

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

Information Item

Action Item

Subject: Second Reading of Policies

Date: June 9, 2021

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

<u>Old #</u>	<u>New #</u>	<u>Title</u>	<u>Addendum Page #</u>
607	N/A	Safety – delete	1
N/A	3300	Public Records	2
N/A	6250	Budget Management	3
N/A	6335	Departmental Supply Purchases	4
311.03	6450	Wireless and Cellular Telephone Use	5
N/A	6530	Use of College Vehicles	6
406	6830	Integrated Pest Management	7

Note: The following policy has been renumbered:

Old #   New #   Title

5014   5106   Admissions to Special Programs (2<sup>nd</sup> reading on 5/12/2021)

*See 2<sup>nd</sup> reading policies addendum packet*

Recommendation by:

Approved for Consideration:



## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

<p><b>TITLE:</b> SAFETY</p> <p><b>New BP #:</b> N/A    <b>Old BP # &amp; Title:</b> 607</p> <p><b>New AP #:</b>            <b>Old AP # &amp; Title:</b></p> <p><b>Revision</b></p> <p><b>Date:</b> 3/24/2021</p>	<p><b>AREAS OF COLLABORATION</b></p> <p><i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i></p>
--	--

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p><b>BOARD POLICY SERIES NUMBER: 607</b></p> <p><b>TITLE: SAFETY</b></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><b>DATE OF ADOPTION:</b>  <b>DATE(S) OF REVISION(S):</b> 5/12/11 by Board  <b>DATE OF LAST REVIEW:</b></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Delete – This policy is out of date and obsolete.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:**



# 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:**



# 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:**



## 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:**



## 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:**



## 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:**