

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

Information Item

Action Item

Subject: Second Reading of Board Policies

Date: April 12, 2023

Second reading approval is requested by the Board for the policies listed below. The documents can be viewed in the second reading policy packet.

Annual Policy Review

The College's Board Policies (BP) are on a seven-year review cycle. During the 2022-2023 year the BP's numbered in the 3000's will be reviewed. The following policies have been reviewed and revised.

#	TITLE	Revision	Delete	Packet Page #
314.01	Sexual Harassment		✓	1-2
3501	Access to College Property	✓		3
3502	Trespass Notice	✓		4
3504	Children on Campus	✓		5

VPAS Policy Review

Teresa Rivenes, Vice President Academic Services (VPAS), has reviewed policies in the 4000's series for which the Chief Academic Officer is responsible. The Policy Annual Review Schedule has these documents scheduled for review next year, 2023-24. College Council approved 2030-31 to be the next review of these documents. The following policy has been reviewed and is recommended for deletion.

Policy #	TITLE	Delete	Packet Page #
4107	Second Degree or Certificate – delete	✓	6

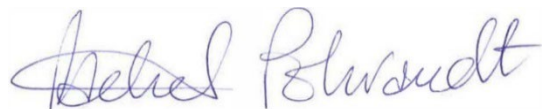
VPSS Policy Review

Jim Pittman, Vice President Student Services (VPSS), has reviewed and revised the following policy.

Policy #	TITLE	Revision	Delete	Packet Page #
5500	Standards of Student Conduct	✓		7-8

Recommendation by:

Approved for Consideration:





**POLICY / ADMINISTRATIVE PROCEDURE
REVISION TEMPLATE**

TITLE: SEXUAL HARASSMENT	AREAS OF COLLABORATION: <i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i>
BP #: 314.01	
AP #:	
Date: TBD	

EXISTING POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>Umpqua Community College is committed to providing all employees and students with the opportunity to work and learn in an environment free from discrimination, including harassment. It is a violation of college policy for any employee or student to engage in harassment of any other college employee or student.</p> <p>Sexual harassment includes any sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, either explicitly or implicitly:</p> <ol style="list-style-type: none"> 1. It is made a condition of employment or a basis for employment decisions regarding students or staff; or 2. It is made a condition for a student's enrollment, evaluation, or satisfactory progress in a class or program; or 3. Such behavior unreasonably interferes with a student or staff member's academic or work performance by creating an intimidating, hostile, or offensive learning or work environment. <p>UCC employees and students who feel they have been subjected to sexual harassment are encouraged to first pursue an informal resolution to their complaint. Employees should bring their concerns to the attention of their supervisors, the appropriate Vice President, or the college Affirmative Action Officer. Students are encouraged to discuss their concerns with a college counselor or the Vice President for Student Services. Every effort will be made to maintain confidentiality for both the complainant and the accused at the informal level.</p>	<p>Deletion is recommended.</p>

EXISTING POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>If the situation is irresolvable by informal means, employees and students should promptly seek assistance from the college Affirmative Action Officer and follow the formal discrimination grievance procedures. Impartial replacements will be selected by the President in the event that a member of the Personnel/Affirmative Action Committee is the alleged harasser.</p> <p>UCC supervisors are responsible for promoting an environment that is free from sexual harassment. UCC will thoroughly investigate all reported incidents of sexual harassment. Employees or students found to be in violation of this policy will be subject to immediate discipline, including possible termination or suspension from the college.</p> <p>UCC will not tolerate retaliation of any kind against employees or students based upon their allegations regarding sexual harassment. Retaliatory behavior will be considered a breach of this policy and will be dealt with accordingly.</p> <p>Employees and students should be aware that formal allegations of sexual harassment carry potentially serious consequences to the person charged. Such allegations should be made if warranted, but should be made with accuracy and truthfulness.</p>	



BOARD POLICY

TITLE: ACCESS TO COLLEGE PROPERTY

BOARD POLICY # 3501

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

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

During business hours, the College will be open to students, employees, and visitors.

