

UMPQUA COMMUNITY COLLEGE

Umpqua Community College transforms lives and enriches communities.

VOL. LIV, No. 7 BOARD OF EDUCATION SPECIAL MEETING

February 26, 2020; Noon, HNSC 101

AGENDA

MEMBERS:

Steve Loosley, Chair _____
Guy Kennerly, V. Chair _____
Doris Lathrop _____
David Littlejohn _____

Randy Richardson _____
Erica Mills _____
Twila McDonald _____

ADMINISTRATION:

Debra Thatcher _____
Kacy Crabtree _____

- | | | | |
|-------|--|---------------|---------|
| I. | CALL TO ORDER | Chair Loosley | |
| II. | ATTENDANCE | Chair Loosley | |
| III. | PLEDGE OF ALLEGIANCE | Chair Loosley | |
| IV. | CHANGES TO THE AGENDA | Chair Loosley | |
| V. | OLD BUSINESS | | |
| VI. | NEW BUSINESS | | |
| | A. Board Policies & Procedures – First Reading | Chair Loosley | pp 1-49 |
| VII. | BOARD COMMENTS | Chair Loosley | |
| VIII. | ADJOURNMENT | Chair Loosley | |

NEXT BOARD MEETING:

- Board Meeting, March 11, 2020, 4:30 pm, HNSC 100

Robynne Wilgus, Board Assistant, 541-440-4622 voice, Oregon Relay TTY: 711. The UCC Board will provide, upon request, reasonable accommodation during Board meetings for individuals with disabilities.

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BOARD POLICY

TITLE: ORGANIZATION AND AUTHORITY

BOARD POLICY # 2000

Umpqua Community College is established and operates under the authority of Chapter 341, and other applicable laws and regulations. These policies are intended to be consistent with applicable Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR), and to the extent they are not consistent, the provisions of such statutes and administrative rules shall control.

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: BOARD OF EDUCATION MEMBERSHIP

BOARD POLICY # 2010

The Board of Education shall be composed of seven members who serve terms of 4 years. A person shall be qualified to be a candidate for election to the board if the person is an elector who resides in the district and the zone for which the person is elected. A board member must qualify for office by taking an oath of office.

No person who is an employee of the community college district shall be eligible to serve as a member of the board for the district by which the employee is employed.

References:

NWCCU Standard 2.A.4

ORS 341.275, ORS 341.326

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: BOARD OF EDUCATION ELECTIONS

BOARD POLICY # 2100

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 2 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.

References:

ORS 341.326, ORS 341.327, ORS 255.335

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: VACANCIES ON THE BOARD OF EDUCATION
BOARD POLICY # 2110

The Board of Education shall declare the office of a board member vacant if it finds any of the following:

- A. The incumbent has died or resigned.
- B. The incumbent has been removed or recalled from office or the election of the incumbent thereto has been declared void by the judgment of a court.
- C. The incumbent has ceased to be a resident of the district from which the incumbent was nominated or elected.
- D. The incumbent has ceased to discharge the duties of office for two consecutive months unless prevented therefrom by sickness or other unavoidable cause or unless excused by the chairperson of the Board of Education.

A board member who is nominated or elected by zone and who changes permanent residence from one zone of a district to another zone or who by a change in zone boundaries no longer resides in the zone of nomination or election is entitled to continue to serve as board member until June 30 following the next regular district election at which a successor shall be elected by the electors to serve for the remainder of the unexpired term, if any. The successor shall take office July 1 next following the election. ORS 341.335(2)

When a vacancy is declared the remaining Board of Education members shall meet and appoint a person to fill the vacancy from any of the electors of the district if the position is one filled by both nomination and election at-large, and otherwise from any of the electors of the zone from which the vacancy occurs.

The period of service of a Board of Education member appointed to a vacant position commences upon appointment and expires June 30 next following the next regular district election at which a successor is elected. The successor shall be elected to serve the

remainder, if any, of the term for which the appointment was made. If the term for which the appointment was made expires June 30 after the election of the successor, the successor shall be elected to a full term. In either case, the successor shall take office on July 1.

The President shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board of Education will determine the schedule and appointment process, which may include interviews at a public meeting.

References: ORS 341.335

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

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New

BOARD PROCEDURE

TITLE: VACANCIES ON THE BOARD OF EDUCATION

BOARD PROCEDURE # 2110

RELATED TO POLICY # 2110 VACANCIES ON THE BOARD OF EDUCATION

When the Board of Education determines to fill the vacancy by appointment, the President shall assure that there is ample publicity to and information for prospective candidates.

