

UMPQUA COMMUNITY COLLEGE

Umpqua Community College transforms lives and enriches communities.

VOL. LIV, No. 1 BOARD OF EDUCATION MEETING

July 10, 2019; 4:30 P.M., HNSC 100

Board Members Social to follow the meeting; Lang Center Courtyard

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. OATH OF OFFICE

Chair Loosley

V. ORGANIZATION

Chair Loosley

- A. Election of Chair for 2019-20**
- B. Election of Vice Chair for 2019-20**
- C. Election of OCCA Representative for 2019-20**

VI. CONSENT AGENDA

Chair pp 1-9

All matters listed under Consent Agenda are considered by the Board of Directors to be routine or sufficiently supported by information as to not require additional discussion. Consent Agenda items will be enacted by one motion. There will be no separate discussion of these items prior to the time the Board votes on them, unless a Board member requests a specific item be removed from the Consent Agenda for discussion and a separate vote.

VII. CHANGES TO THE AGENDA

Chair

VIII. CITIZEN COMMENTS

The Board values inputs from citizens of the Umpqua Community College District. Citizens wishing to speak shall sign-in on the Public Comment sheet prior to the start of the meeting. At the time specified on the agenda, the citizen shall state their name, address, and city of residence. Comments will be limited to three to five minutes, at the discretion of the Board Chair. The Board may not respond directly to any issues raised but refer those issues to the President for appropriate action.

IX.	NEW BUSINESS		
	A. Policies – 1st Reading	Debra Thatcher	pp 10-28
X.	BOARD COMMENTS	Chair	
XI.	ADJOURNMENT	Chair	

IMPORTANT DATE:

- Board Retreat, August date to be determined

NEXT BOARD MEETING:

- Board Meeting, September 11, 2019, 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.

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

Information Item

Action Item

Subject: Consent Agenda

Date: July 10, 2019

Recommend approval of:

- 1. Minutes of College Board Meeting of June 12, 2019 pp 1-4
- 2. Personnel Actions p 5
- 3. Resolution No. 1, Interfund Borrowing p 6
- 4. Resolution No. 2, Establishing Clerk, Deputy Clerk, and Budget Officer p 7
- 5. Resolution No. 3, Increase Appropriation pp 8-9
- 6. Sabbatical Request

Dr. Lawrence (Mick) Davis requests a sabbatical during spring term 2020 for working on his project, *Quantitative Assessment of Open Educational Resource (OER) Materials and Pedagogy Effectiveness*. "I plan to apply cutting-edge quantitative assessment methods for measurement, analysis and improvement of OER effectiveness. Leveraging the flexibility, accessibility, and digital nature of OER is fundamental to this work and I will use textbook *Body Physics: Motion to Metabolism*, associated ancillaries, and formative assessments as my research platform. The goals of this work are to i) provide a valuable contribution to the field of pedagogical research, both in methods and data; ii) lay the groundwork for data-informed improvements to *Body Physics* and associated ancillaries; iii) improve my own experience and skill with quantitative assessment and OER pedagogy. Together these outcomes allow *Body Physics* to serve as a model for wrap-around OER pedagogy; all of which helps UCC fulfill its vision to be a model for educational innovation."

Recommendation by:



Approved for Consideration:



**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
June 12, 2019**

The Umpqua Community College Board of Education met on Wednesday, June 12, 2019, in Room 100 of the Bonnie J. Ford Health, Nursing, & Science Center at Umpqua Community College in Roseburg, Oregon. Board Chair Loosley called the meeting to order at 4:33 p.m. and the pledge of allegiance was given.

