Mainstream's page. Content should be of topics which would normally go into The Mainstream (either news or features)
- g. Mainstream staff members must post Mainstream official business or information on The Mainstream's Facebook site, not on their personal sites. If they do not have Facebook manager access, they must email/text/type their suggested post to one of the Facebook managers and note the date they wish the information to be uploaded if possible. (Staff can share Mainstream posts onto their personal news feeds but must use the Mainstream Facebook page if posting as Mainstream staff.)
- h. We post information for official campus clubs and organizations without discrimination – whether or not to post information for another organization is at the sole discretion of The Mainstream, but we do not refuse one campus organization's information for posting simply because we do not like the organization and/or its members. We do reduce the number of posts for an organization in order to be balanced or because of time or work constraints.
- i. Posts **can** be edited as they are published by The Mainstream. If a grammar, spelling, punctuation or factual error is noted, please edit as soon as possible
- j. Posts (and comments) can be more casual than the tone for the print publication. Follow these guidelines for writing **Facebook posts**:
 - 1) Try to illustrate posts with a photo when possible, but only if you have right to use the photo (never copy and paste a photo from the Internet unless with permission or appropriate creative commons license from source).
 - 2) ALL posts **MUST** be carefully edited for correct spelling, punctuation and complete sentences.
 - 3) Get the main idea in the first 30 words, and consider that readers will likely see only about 60 words total.

- 4) TAG THE NAMES OF ALL STUDENTS AND STAFF IN PHOTOS as much as possible (increases exposure)
- 5) Second person (use of “you” and speaking directly to the audience) is encouraged.
- 6) Humor is encouraged. Humor must be in good taste as defined by our often conservative audience but still appeal to college students.
- 7) Focus on information w/reader impact and reader benefits. Facebook audiences tend to skew more towards that type of info. Report news; don't create news.
- 8) Use question posts periodically (but never 2 or more posts in a row): Ask for tips, feedback, polls, etc.. Questions should not require readers too much thought since Facebook is more casual. Once in a while, you can even ask a question about a post photo.
- 9) Create contests. Coordinate with editors so that the contest is published in print and online as well. Seek prizes from the bookstore.
- 10) Consider topics UCC students tend to connect to: peers, financial aid, registration, employment, entertainment options, deadlines, kudos to peers or favorite teachers. Consider topics that Facebook users tend to connect to: music, food (chocolate, esp.), disasters, sports, causes, gifts, seasonal info, and holidays.
- 11) Generate visually appealing links by copying and pasting the “http://...” URL into a Facebook post. Facebook will automatically generate a link below and the URL can be removed afterwards to eliminate clutter.
- 12) Follow current engagement strategies related to Facebook's current algorithm. See below for tips from 2020:
 - I. Keep your audience: Facebook changed the algorithm based on feedback survey results. The results said that users want to see the Pages and Groups that they'd followed for a long time
 - II. Increase your engagement (get audience to like, share, comment): The pages readers interact with more are the ones they see more. Try doing one of these things for more engaging posts: *Teach, entertain, inform, or inspire, *Connect to what your audience wants and needs, *Check the Facebook Page Insights to find out more about your audience so that you can connect better to their wants and needs, *Provide content that will attract readers within 1.7 seconds (that's how long readers spend on

a post as they scroll through it, *Use quality photos and videos, *Use more video, trying vertical video and live video (live gets the most posts) and sometimes longer video that you know people want to see (interaction on video past the 1 minute mark upgrades your page), *Post when your audience is online (check out the Page Insights page for this info), *Avoid getting down-ranked by FB for posting content that was taken from another online source or for posting misinformation, *

III. Keep steady, regular, frequent posts: Pages with a lot of posts and activity will be shown more.

IV. Consider going to a Group instead of just a page as Groups are up-ranked now

V. Tell your audience to check the “See First” preference to let the algorithm know that your posts are important to them

VI. Ask your employees (fellow staff members) to share as much of your content as they can

3. Comments

a. We do not post comments for others. Anyone wishing to comment on a Facebook post must comment for himself or herself (we cannot type and upload comments for ANYONE).

b. Comments **CANNOT** be edited. If a comment is inappropriate, it must be simply deleted. Any comment which fails to follow UCC Student Code of Conduct rules for appropriate speech should be deleted. Comments which accuse someone of immoral or illegal activity or which present opinion which seems to be a statement of unfounded fact are inappropriate. Comments which point out errors in The Mainstream should be left posted, but they can be deleted for profanity or hate speech or attacks on a person or failure to follow Oregon defamation, UCC Code of Conduct, or Mainstream policy.

1) *Example of appropriate comment:* The Mainstream should check the spelling of people’s names before it prints a story. Jane Do’s name was spelled wrong.

2) *Example of inappropriate comment:* The person who wrote that story about Jane Doe is a f***** idiot and should be fired.

3) *Example of inappropriate comment:* The ASUCC officers are a bunch of liars and they misuse student fee money.

- c. All comments should be reviewed as soon as possible by one of the Facebook site managers with inappropriate comments deleted. Comments should be reviewed at least on a weekly basis. The instructor or adviser is not responsible for reviewing all comments.
- d. No more than three (3) posts per day should be posted to The Mainstream's Facebook site and no more than 15 posts per week. For the most part, we try to keep to approximately 2 posts per day in order to avoid people un-liking us.

- public safety
- gross misrepresentation.

Ancillary Attachment 2: Current Umpqua Community College Student News Media Publication Policies

Failure to comply with policies may result in a warning, a referral to the Vice President of Student Services, a dismissal from the lab by adviser for up to 2 days, an expulsion from the course, or any combination of the above.

MAINSTREAM POLICIES “Promote readers’ trust & respect”

1. Public Forum: The Mainstream is a designated public forum. Opinions expressed in the newspaper by advertisers, by authors of letters to the editor, and by editorial writers are not necessarily the opinion of The Mainstream, its staff members, or Umpqua Community College. No student article written by a staff member is necessarily the opinion of Umpqua Community College. Content decisions for The Mainstream are made by currently enrolled student editors with the exception of the ASUCC column unless the editorial board is called to make a content decision. Also see the Editorial Board paragraph below.

- *ASUCC Column:* When the ASUCC supports The Mainstream financially at a level equal to a minimum of the printing costs of two or more issues/term, The Mainstream agrees to publish an ASUCC column written by an ASUCC officer in good standing. Space will be reserved at the length of one full column of a standard sized page, and additional space may be provided if available at the discretion of the editor. The space for the column must be reserved by ASUCC during preparation week. If column copy will be provided for every issue, the column space can be reserved for the school term. Once the space is reserved, it is ASUCC’s responsibility to fill the space. Failure to provide copy after reservation may revoke rights for the term at the discretion of the editor.

2. Editorial Board:

- The Mainstream’s editorial board meets only when convened. The board can only be convened to discuss coverage of a specific story, photo, illustration, video or other media content, and the board’s purpose is to determine whether a specific content piece should be a) pulled, b) edited or revised, or c) published as is.
- The editorial board shall consist of the managing editor, the design editor, the online/website editor (or representative), the social media editor (or representative), business manager (if one is currently serving), one non-editor staff member with at least two academic terms working for The Mainstream, the Mainstream adviser, two local, reputable media employees who are not UCC students, two ASUCC elected officers in good standing, and the ASUCC adviser/student life director. A Mainstream alumnus will also be invited if possible. If no staff member with two academic terms of Mainstream service is available, the editor may choose another Mainstream staff member. The originator of The Mainstream media content must be invited to the meeting and allowed to explain his/her content although he/she will not have a vote. The office administrator or assistant, if one is available, must be invited to the meeting to record or take notes, although he/she will not have a vote.
- The convening of The Mainstream editorial board may be initiated or “called” by any currently enrolled Mainstream staff member, The Mainstream adviser, or the ASUCC adviser. To call a meeting, the Mainstream staff member and/or adviser(s) needs to email 1)The

Mainstream managing editor, 2) The Mainstream adviser and 3) the ASUCC adviser with this statement: “I request a convening of The Mainstream editorial board for story/photo/illustration/video/headline/... _____ [title] in _____[volume #], ____ [issue #], time _____ [time of email origination], _____ [date of email origination]. The email should be followed up immediately with a phone call or text or in-person visit to the editor and advisers since email may not be checked regularly.

- As soon as the editorial board is convened, the media content under consideration will be pulled from the publication until the editorial board votes. This vote must occur before the copy deadline for the next regularly scheduled issue of The Mainstream (usually within 2 weeks) unless expert opinion is sought. See following paragraph.
- All editorial board meetings must be under 1 hour in duration (or be done electronically), must meet before the copy deadline for the next regularly scheduled issue of The Mainstream, must invite and include feedback from the content originators as well as from people affected by the content, and must make the publication decision within the first meeting unless expert opinion is sought. If expert opinion is sought, the editorial board can vote once only for one additional meeting – this vote as well as all others will be decided by majority. All efforts should be made to have the second expert meeting before the copy deadline for the next regularly scheduled issue of The Mainstream, but if this is impossible, the publication decision must be made so that no more than two regularly scheduled issues pass after the convening.
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- Content should have a UCC connection as much as possible or permission from managing editor to go beyond a UCC connection.
- No advertisements will be sold for union disputes.
- No advertisements will be sold for illegal products or services.
- Attribution: The words and unique ideas of others should use correct attribution, including correct use of quotation marks, source designation, bylines, credits. Note: Stories must use original reporting research unless permission is granted by editor. Never copy and

paste another publication's actual article. Anonymous sources are to be used exceedingly sparingly and only when other sources of the information are unavailable. All use of anonymous source must be approved by the managing editor.

- Obit/Suicide Coverage: Obituaries may be published at the managing editor's discretion. Obits related to suicides should include references to suicide ideation avoidance and links to community resources to alleviate suicide ideation. Suicide coverage cannot contain photos of suicide, attempted suicide or staged suicide.
- Identification of victims of rape, unless deceased, should be avoided except with managing editor's permission. Deceased victims can be identified if identify is verified.
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- Mainstream stories can be shared for publication in other media, but managing editor should be informed. Check with editor regarding when the story can/should be submitted to another publication.

5. *Accuracy*: Students are responsible for careful story and photo publication.