The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Persons applying or nominated must meet the qualifications required by law for members of the Board of Education.

Persons applying for appointment to the Board of Education shall receive a letter from the President containing information about the Umpqua Community College and the Board of Education, including a candidate information sheet to be completed and returned by a specific date.

The Board of Education may request personal interviews with candidates. Interviews shall be conducted in a public hearing scheduled for that purpose.

Each Board of Education member shall review all candidate information sheets, with final selection made by a majority vote of the Board of Education members at a public meeting called for that purpose.

References: ORS 341.335

RESPONSIBILITY:

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

NEXT REVIEW DATE:

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DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: BOARD OF EDUCATION DUTIES AND RESPONSIBILITIES

BOARD POLICY # 2200

The Board of Education governs on behalf of the citizens of Umpqua Community College District in accordance with the authority granted to it by state law. The Board of Education is committed to fulfilling its responsibilities to:

- A. Represent the public interest;
- B. Establish policies that define the institutional mission and set prudent, ethical, and legal standards for college operations;
- C. Hire and evaluate the President;
- D. Delegate power and authority to the President to effectively lead the College;
- E. Assure fiscal health and stability;
- F. Monitor the standards for accreditation including (a) Student Success and Institutional Mission and Effectiveness, and (b) Governance, Resources, and Capacity; and
- G. Advocate for Umpqua Community College.

References:

NWCCU Standards 2.A.4 and 2.A.5
 ORS 341.290, ORS 341.300 (traffic control)

RESPONSIBILITY:

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

NEXT REVIEW DATE:

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DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: BOARD OF EDUCATION OFFICERS

BOARD POLICY # 2210

A. The duties of the Chair of the Board of Education are:

1. Preside over all meetings of the Board of Education.
2. Call emergency and special meetings of the Board of Education as required by law.
3. Consult with the President on Board of Education meeting agendas.
4. Communicate with individual Board of Education members about their responsibilities.
5. Participate in the orientation process for new Board of Education members.
6. Assure Board of Education compliance with policies on Board of Education member education, self-evaluation, and evaluation of the President.
7. Represent the Board of Education at official events or ensure Board of Education representation.

B. The duties of the Vice Chair of the Board of Education are:

1. To fulfill the duties of the Chair as needed.
2. Coordinate and implement the President's evaluation.
3. Work with the Board Chair in collaboration with the President to develop an annual Board calendar.

C. The President shall serve as Secretary to the Board of Education. The duties of the Secretary are:

1. Notify members of the Board of Education of regular, special, emergency, and adjourned meetings;
2. Prepare and post Board of Education meeting agendas;
3. Have prepared for adoption minutes of Board of Education meetings;
4. Attend all Board of Education meetings and closed sessions, unless excused, and in such cases to assign a designee;

5. Conduct the official correspondence of the Board of Education;
6. Certify as legally required all Board of Education actions;
7. Sign, when authorized by law or by Board of Education action, any documents that would otherwise require the signature of the Secretary of the Board of Education.

The Board of Education does not have an official system of rotation of officers; it elects the officers each year at its annual organizational meeting from among all its members.

References:

ORS 341.283

RESPONSIBILITY:

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

NEXT REVIEW DATE:

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BOARD POLICY

TITLE: COMMITTEES OF THE BOARD OF EDUCATION
BOARD POLICY # 2220

There shall be no standing committees on the Board. At the request of the Board, the Chair may appoint temporary committees, comprised of three members or fewer, for special purposes. These committees shall be discharged on the completion of their assignment. The Board Chair may appoint a committee of three or fewer to address issues that arise between meetings. At the next regular Board meeting, the Board may ratify such committee.

Board of Education committees are only advisory and have no authority or power to act on behalf of the Board of Education. Findings or recommendations shall be reported to the Board of Education for consideration.

As provided in ORS 294.336, there shall be a Budget Committee consisting of seven Board of Education members, and seven members appointed by the Board for three-year terms. Appointees must be qualified electors of the College District and reside in the same zone as nominating board member.

References:

ORS 341.283

RESPONSIBILITY:

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

NEXT REVIEW DATE:

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New

BOARD POLICY

**TITLE: BOARD OF EDUCATION ANNUAL ORGANIZATIONAL MEETING
BOARD POLICY # 2305**

The annual organizational meeting of the Board of Education will be held in July. The purpose of the annual organizational meeting is to elect a chair, vice chair, and a representative to OCCA, and conduct any other business as required by law or determined by the Board of Education.

The Board of Education shall hold a regular organizational meeting following the regular district election not later than the last day of July of that year.