Directors present: Guy Kennerly, Doris Lathrop, David Littlejohn, Steve Loosley, Joelle McGrorty, Betty Tamm, and Wendy Weikum

Others present:

Debra Thatcher	Sanne Godfrey	Shauna McNulty	April Hamlin	Steve Fair-Harrison
Robynne Wilgus	Mick Davis	Jules DeGiulio	Jesika Barnes	Seth Ball
Kacy Crabtree	Tiffany Coleman	Jeri Frank	Marjan Coester	Ashleigh Akers
Natalya Brown	Lynn Johnson	Brian Proctor	Steve Rogers	Susan Neeman
Erica Mills	Joanne Richards	Micque Shoemaker	Missy Olson	Patricia Standley
Twila McDonald	Julie Pearson	Katie Workman	Becky Kipperman	

Chair Loosley recognized retiring Board members: Dir. Tamm and Dir. Weikum have served on the UCC Board since 2007; Dir. McGrorty began serving on the UCC Board in 2017. Dir. Tamm reviewed the accomplishments and challenges over the past 12 years. All three Board members were thankful for their time of service and wished the best for the college. Incoming Board members Erica Mills and Twila McDonald, both seated in the audience, were recognized by Chair Loosley.

Consent Agenda:

1. Minutes of College Board Meeting of May 8, 2019
2. Personnel Actions
3. Resolution No. 10, Transfer of Appropriation
4. Second reading of policies:

<u>Old #</u>	<u>New #</u>	<u>Title</u>
N/A	6200	Budget Preparation
N/A	6400	Financial Audits

The Consent Agenda was approved by general consent and the items will be attached to the permanent minutes.

Changes to the Agenda – The first reading of policies will be postponed incoming Board members participation.

Citizen Comments

Ashleigh Akers spoke of the challenges over recent months in not knowing the status of her job. She would have like to have seen more communication during this time. Steve Fair-Harrison provided an update on strategies for increasing the cafeteria’s sustainability. He is passionate about his work, has enjoyed getting to know people, and the cafeteria is an integral part of campus life. Patricia Standley shared parent concerns regarding the uncertainty of child care for the coming year and the challenge in

not knowing the outcome until the end of the year. She knows there are opportunities for her to expand and enrich other children's lives and desires that the new agency serve the children well.

INFORMATION

Associate Professor Mick Davis presented information about Open Educational Resources (OER). Public institutions are leading the OER charge with the main goal of increasing accessibility through cost, format, and features. Open Oregon provided Dr. Davis a grant to write a textbook. Through OER initiatives, UCC students have already saved \$22,000. OERs fit within the college's strategic plan target of innovation. HB 2213 includes a textbook affordability plan. He encouraged UCC getting ahead of the bill by thinking now of how the college can supply supportive infrastructure for OERs by providing time and ensuring academic and creative freedom.

REPORTS

ASUCC – Jessika Barnes, President-Elect: Training has been scheduled for incoming officers. Additional student involvement is anticipated in the governance councils.

ACUCC, UCCFA, and UCCPTFA: There were no reports.

OCCA – Dir. Johnson: The OCCA report in the Board packet is full of information.

President – Dr. Debra Thatcher: HB 2213 has been signed by the governor. Helping students save money is in the college's strategic plan which is similar to the bill. An open house will be held in the fall for Centerstage Theatre and the curriculum area. Enrollment is currently trending down; however, new numbers continue to come in. Summer and fall enrollment is up compared to last year. The Ways & Means Subcommittee has submitted a request of \$640.9 million for community college funding.

Chair – Steve Loosley: Appreciation was expressed for faculty's work on accreditation in preparation for the upcoming full evaluation in three years.

OLD BUSINESS

President Thatcher presented the recommendation to sustain child care services on campus by transitioning the operations to a community partner. After going through a request for proposal process, Board approval is requested to make the award to Maple Corner Montessori School and Childcare. There were notable parts of the proposal that were attractive to the college: Alignment with the mission of the college, strong educational focus, affordable child care for UCC students, a model learning lab for UCC students, infant and toddler care, a sustainable plan, and willingness to interview and hire UCC staff. The amount of infant and toddler openings will remain similar to current availability; however, UCC students and staff will have priority in filling the openings. The cost for attending is intended to be either at or below the current cost as was stipulated in the RFP. Dir. Littlejohn commented on the difficulty of approving a reduction in force. Dir. McGrorty was excused from the meeting after the vote.