- Facts and spelling, especially of names, should be checked rigorously.
- Context should be rigorously considered. "Facts" out of context can be lies.
- Stories should avoid using a single source wherever possible
- Information should . . .
 - come from a first hand (primary) source as much as possible
 - be validated that the source (and esp the data) is authentic and accurate
 - be double checked, even if from an official website (web may be old info)
 - be verified from multiple sources with different perspectives (especially if subject is controversial)
 - include these 4 types of sources whenever possible:
 - Expert (knows the subject matter from outside, overall perspective)
 - Leader

- Person Affected
 - General Public
- avoid speculation unless clearly labeled as such
- be clear
- come from careful, collaborative notes (collaborative: ask the source “did I hear you say,” and “what I understand you to mean is...”)
- avoid creating controversy or creating the news
- avoid copying all of the same sources others used for the same topic
- reflect your gut feelings, too – if you have the tiniest feeling that something may be inaccurate, it may be
- Corrections should be made within 2 weeks of the original error in order to reduce liability (defamation suits can often be reduced if corrections were made within 2 weeks). The producer of the item being corrected should be informed of the correction if possible. Corrections are to be done by staff or by adviser with staff permission.
- Photos
 - Any photo published in The Mainstream publications provides continuous publication rights to The Mainstream. Submitting photos for publication is an acceptance of this right.
 - Photos should use cropping or cut outs and color correction only, not changes
 - Photos should be accurate, original replications of reality
 - Use only photos from creative commons or similar license or with permission from photographer for continuous publication. NO SECOND HAND PERMISSIONS (someone got a permission to publish and you're using the site from that source rather than the original).
 - Photos should be attributed with a photo credit.
 - Montages or photo illustrations should be labeled as such.

6. *Ethics*: All staff members should follow the ethical policies listed below to the fullest extent possible plus should consider and follow the Society of Professional Journalists Code of Ethics (see <http://www.spj.org/ethicscode.asp>)

1) *Accuracy*: see accuracy section in policies

2) *Profanity*: avoid as it affects the relationship of trust in The Mainstream

3) *Nudity*: avoid as it affects the relationship of trust in The Mainstream

4) *Privacy & Liability* : no defamation (see ORS Chapter 31), no invasions of privacy, no taking or publishing photos taken on private property unless the subject of the photo has provided permission, no release of social security numbers or student I.D. numbers

- *Make sure that any statements that might reflect negatively on a person's reputation in a way that would likely affect his/her livelihood are made of a public person acting in the capacity of a public office (e.g. if you're quoting a public person, the quote should be from a public meeting or from a direct interview with the subject who knew you were collecting info for possible publication); clarifying to the leader of a public meeting that you are representing student media is advised*

- *Make sure that any statements are true*
- *Make sure that any statements are made without malice*
- *Make sure that any potentially harmful statements that constitute a comment or opinion on a matter of public concern are labeled as opinion without the reasonable possibility of interpretation as fact*
- *Avoid re-printing known defamation from a source outside The Mainstream where possible (see information on comments)*

7. Fairness:

- Give subjects of news stories the opportunity to respond to allegations,
- Give multiple viewpoints including the viewpoints of those affected or involved,
- Present viewpoints with balanced amount of coverage,
- Encourage the public to voice grievances,
- Admit and correct mistakes asap (next publication preferred)
- Manage sources carefully: identify sources whenever feasible, use credible sources, avoid promising anonymity to sources,
- Distinguish between advocacy and news reporting and label all opinion or commentary

8. *Plagiarism*: The words and unique ideas of others must have correct attribution, including correct use of quotation marks, source designation, bylines, credits. Because of the nature of publication work, mistakes at times will happen but should be avoided as much as possible.

9. Technology Use:

- All equipment is to be checked out from the library or adviser. Failure to return the equipment within the time indicated by the library system or adviser will result in a fine to the student's account. Failure to return equipment can result in fines equaling the cost of replacing the equipment at the cost of new equipment. Theft of the equipment while checked out can result in fines equaling the cost of replacing the equipment at the cost of new equipment. Any student who checks out equipment is responsible for having the equipment checked back in so that his/her name is released as liable. Giving the equipment to someone else to use and check in will not release liability.
- Lab computers are restricted on production days to production work only except at design editor's or editor's discretion. Distractions are to be avoided, and any request to reduce noise or distractions must be complied with. Failure to do so may result in your being asked to leave the room (you must comply) and may affect your grade.
- Entry into any file saved onto a computer in The Mainstream (photograph, text, video, etc.) is permissible by any staff member or adviser and authorized. No privacy or property rights are extended to any student work saved or uploaded to lab computers or published in any Mainstream publication.
- Use of the phones, computers, cameras or other equipment belonging to The Mainstream or contained within The Mainstream lab in order to canvass for advertisement sales is authorized. Any other use for students' personal commercial gain is unauthorized.
- All students using Mainstream computers must comply with the **UCC Information Technology Acceptable Use Policy and the UCC Student Code of Conduct**. It is the student's responsibility to find, read, and follow these or other UCC policies and codes.

10. Ownership:

- ALL PHOTOS AND STORIES UPLOADED TO THE CAMPUS SYSTEM BECOME THE PROPERTY OF THE MAINSTREAM. Stories or photos uploaded to the campus system or photos taken with a UCC camera can be used at any time in the present or future in a UCC publication without the photographer's or writer's permission. Any story or photograph submitted to *The Mainstream* for potential publication becomes the property of *The Mainstream*. Any person submitting a story or photograph for potential publication by *The Mainstream* or any person uploading a story or photograph to the campus system waives all rights under the UCC student code of conduct policy or under any other law or principle regarding possession, removal, conversion, defacing, tampering, damage, or destruction of property. However, all students retain the right to remove their stories and photos from the campus and Mainstream systems at the end of the term in order to prevent future publication. This must be done before the next term begins or the stories and photos will be archived for future use. Attending class or contributing content to student media implies your consent to the copyright agreement. Students may submit stories for editing assistance from adviser but are not required to seek adviser's assistance PRIOR TO publication (they may be required to seek and obtain assistance after publication of issue to which the story was assigned). Submitting a story to the adviser or to any associated electronic folder prior to deadline indicates student's request for editing assistance from adviser and/or editing staff.
- The Mainstream, an unincorporated association in the state of Oregon; and any individual seeking to contribute creative work product to the Publication; agree to the following license governing the Staff Member's contribution(s) to the Publication (print or online or social media or any other format The Mainstream does, can or will in the future publish).

1) License and Rights. The Staff Member by submitting work in any way grants all licenses necessary to the Publication for the purpose of the Publication's inclusion of the Works in its print and electronic media publishing efforts, including without limitation the right to reproduce, distribute, display, perform, and electronically transmit issues of the Publication as described herein.

2) Grant of Rights. By contributing the Works to the Publication, the Staff Member grants a nonexclusive license to the Publication to reproduce, display and distribute copies of the Works in the issue for which the Works were originally submitted, future or commemorative issues, the Publication's Web site or other physical or electronic media now known or later discovered.

3) No Reserved Rights, No Right of Revocation. Any individual Work contributed to the Publication by the Staff Member is considered a work made for hire and is the sole property of The Mainstream and its publications or publishing mediums.

4) Term. The Staff Member agrees that the license shall exist as long as the intellectual property is entitled to protection under the laws of the United States and cannot be revoked except with written consent from the Publication.

(A) Calculation of days. Unless otherwise specified, all time periods in this contract measured by days are calculated in business days starting with the day after the triggering event. "Business days" are all days excluding Saturdays, Sundays and federal holidays.

(B) Calculation of months. Unless otherwise specified, all time periods in this contract measured by months are calculated by the date of the first day after the triggering event in the period of months ahead, regardless of day of week or holiday; or, if that month has no such corresponding date, the first day of the month immediately following. For example, within the meaning of this contract, a three-month period starting January 1 would end April 1, and a three-month period starting January 31 would end May 1.

5) Territory and Media. The Publication shall have the right to reproduce, publish, and distribute the Works in any format now known or later discovered, including without limitation any physical, broadcast, electronic, and Internet-based medium, and any future uses directly controlled by the Publication; save that the Publication shall have the obligation to comply with the terms of this contract with respect to uses for compensation as described herein.

6) Compensation and Royalties. No compensation or royalties are required from the Publication for the use of the Works as described herein.

- No right of revocation is given to writers or contributors. Permission for any revocation must come from managing editor or web editor. If web editor revokes content, managing editor must be consulted as soon as possible.

11. *Visitors:* The Mainstream and its computers are for students registered in J215. If a student is currently registered at Umpqua Community College, he/she may only use a Mainstream computer if he/she is supervised by an officially registered Mainstream staff member. At no time shall this visitor access any Mainstream file or email account. At no time may a non-staff member save anything to a Mainstream computer. See the Student Code of Conduct for other computer use requirements.

- Visitors are not allowed during production time except for regularly scheduled classes or with permission of an editor for limited time periods.
- The Mainstream lab is not to be used for large student study groups except with the editor and/or adviser's permission.

12. *Phone and email Etiquette:* The Mainstream phone and email account should be reserved for official Mainstream business. Any student needing to use the phone for personal calls should limit those calls to less than ten minutes. The phone should be answered courteously in a friendly tone with the introduction "**Mainstream office, this is _____ (insert your name), may I help you?**" Staff members are responsible to take messages and distribute them accordingly.

13. *Other Etiquette:* The Mainstream is a workplace and as such must be a place conducive to production.

1. Students must clean up after themselves (dishes, coffee products, paperwork, etc.) as soon as possible.
2. Students should store personal documents either next to their designated computer in the plastic drawers or in their cubby. Any loss of personal property left in the lab or on the lab computers is the sole responsibility of the property owner.
3. Students should dress appropriately (casual attire is fine, but underwear needs to be under – invisible).
4. Profanity is against UCC workplace policy
5. Behavior inappropriate for a workplace is inappropriate for the lab (intimacy, altercations, poor hygiene maintenance, etc.).
6. Morgue copies must be carefully accessed and returned immediately to shelves.
7. Cameras, camera cards, and other equipment must be checked out and returned to the assigned location to avoid personal liability. Failure to get a signed release that you have returned equipment can result in charges to your student account.

14. *Merit Award Student Discipline*: Students who receive compensation (merit awards or other compensation) for work on The Mainstream must complete their work responsibilities as outlined in their responsibility handout. Failure to do so can result in being required to pay back all or part of their merit award.

Additional Social Media Policies

Social Media Policies, Rights & Responsibilities

Our social media sites are professional extensions of The Mainstream, Umpqua Community College's student newspaper. Any social media administrator or editor and all those posting must abide by the following:

- Oregon defamation rules or law (defamation is accusing someone of IMMORAL, ILLEGAL or UNETHICAL conduct such as "attacks [on] the person's professional character or standing, claims that an unmarried person is unchaste, claims the person has a sexually transmitted disease, or [claims] that the person has committed a crime of moral turpitude" (turpitude=depravity, wickedness) or any comment which would "subject a person to hatred, contempt or ridicule, or tend to diminish the esteem, respect, goodwill or confidence in which one is held or to excite adverse, derogatory, or unpleasant feelings or opinions against one."
(<http://www.toplawfirm.com/whatisdefamation.html> (Links to an external site.) and <http://www.open-oregon.com/media-guide/chapter-12-defamation/> (Links to an external site.) Open Oregon, A Freedom of Information Coalition)
- All conduct codes in the Umpqua Community College student code of conduct handbook
- All Mainstream policies both for the print publication and for The Mainstream Facebook site (see below).
- Post authorization by managing editor is required with exception of announcements and emergency notification (and announcements should be reviewed by staff as much as possible for accuracy).