References:

ORS 341.283, ORS 255.335(5)

RESPONSIBILITY:

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

NEXT REVIEW DATE:

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BOARD POLICY

TITLE: REGULAR MEETINGS OF THE BOARD OF EDUCATION

BOARD POLICY # 2310

Regular meetings of the Board will be held on a designated day of each month. Such meetings will be held on campus, unless the Board designates a different location.

RESPONSIBILITY:

The Board Chair 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:

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DATE(S) OF PRIOR REVIEW:



New

BOARD PROCEDURE

TITLE: REGULAR MEETINGS

BOARD PROCEDURE # 2310

RELATED TO POLICY # 2310 REGULAR MEETINGS

The Board of Education shall conduct all meetings following *Robert's Rules of Order Newly Revised* 11th ed. with the following exceptions and clarifications:

- A. Motions shall be seconded following the general requirements set forth in the rules, contrary to requirement for small boards that "motions need not be seconded" (p. 488, line 1). *See following page*
- B. Although there is no limit to the number of times a member may speak to a debatable motion (p. 488 line 2), all members shall have the opportunity to speak before any member speaks twice.
- C. In accordance with the rules, "When a motion is perfectly clear to all present a vote can be taken without a motion's having been introduced" (p. 488 line 9-10); however, prior to voting someone shall state in clear terms the motion to be considered.

RESPONSIBILITY:

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

NEXT REVIEW DATE:

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DATE(S) OF PRIOR REVIEW:

for info only

meetings (pp. 93-94)—and at which a quorum (a majority of the total membership unless otherwise specified in the bylaws or established by the constituting power) is present. (See also *Electronic Meetings*, pp. 97-99.) The personal approval of a proposed action obtained separately by telephone, by individual interviews, or in writing, even from every member of the board, is not the approval of the board, since the members lacked the opportunity to mutually debate and decide the matter as a deliberative body. If action is taken on such a basis, it must be ratified (pp. 124-25) at a regular or properly called board meeting in order to become an official act of the board.

A record of the board's proceedings should be kept by the secretary, just as in any other assembly; these minutes are accessible only to the members of the board unless the board grants permission to a member of the society to inspect them, or unless the society by a two-thirds vote (or the vote of a majority of the total membership, or a majority vote if previous notice is given) orders the board's minutes to be produced and read to the society's assembly.

At regular board meetings the executive committee, if there is one, should be required to make a report of its activities since the last board meeting. No action need be taken on this report, which is generally intended as information only.

PROCEDURE IN SMALL BOARDS. In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in other assemblies, in the following respects:

- Members may raise a hand instead of standing when seeking to obtain the floor, and may remain seated while making motions or speaking.

not in second reading

- 1 • Motions need not be seconded.
- There is no limit to the number of times a member can speak to a debatable question.* Appeals, however, are debatable under the regular rules—that is, each member (except the chair) can speak only once in debate on them, while the chair may speak twice.
- 5 • Informal discussion of a subject is permitted while no motion is pending.
- When a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed to by unanimous consent, however, all proposed actions must be approved by vote under the same rules as in larger meetings, except that a vote can be taken initially by a show of hands, which is often a better method in small meetings.
- 10 • The chairman need not rise while putting questions to a vote.
- If the chairman is a member, he may, without leaving the chair, speak in informal discussions and in debate, and vote on all questions.**
- 15
- 20

EFFECT OF PERIODIC PARTIAL CHANGE IN BOARD MEMBERSHIP. In cases where a board is constituted so that a specified portion of its membership is chosen periodically (as, for example, where one third of the board is

*However, motions to close or limit debate (15, 16), including motions to limit the number of times a member can speak to a question, are in order even in meetings of a small board (but not in meetings of a committee; see p. 500), although occasions where they are necessary or appropriate may be rarer than in larger assemblies.

**Informal discussion may be initiated by the chairman himself, which, in effect, enables the chairman to submit his own proposals without formally making a motion as described on pages 33-35 (although he has the right to make a motion if he wishes).

lected annually : a new board each ship. Consequent vacates members disposed of (see p hands of a comm to the ground ur p. 502, l. 26 to p. ters that have been by the board.) If t or appoints standi committees as soo: their duties, just changed. The ind occasionally vacate ver, does not have

§50. COMMITTEE

A committee, a body of one or more (in the direction of) an assembly or take action on certain of these things. Unlike a committee, it is considered to be a formal committee.

Although the technical name for a relatively small number of members is a committee, in a detailed attention to the assembly, this character is known as *ordinary* designate all of its members is called a *committee* ordinary committee. committee of the whole : question when it is d



BOARD POLICY

TITLE: CLOSED EXECUTIVE SESSIONS

BOARD POLICY # 2315

Executive sessions of the Board of Education shall only be held as permitted by ORS 192.660. Matters discussed in closed session will be on specific subjects as allowed by Oregon Statutes.

