

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

Information Item

Action Item

Subject: Second Reading of Policies

Date: May 12, 2021

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

<b>Old #</b>	<b>New #</b>	<b>Title</b>	<b>Addendum Page #</b>
N/A	2510	College Governance	3-4
203	3820	Gifts, Donations, and Fundraising	5
700.02	5014	Admissions to Special Programs	9
719	5532	Institutional Records of Student Complaints and Grievances	15

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

<b>Old #</b>	<b>New #</b>	<b>Title</b>	<b>Addendum Page #</b>
N/A	2100	Zones for Board Director Positions	1-2
N/A	3820	Gifts, Donations, and Fundraising	6-8
700.03	5014	Admission to Nursing Program	10-12
N/A	5137	Tuition and Fee Waiver for Foster Youth	13-14

***See 2<sup>nd</sup> Reading Policies-Procedures addendum packet***

Recommendation by:

Approved for Consideration:





## ADMINISTRATIVE PROCEDURE

**TITLE: Zones for Board Director Positions**

**ADMINISTRATIVE PROCEDURE # 2100** *(was 100.01AP)*

**RELATED TO POLICY # 2100 BOARD OF EDUCATION ELECTIONS**

The Umpqua Community College District is comprised of seven zones.

### ZONE 1, NORTH COUNTY

<b>Precinct Name</b>	<b>Precinct</b>	<b>Precinct Name</b>	<b>Precinct</b>
North County	4	Elkton City	10
Drain City	11	Yoncalla City	14
Oakland City	15	Sutherlin City	17

### ZONE 2, NORTH CENTRAL

<b>Precinct Name</b>	<b>Precinct</b>	<b>Precinct Name</b>	<b>Precinct</b>
County East	5	Unincorporated N. Roseburg	6
NW of Roseburg	12	SE of Roseburg	20

### ZONE 3, WEST CENTRAL

<b>Precinct Name</b>	<b>Precinct</b>	<b>Precinct Name</b>	<b>Precinct</b>
Roseburg City Ward 1	2	Unincorporated N. Roseburg	6
Roseburg City Ward 2	7	Roseburg Unincorporated	8
Roseburg City Ward 3	9	NW of Roseburg	12
County West	13		

### ZONE 4, CENTRAL

<b>Precinct Name</b>	<b>Precinct</b>	<b>Precinct Name</b>	<b>Precinct</b>
Roseburg Unincorporated	8	Roseburg City Ward 3	9
County West	13	Roseburg City Ward 1	18
SE of Roseburg	20	Roseburg City Ward 4	22

**ZONE 5, SOUTH CENTRAL**

<b>Precinct Name</b>	<b>Precinct</b>	<b>Precinct Name</b>	<b>Precinct</b>
Roseburg Unincorporated	8	County SW	16
Near Myrtle Creek	19	SE of Roseburg	20
Winston Ward 1	23	Winston Ward 2	24
Myrtle Creek City	26		

**ZONE 6, SOUTH/SOUTHEAST COUNTY**

<b>Precinct Name</b>	<b>Precinct</b>	<b>Precinct Name</b>	<b>Precinct</b>
County East	5	County SW	16
Near Myrtle Creek	19	SE of Roseburg	20
County South	21	Canyonville City	25
Glendale City	27	Riddle City	28

**ZONE 7, DISTRICT-AT-LARGE**

**REFERENCES:** ORS 341.326; ORS 341.327; ORS 255.335

**RESPONSIBILITY:**

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

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



## BOARD POLICY

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**TITLE: COLLEGE GOVERNANCE**

**BOARD POLICY # 2510**

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Umpqua Community College's governance system provides the means for faculty, staff, students, and administration to participate equitably and collegially in decision-making that supports the College's vision, mission, values, strategic direction, and core themes.

- A. By Oregon statute, authority to govern Umpqua Community College is vested in the Board of Education, which is responsible for establishing policies by which the College will be administered. The Board, in turn, delegates authority for the general operations, supervision, and control of the College to the College President. The president, to achieve College ends, delegates authority to College administration and to the College governance system, while retaining final authority over both.
- B. The focus of the governance system is at the institutional planning and policy level, not the operational or implementation level, which are the responsibility of administrators. All campus governance groups are advisory; final authority lies with the College President and/or the Board of Education.
- C. The College President is responsible for developing and sustaining the governance system and is responsible to the Board of Education for the governance system.
- D. Except for unforeseeable emergency situations, the Board of Education shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.
- E. Any duty imposed upon the Board of Education as a body shall be performed at a regular or special meeting and shall be made a matter of record.
- F. Pursuant to Oregon law, authority to act lies in the Board of Education and not in individual Board members. The consent to any particular measure obtained from individual Board of Education members when the Board of Education is not in session shall not be an act of the Board of Education and shall not be binding upon the district.