For a copy of the UCC Student Code of Conduct Handbook, see the bookshelf in The Mainstream lab or see the link available at Umpqua.edu. For a copy of The Mainstream's policies, see the Angel or current Learning Management Software curriculum link or ask the adviser.

Social Media Posting Responsibilities

1. Attend story meeting and consider the share potential of all story ideas mentioned. At some point in the meeting, identify to the group and to the editor which story ideas have the most share potential.
2. Post all stories from the previous issue before Friday of the prep week of the next issue.
3. Announcements can be posted by social media director at their discretion (unless the managing editor decides otherwise during his/her time of leadership). Other posts must be approved by managing editor or co-editor prior to posting unless managing editor has granted permission otherwise (see above). Adviser assistance is at student's request only although advisor will route post ideas to the social media director. Students retain responsibility for all content and all content routed to them should be spell checked and proofread for grammar and application of AP rules.
4. Posts or tweets on breaking news should be followed by a full story (and inform readers of when if possible).

5. In case of emergency reporting (crime, trauma on campus, natural disaster, etc.), the managing editor is to assemble an emergency reporting team and emergency social media team and will provide guidance on the social media content. The adviser can be accessed for assistance, but the editor retains responsibility for assembling the team and retains right of content selection. Delegation of any duties to adviser and other reporters can be done by managing editor as he/she determines in writing. If no managing editor, then delegation can occur by the next highest ranking staff member in this order: co-editor (if any), social media editor (if any), website editor, design editor. See the Trauma Coverage handout in your Learning Management System for additional information.
6. Staff members cannot upload posts or comments which summarily present personal reflections of a staff member on The Mainstream's page. Content should be of topics which would normally go into The Mainstream (either news or features)
7. Mainstream staff members must post Mainstream official business or information on The Mainstream's Facebook site, not on their personal sites. If they do not have Facebook manager access, they must email/text/type their suggested post to one of the Facebook managers and note the date they wish the information to be uploaded if possible. (Staff can share Mainstream posts onto their personal news feeds but must use the Mainstream Facebook page if posting as Mainstream staff.)
8. We post information for official campus clubs and organizations without discrimination – whether or not to post information for another organization is at the sole discretion of The Mainstream, but we do not refuse one campus organization's information for posting simply because we do not like the organization and/or its members. We do reduce the number of posts for an organization in order to be balanced or because of time or work constraints.
9. Posts **can** be edited as they are published by The Mainstream. If a grammar, spelling, punctuation or factual error is noted, please edit as soon as possible
10. Posts (and comments) can be more casual than the tone for the print publication. Follow these guidelines for writing **Facebook posts**:
 1. Try to illustrate posts with a photo when possible, but only if you have right to use the photo (never copy and paste a photo from the Internet unless with permission or appropriate creative commons license from source).
 2. ALL posts MUST be carefully edited for correct spelling, punctuation and complete sentences.
 3. Get the main idea in the first 30 words, and consider that readers will likely see only about 60 words total.
 4. TAG THE NAMES OF ALL STUDENTS AND STAFF IN PHOTOS as much as possible (increases exposure)
 5. Second person (use of "you" and speaking directly to the audience) is encouraged.
 6. Humor is encouraged. Humor must be in good taste as defined by our often conservative audience but still appeal to college students.
 7. Focus on information w/reader impact and reader benefits. Facebook audiences tend to skew more towards that type of info. Report news; don't create news.
 8. Use question posts periodically (but never 2 or more posts in a row): Ask for tips, feedback, polls, etc.. Questions should not require readers too much thought since Facebook is more casual. Once in a while, you can even ask a question about a post photo.
 9. Create contests. Coordinate with editors so that the contest is published in print and online as well. Seek prizes from the bookstore.
 10. Consider topics UCC students tend to connect to: peers, financial aid, registration, employment, entertainment options, deadlines, kudos to peers or favorite teachers. Consider topics that Facebook users tend to connect to: music, food (chocolate, esp.), disasters, sports, causes, gifts, seasonal info, and holidays.
 11. Generate visually appealing links by copying and pasting the "http://..." URL into a Facebook post. Facebook will automatically generate a link below and the URL can be removed afterwards to eliminate clutter.
 12. Follow current engagement strategies related to Facebook's current algorithm. See below for tips from 2020:

1. 1. Keep your audience: Facebook changed the algorithm based on feedback survey results. The results said that users want to see the Pages and Groups that they'd followed for a long time
2. Increase your engagement (get audience to like, share, comment): The pages readers interact with more are the ones they see more. Try doing one of these things for more engaging posts: *Teach, entertain, inform, or inspire, *Connect to what your audience wants and needs, *Check the Facebook Page Insights to find out more about your audience so that you can connect better to their wants and needs, *Provide content that will attract readers within 1.7 seconds (that's how long readers spend on a post as they scroll through it, *Use quality photos and videos, *Use more video, trying vertical video and live video (live gets the most posts) and sometimes longer video that you know people want to see (interaction on video past the 1 minute mark upgrades your page), *Post when your audience is online (check out the Page Insights page for this info), *Avoid getting down-ranked by FB for posting content that was taken from another online source or for posting misinformation, *
3. Keep steady, regular, frequent posts: Pages with a lot of posts and activity will be shown more.
4. Consider going to a Group instead of just a page as Groups are up-ranked now
5. Tell your audience to check the "See First" preference to let the algorithm know that your posts are important to them
6. Ask your employees (fellow staff members) to share as much of your content as they can

Comments

9. We do not post comments for others. Anyone wishing to comment on a Facebook post must comment for himself or herself (we cannot type and upload comments for ANYONE).
10. Comments **CANNOT** be edited. If a comment is inappropriate, it must be simply deleted. Any comment which fails to follow UCC Student Code of Conduct rules for appropriate speech should be deleted. Comments which accuse someone of immoral or illegal activity or which present opinion which seems to be a statement of unfounded fact are inappropriate. Comments which point out errors in The Mainstream should be left posted, but they can be deleted for profanity or hate speech or attacks on a person or failure to follow Oregon defamation, UCC Code of Conduct, or Mainstream policy.
 1. *Example of appropriate comment:* The Mainstream should check the spelling of people's names before it prints a story. Jane Do's name was spelled wrong.
 2. *Example of inappropriate comment:* The person who wrote that story about Jane Doe is a f***** idiot and should be fired.
 3. *Example of inappropriate comment:* The ASUCC officers are a bunch of liars and they misuse student fee money.
11. All comments should be reviewed as soon as possible by one of the Facebook site managers with inappropriate comments deleted. Comments should be reviewed at least on a weekly basis. The instructor or adviser is not responsible for reviewing all comments.
12. No more than three (3) posts per day should be posted to The Mainstream's Facebook site and no more than 15 posts per week. For the most part, we try to keep to approximately 2 posts per day in order to avoid people un-liking us.

Ancillary Attachment 3: Grievance Proceedings

Related to 4500 AP STUDENT NEWS MEDIA



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- A. *Definition of Grievance:* A grievance is a complaint that alleges facts which, if true, would demonstrate a violation of the grievant's right to free inquiry, free speech, or fair treatment; contains allegations that appear to be substantially credible; and is not frivolous.
- B. *Informal Grievance Proceeding:* Any student wishing to provide a complaint about student news should first contact the student news media advisor or the director of student life. The student media advisor and/or student life director will then determine if the grievance meets the standards for a grievance as given in the definition of grievance above. If the complaint meets those standards, then the advisor or student life director may choose to initiate a formal grievance proceeding as outlined below.
- C. *Formal Grievance Proceeding:* To initiate a formal grievance proceeding, the advisor or student life director convenes The Mainstream's editorial board. The editorial board will convene and respond as indicated below.
1. The Mainstream's editorial board meets only when convened. The board can only be convened to discuss coverage of a specific story, photo, illustration, video or other media content, and the board's purpose is to determine whether a specific content piece should be a) pulled, b) edited or revised, or c) published as is.
 2. The editorial board shall consist of the managing editor, the design editor, the online/website editor (or representative), the social media editor (or representative), business manager (if one is currently serving), one non-editor staff member with at least two academic terms working for The Mainstream, the Mainstream adviser, two local, reputable media employees who are not UCC students, three ASUCC elected officers in good standing, and the ASUCC adviser/student life director. If no staff member with two academic terms of Mainstream service is available, the editor may choose another Mainstream staff member. The originator of The Mainstream media content must be invited to the meeting and allowed to explain his/her content although he/she will not have a vote. The Mainstream office administrator or assistant (or a student enrolled in The Mainstream or an ASUCC officer)

must be invited to the meeting to record or take notes, although he/she will not have a vote. The notes will be typed and distributed to all members of the editorial board within one week of convening of the board. These notes will then be stored by both The Mainstream advisor and the student life director for 12 months.

3. The convening of The Mainstream editorial board may be initiated or “called” by any currently enrolled Mainstream staff member, The Mainstream adviser, or the ASUCC adviser. To call a meeting, the Mainstream staff member and/or adviser(s) needs to email 1)The Mainstream managing editor, 2) The Mainstream adviser and 3) the ASUCC adviser with this statement: “I request a convening of The Mainstream editorial board for story/photo/illustration/video/headline/... _____ [title] in _____[volume #], ____ [issue #], time _____ [time of email origination], _____ [date of email origination]. The email should be followed up immediately with a phone call or text or in-person visit to the editor and advisers since email may not be checked regularly.
4. As soon as the editorial board is convened, the media content under consideration will be pulled from the publication until the editorial board votes. This vote must occur before the copy deadline for the next regularly scheduled issue of The Mainstream (usually within 2 weeks) unless expert opinion is sought. See following paragraph.
5. All editorial board meetings must be under 1 hour in duration (or be done electronically), must meet before the copy deadline for the next regularly scheduled issue of The Mainstream, must invite and include feedback from the content originators as well as from people affected by the content, and must make the publication decision within the first meeting unless expert opinion is sought. If expert opinion is sought, the editorial board can vote once only for one additional meeting – this vote as well as all others will be decided by majority. All efforts should be made to have the second expert meeting before the copy deadline for the next regularly scheduled issue of The Mainstream, but if this is impossible, the publication decision must be made so that no more than two regularly scheduled issues pass after the convening.
6. Each member of the editorial board shall have one vote, and the majority vote of the editorial board shall rule the controversial content decision.
7. Members of the designated editorial board must avoid any real or apparent conflict of interest. If the controversial content regards or relates to any club or organization that a member of the editorial board is also a member of, that person will be allowed to make comments only without voting.

8. Voting on whether to pull, edit/revise, or print as is will be based on the following considerations:
 - a. accuracy of the content
 - b. defamation law
 - c. public safety
 - d. gross misrepresentation.
9. Appeal: An appeal of the editorial board's decision may be made to the Umpqua Community College employee supervising academic or student affairs. This employee will review whether the formal grievance proceedings were followed according to the policy and decide whether or not to re-convene the editorial board for additional review or to vacate the grievance.