Matters discussed in executive session remain confidential and may not be discussed outside of the closed session.

No final actions may be taken in executive session.

If any person requests an opportunity to present complaints to the Board of Education about a specific employee, such complaints shall first be presented to the President. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board of Education as permitted under Oregon law.

References: ORS 192.660

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

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DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: SPECIAL MEETINGS

BOARD POLICY # 2320

Special meetings may, from time to time, be called as permitted by state law. Special meetings shall be convened by order of the Chair of the Board or upon the request of four board members at least 24 hours before such meeting is to be held, or by common consent of the board members

Emergency meetings may be called by the Chair of the Board of Education when prompt action is needed because of actual or threatened disruption of public facilities.

References:

ORS 192.640, ORS 341.283

RESPONSIBILITY:

The Board Chair 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 PROCEDURE

TITLE: SPECIAL AND EMERGENCY MEETINGS

BOARD PROCEDURE # 2320

RELATED TO POLICY # 2320 SPECIAL MEETINGS

Special Meetings

Whenever a special meeting of the Board of Education is called, the President shall cause the call and notice to be posted at least 24 hours prior to the meeting in a location freely accessible to the public and in a manner that provides notice to the members of the Board of Education, the news media which have requested notice, and the general public.

Emergency Meetings

Whenever an emergency meeting of the Board of Education is called, the President or Board Chair shall notify each member of the Board of Education. The notice must be given in advance as is appropriate to the circumstances, but the minutes for such a meeting shall describe the emergency justifying less than 24 hours' notice.

References:

ORS 192.640, ORS 341.283(2)

RESPONSIBILITY:

The Board Chair 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: QUORUM AND VOTING

BOARD POLICY # 2330

A quorum of the Board of Education shall consist of a majority of Board of Education members.

The affirmative vote of the majority of members of the Board of Education is required to transact any business; that is, a minimum of four affirmative votes are required to approve an action item.

References:

ORS 192.610 to ORS 192.690, ORS 341.283

new per ORS

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: AGENDAS

BOARD POLICY # 2340

The Board will provide for and give public notice, reasonably calculated to give actual notice to interested persons, of the time and place of any meeting.

The notice shall also include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of the Board of Education to consider additional subjects.

Agendas shall be developed by the President in consultation with the Board of Education Chair.

The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

The order of business may be changed by consent of the Board of Education.

Any meetings, including an executive session, may be held using a telephone or other electronic communication. All such meetings will comply with Oregon Public Meetings Laws. ORS 192.640

References: ORS 192.640

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

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DATE(S) OF PRIOR REVIEW:



revised

BOARD POLICY

TITLE: PUBLIC PARTICIPATION AT BOARD OF EDUCATION MEETINGS

BOARD POLICY # 2345

There will be a time at each regularly scheduled Board of Education meeting for the general public to address the Board of Education regarding items not on the agenda.

Members of the public also may submit written communications to the Board of Education on items on the agenda or speak to agenda items at the Board of Education meeting.

Written communication regarding items on the Board of Education's agenda should reach the office of the President not later than one working day prior to the meeting at which the matter concerned is to be before the Board of Education. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

Claims for damages are not considered communications to the Board of Education under this rule, but shall be submitted to the College.

References:

ORS 192.630

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



revised

BOARD POLICY

TITLE: SPEAKERS

BOARD POLICY # 2350

Persons may speak to the Board of Education either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board of Education at the time designated for public comment on the agenda.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard at the beginning of the meeting, before a vote is called on the item, at the time designated for public comment.

Persons wishing to speak to matters not on the agenda shall do so at the time designated for public comment.

Persons wishing to speak shall sign-in on the Public Comment sheet. At the time specified on the agenda, the person shall say their name, address, and city of residence. Comments shall be limited to three to five minutes, at the discretion of the Board Chair. At the discretion of a majority of the Board of Education these time limits may be extended.

Each speaker coming before the Board of Education is limited to one presentation per specific agenda item before the Board of Education, and to one presentation per meeting on non-agenda matters.

The Chair of the Board of Education may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board of Education or if their remarks are unduly repetitive.

The Board may not respond directly to any issues raised but refer those issues to the President for proper action.

References:

There is no Oregon statutory requirement. This is based on local board practice.