**REFERENCES:**

NWCCU Standards 2.A.4 (*updated 3/18/2021*)

**RESPONSIBILITY:**

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

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**NEXT REVIEW DATE:****DATE OF ADOPTION: 3/13/2019****DATE(S) OF REVISION:****DATE(S) OF PRIOR REVIEW:**



## BOARD POLICY

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**TITLE: GIFTS, DONATIONS, AND FUNDRAISING**

**BOARD POLICY # 3820** *(was 203)*

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The College shall establish a process for receiving and accounting for gifts and donations as allowed by state regulations and shall utilize the Umpqua Community College Foundation as its agent. The Board of Education delegates to the president or designee the authority to receive gifts and donations for the College.

**REFERENCES: ORS 341.290(5), (11), (19)**

**RESPONSIBILITY:**

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

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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



## ADMINISTRATIVE PROCEDURE

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**TITLE: Gifts, Donations, and Fundraising**

**ADMINISTRATIVE PROCEDURE # 3820**

**RELATED TO POLICY # 3820 GIFTS, DONATIONS, AND FUNDRAISING**

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### **A. Gifts and Donation Acceptance**

1. All cash and/or property gifts are typically handled through the Umpqua Community College Foundation, whose tax status has been clarified and federally approved as a 501C (3) nonprofit, tax-exempt organization.
2. Any donation of equipment, materials, or vehicles to the College or to the College Foundation for use in College programs must be approved by the appropriate senior level administrator before a commitment to accept it is made by any member of the College staff.
3. Acceptance of a gift shall not be considered endorsement by the College of a product, enterprise, or entity.
4. Equipment donated to either the College or the UCC Foundation must be appropriately inventoried.
5. Plans for acceptance of consumable supplies must include the manner in which they will be stored and disbursed within the normal operating systems and inventory procedures of the College department involved.
6. Plans for acceptance of equipment or vehicles that require maintenance, storage, licensing, or other upkeep must include the manner in which the accepting department will meet these requirements.
7. A written acceptance (including a description of the donation) will be issued by the UCC Foundation within 30 days of the final offer. The UCC Foundation does not indicate verbally or in writing to the donor a specific value for the property contributed. The College shall assume no responsibility for appraising the value of gifts made.
8. The UCC Foundation's in-kind donation form can be found at <https://www.umpqua.edu/employee-resources/employee-forms-information#Foundation>,

**B. Fundraising**

1. College employees wishing to engage in UCC Foundation-assisted, College-related fundraising activities must have prior approval from the College's Senior Leadership Team, followed by approval from the Chief Advancement Officer in consultation with the UCC Foundation Board of Directors.
2. Typical fundraising activities include direct solicitation for financial support or equipment donations, either in person or through a letter of appeal; grant applications for program support, equipment, capital improvements, or faculty development; raffles; product sales; special events, etc.

**C. Non-Official, College-Related Fundraising**

1. Fundraising by College employees of a personal nature and not coordinated or conducted in cooperation with the UCC Foundation or undertaken on behalf of the College or official College programs, activities, or endorsement may not occur under the implied sponsorship of the College. Examples of fundraising activities of this nature include aid for a needy family or College employee, funds for memorials, etc.
2. College employees are not permitted to engage in non-official, College-related fundraising while on the College payroll, nor are College resources to be used in any manner for this type of fundraising.
3. The College cannot serve as the fiscal agent for non-official, College-related fundraising.
4. A public or community-sponsored fundraising activity may be engaged in at the College, provided there are no unreimbursed, out-of-pocket expenses to the College and the activity has the express advance approval of the college president.

**D. Student Clubs and Organizations**

1. Chartered student organizations may engage in minor fundraising under the approval of the Director of Student Engagement or Dean of Students, in consultation with the Executive Director of the Foundation. These activities must follow all applicable rules and laws established by the State of Oregon. Fundraising activities related to raffles, bingo, and amusement games must follow Oregon Department of Justice charitable gaming requirements and obtain appropriate licenses, if needed.

**E. Memorials**

2. To honor the passing of a current or former College employee, donations to the Foundation may be made in the employee's name. For Naming of Facilities opportunities refer to BP/AP 3650 Naming of Facilities and Other Entities.