NOTE: ORS 350.260 allows a student to file a civil action to obtain damages and appropriate injunctive or declaratory relief as determined by a court for a violation of ORS 350.260(2), the First Amendment to the United States Constitution or section 8, Article I of the Oregon Constitution.

Ancillary Attachment 3: Grievance Proceedings

Definition of Grievance: A grievance is a complaint that alleges facts which, if true, would demonstrate a violation of the grievant's right to free inquiry, free speech, or fair treatment; contains allegations that appear to be substantially credible; and is not frivolous.

Informal Grievance Proceeding: Any student wishing to provide a complaint about student news should first contact the student news media advisor or the director of student life. The student media advisor and/or student life director will then determine if the grievance meets the standards for a grievance as given in the definition of grievance above. If the complaint meets those standards, then the advisor or student life director may choose to initiate a formal grievance proceeding as outlined below.

Formal Grievance Proceeding: To initiate a formal grievance proceeding, the advisor or student life director convenes The Mainstream's editorial board. The editorial board will convene and respond as indicated below.

- The Mainstream's editorial board meets only when convened. The board can only be convened to discuss coverage of a specific story, photo, illustration, video or other media content, and the board's purpose is to determine whether a specific content piece should be a) pulled, b) edited or revised, or c) published as is.
- The editorial board shall consist of the managing editor, the design editor, the online/website editor (or representative), the social media editor (or representative), business manager (if one is currently serving), one non-editor staff member with at least two academic terms working for The Mainstream, the Mainstream adviser, two local, reputable media employees who are not UCC students, three ASUCC elected officers in good standing, and the ASUCC adviser/student life director. If no staff member with two academic terms of Mainstream service is available, the editor may choose another Mainstream staff member. The originator of The Mainstream media content must be invited to the meeting and allowed to explain his/her content although he/she will not have a vote. The Mainstream office administrator or assistant (or a student enrolled in The Mainstream or an ASUCC officer) must be invited to the meeting to record or take notes, although he/she will not have a vote. The notes will be typed and distributed to all members of the editorial board within one week of convening of the board. These notes will then be stored by both The Mainstream advisor and the student life director for 12 months.
- The convening of The Mainstream editorial board may be initiated or "called" by any currently enrolled Mainstream staff member, The Mainstream adviser, or the ASUCC adviser. To call a meeting, the Mainstream staff member and/or adviser(s) needs to email 1) The Mainstream managing editor, 2) The Mainstream adviser and 3) the ASUCC adviser with this statement: "I request a convening of The Mainstream editorial board for story/photo/illustration/video/headline/... _____ [title] in _____ [volume #], ____ [issue #], time _____ [time of email origination], _____ [date of email origination]. The email should be followed up immediately with a phone call or text or in-person visit to the editor and advisers since email may not be checked regularly.
- As soon as the editorial board is convened, the media content under consideration will be pulled from the publication until the editorial board votes. This vote must occur before the copy deadline for the next regularly scheduled issue of The Mainstream (usually within 2 weeks) unless expert opinion is sought. See following paragraph.
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affected by the content, and must make the publication decision within the first meeting unless expert opinion is sought. If expert opinion is sought, the editorial board can vote once only for one additional meeting – this vote as well as all others will be decided by majority. All efforts should be made to have the second expert meeting before the copy deadline for the next regularly scheduled issue of *The Mainstream*, but if this is impossible, the publication decision must be made so that no more than two regularly scheduled issues pass after the convening.

- Each member of the editorial board shall have one vote, and the majority vote of the editorial board shall rule the controversial content decision.
- Members of the designated editorial board must avoid any real or apparent conflict of interest. If the controversial content regards or relates to any club or organization that a member of the editorial board is also a member of, that person will be allowed to make comments only without voting.
- Voting on whether to pull, edit/revise, or print as is will be based on the following considerations:
 - accuracy of the content
 - defamation law
 - public safety
 - gross misrepresentation.
- Appeal: An appeal of the editorial board's decision may be made to the Umpqua Community College employee supervising academic or student affairs. This employee will review whether the formal grievance proceedings were followed according to the policy and decide whether or not to re-convene the editorial board for additional review or to vacate the grievance.

NOTE: ORS 350.260 allows a student to file a civil action to obtain damages and appropriate injunctive or declaratory relief as determined by a court for a violation of ORS 350.260(2), the First Amendment to the United States Constitution or section 8, Article I of the Oregon Constitution.



Ancillary Attachment 4: Related Policies

Related to 4500 AP STUDENT NEWS MEDIA

Umpqua Community College supports and encourages open debate regarding political, commercial, cultural, religious or other causes. Individuals and groups are expected to comply at all times with college procedures that govern public access to, and use of, college facilities. The college reserves the right to deny access to its property to any individual or group who violates the procedures.

A. Campus free speech

1. Members of the college community and visitors to campus may express any point of view free from harassment in such expression.
2. Members of the college community, speaking only for themselves and not for the institution, may express their views both publicly and privately on issues of interest to them.
3. Members of the college community may also invite speakers representing a viewpoint of their choosing. Conduct intended to prevent invited speakers from speaking, that disrupts the operations of the College or that is intended to physically restrain members of the academic community and campus visitors by physical force are prohibited.
4. The right to express your opinions does not include the right to disrupt the normal operations of the college.
5. Any activity that endangers the safety of the college community or that result in damage or defacement of any college facilities or College property is prohibited.

B. Peaceable assembly

1. Demonstrators must conduct themselves in a manner that does not interfere with the daily functions of the College. All assemblies shall be conducted in an orderly manner.
2. The College provides the following guidelines and procedures for individuals and groups using College facilities and or property:
 - a. Any member of the college community, visitor or group must reserve the college facilities per the appropriate procedures prior to scheduling an assembly.

- b. Allocation of College space and facilities shall be made on the basis of time, space availability, and priority of request.
- c. Demonstrators/visitors must conduct their activities in a manner that does not interfere with, or disrupt the college's instructional programs or student services. Making loud noises, whether created by electronic or other sound amplification or any other means that interferes with the conduct of classroom, laboratory, library, office or other activities on campus is prohibited.
- d. Obstructing doorways, sidewalks, or otherwise interfering with the normal movement of students, staff, or the general public on campus is prohibited.
- e. Demonstrators/visitors shall not impede, harass, or intimidate students, staff, or the general public.
- f. The college, at all times, will insist upon compliance with the health, safety, and fire laws and regulations of appropriate governing authorities. Upon request by the College, the event sponsor must provide evidence that adequate provision has been made to protect the health, safety and welfare of the campus community.
- g. The president (or designee) reserves the right to direct demonstrators as needed to prevent interference with college classes or other college activities.
- h. Demonstrators/visitors, at the conclusion of their visit, shall clean up and remove all trash and litter from the designated area where the assembly occurred.
- i. Demonstrators/visitors may not sell any goods or services on campus without the express approval of the President or a Vice President.
- j. Demonstrators/visitors shall comply at all times with college rules and regulations that govern public access to, and use of, college facilities.
- k. Assemblies that violate these rules or other college facility use policies, procedures or rules may be ordered to disperse by the president (or designee).

C. Distribution of materials

1. Guidelines for distribution of materials, which includes books, magazines, newspapers, handbills, leaflets or other similar non-commercial materials are:

- a. Any groups or individual who wishes to distribute non-commercial materials on campus must first register with the Director for Student Life at the College and identify their desired distribution site and schedule. Distribution sites will be assigned based on availability. Distribution of materials indoors is limited to the Campus Center building, unless otherwise approved by a building supervisor.
 - b. Distributors may be provided with a table from which to distribute materials, depending on availability. Visitors must remain within the vicinity of the table.
 - c. All materials distributed must identify the publishing agency and/or distributing organization or individual.
 - d. Distributors may not obstruct doorways, sidewalks, or otherwise interfere with the free movement of students, staff, or the general public.
 - e. Distributors shall not harass, or intimidate students, staff, or the general public and must at all times, comply with all health, safety, and fire laws and regulations on campus.
 - f. No electronic or other sound amplification is allowed.
 - g. Printed matter shall not be placed on any vehicle parked on campus.
 - h. Individuals who are distributing materials, at the conclusion of their visit, shall be responsible to clean up and remove all trash and litter from their designated area.
2. Any distribution of materials as authorized by the College shall not be construed as support or approval of the content by the College Board of Trustees.

D. Posting of materials

1. All non-UCC and non-ASUCC materials posted on exterior campus bulletin boards must be stamped with the date it is posted by the ASUCC Student Government office or Student Life office. Non-UCC and non-ASUCC materials which do not bear the date stamp will be removed.
2. Posting guidelines are posted on the bulletin boards. Any posting in violation of the guidelines will be removed.
3. Materials for events with an expiration date will generally be removed the day after the event. Materials with no specific expiration date will be removed 30 days from the date stamp.

Ancillary Attachment 4: Related Policies

4500 is related to policy 723 Free Speech & Distribution of Materials

Umpqua Community College supports and encourages open debate regarding political, commercial, cultural, religious or other causes. Individuals and groups are expected to comply at all times with college procedures that govern public access to, and use of, college facilities. The college reserves the right to deny access to its property to any individual or group who violates the procedures.

Campus free speech

Members of the college community and visitors to campus may express any point of view free from harassment in such expression.

Members of the college community, speaking only for themselves and not for the institution, may express their views both publicly and privately on issues of interest to them.

Members of the college community may also invite speakers representing a viewpoint of their choosing. Conduct intended to prevent invited speakers from speaking, that disrupts the operations of the College or that is intended to physically restrain members of the academic community and campus visitors by physical force are prohibited.

The right to express your opinions does not include the right to disrupt the normal operations of the college.

Any activity that endangers the safety of the college community or that result in damage or defacement of any college facilities or College property is prohibited.

Peaceable assembly

Demonstrators must conduct themselves in a manner that does not interfere with the daily functions of the College. All assemblies shall be conducted in an orderly manner.

The College provides the following guidelines and procedures for individuals and groups using College facilities and or property:

- Any member of the college community, visitor or group must reserve the college facilities per the appropriate procedures prior to scheduling an assembly.
- Allocation of College space and facilities shall be made on the basis of time, space availability, and priority of request.
- Demonstrators/visitors must conduct their activities in a manner that does not interfere with, or disrupt the college's instructional programs or student services. Making loud noises, whether created by electronic or other sound amplification or any other means that interferes with the conduct of classroom, laboratory, library, office or other activities on campus is prohibited.
- Obstructing doorways, sidewalks, or otherwise interfering with the normal movement of students, staff, or the general public on campus is prohibited.
- Demonstrators/visitors shall not impede, harass, or intimidate students, staff, or the general public.