RESPONSIBILITY:

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

NEXT REVIEW DATE:

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revised

BOARD POLICY

TITLE: DECORUM

BOARD POLICY # 2355

- A. The following will be ruled out of order by the presiding officer:
1. Profanity, obscenity, and other disruptive language.
 2. Physical violence or threats of physical violence directed towards any person or property.
- B. In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.
- C. Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Board of Education for the duration of the meeting.
- D. Before removal, a warning and a request that the person(s) curtail the disruptive activity will be made by the presiding officer of the Board of Education. If the behavior continues, the person(s) may be removed by the presiding officer, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.
- new E. If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board of Education may order the meeting room cleared and may continue in session. The Board of Education shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

References:

There is no Oregon statutory requirement. This is based on local board practice.

RESPONSIBILITY:

The Board Chair 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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BOARD POLICY

TITLE: MINUTES

BOARD POLICY # 2360

The Secretary of the Board will keep minutes of all meetings of the Board of Education. The minutes shall record all actions of the Board of Education. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability. The minutes shall record all actions taken by the Board of Education.

Pursuant to Oregon law, the minutes shall also include at least the following information:

- A. All members of the governing body present;
- B. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
- C. The results of all votes, and the vote of each member by name if the vote is divided;
- D. The substance of any discussion on any matter; and
- E. Subject to ORS 192.311 to 192.478 relating to public records, a reference to any document discussed at the meeting.

Minutes of executive sessions shall comply with ORS Chapter 192, ORS Chapter 341, and other applicable laws, including a statement of the reason or section under which the executive session was called.

Official minutes of meetings are to be approved and signed by the Chair of the Board and the Secretary of the Board

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References:

ORS 192.650

RESPONSIBILITY:

The Board Chair 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:

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BOARD POLICY

TITLE: BOARD POLICIES AND ADMINISTRATIVE PROCEDURES**BOARD POLICY # 2410**

The Board of Education may adopt such policies as are authorized by law or determined by the Board of Education to be necessary for the efficient operation of Umpqua Community College. Board policies are intended to be statements of intent by the Board of Education on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law but do not encompass all laws relating to The College's activities. All college employees are expected to know and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board of Education may be adopted, revised, added to, or amended at any regular Board of Education meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board of Education shall regularly assess its policies for effectiveness in fulfilling Umpqua Community College's mission.

Administrative procedures are to be issued by the President as statements of method to be used in implementing Board of Education policy. Such administrative procedures shall be consistent with the intent of Board of Education Policy. Administrative procedures may be revised as deemed necessary by the President.

The Board of Education reserves the right to direct revisions of the administrative procedures should they, in the Board of Education's judgment, be inconsistent with the Board of Education's own policies.

Copies of all Board of Education policies and administrative procedures shall be readily available to the college employees through the intranet.

References:

NWCCU Standards 2.A.2 and 2.A.6

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: DELEGATION OF AUTHORITY TO THE PRESIDENT**BOARD POLICY # 2430**

The Board of Education delegates to the President the executive responsibility for administering the policies adopted by the Board of Education and executing all decisions of the Board of Education requiring administrative action.

The President may delegate any powers and duties entrusted to him/her by the Board of Education, but will be specifically responsible to the Board of Education for the execution of such delegated powers and duties.

The President is empowered to reasonably interpret Board of Education policy. In situations where there is no Board of Education policy direction, the President shall have the power to act, but such decisions shall be subject to review by the Board of Education. It is the duty of the President to inform the Board of Education of such action and to recommend written Board of Education policy if one is required.

The President is expected to perform the duties contained in the President job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board of Education in consultation with the President.

The President shall ensure that the Umpqua Community College complies with all relevant laws and regulations, and submit required reports in timely fashion.

All requests about College operations and related information by individual board members will be submitted to the Board Chair, who will in turn make the request to the President. The President will attempt to obtain the information in a timely manner. In the event the requested information proves to be unduly burdensome or disruptive to the College operations, the President will inform the Board. The Board will advise the President after weighing the costs and benefits to obtaining the information. This does not restrict casual conversations, general information questions, or relaying a constituent concern.

Information provided to any Board of Education member shall be provided to all Board of Education members.

The President shall act as the professional advisor to the Board of Education in policy formation.

References:

NWCCU Standard 2.A.7

ORS 341.290

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



New

BOARD POLICY

TITLE: SELECTION OF THE PRESIDENT

BOARD POLICY # 2431

In the case of a Presidential vacancy, the Board of Education shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

References:

NWCCU Standards 2.A.7 and 2.A.10

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

New



BOARD POLICY

TITLE: SUCCESSION

BOARD POLICY # 2432

The Board of Education delegates authority to the President to appoint an acting President to serve in his/her absence for short periods of time when the President is not able to perform the duties of his/her position, not to exceed 30 calendar days at a time.