**F. Non-discrimination**

1. In no event shall the College, or the UCC Foundation as its agent, accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, military or veteran status, or physical or mental disability; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity. If approached by a donor who wishes to make a scholarship donation that will be tailored to help historically underrepresented groups, counsel should be consulted.

**REFERENCES: ORS 341.290(5), 341.290(11), 341.290(19)**

**RESPONSIBILITY:**

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

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**NEXT REVIEW DATE:**  
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## BOARD POLICY

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**TITLE: ADMISSIONS TO SPECIAL PROGRAMS**

**BOARD POLICY # 5014** *(was 700.02)*

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Special programs' admissions criteria and procedures are approved by Academic Council and published in the College catalog and on the College website.

**RESPONSIBILITY:**

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

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**NEXT REVIEW DATE:**

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## ADMINISTRATIVE PROCEDURE

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**TITLE: Admission to Nursing Program**

**ADMINISTRATIVE PROCEDURE # 5014** *(was 700.03)*

**RELATED TO POLICY # 5014 ADMISSIONS TO SPECIAL PROGRAMS**

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### **A. Admittance:**

1. Applicants admitted to the UCC Registered Nursing Program will be selected by the Nursing Admissions Committee based on the *Program Selection Points*. Relevant and current documents reside on the UCC Registered Nursing website.
2. The application process is divided into two sections: Phase I allows for a maximum of 65 awarded points. Top scoring candidates in Phase I are invited to participate in Phase II. Phase II allows for up to an additional 35 awarded points (totaling a maximum of 100 possible application points).
3. Top-scoring applicants are based on the number of points earned in Phase I and II, and are invited to join the UCC Registered Nursing Program. All courses as listed on the *Prerequisite Course Planning* document must be satisfactorily completed before fall term entry.

### **B. Co-admission:**

1. The UCC Registered Nursing program is a partner in the Oregon Consortium for Nursing Education (OCNE) and offers a competency-based curriculum jointly developed by nursing facilities for the consortium schools. Acceptance to the program allows for co-admission to the community college and Oregon Health and Sciences University (OHSU) nursing programs. The program is designed as four years of full-time study, with the first year devoted to prerequisite and/or preparatory courses required for admission to the restricted (limited) admission nursing program. Successful completion of the second and third years leads to an Associate of Applied Science (AAS) offered by the community college. The program continues for one additional year leading to a Bachelor's of Science, Nursing (BS, N) offered by the Oregon Health & Science University.
2. The first five terms after admission to the nursing program are identical for the associate and bachelor's work. Term six offers students the ability to complete the AAS degree and provides the eligibility for NCLEX testing to obtain RN licensure. Following completion of the UCC Program, students have the option to complete

the upper division nursing courses from OHSU and continue with the OCNE curriculum for the final three quarters, culminating with a Bachelor of Science, degree in Nursing. Both the AAS and BSN degrees meet the educational requirement for the national licensure examination for RN licensure.

### **C. Re-Admission:**

1. All re-admissions must be approved by the Director of Nursing, with the final decision being made by the Director of Nursing, no later than 45 days, prior to the beginning of the term the student is requesting to be readmitted to. The Director of Nursing may seek feedback from faculty regarding re-admission for students(s) seeking re-entry. There is no guarantee of receiving an audit or re-entry in the program.
2. A student who fails from the required nursing course must successfully repeat that course before proceeding in the program. All students requesting re-entry will be required to audit the preceding course prior to entry term.
3. It is the student's responsibility to submit a written request stating their desire to return to the program as an auditing student. This letter of intent is due within 30 days of the unsuccessful course completion or withdrawal date and is to be submitted to the Program Coordinator and the Director of Nursing. An interview may be scheduled with the student seeking an audit at the discretion of faculty and the Director of Nursing.
4. A single (one) repeat opportunity (one audit total) may be provided, within a year of the failure (not obtaining a grade of C or better) or withdrawal. Factors that influence the decision to allow a student to re-enter the program are related to the nature of the failure (i.e. safety of patient care, academic integrity, failed drug screening, or not meeting course requirements). Students who participate in defamation of the campus, program, peers, or staff, will not be considered for re-admission. Students who threaten the campus, program, peers, self, or staff (general or specific) via face-to-face, phone, text, social media, or otherwise will not be considered for re-admission.
5. Students wishing re-entry into the nursing program will be responsible for the financial cost of any additional standardized testing and/re-entrance fees related to the nursing schools' policies.
6. Students auditing the course are expected to take the midterm and final exams, (and HESI testing if applicable) and attend at least 75% of classes (see clinical absence policy if applicable – re: student is auditing clinical). The average score of these exams will be reviewed when applying for readmission to UCC's nursing program.
7. If a student leaves the program before successful completion, and due to extenuating circumstances, auditing the previous course may not be required

based on previous academic performance. Re-entry is not guaranteed except in extenuating circumstances and per space availability. Extenuating circumstances may consist of: significant loss of immediate family member, major loss of property, military service, major medical conditions, and other circumstances as approved by the UCC nursing staff and director. Proof of the legitimacy of the event must be provided to the nursing director before returning to the program.