REFERENCES:

- 34 Code of Federal Regulations Part 668.46(b)(3)
- NWCCU Standard 2.H.2 (updated 3/19/2021)
- 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: 2/12/2020

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: TRESPASS NOTICE

BOARD POLICY # 3502

Umpqua Community College is to control the use of, and access to college grounds, buildings, equipment, and other college property. Persons may be permanently or temporarily removed or excluded from the college for violation of college policy, Oregon law, federal law or has engaged in any act that could represent a safety or security concern to the College. (Reference Board Policy Access to College Property and Administrative Procedure 3501, Access to College Property.)

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: 2029 - 2030
DATE OF ADOPTION: 2/13/2019
DATE(S) OF REVISION:
DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: CHILDREN ON CAMPUS

BOARD POLICY # 3504

Children are welcome on Umpqua Community College campus in appropriate situations and while actively supervised by a parent, guardian, or responsible adult. This policy outlines the College's approach to ensuring that reasonable steps are taken to protect the study and work environment of the College, and the health, safety, and liability issues associated with children on UCC campus property.

This policy applies to minor children under the age of 18 and/or emancipated individuals who are not officially enrolled in classes or employed by the College. This policy does not apply to organized activities such as attending approved programs including, but not limited to, athletic events, theater productions, art programs, and other events offered to children.

Students under the age of 18 who are officially enrolled have the same rights, responsibilities, and privileges of any other student in the classroom and on college properties.

RESPONSIBILITY:

The Director of Facilities and Security and the Executive Director of Human Resources 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: 2029 - 2030

DATE OF ADOPTION: 6/10/2020

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

**Note: During the BP review process (2019-20) this document was identified as 3502.*



POLICY / ADMINISTRATIVE PROCEDURE REVISION TEMPLATE

TITLE: Second Degree or Certificate	AREAS OF COLLABORATION: <i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i>
BP #: 4107	
AP #:	
Date: 3-1-2023	

EXISTING POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>To earn a second Associate Degree, students must satisfactorily complete a minimum of 24 credit hours in addition to those completed for the first degree.</p> <p>To earn a second program Certificate, students must complete a minimum of 12 credit hours in addition to those completed for the first certificate.</p> <p>RESPONSIBILITY: The Chief Academic 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>NEXT REVIEW DATE: DATE OF ADOPTION: 9/8/2021 DATE(S) OF REVISION: DATE(S) OF PRIOR REVIEW:</p>	Delete



BOARD POLICY

TITLE: STANDARDS OF STUDENT CONDUCT

BOARD POLICY # 5500

- A. Students of Umpqua Community College are expected to conduct themselves in a manner compatible with an educational environment.
- B. Because of its responsibility to provide a safe and supportive learning environment, the College has certain obligations that need to be reflected as rules in the governance of student conduct and discipline.
- C. The College reserves the right to amend any provision of this Board policy and its associated administrative procedures at any time, in accordance with established College policies. Communication of any changes will be made to the College community in an appropriate and timely fashion.
- D. The Standards of Student Conduct will apply to any person currently enrolled as a student at any campus or in any program offered by Umpqua Community College, including academic and certificate programs, dual credit, Career & Technical, Community & Workforce Training, and Adult Basic Skills programs. Off-campus behavior that adversely affects the College and/or the pursuit of its objectives may also be subject to the Student Code of Conduct.
- E. The Office of Student Conduct is responsible for the administration of the Student Code of Conduct.
- F. The procedures defining the Student Code of Conduct will be made widely available to students through the college catalog, the website, and other means.
- G. There may be program specific conduct standards and procedures in addition to UCC specific Student Code of Conduct, which are handled by the individual program.

REFERENCES:

- NWCCU Standards 2.C.2; 2.C.3; 2.G.2 (updated 3/19/2021)
- ORS 341.290(2)

RESPONSIBILITY:

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

NEXT REVIEW DATE: 2024 - 2025**DATE OF ADOPTION:****DATE(S) OF REVISION: 6/10/2020; 4/9/2008****DATE(S) OF PRIOR REVIEW:**