

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

Information Item

Action Item

Subject: Second Reading Policies

Date: Dec. 9, 2020

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	1100	The Name of the College	1
N/A	1200	Umpqua Community College Mission	2
N/A	2100	Board of Education Elections	3
718	4040	Library	4
710	5030	Tuition and Fees	7

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	4040	Library	5-6
N/A	5030	Tuition and Fees	8-10
N/A	5031	Instructional Materials Fees	11-12

***See Board Packet Addendum for 2<sup>nd</sup> reading policies and procedures***

Recommendation by:



Approved for Consideration:





# BOARD POLICY

**TITLE: THE NAME OF THE COLLEGE**

**BOARD POLICY # 1100**

The College has been named Umpqua Community College.

The name is the property of Umpqua Community College. No person shall, without the permission of the Board of Education or the College President as the Board's designee, use this name or the name(s) of other facilities of Umpqua Community College, or any abbreviation of them, to imply, indicate, or otherwise suggest that an organization, product, or services is connected or affiliated with, or is endorsed, favored, supported, or opposed by Umpqua Community College.

Umpqua Community College operates the following education centers:

- Apprenticeship Training Center
- Harold Woolley Adult Basic Education Center
- Truck Driving Center
- UCC South County Center

**REFERENCE:** ORS 341.415

**RESPONSIBILITY:**

The Board of Education is responsible for implementing and updating this policy.

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



## BOARD POLICY

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**TITLE: UMPQUA COMMUNITY COLLEGE MISSION**

**BOARD POLICY # 1200**

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The mission of Umpqua Community College, aligned with ORS 341.009, is to offer academic instruction and career and technical education that:

- Lead to associate degrees, certificates, and GEDs.
- Provide a transition to baccalaureate or other college work.
- Develop students' skills and ability to enter the workforce.
- Develop new skills to meet the changing needs of various occupations.
- Coordinate with high schools to accommodate successful transition to college programs.
- Meet the educational and service needs of the district while also relate to state and national employment opportunities.

The College's mission is encapsulated in its mission statement: *Umpqua Community College transforms lives and enriches communities.*

The Board of Education will evaluate and revise the mission of the College on a regular basis.

**REFERENCES:**

NWCCU Standards 1.A.1, 1.B.2, 1.B.4, 2.G.2  
ORS 341.005, 341.009

**RESPONSIBILITY:**

The Board of Education is responsible for implementing and updating this policy.

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

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**TITLE: BOARD OF EDUCATION ELECTIONS**

**BOARD POLICY # 2100** *(was 100.02 and 100.03)*

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

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

The District election of members to the Umpqua Community College Board of Education, and election on issuance of bonds or other measures, shall be made in accordance with State laws, and under the supervision of the Douglas County Clerk.

**References:**

ORS 341.326, ORS 341.327, ORS 255.335

**RESPONSIBILITY:**

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

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 3/11/2020**

**DATE(S) OF REVISION:**

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



## BOARD POLICY

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**TITLE: LIBRARY**

**BOARD POLICY # 4040** *(was 718)*

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The library administration shall establish policies and procedures for the operation of the College library. These shall provide for use by students, employees, and members of the community.

**REFERENCES:**

NWCCU 2010 Standards 2.A.13 and 2.E

**RESPONSIBILITY:**

The Director of Library and Learning 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: Library**

**ADMINISTRATIVE PROCEDURE # 4040**

**RELATED TO POLICY # 4040 LIBRARY**

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### **Umpqua Community College Library provides:**

- A. Access to an academic environment, learning opportunities, and information resources to support student learning outcomes and research needs.
- B. Access to information resources to support instruction and student abilities.
- C. Access to material not available locally.
- D. Information literacy instruction and assessment, both online and in-person, to support course and program outcomes and student learning.
- E. Research assistance to students, faculty, staff, and community members.
- F. Support to faculty in utilizing information resources for instruction.
- G. Individual and group study and collaborative space for students and community members.
- H. Access to informational and recreational resources for community members.
- I. Procedures and guidelines to facilitate shared use of learning and information resources owned and/or managed by the College.
- J. Systems, support, and technological environments to ensure access to information resources and to enhance the learning experience.
- K. Sustainability and expanded access by researching and using, when appropriate, shared resources, services, and/or consortial licensing provided through state, regional, local, and/or affinity groups.