For such an appointment, acting President responsibility will be delegated by the President to the Provost. If both President and Provost are absent, responsibility will be designated by the College President to an appropriate senior level administrator. The Board of Education will be notified by the President of such an appointment.

The Board of Education shall have the option to appoint an acting President for periods exceeding 30 calendar days.

References:

There is no Oregon statutory requirement.

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



New

BOARD POLICY

TITLE: EVALUATION OF THE PRESIDENT**BOARD POLICY # 2435**

The Board of Education shall conduct an evaluation of the President at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the President as well as this policy.

The Board of Education shall evaluate the President using an evaluation process the Board of Education and the President jointly agree to and develop.

The criteria for evaluation shall be based on Board of Education policy, the President's job description, and performance goals/objectives developed in accordance with BP 2430 Delegation of Authority to the President.

References:

NWCCU Standard 2.A.7

RESPONSIBILITY:

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

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



New

BOARD POLICY

**TITLE: PRESENTATION OF INITIAL COLLECTIVE BARGAINING PROPOSALS
BOARD POLICY # 2610**

Prior to College representatives meeting with the representatives of an association bargaining unit to begin all labor contract negotiations, including but not limited to amendments, revisions, or new contracts, the President shall meet with the Board of Education.

References:

ORS 243 – Oregon Public Employee Collective Bargaining Act (PECBA)
ORS 192.660(2)(d) (Executive session – labor negotiators)

RESPONSIBILITY:

The Board Chair 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:**



New

BOARD PROCEDURE

TITLE: PRESENTATION OF INITIAL COLLECTIVE BARGAINING PROPOSALS

BOARD PROCEDURE # 2610

RELATED TO POLICY # 2610 PRESENTATION OF INITIAL COLLECTIVE BARGAINING PROPOSALS

Prior to the College engaging in any contract negotiations, the President shall meet with the Board of Education. The President shall inform the Board fully on all matters concerning the forthcoming negotiation. Topics of interest to the Board may include but are not limited to the following: anticipated difficulties and obstacles, negotiating strategy, initial proposals, key objectives and outcomes, anticipated outcomes, anticipated budget considerations, and any other matters that the Board deems of interest. The Board of Education shall be given the opportunity to provide direction and guidance on all matters related to the upcoming negotiation.

References:

ORS 243 – Oregon Public Employee Collective Bargaining Act (PECBA)

ORS 192.660(2)(d) (Executive session – labor negotiators)

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



Revised

BOARD POLICY

TITLE: CONFLICT OF INTEREST

BOARD POLICY # 2710

Board of Education members shall adhere to state laws relating to financial conflict of interest and government ethics. Board of Education members shall declare actual and potential conflict of interest on the record prior to taking any action when an actual or potential conflict of interest exists.

Board of Education members are encouraged to seek counsel from the college's legal advisor or the Oregon Government Ethics Commission in any case where a question arises.

References:

NWCCU Standards 2.A.4 and 2.A.23

ORS 244.010 to ORS 244.047

RESPONSIBILITY:

The Board Chair 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:



New per OCCA

BOARD PROCEDURE

TITLE: CONFLICT OF INTEREST

BOARD PROCEDURE # 2710

RELATED TO POLICY # 2710 CONFLICT OF INTEREST

Board of Education members shall publicly announce the nature of a financial conflict of interest on the record prior to taking action on the issue before the Board as required by Oregon law. The type and nature of the conflict shall be recorded in the official minutes of the meeting.

Board of Education members may participate in discussion and may vote on an issue after announcing a **potential** conflict of interest publicly prior to taking action. If a Board of Education member announces an **actual** conflict of interest, the Board of Education member must refrain from any discussion or debate on the issue out of which the actual conflict arises and may not vote on the issue.

A. "Potential Conflict of Interest" – means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which **could** be to the private financial benefit or detriment of the person or the person's relative, or a business with which the person or the person's relative is associated, unless the financial benefit or detriment arises out of the following:

1. An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.
2. Any action in the person's official capacity which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged.
3. Membership in or membership on the board of directors of a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.

- B. “Actual Conflict of Interest”** – means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which *would* be to the private financial benefit or detriment of the person or the person’s relative or any business with which the person or a relative of the person is associated unless the financial benefit or detriment arises out of circumstances described above.
- C. “Relative”** – means spouse, parents, step-parents, children, siblings, step-siblings, sons-in-laws, daughters-in-laws, individuals for whom the board member has a legal support obligation, or anyone for whom the board member provides benefits arising from their service.
- D. “Business”** – means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual and any other legal entity operated for economic gain but excluding any income-producing not-for-profit corporation that is tax exempt under section 501(c) of the Internal Revenue Code with which a public official or a relative of the public official is associated only as a member or board director or in a nonremunerative capacity.