- The college, at all times, will insist upon compliance with the health, safety, and fire laws and regulations of appropriate governing authorities. Upon request by the College, the event sponsor must provide evidence that adequate provision has been made to protect the health, safety and welfare of the campus community.
- The president (or designee) reserves the right to direct demonstrators as needed to prevent interference with college classes or other college activities.
- Demonstrators/visitors, at the conclusion of their visit, shall clean up and remove all trash and litter from the designated area where the assembly occurred.
- Demonstrators/visitors may not sell any goods or services on campus without the express approval of the President or a Vice President.
- Demonstrators/visitors shall comply at all times with college rules and regulations that govern public access to, and use of, college facilities.
- Assemblies that violate these rules or other college facility use policies, procedures or rules may be ordered to disperse by the president (or designee).

Distribution of materials

Guidelines for distribution of materials, which includes books, magazines, newspapers, handbills, leaflets or other similar non-commercial materials are:

- Any groups or individual who wishes to distribute non-commercial materials on campus must first register with the Director for Student Life at the College and identify their desired distribution site and schedule. Distribution sites will be assigned based on availability. Distribution of materials indoors is limited to the Campus Center building, unless otherwise approved by a building supervisor.
- Distributors may be provided with a table from which to distribute materials, depending on availability. Visitors must remain within the vicinity of the table.
- All materials distributed must identify the publishing agency and/or distributing organization or individual.
- Distributors may not obstruct doorways, sidewalks, or otherwise interfere with the free movement of students, staff, or the general public.
- Distributors shall not harass, or intimidate students, staff, or the general public and must at all times, comply with all health, safety, and fire laws and regulations on campus.
- No electronic or other sound amplification is allowed.
- Printed matter shall not be placed on any vehicle parked on campus.
- Individuals who are distributing materials, at the conclusion of their visit, shall be responsible to clean up and remove all trash and litter from their designated area.

Any distribution of materials as authorized by the College shall not be construed as support or approval of the content by the College Board of Trustees.

Posting of materials

All non-UCC and non-ASUCC materials posted on exterior campus bulletin boards must be stamped with the date it is posted by the ASUCC Student Government office or Student Life office. Non-UCC and non-ASUCC materials which do not bear the date stamp will be removed.

Posting guidelines are posted on the bulletin boards. Any posting in violation of the guidelines will be removed.

Materials for events with an expiration date will generally be removed the day after the event. Materials with no specific expiration date will be removed 30 days from the date stamp.



BOARD POLICY

TITLE: BUDGET MANAGEMENT

BOARD POLICY # 6250

The budget shall be managed in accordance with Oregon Local Budget Law. Budget revisions shall be made only in accordance with these policies and as provided by law.

The College's unrestricted general fund reserve shall be a minimum of 13% with a target of 20% of budgeted expenditures. If the reserve reaches as low as 15%, the College will develop a plan to restore the reserve to greater than 15% within two years.

Revenues accruing to the College in excess of amounts budgeted are available for appropriation only upon a resolution of the Board of Education that sets forth the need according to major budget classifications in accordance with applicable law.

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).

**References: NWCCU Standard 2.E.3
ORS 294.305 to ORS 294.565 (Local Budget Law)**

**NEXT REVIEW DATE:
DATE OF ADOPTION: 10/2/2019
DATE(S) OF REVISION:
DATE(S) OF PRIOR REVIEW:**

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

<p>TITLE: Budget Management</p> <p>New BP #: 6250 Old BP # & Title:</p> <p>New AP #: Old AP # & Title:</p> <p>Revision</p> <p>Date: 3/17/2021</p>	<p>AREAS OF COLLABORATION</p> <p>SLT - The only change is to bring the policy to the same percentages as the proposed Reserves procedure</p>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>The budget shall be managed in accordance with Oregon Local Budget Law. Budget revisions shall be made only in accordance with these policies and as provided by law. The College's unrestricted general fund reserve shall be a minimum of 10% with a target of 18% of budgeted expenditures and transfers. If the reserve reaches as low as 12%, the College will develop a plan to restore the reserve to greater than 12% within two years. Revenues accruing to the College in excess of amounts budgeted are available for appropriation only upon a resolution of the Board of Education that sets forth the need according to major budget classifications in accordance with applicable law.</p> <p>RESPONSIBILITY: The Chief Financial Officer is responsible for implementing</p>	<p>References:</p> <p>NWCCU Standard 2.E.3</p> <p>ORS 294.305 to ORS 294.565 (Local Budget Law)</p> <p>NOTE: <i>Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture.</i></p> <p>The budget shall be managed in accordance with [insert legal or other authority]. Budget revisions shall be made only in accordance with these policies and as provided by law.</p>	<p>The budget shall be managed in accordance with Oregon Local Budget Law. Budget revisions shall be made only in accordance with these policies and as provided by law.</p> <p>The College's unrestricted general fund reserve shall be a minimum of 10% 13% with a target of 1820% of budgeted expenditures and transfers. If the reserve reaches as low as 1215%, the College will develop a plan to restore the reserve to greater than 1215% within two years. Revenues accruing to the College in excess of amounts budgeted are available for appropriation only upon a resolution of the Board of Education that sets forth the need according to major budget classifications in accordance with applicable law.</p> <p>RESPONSIBILITY: The Chief Financial Officer is responsible for implementing</p>

<p>and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s)</p> <p>References: NWCCU Standard 2.A.30 ORS 294.305 to ORS 294.565 (Local Budget Law)</p>	<p>The [<i>entity's</i>] unrestricted general reserves shall be no less than [#] %.</p> <p>Revenues accruing to the [<i>entity</i>] in excess of amounts budgeted shall be added to the [<i>entity's</i>] reserve for contingencies. They are available for appropriation only upon a resolution of the Board of Education that sets forth the need according to major budget classifications in accordance with applicable law.</p>	<p>and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s)</p> <p>References:</p> <p>NWCCU Standard 2.E.3</p> <p>ORS 294.305 to ORS 294.565 (Local Budget Law)</p>
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ADMINISTRATIVE PROCEDURE

TITLE: Reserves

ADMINISTRATIVE PROCEDURE # 6305

RELATED TO POLICY # 6300 FISCAL MANAGEMENT

A. Definitions

1. **Contingency:** An ongoing, base budgeted source of funding that is set aside annually, yet is not committed for a specific purpose. The contingency may be used on an exception basis, as approved by the President and the Board of Education according to Oregon Budget law, to cover unexpected costs or revenue decreases **within a given year**. Oregon budget law restricts amount of transfers from contingency by resolution over the course of the year to no more than 15 percent of the original appropriation in the fund.
2. **Reserve:** An accumulation of unrestricted funds to be “**saved**” for use in future **fiscal years** for economic uncertainties, unexpected expenses, losses, cash flow shortages, large repairs or renovation projects, the acquisition and development of new facilities, and/or for future planning.
3. **Unrestricted fund balance** is limited to the portion of the fund balance that is unreserved. Unreserved is to mean not set aside for other existing obligations of the College.

B. Reserve Procedure Guidelines

The College will establish and maintain reserve funding to reach long term expenditure goals identified through multi-year planning, goal setting and projection of costs; to ensure responsible fiscal management, advance the College priorities, and mitigate current and future risk. It is the goal of the College to work toward establishing reserves at the following levels:

1. Operating Contingency and Reserves – General Fund
2. Capital Reserves (Capital Projects fund – Deferred Maintenance)
3. Technology Replacement Reserves (Special Revenue Fund – Administratively Restricted)
4. Strategic Investments Reserves – (Special Revenue Fund – Administratively Restricted)

Reserves are a one-time source of funding. Once they are spent, they are gone, unless replenished from an alternate funding source. Reserves used to make up for unexpected revenue shortfalls or unforeseen costs should be accompanied by a near-term plan to increase revenue or reduce expenditures to replenish the reserve.

While it is appropriate to use reserves to resolve timing problems, reserves should be used only to provide a bridge to a solution rather than as a means to delay addressing a structural issue.

C. Operating Contingency and Reserves - General Fund

1. General Fund Contingency

The College will maintain a General fund contingency equal to at least five (5) percent of the approved annual operating budget not including transfers out.

Any use or appropriation of the contingency will be in compliance with Oregon budget law and require approval by the Board of Education.

a. The Contingency will be used to:

- 1) Offset unanticipated shortfalls in operating revenue;
- 2) Fund unforeseen one-time expenses that cannot be funded in the current fiscal year through the operating budget;
- 3) Provide funding to avoid the need to raise tuition or reduce service levels due to temporary revenue shortfalls; and/or
- 4) Fund contingencies or emergencies as determined by the College President.

2. General Fund Reserves

a. A General Fund Reserve is established and maintained to ensure the continued delivery of services, to address emergencies, serve as a buffer against enrollment fluctuations, protect against fluctuations and delays in the level of State funding, address a temporary revenue shortfall or provide stability during economic cycles. Sufficient reserves will be managed to provide adequate cash flow, stabilize the College's interest rates and provide continuity in service delivery.

b. The College's General fund reserve shall be a minimum of 13% with a target of 20% of the annual operating budgeted expenditures to ensure institutional stability and long-term fiscal integrity. If the reserve reaches as low as 15%, the College will develop a plan to restore the reserve to greater than 15% within two years.

D. Capital Reserves (Capital Projects Fund – Deferred Maintenance)

1. Capital reserves is an important component of long-term, strategic planning to meet the College's objectives. Failing to plan to adequately maintain our buildings and infrastructure is unsustainable and poses an unacceptable risk to the College and its community.
2. Capital reserves shall be set up in the Capital Projects Fund - Deferred Maintenance to provide the funding necessary to acquire, develop, proactively manage, and/or renovate College facilities. Reserves can also be available for unforeseen or catastrophic capital needs in compliance with Oregon budget law. These funds are internally restricted with the minimal target balance of \$300,000 that will be generally replenished annually if used.
3. No imposed cap shall be set for the Capital reserves as the College is expected to cover the costs of deferred maintenance, planning, working drawings, and equipment associated with new construction projects, which are estimated at about 10% of the total project cost.
4. Target date to reach proposed reserve level is variable as funding should be available according to project timelines outlined for each project included in the Five-Year Capital Improvement Plan.

E. Technology Replacement Reserves (Special Revenue Fund – Administratively Restricted)

1. Technology replacement reserves shall be set up in the Special Revenue Fund – Administratively Restricted to provide funding necessary to replace information technology infrastructure equipment. The reserves are established to provide protection against unanticipated or disruption in funding sources for planned information technology equipment failures that may arise during the year and/or to provide bridge funding for 3-5 year equipment and classroom refresh plans in the event that funding is unavailable to support continued implementation due to unforeseen circumstances or funding shortfalls. This reserve is meant for extraordinary equipment replacement or acquisition activity. Examples of this may include instructional equipment, IT network infrastructure, etc.
2. These funds are internally restricted with the minimal target balance of \$300,000 that will be generally replenished annually if used with a cap of \$900,000.
3. Target date to reach proposed reserve level is variable as funding should be available according to project timelines outlined in technology plan.