### **REFERENCES:**

NWCCU 2020 Standard 2.H.1

NWCCU Eligibility Requirement 14

See additional Library policies for further clarification

**RESPONSIBILITY:**

The Director of Library and Learning Services is responsible for implementing and updating this procedure.

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- NEXT REVIEW DATE:**
- DATE OF ADOPTION:**
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# BOARD POLICY

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**TITLE: TUITION & FEES**

**BOARD POLICY # 5030** *(was 710)*

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The College president or designee shall make recommendations to the Board of Education on an annual basis regarding any proposed changes in tuition and fees for degree credit instruction. It is the responsibility of the Board of Education to authorize or deny such changes in tuition and fees.

Student government representatives will be provided opportunity to make comments and suggestions in the annual review.

In addition to the annual review, the College president or designee may propose changes in tuition and fees during the academic year if there is a fiscal exigency.

Tuition and fee amounts shall be published online: in the college catalog, class schedule and the college’s website.

The College shall establish procedures for the collection, deposit, waiver, refund, and accounting for tuition and fees as required by law.

The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and documented.

**REFERENCES:**

- NWCCU Standard 2.G.2
- ORS 341.290(8)

**RESPONSIBILITY:**

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

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**NEXT REVIEW DATE:**  
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## ADMINISTRATIVE PROCEDURE

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**TITLE: Tuition and Fees**

**ADMINISTRATIVE PROCEDURE # 5030**

**RELATED TO POLICY # 5030 TUITION AND FEES**

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The Board retains final authority to review and approve all tuition and fees charged to students for degree credit instruction, including but not limited to tuition, program fees, course fees, service and activity fees, charges for services, other fees/charges as determined by the discretion of the Board.

Tuition and fees for degree credit instruction must be approved by the Board of Education by April 30th for the following year. All tuition and fees will be updated on the College's web site.

### **A. Tuition**

1. Required Tuition include, as applicable:
  - a. Oregon Resident Tuition per credit;
  - b. Out of State Tuition per credit; or
  - c. International Tuition per credit
2. The Board may approve differential tuition for certain academic programs that carry extraordinary cost of offering the academic program (e.g. need for specialized equipment and supplies; accreditation standards; delivery methods) or a desire to incent enrollment in a specific program.

### **B. Common Fees**

1. Each student shall be charged a fee for enrolling in credit courses in accordance with applicable law. Student enrollment into credit courses may include any combination of the following fees:
  - a. Per Credit Fee – Per credit fees are applied to each credit a student enrolls in.

- b. Term Fee – Term fees are applied every term that a student enrolls for credit coursework.
- c. Course Fee – All students who are enrolled in a course with a course fee will be charged the applicable fee. Course fees pay for the materials and supplies associated with the class the student is taking (i.e.: lab supplies for a Science class or liability insurance for Nursing). For more information see 5031 AP Instructional Materials Fee.
- d. Other student fees could be charged to recover costs, either partially or fully. Examples of the fees are: Graduation Application Fee (non-refundable), placement assessments, etc.

### **C. Fees for non-credit instruction and public services**

- 1. The review and approval of fees and charges is delegated by the Board to the President for the fees necessary to recover in full, or part, the costs of community education, auxiliary educational activities, sporting events and other auxiliary enterprises and self-sustaining programs which provide services to students, other campus programs, or the general public.