E. Gifts

Board of Education members and their relatives are prohibited from accepting gifts of a value greater than \$50 from a single source during a calendar year from any person that can reasonably be known to have a legislative or administrative interest in a decision before the Board of Education. Meals (food and beverage) and entertainment are considered gifts and are subject to the annual limitation.

1. The following are not considered gifts:
2. Campaign contributions.
3. Gifts from relatives or members of the public official’s household.
4. Unsolicited tokens or awards of appreciation if value is less than \$25.
5. Admission and meals provided to a public official when they are invited to attend a reception, meal or meeting held by an organization when the public official is attending as representative of the college. This exception does not apply to “private meals with small numbers of participants.”
6. Informational material, publications or subscriptions related to the public official’s position.
7. Expenses paid by a government entity, membership organization to which the college pays dues, or a non-profit corporation for attendance at a convention, fact-finding trip, or other meeting if the public official is delivering a speech, making a presentation, participating in a panel, or representing the college.

- a. “Representing” the college means that the public official is participating in an event on behalf of the college in their capacity as a public official.
8. Food, travel or lodging expenses paid to a public official, a relative, member of the household, or staff when the public official is representing the college on an “officially sanctioned” trade-promotion or fact-finding mission, or in official negotiations or economic development activities.
 - a. “Officially sanctioned” means written approval given by a person authorized by the public body to give approval such as a supervisor or the college’s Board of Education.
 9. Expenses provided by a public official to another public official for travel in state to and from an event that is related to the person’s official office and in which that person participates in their official capacity.
 10. Food and beverage provided at a reception (e.g. social gathering) where the food and beverage are an incidental part of the reception.
 11. Entertainment that is an incidental part of another event or in which the public official has been invited to participate in their official capacity (i.e., throwing out the first ball at a baseball game).
 12. Gifts offered as part of the usual and customary practice of a person’s private business, employment or volunteer position that bears no relationship to the public official’s official position.
- F. “Gift”** means something of economic value that is offered to a public official or to relatives or members of the household of a public official or candidate without cost or at a discount or as forgiven debt and the same offer is not made or available to the general public who are not public officials.
- G. “Legislative or administrative interest”** means an economic interest, distinct from that of the general public, in any matter subject to the decision or vote of the public official acting in the public official’s capacity as a public official.

H. Nepotism

A Board of Education member is prohibited from participating in any personnel action taken by Umpqua Community College that would impact the employment of a relative or member of the public official’s household, and must follow the conflict of interest requirements above. A Board of Education member may not participate in the following personnel actions: appointing, employing or promoting; discharging, firing or demoting; interviewing; discussing or debating the appointment, employment, promotion, discharge, firing or demotion of a relative or member of the household. This prohibition does not apply to relatives or members of the household who serve Umpqua Community College as an unpaid volunteer.

- I. Contracts Supported by Federal Funds** (2 Code of Federal Regulations Part 200.318(c)(1))
- J.** No Board of Education member or agent of Umpqua Community College may participate in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent conflict of interest. Such a conflict of interest would arise when the Board member, or agent, any member of their immediate family, their partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The Board members and agents of Umpqua Community College may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Disciplinary action will be taken for violations of such standards by Board members or agents of Umpqua Community College.

References:

ORS 244.010 to 244.047; ORS 244.120 to 244.130; ORS 244.175 to 244.179

ORS 244.050 to 244.115

OAR 199, Division 5 (Gifts)

Oregon Government Ethics Commission "Guide for Public Officials"

RESPONSIBILITY:

The Board Chair 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: CODE OF ETHICS / STANDARDS OF PRACTICE

BOARD POLICY # 2715

The Board of Education maintains high standards of ethical conduct for its members. Members of the Board of Education are responsible to:

- A. Act only in the best interests of the entire community.
- B. Ensure public input into board deliberations; adhering to the law and spirit of the open meeting laws and regulations.
- C. Prevent conflicts of interest and the perception of conflicts of interest.
- D. Exercise authority only as a Board.
- E. Use appropriate channels of communication.
- F. Respect others; acting with civility.
- G. Be informed about the college(s) educational issues and responsibilities of board membership.
- H. Devote adequate time to board work, including preparing for board deliberations by reviewing the agenda and materials prior to meetings.
- I. Maintain confidentiality of executive sessions.