F. Strategic Initiative Reserves

1. The College shall establish strategic initiative reserves designated for future investment funds related to strategic investments of the College. Appropriate potential uses could include capital equipment purchases, investment in

technology or in a new program or service that will move to recurring funding sources after a specified trial period, and projects related to the strategic direction of the college.

2. These funds are internally restricted with the minimal target balance of \$250,000. Target date to reach proposed reserve level is variable as funding should be available according to project timelines outlined in strategic plan.

G. Funding of the Contingency and Reserves

1. The General fund contingency will be funded during the budget planning process from the unrestricted fund balance available at the end of each fiscal year.
2. Funding of the General fund reserves will generally come from excess revenues over expenditures and/or the year-end unrestricted fund balance.
3. Once the General Fund contingency and reserve targets are met, and the General Fund beginning fund balance resource exceeds the budgeted amount, the balances in excess may be transferred to reserves for capital, technology and strategic initiatives after any one-time allocations reflected in the approved budget and/or replenishing any prior use of reserves as follows:
 - a. 40% for capital projects reserves
 - b. 35% for technology replacement reserves
 - c. 25% retained to grow the strategic reserves

H. Contingency and Reserves Oversight

The Chief Financial Officer, or the designee, will manage and monitor the contingency and reserves and report on the current and projected level of the General Fund unrestricted fund balance during each budget process.

REFERENCES:

ORS 294.346

Oregon Department of Revenue "Local Budgeting Manual" (150-504-420)

OAR 150-294-0340

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: DEPARTMENTAL SUPPLY PURCHASES

BOARD POLICY # 6335

The College requires that all purchases of administrative and office related supplies be processed as UCC Campus Store transactions. Requests determined to be outside store parameters will be referred to the Purchasing Department.

The campus store will coordinate requests from the order placement through the sales transaction.

Additional information for this policy, including the process to order and receive supplies, are outlined in the corresponding Administrative Procedure.

This policy supports compliance with Oregon HB 2213 by addressing the requirement that the College must have a plan to mitigate the economic impact to the college store as part of their Textbook Affordability Plan.

REFERENCES:

BP-6330; BP-6900; Rule CCR.228; and Oregon HB 2213.

RESPONSIBILITY:

The Campus Store Manager in collaboration with the Purchasing Manager are responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Departmental Supply Purchases

ADMINISTRATIVE PROCEDURE # 6335

RELATED TO POLICY # 6335 DEPARTMENTAL SUPPLY PURCHASES

- A.** Board Policy 6335 supports compliance with Oregon HB 2213 by addressing the requirement that the College must have a plan to mitigate the economic impact to the college store as part of their Textbook Affordability Plan. It will also keep College monies circulating within the campus programs.
- B.** Use of this purchase method is fully governed by, and may not be used to circumvent, approved Purchasing Policy 6330 or corresponding Administrative Procedure 6330. Purchases through the College Store may only be used for small procurements at the departmental level as outlined by 6330 BP/AP.
- C.** The procedure provides the College approved methods, which ensure that high quality goods and services are purchased in a consistent, cost effective, and efficient manner to meet UCC's business needs. It is intended to enable College employees to spend the minimum amount of time shopping for suppliers while receiving the best value.
- D.** The UCC Campus Store maintains partnerships with wholesalers to make purchases of administrative and office related supplies on the behalf of staff and students. Items available represent items negotiated on contract and in most instances, meet or beat suggested retail prices for the item.
- E. Ordering Procedures Outline:**
 - 1. The Department determines the need for the office-related supplies and secures Departmental approval to proceed with the purchase.
 - 2. The Department contacts the College Store with the request and submit the appropriate form (see below) which should include item descriptions, part numbers, and suggested vendor, as well as clearly stated Budget and Account coding.
 - 3. The College Store reviews the request for applicability. If accepted, store staff will enter the PO# into Banner and complete the transaction with the vendor.

4. Goods are received at the store loading dock and processed into the store's POS system.
5. The Department is charged for the order as indicated on the order form and a receipt emailed to the individual identified on the order.
6. The College Store forwards the invoice to Accounts Payable for standard processing.
7. Goods may be delivered by Campus courier or made available for pickup.

F. Office Supplies include but are not limited to:

1. General administrative and office-related supplies
2. Notebooks, binders, folders, labels, filing products
3. Writing utensils
4. Basic art supplies

G. The Special Order Form is used to order administrative and office-related supplies such as writing utensils, rulers, dry-erase boards, calendars, staplers, etc.

H. The Standard Copy Paper Form is required for all requests for 8 ½ "x 11" white copy paper.

I. The Requisition for Warehouse Supplies is required for orders for colored paper, card stock, oversize paper, envelopes and Scantrons.

J. All forms should be emailed to the campus store via the email found on the order form. Campus staff will process the order once the form is received. All forms can be found on the Campus Store website under the Contact tab located at the top of the page. The dropdown contains the link to Store Order Forms.

REFERENCES:

BP-6330, BP-6900, Rule CCR.228, & Oregon HB 2213.

RESPONSIBILITY:

The Campus Store Manager in collaboration with the Purchasing Manager are responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: WIRELESS AND CELLULAR TELEPHONE USE

BOARD POLICY # 6450 *(was 311.03)*

The President shall delegate to the Chief Financial Officer in determining if it is in the best interests of the College to provide a cellular or wireless phone at the College's expense for the employee.

Cellular telephones provided by the College for compensatory reasons are classified by the Internal Revenue Service as a fringe benefit, the value of which must be included in an employee's gross income.

The value of a cellular telephone provided by the College primarily for non-compensatory business purposes is excludable from an employee's income. Record keeping of business and personal use of college-issued cellular telephones shall not generally be required when the telephones are issued for non-compensatory business reasons.

There shall be no expectation of privacy in the use of a college-issued cellular telephone.

REFERENCES:

26 U.S. Code Sections 274(d)(4) and 280F(d)(4);
ORS 244

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:

	<p>which must be included in an employee's gross income.</p> <p>The value of a cellular telephone provided by the [entity] primarily for non-compensatory business purposes is excludable from an employee's income. Record keeping of business and personal use of [entity]-issued cellular telephones shall not generally be required when the telephones are issued for non-compensatory business reasons.</p> <p>There shall be no expectation of privacy in the use of a [entity]-issued cellular telephone.</p>	<p>be required when the telephones are issued for non-compensatory business reasons.</p> <p>There shall be no expectation of privacy in the use of a college-issued cellular telephone.</p> <p>References:</p> <p>26 U.S. Code Sections 274(d)(4) and 280F(d)(4);</p> <p>ORS 244</p> <p>RESPONSIBILITY:</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> <p>Adopted:</p>
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ADMINISTRATIVE PROCEDURE

TITLE: Wireless or Cellular Telephone Use

ADMINISTRATIVE PROCEDURE # 6450 *(was 311.03)*

RELATED TO POLICY # 6450 WIRELESS OR CELLULAR TELEPHONE USE

- A. The College issues cellular telephones to select college employees whose duties require immediate and frequent communications. Select individuals in executive and other critical positions require these cellular telephones to perform mandated duties, conduct crucial college business, and preserve public safety.
- B. College-issued cellular telephones are solely for the benefit of the College. The Chief Financial Officer and respective Senior Leadership Member approval is required in order for an employee to request a cellular telephone. Once the above approval is received, the Purchasing Manager will order the cellular telephone. All cellular telephones must be purchased through the Purchasing department using the Cellular Phone Request form. The value of the cellular telephone and service plan is not taxable to the employee.
- C. College-regulated or confidential data must not be stored in or transmitted via a college-issued cellular telephone unless it is approved by Information Technology Director and then only while using secure communications. Personally identifiable information (PII) must not be stored on the cellular telephone.
- D. Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device. Drivers may use a wireless or cellular telephone to contact a law enforcement agency or public safety entity for emergency purposes.
- E. There is no expectation of privacy in the use of a college-issued cellular telephone.
- F. Personal use of college-issued cellular telephones is not allowed. The college conducts audits to ensure users are in compliance with the Cellular Telephone Policy and Procedure.
- G. Failure to comply with college policies and procedures may result in loss of privileges, disciplinary action, and/or legal action.

H. On a case-by-case basis, employees may be held responsible for excess use charges and repair charges due to misuse of equipment or services. Charges are monitored by the area supervisor and the accounting and finance department.

I. **Returning a cellular telephone**

As part of the employee separation process, the cellular telephone and associated equipment must be returned to the purchasing department. The cellular telephone will be deactivated, college database updated, and the cellular telephone reissued to another employee.

REFERENCES:

26 U.S. Code Sections 274(d)(4) and 280F(d)(4)
ORS 811.507 (Distracted Driving Law)

RESPONSIBILITY:

The Chief Financial Officer 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

<p>TITLE: Wireless or Cellular Telephone Use</p> <p>New BP #: Old BP # & Title:</p> <p>New AP #: 6450 Old AP # & Title: 311.03 Compensation and Benefits-Cell Phones</p> <p>Revision Date: 12/3/2020</p>	<p>AREAS OF COLLABORATION</p> <p><i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i></p> <p>IT, Human Resources</p>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>The College will provide a cell phone, as a loan, to any employee who is required to use one for College business purposes. If an employee has a personal cell phone, which is approved by IT as compatible, the College will pay a stipend to the employee based on the Cell Phone Allowance form. The College will not reimburse the employee for the cost of the cell phone or any accessories. To be able to exclude the use of listed property by an employee from taxable income, the employer must have some method to distinguish business from personal use. The amount that represents business use is excludable from income as a working condition fringe</p>	<p>References:</p> <p>26 U.S. Code Sections 274(d)(4) and 280F(d)(4) ORS 811.507 (Distracted Driving Law)</p> <p>NOTE: <i>This procedure is legally advised.</i></p> <p>The [CEO] shall determine if it is in the best interests of the [entity] to provide a cellular or wireless telephone at [entity] expense.</p> <p>Cellular telephones provided by the [entity] for compensatory reasons are classified by the Internal Revenue Service as a fringe benefit, the value of which must be included in an employee's gross income.</p>	<p>The College issues cellular telephones to select college employees whose duties require immediate and frequent communications. Select individuals in executive and other critical positions require these cellular telephones to perform mandated duties, conduct crucial college business, and preserve public safety.</p> <p>College-issued cellular telephones are solely for the benefit of the College. The Chief Financial Officer and respective Senior Leadership Member approval is required in order for an employee to request a cellular telephone. Once the above approval is received, the Purchasing Manager will order the cellular telephone. All cellular telephones must be purchased through the Purchasing department using the Cellular Phone Request form. The value of the cellular telephone and service plan is not taxable to the employee.</p>