### **D. Payments and Refunds**

- 1. All tuition and fees must be paid by the deadline listed by each term on the published Academic Calendar.
- 2. The College will begin collections process on student accounts with balances after 90 days from payment due date if accounts remain unpaid or have not established a repayment agreement. Students will have 30 days from the date of the final notice to make payment in full. If payment is not made in full, the student's account will be assessed a collection fee and the account will be submitted to a third-party collection agency. The collection agency will use all legal means available to collect the debt including, but not limited to garnishments, and submission of debt to credit bureaus.
- 3. Tuition and fees charged on a student's account in error will be credited for the entire amount of the error.
- 4. All tuition and fees will be refunded if the College cancels classes.
- 5. All tuition and fees will be refunded due to changes in law or regulation authorizing and establishing a waiver or prohibiting a fee.
- 6. Tuition and fees will be refundable with the exception of non-refundable fees when a student withdraws from class(es), if the student does so during the established withdrawal period. Please refer to the online academic calendar or class schedule for specific dates and Administrative Policy and Procedure 5075, Course Adds and Drops.

- Returns related to Federal Title IV assistance will be calculated and disbursed in accordance with all applicable Federal Requirements.

### **E. Third Party Agency Payments**

Third party agency payments on student's behalf will be accepted and posted to the student account upon the receipt of the agency authorization contract/letter. Students are responsible for the balance on their student account until payment is received from the agency. The agency will have 30 days from the date of the invoice to submit payment to the college. After 30 days, the third party authorization will be removed, requiring the student to pay the remaining balance. Student is subject to the non-payment penalty, late fees, and collection proceedings if the agency does not pay within the specified time frame.

### **F. Installment Plan –Tuition and Fees**

- Eligible students may opt to pay their tuition and fees through an installment payment plan. The payment plan has a service fee per student, per term. The payment plan will include a specific amount and the due date for each installment. All payments will be completed within the term for which the enrollment is made. Failure to make timely payments will subject the student to late and/or non-sufficient funds fee per installment due date. Please refer to the website for specific due dates and amounts.
- A student is eligible for the installment plan if their account is in good standing and the student's status is "currently attending" at the time of application.

### **G. Financial Appeals**

Students may appeal their account balance due to extraordinary circumstances by contacting Student Accounts. Recipients of Title IV financial aid funds are subject to the federal regulations for withdrawals from all classes for a term.

#### **REFERENCES:**

NWCCU Standard 2.D.5 2.G.2  
ORS 341.290(8)

#### **RESPONSIBILITY:**

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

**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

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



## **ADMINISTRATIVE PROCEDURE**

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**TITLE: Instructional Materials Fee**

**ADMINISTRATIVE PROCEDURE # 5031**

**RELATED TO POLICY # 5030 TUITION AND FEES**

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- A. Course fees are additional charges added to classes that have demonstrably higher costs associated with delivering instruction, such as specialized materials, equipment, technology, field trips, and other expenditures as approved by the College.
- B. Course fees may be used to provide equipment and materials necessary for instruction, saving students from the inconvenience and expense of having to source and purchase such materials on their own. Fees may also be used to cover some travel expenses in classes with field trips or travel.
- C. Course fees may not cover all associated class costs. For example, course fees do not cover the cost of textbooks, and students may be required to pay for additional materials or expenses on top of those provided for by course fees.
- D. Establishing Required Materials and Related Fees
  1. Necessary fees are determined by the department faculty and chairs. Faculty, in consultation with their chairs, shall consider the amount of supplies consumed in classes, then calculate a per student cost for those materials according to class enrollments.
  2. Faculty shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials and the associated course fees.
  3. Department chairs or program directors shall submit fee proposals to the chief academic officer, who will then submit proposals to the Board. Deadlines for fee proposals and approvals are set by the College each year.
  4. Departments are responsible for following college purchasing procedures, and for ordering and managing the materials.
  5. The course schedule shall list fees alongside other class information.

6. Fees will be assessed at the time of registration and collected when tuition is paid, and subject to the same refund deadlines as tuition.
7. Fees shall be directed to the appropriate department accounts, and will be used solely for the approved purpose.

**REFERENCE:** ORS 341.290(8)

**RESPONSIBILITY:**

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

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