8. All returning students will be provided options for skills practice hours and will be required to practice/demonstrate core skills with an instructor before re-entrance. It is the responsibility of the student to communicate with Nursing Support staff 5-6 weeks before re-entry to initiate skills practice, determine upcoming CLA opportunities, computerized charting training, review of immunizations, BLS expirations date, etc.
9. The UCC Director of Nursing and staff reserve the right to hold an "admission placement" for the following academic year should the student have extenuating circumstances as listed in "g" or clear and credible cause to withdraw from the program after acceptance but prior to the start date. Proof of the legitimacy of reason for withdrawal must be submitted in writing to the UCC Director of Nursing.

**RESPONSIBILITY:**

The Assistant Vice President of Enrollment and Student Services is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

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## ADMINISTRATIVE PROCEDURE

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**TITLE: Tuition and Fee Waiver for Foster Youth**

**ADMINISTRATIVE PROCEDURE # 5137**

**RELATED TO POLICY # 5135 TUITION WAIVER**

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Umpqua Community College will provide a tuition and fee waiver to a current foster child or a former foster child under 25 year of age enrolled in courses totaling one or more credit hours. The waiver is reduced by the amount an eligible student receives from the Oregon Opportunity Grant and other federal aid (Pell Grant, FSEOG). The Chaffee Education and Training Grant may not be applied to reduce the tuition waiver.

The following eligibility requirements and limitations apply:

1. The student must be in the care and custody of Department Human Services (DHS), or one of the nine federally recognized Tribes in Oregon, and is or will be an undergraduate student; or must be a former foster youth who has spent at least 180 days in substitute care, also known as foster care, after age 14, AND did not leave substitute care and custody of (DHS or Tribe) prior to the youth's 16th birthday. The undergraduate student must access the Tuition and Fee Waiver prior to the age of 25.
2. Students are expected to complete the FAFSA as early as October 1<sup>st</sup> each year and fulfill FAFSA verification requirements if selected. Students who do not submit the FAFSA and submit verification documents as requested will not be eligible to receive the tuition and fee waiver.
3. Oregon DHS partners with the Office of Student Access and Completion (OSAC) to determine potentially eligible students and to match DHS data with the student's FAFSA information. OSAC then provides a list of eligible students to be considered for the Tuition and Fee Waiver in the OSAC Financial Aid Offices Portal.
4. The Financial Aid Office then determines waiver eligibility based on student enrollment and fulfillment of verification requirements. Each student's eligibility is then documented via the OSAC Financial Aid Office Portal. If it is determined the student's tuition and fee costs are more than the student's federal and state funds, the Financial Aid Office will direct the Accounting and Finance department to set up each student's tuition waiver.

**REFERENCE: HB 2595**

**RESPONSIBILITY:**

The Assistant Vice President of Enrollment and Student Services is responsible for implementing and updating this procedure when rules dictate change.

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



## BOARD POLICY

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**TITLE: INSTITUTIONAL RECORDS OF STUDENT COMPLAINTS AND GRIEVANCES**

**BOARD POLICY # 5532** *(was 719)*

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Umpqua Community College tracks formal, written complaints and grievances signed by a student or sent through a student's UCC email and addressed to UCC's President, Provost, Assistant Vice President of Academic Services, Assistant Vice President of Enrollment and Student Services, Director of Faculty Development, Dean of Students, and Dean of Community and Workforce Training. Student emails sent from a student account constitute a student's signature. Complaints or grievances received via any electronic means other than the complaining student's UCC email are not considered under this policy.

Only grievances or complaints that are related to the academic, campus, safety, or financial life of the student are accepted under the rules of this policy. Tracking of complaints or grievances include those brought forward under BP 5500 Standards of Student Conduct Procedure.

An annual report is produced by the Dean of Students and reviewed by the staff required to track complaints and grievances. The review proceedings are made available to the College's accreditor, the Northwest Commission on Colleges and Universities, per USDOE regulation 602.16(a)(1)(ix).

**RESPONSIBILITY:**

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

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