<p>benefit. The amount that represents personal use is included in the wages at the fair market value of benefit received. In general, unless the employer can achieve the business use substantiation requirements of listed property through policies, controls and procedures, the use of listed property will be considered income to the employee. Two cellular telephone options are provided below:</p> <p>Option #1: College employee is required to carry a cellular telephone. The College will provide the telephone along with the service plan. The cellular telephone is used exclusively for mission related activity and is tagged as college property and inventoried. The value of the cellular telephone and service plan is not taxable to the employee.</p> <p>Option #2: College employee is required to carry a cellular telephone. The employee chooses to use their personal telephone for College use as well. The employee should request a technology stipend to cover the business use of the device, purchase a device and establish a personal service plan. The value of the technology stipend is taxable to the</p>	<p>The value of a cellular telephone provided by the [entity] primarily for non-compensatory business purposes is excludable from an employee's income. Employees will generally not be required to keep notes of business and personal use of [entity]-issued cellular telephones when the telephones are issued for non-compensatory business reasons.</p> <p>NOTE: <i>The value of the business use of an entity-provided cellular telephone is excludable from an employee's income as a working condition fringe benefit to the extent that, if the employee paid for the use of the cellular telephone themselves, such payment would be allowable as a deduction under Income Tax Regulations Section 162 for the employee. An entity will be considered to have provided an employee with a cellular telephone primarily for non-compensatory business purposes if there are substantial reasons relating to the entity's business, other than providing compensation to the employee, for providing the employee with a cellular telephone. When an entity provides an employee with a cellular telephone primarily for non-compensatory business reasons, the Internal Revenue Service will treat the employee's use of the cellular telephone for reasons related to the employer's trade or</i></p>	<p>College-regulated or confidential data must not be stored in or transmitted via a college-issued cellular telephone unless it is approved by Information Technology Director and then only while using secure communications. Personally identifiable information (PII) must not be stored on the cellular telephone.</p> <p>Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device. Drivers may use a wireless or cellular telephone to contact a law enforcement agency or public safety entity for emergency purposes.</p> <p>There is no expectation of privacy in the use of a college-issued cellular telephone. Personal use of college-issued cellular telephones is not allowed. The college conducts audits to ensure users are in compliance with the Cellular Telephone Policy and Procedure.</p> <p>Failure to comply with college policies and procedures may result in loss of privileges, disciplinary action, and/or legal action.</p> <p>Returning a cellular telephone</p>
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<p>employee, limited to a fixed amount per month (amount to be determined annually) and approved annually by appropriate vice president or CFO. To initiate payment, the employee must complete a Cell Phone Allowance form and submit it to the Payroll Office. The employee will be paid the stipend on a monthly basis and must resubmit the request for stipend annually. The employee is responsible for reporting any changes to his or her cell phone service. The employee must allow the cell phone number to be printed on his or her business cards and/or in College directories. The employee must comply with best practices to increase security as listed on the Instructional Technology and Innovation website. Best practices include, but are not limited to: locking the mobile device with a code, backing up phone data, and changing the password regularly.</p>	<p><i>business as a working condition fringe benefit, the value of which is excludable from the employee's income and, will treat the value of any personal use of a cellular telephone provided by the employer primarily for non-compensatory business purposes as excludable from the employee's income as a de minimis fringe benefit.</i></p> <p>These rules do not apply to wireless or cellular telephones owned by employees. Any reimbursements to employees for use of their own wireless or cellular telephones may be excluded from wages if the employee accounts for the expense pursuant to the Internal Revenue Service accountable plan.</p> <p>Where required by state law, include: Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device. Drivers may use a wireless or cellular telephone to contact a law enforcement agency or public safety entity for emergency purposes.</p> <p>There is no expectation of privacy in the use of a [entity]-issued cellular telephone.</p>	<p>As part of the employee separation process, the cellular telephone and associated equipment must be returned to the purchasing department. The cellular telephone will be deactivated, college database updated, and the cellular telephone reissued to another employee. On a case-by-case basis, employees may be held responsible for excess use charges and repair charges due to misuse of equipment or services. Charges are monitored by the area supervisor and the accounting and finance department.</p> <p>References:</p> <p>26 U.S. Code Sections 274(d)(4) and 280F(d)(4) ORS 811.507 (Distracted Driving Law)</p> <p>RESPONSIBILITY:</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> <p>Adopted:</p>
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BOARD POLICY

TITLE: USE OF COLLEGE VEHICLES

BOARD POLICY # 6530

The administration shall establish regulations for the use of College vehicles which will provide for proper supervision and safety, meet necessary insurance, rules and law requirements.

REFERENCE: 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).

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

<p>TITLE: Use of College Vehicles</p> <p>New BP #: 6530</p> <p>New AP #:</p> <p>Revision</p> <p>Date: 3/22/2021</p>	<p>AREAS OF COLLABORATION</p> <p><i>Director of Facilities and Security, CFO and Director of Community and Workforce Development</i></p>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
NA	N/A	The administration shall establish regulations for the use of College vehicles which will provide for proper supervision and safety, meet necessary insurance, rules and law requirements.



ADMINISTRATIVE PROCEDURE

TITLE: Use of College Vehicles

ADMINISTRATIVE PROCEDURE # 6530 *(was 307.01)*

RELATED TO POLICY # 6530 USE OF COLLEGE VEHICLES

- A. The driver of any College vehicle must qualify for the approved driver list maintained in the Office of Facilities and Security.
- B. All College vehicles and drivers must comply with state law governing the operation motor vehicles. All drivers of College-owned or leased vehicles both on and off campus must have a current license appropriate for the vehicle to be driven. Before transporting students in any college owned vehicle, driver must pass a physical drive test conducted by a Certified Driver Education Instructor. All approved drivers must maintain a driving record that does not fall below the College insurance provider's minimum standard.
- C. All College vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations regarding such vehicles.
- D. The College shall not operate or lease a passenger vehicle of more than 15 unless the driver holds required driver's license and endorsements issued by the state agency responsible for issuing driver licenses.
- E. Arrangements for key, credit card and trip card are to be made with the Office of Facilities and Security at the Warehouse. Requests are to be directed to the Warehouse Office, and will be processed on a first-come first served basis. Exceptions may be made when long trips are involved with a minimum of one week lead time notice; no reservation will be changed until other transportation is verified.
- F. The trip card found in the travel packet upon checkout is to be completed and returned to the Warehouse with the key and credit card upon returning the vehicle. If returning late at night from the trip, the vehicle is to be returned to the Warehouse by 8:00 a.m. the following morning.

- G. Instructors will not require field trip attendance unless transportation is provided. If students elect to travel by private car, the college's liability insurance will not cover them while traveling. See AP 4301 Field Trips and Excursions.
- H. Vehicles made available to College personnel are solely for use in the conduct and operation of College business.

REFERENCES: ORS 341.290(4)

RESPONSIBILITY:

The Director of Facility and Security 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

TITLE: Use of College Vehicles	
New BP #:	Old BP # & Title: None
New AP #: 6530	Old AP # & Title: 307.01 Use of College Vehicles
Revision Date:	3/24/2021

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>The administration shall establish regulations for the use of College vehicles which will provide for proper supervision and safety, and which will meet necessary insurance requirements.</p> <p>Use of College vehicles must be approved by appropriate administrators or instructional directors and department chairpersons.</p> <p>Requests are to be directed to the Warehouse Office, and will be processed on a first-come first served basis. Exceptions may be made when long trips are involved with a minimum of one week lead time notice; no reservation will be changed until other transportation is verified.</p> <p>The driver of any College vehicle must qualify for the approved driver list maintained in the Business Office.</p> <p>Arrangements for key, credit card and trip card are to be made with the Director of Facilities at the Warehouse. The trip card is to be completed and returned to the</p>	<p>References: ORS 341.290(4)</p> <p>NOTE: <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. Local practice may be inserted. The following is an illustrative example.</i></p> <p>All [entity] vehicles and drivers must comply with state law governing the operation motor vehicles. . All drivers of [entity]-owned or leased vehicles both on and off campus must have a current license appropriate for the vehicle to be driven.</p>	<p>The driver of any College vehicle must qualify for the approved driver list maintained in the Office of Facilities and Security.</p> <p>All College vehicles and drivers must comply with state law governing the operation motor vehicles. All drivers of College-owned or leased vehicles both on and off campus must have a current license appropriate for the vehicle to be driven. Before transporting students in any college owned vehicle, driver must pass a physical drive test conducted by a Certified Driver Education Instructor. All approved drivers must maintain a driving record that does not fall below the College insurance provider's minimum standard.</p>

Warehouse with the key and credit card upon returning the vehicle. If returning late at night from the trip, the vehicle is to be returned to the Warehouse by 8:00 a.m. the following morning.

Instructors will not require field trip attendance unless transportation is provided. If students elect to travel by private car, the college's liability insurance will not cover them while traveling.

All [**entity**] facilities maintaining vehicles defined as buses must keep records of driver's hours, vehicle maintenance, and vehicle inspection records.

All [**entity**] vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations regarding such vehicles.

The [**entity**] shall not operate or lease a 15-passenger van unless the driver holds required driver's license and endorsements issued by the state agency responsible for issuing driver licenses. This recommendation is incorrect 15 is the acceptable threshold of not to exceed.

Vehicles made available to the [**entity**] personnel are solely for use in the conduct and operation of [**entity**] business.

Automobiles owned by the [**entity**] and operated by [**entity**] personnel may be replaced after [#] miles or [**year**] model years in age, whichever occurs first.

NOTE: This procedure may also be part of the budget planning process.

[**If the entity permits employees to take vehicles home, include:**

All College vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations regarding such vehicles.

The College shall not operate or lease a passenger vehicle of more than 15 unless the driver holds required driver's license and endorsements issued by the state agency responsible for issuing driver licenses.

Arrangements for key, credit card and trip card are to be made with the Office of Facilities and Security at the Warehouse. Requests are to be directed to the Warehouse Office, and will be processed on a first-come first served basis. Exceptions may be made when long trips are involved with a minimum of one week lead time notice; no reservation will be changed until other transportation is verified.

The trip card found in the travel packet upon checkout is to be completed and returned to the Warehouse with the key and credit card upon returning the vehicle. If returning late at night from the trip, the vehicle is to be returned to the Warehouse by 8:00 a.m. the following morning.