All Board of Education members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the Board's Code of Ethics. The Board of Education will be prepared to investigate the factual basis behind any charge or complaint of board member misconduct. A Board of Education member may be subject to a resolution of censure by the Board of Education should it be determined that trustee misconduct has occurred. Censure is an official expression of disapproval passed by the Board.

A complaint of Board of Education member misconduct will be referred to an ad hoc committee composed of three Board of Education members not subject to the complaint. In a manner deemed appropriate by the committee, a fact-finding process shall be initiated and completed within a reasonable period of time to determine the validity of the

New H

complaint. The committee shall be guided in its inquiry by the standards set forth in the Board of Education's Code of Ethics as defined in policy. The Board of Education member subject to the charge of misconduct shall not be precluded from presenting information to the committee.

The committee shall, within a reasonable period of time, make a report of its findings to the Board of Education for action.

References:

NWCCU Standard 2.A.23

ORS 244.010 to ORS 244.400

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



New

BOARD POLICY

TITLE: BOARD OF EDUCATION POLITICAL ACTIVITY
BOARD POLICY # 2716

Members of the Board of Education and employees shall not use the college's funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure, initiative petition or candidate, including, but not limited to, any candidate for election to the Board of Education.

References:
ORS 260.432

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

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



New

BOARD POLICY

**TITLE: PERSONAL USE OF PUBLIC RESOURCES – BOARD OF EDUCATION
BOARD POLICY # 2717**

Board of Education members and employees of the college, as public officials, may not use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public official's holding of the official position or office.

This prohibition does not apply to:

- A. Any part of an official compensation package as determined by the public body that the public official serves.
- B. The receipt by a public official or a relative or member of the household of the public official of an honorarium or any other item allowed under ORS 244.042.
- C. Reimbursement of expenses.
- D. An unsolicited award for professional achievement.
- E. Gifts that do not exceed the limits specified in ORS 244.025 received by a public official or a relative or member of the household of the public official from a source that could reasonably be known to have a legislative or administrative interest.
- F. Gifts received by a public official or a relative or member of the household of the public official from a source that could not reasonably be known to have a legislative or administrative interest.
- G. The receipt by a public official or a relative or member of the household of the public official of any item, regardless of value, that is expressly excluded from the definition of "gift" in ORS 244.020.
- H. Contributions made to a legal expense trust fund established under ORS 244.209 for the benefit of the public official.

References:

ORS 244.040

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



New

BOARD POLICY

TITLE: COMMUNICATIONS AMONG BOARD OF EDUCATION MEMBERS
BOARD POLICY # 2720

The Board of Education may take action on matters properly before it only in public at a regular, special, or emergency meeting, except in those instances where action is permitted by law in executive session. The authority of the Board of Education may be exercised only as a Board and only at such meetings or closed sessions as are duly and legally constituted. Individual members acting in their individual capacities have no authority to commit the Board of Education or the President to any policy determination or course of action.

A quorum of members of the Board of Education shall not communicate among themselves by the use of any form of communication, such as personal intermediaries, e-mail, texting, or other technological device, in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board of Education. In addition, Board of Education members may not use a series of communications by any means or through any person to discuss, deliberate, or take action on any item of business within the subject matter jurisdiction of the Board.

References:

ORS 192.610 to ORS 192.690, ORS 341.283(5)

RESPONSIBILITY:

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

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



BOARD POLICY

TITLE: BOARD OF EDUCATION MEMBER COMPENSATION

BOARD POLICY # 2725

Members of the Board of Education shall receive no compensation for their services, but they shall be allowed the actual and necessary expenses incurred by them in the performance of their duties.

References:

ORS 341.283(6)

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



New

BOARD POLICY

**TITLE: BOARD OF EDUCATION MEMBER TRAVEL
BOARD POLICY # 2735**

Umpqua Community College shall reimburse Board of Education members for travel when they are acting as representatives of the entity or performing services directed by the entity.

References:

ORS 341.283(6), ORS 244.040

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



New / similar

BOARD POLICY

TITLE: BOARD OF EDUCATION SELF EVALUATION
BOARD POLICY # 2745

The Board of Education is committed to assessing its own performance as a Board of Education in order to identify its strengths and areas in which it may improve its functioning.

The Board of Education will conduct a self-evaluation process annually to include:

- A. The completion of a self-assessment instrument by each member of the Board;
- B. A discussion of the compilation of the results; and
- C. The development of specific actions the Board will take to improve how it functions to serve the College and community.

References:

NWCCU Standards 2.A.8 and 2.A.23
 There is no Oregon statutory requirement.

RESPONSIBILITY:

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

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