Instructors will not require field trip attendance unless transportation is provided. If students elect to travel by private car, the college's liability

	<p>Regular or occasional garaging of entity-owned vehicles at any location other than the one assigned is permitted only with prior written approval. Home garaging shall meet any one of the criteria listed below:</p> <ul style="list-style-type: none"> • Employees whose duties require regular or frequent reporting to locations other than their regular headquarters before or after regular working hours. • Employees who are regularly or frequently subject to call before or after regular working hours. • Employees with assigned vehicles who are headquartered at locations lacking secured overnight garaging facilities.] <p>The [chief administrative officer] of a location is responsible for controlling access to and use of all [entity] vehicles assigned to that location.</p> <p>The name, home address, employee number, driver's license number, [and social security number] of any employee to be authorized to drive [entity] vehicles must be submitted to the [designate position] prior to final granting of authorization.</p>	<p>insurance will not cover them while traveling.</p> <p>Vehicles made available to College <i>personnel</i> are solely for use in the conduct and operation of College business.</p> <p>References: <p style="text-align: center;">ORS 341.290(4)</p> <p>RESPONSIBILITY: The Director of Facilities and Security responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p> </p>
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BOARD POLICY

TITLE: INTEGRATED PEST MANAGEMENT

BOARD POLICY # 6830 *(was 406)*

To ensure the health and safety concerns of student, staff, and community members, the College shall adopt an integrated pest management plan (IPM) which emphasizes the least possible risk to students, staff, and community members and shall adopt a list of low-impact pesticides for use with the IPM plan.

REFERENCES: ORS 634.700 – 634.750

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).

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

<p>New TITLE: Integrated Pest Management</p> <p>New BP #: 6830 Old BP #406 Integrated Pest Management</p> <p>New AP #:</p> <p>Revision</p> <p>Date: 1/26/2021</p>	<p>AREAS OF COLLABORATION</p> <p><i>Director of Facilities and Spray Applicator</i></p>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>To ensure the health and safety concerns of student, staff, and community members, the College shall adopt an integrated pest management plan (IPM) which emphasizes the least possible risk to students, staff, and community members and shall adopt a list of low-impact pesticides for use with the IPM plan.</p>	<p>No OCCA Policy/Procedure IPM Policy required by the State of Oregon (Ref. ORS 634.700 – 634.750)</p>	<p>To ensure the health and safety concerns of student, staff, and community members, the College shall adopt an integrated pest management plan (IPM) which emphasizes the least possible risk to students, staff, and community members and shall adopt a list of low-impact pesticides for use with the IPM plan.</p>



ADMINISTRATIVE PROCEDURE

TITLE: Integrated Pest Management

ADMINISTRATIVE PROCEDURE # 6830 *(was 406)*

RELATED TO POLICY # 6830

To ensure the health and safety concerns of student, staff, and community members, UCC shall adopt an integrated pest management plan (IPM) which emphasizes the least possible risk to students, staff, and community members and shall adopt a list of low-impact pesticides for use with the IPM plan.

A. The IPM plan is a proactive strategy that:

1. Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:
 - a. Protect the health and safety of students and staff;
 - b. Protect the integrity of UCC buildings and grounds;
 - c. Maintain a productive learning environment; and
 - d. Protect local ecosystem health.
2. Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation, and maintenance that promote or allow for the establishment, feeding, breeding, and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;
3. Incorporates the use of sanitation, structural remediation or habitat manipulation or of mechanical, biological, and chemical pest control measures that present a reduced risk or have a low-impact and, for the purpose of mitigating declared pest emergency, the application of pesticides that are not low-impact pesticides;
4. Includes regular monitoring and inspections to detect pests, pest damage, and unsanctioned pesticide usage;
5. Evaluates the need for pest control by identifying acceptable pest population density levels;
6. Monitors and evaluates the effectiveness of pest control measures;

7. Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;
8. Excludes the application of pesticides for purely aesthetic purposes;
9. Include UCC staff education about sanitation, monitoring, inspection, and pest control measures;
10. Gives preference to the use of nonchemical pest control measures;
11. Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and
12. Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.

The College shall designate the Director of Facilities and Security as the Integrated Pest Management Plan Coordinator and give him/her the authority for overall implementation and evaluation of the IPM plan.

B. Integrated Pest Management Plan Coordinator

The IPM Plan Coordinator shall:

1. Attend not less than six hours of IPM training each year. The training shall include at least a general review of integrated pest management principles and the requirements of IPM as required by Oregon statute;
2. Ensure appropriate prior notices are given and posted warnings have been placed when pesticide applications are scheduled;
3. Oversee pest prevention efforts
4. Ensure identification and evaluation of pest situations
5. Determine the means of appropriately managing pest damage that will cause the least possible hazard to people, property, and the environment;
6. Ensure the proper use and application of pesticide applications when non-pesticide controls have been unsuccessful;
7. Evaluate pest management results;
8. Keep for at least four (4) years following the application date, records of applied pesticides that include:
 - a. A copy of the label;
 - b. A copy of the Material Data Safety Sheet;

- c. The brand name and USEPA1 registration number of the product;
 - d. The approximate amount and concentration of pesticide applied;
 - e. The location of where the pesticide was applied;
 - f. The type of application and whether the application was effective
 - g. The name(s) of the person(s) applying the pesticide;
 - h. The pesticide applicator's license number and pesticide trainee or certificate number of the person applying the pesticide;
 - i. The dates and times for the placement and removal of warning signs; and
 - j. Copies of all required notices given, including the dates of IPM Coordinator gave the notices.
9. Respond to inquiries about the IPM plan and refer complaints to Board Policy #####
Public Complaints;
10. Conduct outreach to College staff about the College's IPM plan.

REFERENCES:

ORS 634.116
SB 637 (2009)

RESPONSIBILITY:

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

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

<p>promote or allow for the establishment, feeding, breeding, and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;</p> <p>3. Incorporates the use of sanitation, structural remediation or habitat manipulation or of mechanical, biological, and chemical pest control measures that present a reduced risk or have a low impact and, for the purpose of mitigating declared pest emergency, the application of pesticides that are not low impact pesticides;</p> <p>4. Includes regular monitoring and inspections to detect pests, pest damage, and unsanctioned pesticide usage;</p> <p>5. Evaluates the need for pest control by identifying acceptable pest population density levels;</p> <p>6. Monitors and evaluates the effectiveness of pest control measures;</p> <p>7. Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;</p> <p>8. Excludes the application of pesticides for purely aesthetic purposes;</p> <p>9. Include UCC staff education about sanitation, monitoring, inspection, and pest control measures;</p> <p>10. Gives preference to the use of nonchemical pest control measures;</p> <p>11. Allows the use of low impact pesticides if nonchemical pest control measures are ineffective; and</p>		<p>3. Incorporates the use of sanitation, structural remediation or habitat manipulation or of mechanical, biological, and chemical pest control measures that present a reduced risk or have a low-impact and, for the purpose of mitigating declared pest emergency, the application of pesticides that are not low-impact pesticides;</p> <p>4. Includes regular monitoring and inspections to detect pests, pest damage, and unsanctioned pesticide usage;</p> <p>5. Evaluates the need for pest control by identifying acceptable pest population density levels;</p> <p>6. Monitors and evaluates the effectiveness of pest control measures;</p> <p>7. Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;</p> <p>8. Excludes the application of pesticides for purely aesthetic purposes;</p> <p>9. Include UCC staff education about sanitation, monitoring, inspection, and pest control measures;</p> <p>10. Gives preference to the use of nonchemical pest control measures;</p> <p>11. Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and</p> <p>12. Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.</p> <p>The College shall designate the Director of Facilities and Security as the Integrated Pest Management Plan</p>
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<p>12. Allows the application of a pesticide that is not a low impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.</p> <p>The College shall designate the Director of Facilities and Security as the Integrated Pest Management Plan Coordinator and give him/her the authority for overall implementation and evaluation of the IPM plan.</p> <p>Integrated Pest Management Plan Coordinator</p> <p>The IPM Plan Coordinator shall:</p> <ol style="list-style-type: none"> 1. Attend not less than six hours of IPM training each year. The training shall include at least a general review of integrated pest management principles and the requirements of IPM as required by Oregon statute; 2. Ensure appropriate prior notices are given and posted warnings have been placed when pesticide applications are scheduled; 3. Oversee pest prevention efforts 4. Ensure identification and evaluation of pest situations 5. Determine the means of appropriately managing pest damage that will cause the least possible hazard to people, property, and the environment; 6. Ensure the proper use and application of pesticide applications when non-pesticide controls have been unsuccessful; 7. Evaluate pest management results; 		<p>Coordinator and give him/her the authority for overall implementation and evaluation of the IPM plan.</p> <p>Integrated Pest Management Plan Coordinator</p> <p>The IPM Plan Coordinator shall:</p> <ol style="list-style-type: none"> 1. Attend not less than six hours of IPM training each year. The training shall include at least a general review of integrated pest management principles and the requirements of IPM as required by Oregon statute; 2. Ensure appropriate prior notices are given and posted warnings have been placed when pesticide applications are scheduled; 3. Oversee pest prevention efforts 4. Ensure identification and evaluation of pest situations 5. Determine the means of appropriately managing pest damage that will cause the least possible hazard to people, property, and the environment; 6. Ensure the proper use and application of pesticide applications when non-pesticide controls have been unsuccessful; 7. Evaluate pest management results; 8. Keep for at least four (4) years following the application date, records of applied pesticides that include: <ol style="list-style-type: none"> a. A copy of the label; b. A copy of the Material Data Safety Sheet; c. The brand name and USEPA1 registration number of the product; d. The approximate amount and concentration of pesticide applied;
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<p>8. Keep for at least four (4) years following the application date, records of applied pesticides that include:</p> <ul style="list-style-type: none"> a. A copy of the label; b. A copy of the Material Data Safety Sheet; c. The brand name and USEPA1 registration number of the product; d. The approximate amount and concentration of pesticide applied; e. The location of where the pesticide was applied; f. The type of application and whether the application was effective g. The name(s) of the person(s) applying the pesticide; h. The pesticide applicator's license number and pesticide trainee or certificate number of the person applying the pesticide; i. The dates and times for the placement and removal of warning signs; and j. Copies of all required notices given, including the dates of IPM Coordinator gave the notices. <p>9. Respond to inquiries about the IPM plan and refer complainants to Board Policy ### Public Complaints;</p> <p>10. Conduct outreach to College staff about the College's IPM plan.</p> <p>Legal References: — ORS 634.116 SB 637 (2009)</p> <p>DATE OF ADOPTION: 06/12/13 DATE OF REVISION(S): DATE OF LAST REVIEW: DATE OF ADOPTION: DATE(S) OF REVISION(S): 12/4/12 DATE OF LAST REVIEW:</p>		<ul style="list-style-type: none"> e. The location of where the pesticide was applied; f. The type of application and whether the application was effective g. The name(s) of the person(s) applying the pesticide; h. The pesticide applicator's license number and pesticide trainee or certificate number of the person applying the pesticide; i. The dates and times for the placement and removal of warning signs; and j. Copies of all required notices given, including the dates of IPM Coordinator gave the notices. <p>9. Respond to inquiries about the IPM plan and refer complainants to Board Policy ### Public Complaints;</p> <p>10. Conduct outreach to College staff about the College's IPM plan.</p> <p>Legal References: ORS 634.116 SB 637 (2009)</p> <p>DATE OF ADOPTION: 06/12/13 DATE OF REVISION(S): DATE OF LAST REVIEW: DATE OF ADOPTION: DATE(S) OF REVISION(S): 12/4/12 DATE OF LAST REVIEW:</p>
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