MOTION: **I move to approve awarding the contract to Maple Corner Montessori School and Childcare and to approve a reduction in force as a result of the college ceasing its own operation of Ford Childhood Enrichment Center, as presented. Motion by Dir. Tamm, seconded by Dir. Littlejohn and carried unanimously.**

Due to financial considerations, and after having exhausted all other avenues, Natalya Brown, Chief Financial Officer, requested Board approval to close the cafeteria, approve a reduction in force as a result of the closure, and to transfer food services to the Bookstore. Ms. Brown reviewed a summary of the proposal in a PowerPoint presentation. The recommendation would create a "College Store" operational model by combining food services with the Bookstore. The centralized control will maximize cost

effectiveness and sustainability. Ms. Brown explained the changes to be made in the use of the Bookstore's space and using the cafeteria during peak times; the dining room will remain open.

MOTION: I move to approve closing the cafeteria, a reduction in force as a result of the college ceasing cafeteria services, and transferring food services to the Bookstore, as presented. Motion by Dir. Kennerly, seconded by Dir. Littlejohn and carried unanimously.

NEW BUSINESS

Resolution No. 11 – Adopting the Budget

Ms. Brown requested Board approval of Resolution No. 11, Adopting the Budget, and making appropriations for the 2019-2020 year.

MOTION: I move, the Board of Education of Umpqua Community College hereby adopts the budget for the fiscal year 2019-2020 in the total of \$64,596,811 now on file in the Library of Umpqua Community College, 1140 Umpqua College Road, Roseburg, Oregon and appropriates the amounts for the fiscal year beginning July 1, 2019, for the purposes shown in the attached schedule. Motion by Dir. Lathrop, seconded by Dir. Weikum and carried unanimously.

MOTION: I move the Board of Education of Umpqua Community College hereby approves the imposed taxes provided for in the adopted budget at the rate of \$0.4551 / \$1,000 of assessed value for operations and that these taxes are hereby imposed and categorized as Education for the tax year 2019-20 upon the assessed value of all taxable property within the district. Motion by Dir. Lathrop, seconded by Dir. Tamm and carried unanimously.

Missy Olson, Dean of Enrollment Services, requested Board approval to increase the international student application fee to \$150 with the revenue to be placed into a fund to cover the increase in SEVIS recertification fees. This is a common fee and the college is a little lower compared to other institutions.

MOTION: I move to approve the increase of the international student application fee to \$150, as presented. Motion by Dir. Tamm, seconded by Dir. Weikum and carried unanimously.

Ms. Olson requested Board approval to eliminate the \$4,000 tuition deposit for international students. Students are already required to show a budget indicating their ability to pay the costs of attending.

MOTION: I move to approve the elimination of the \$4,000 tuition deposit for international students, as presented. Motion by Dir. Littlejohn, seconded by Dir. Lathrop and carried unanimously.

Board Comments:

- Dir. Littlejohn appreciated everyone being patient and kind during the decision-making process. The decisions made in today's meeting will change people's lives; it is very difficult, but was the right decision to make on behalf of the college.
- Dir. Tamm appreciated the college community and the broader community for coming forward. There was a lot of good input and the alternative solution was a win.
- Dir. Weikum appreciated working together.

- Chair Loosley extended appreciation to Directors Tamm and Weikum as they have made significant contributions to the Board.

Meeting adjourned at 6:18 p.m.

Respectfully submitted,

Approved,

Debra H. Thatcher, Ph.D.
 Clerk of the Board

Steve Loosley
 Chair of the Board

Recorded by Robynne Wilgus

Attachments to Permanent Minutes:

Personnel Actions

Resolution No. 10, Transfer of Appropriation

Second reading of policies:

<u>Old #</u>	<u>New #</u>	<u>Title</u>
N/A	6200	Budget Preparation
N/A	6400	Financial Audits

Resolution No. 11, Adopting the Budget



Serving Douglas County Since 1964

TO: UCC Board of Education
FROM: Lynn Johnson, Director of Human Resources
SUBJECT: Personnel Actions
DATE: July 10, 2019

Board approval is requested on the following personnel actions:

Administrative Contracts:

N/A

Faculty Contracts:

Hanna Culbertson, Life Coach – Effective June 17, 2019
Janine Roza, One-Year Temporary Geology Instructor-Effective September 16, 2019

Resignations/Separations:

Shawn Clark, Director of Advancement – Effective June 30, 2019

<p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Resolution #1, Interfund Borrowing for fiscal year 2019-2020</p>	<p>Date: July 10, 2019</p>
<p>Board approval is requested to permit short term use of funds belonging to one fund by another fund for the 2019-2020 fiscal year. By the end of the fiscal year all accounts are to be in a positive cash position.</p>	
<p>Recommendation by:</p> <p><i>N. Brown</i></p>	<p>Approved for Consideration:</p> <p><i>Debra Hatcher</i></p>

<p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Resolution #2, Establishing Clerk, Deputy Clerk, and Budget Officer</p>	<p>Date: July 10, 2019</p>
<p>Board approval is requested to designate Dr. Debra Thatcher as the Clerk of the Board and Natalya Brown as the Deputy Clerk and Budget Officer for the 2019-2020 fiscal year.</p>	
<p>Recommendation by:</p> <p><i>N. Brown</i></p>	<p>Approved for Consideration:</p> <p><i>Debra Thatcher</i></p>

<p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Resolution #3, Increase Appropriation</p>	<p>Date: July 10, 2019</p>
<p>This is a resolution to increase appropriation in the Special Revenue Fund-Grants & Contracts.</p> <p>UCC was awarded \$47,784 for support of the ongoing backbone functions of Umpqua Valley STEAM Hub and \$78,487 supporting the development of Youth Voice activities through Brightworks clubs.</p>	
<p>Recommendation by:</p> <p><i>N. Brown</i></p>	<p>Approved for Consideration:</p> <p><i>Debra Hatcher</i></p>

UMPQUA COMMUNITY COLLEGE
Resolution No. 3 - FY 19-20
Increase Appropriation and Approval to Spend

WHEREAS, Umpqua Community College has been awarded \$126,271 from The Oregon Department of Education, and;

WHEREAS, funds have been awarded, which could not have been anticipated in the budget process, and;

WHEREAS, the provisions of ORS 294.338 (2) allow for the expenditure of specific purpose grants in the year of receipts;

NOW, THEREFORE
BE IT RESOLVED, that the Board of Education at Umpqua Community College hereby adopts this resolution for the grant expenditures in the amount of \$47,784 for support of the ongoing backbone functions of Umpqua Valley STEAM Hub and \$78,487 supporting the development of Youth Voice activities through Brightworks clubs.

Special Revenue Fund - Grants and Contracts

	19-20 Budget Through Resolution 2	Adjustment	19-20 Budget Through Resolution 3
REVENUES:	\$ 5,033,722	\$ 126,271	\$ 5,159,993
EXPENDITURES:			
Instruction	\$ 1,117,139	\$ -	\$ 1,117,139
Instruction Support	886,053	126,271	1,012,324
Student Services	1,965,983	-	1,965,983
College Support Services	237,906	-	237,906
Community Services	826,641	-	826,641
TOTAL	<u>\$ 5,033,722</u>	<u>\$ 126,271</u>	<u>\$ 5,159,993</u>

ADOPTED: JULY 10, 2019

Clerk of the Board

UCC Board Chair

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

Information Item

Action Item

Subject: First Reading of Policies

Date: July 10, 2019

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

Old #	New #	Title
703	5130	Financial Aid (was Financial Aid Eligibility in Jointly Sponsored Programs)
N/A	5570	Student Credit Card Solicitations
N/A	5700	Intercollegiate Athletics
600.06	6320	Investments
N/A	6540	Insurance
615	6900	Bookstore Operation

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

Old #	New #	Title
N/A	5130	Financial Aid
N/A	5570	Student Credit Card Solicitations
N/A	5700	Intercollegiate Athletics
N/A	6540	Insurance

Recommendation by:

Approved for Consideration:



POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE:	Financial Aid		
New BP #:	5130	Old BP # & Title:	703 & Financial Aid Eligibility in Jointly
New AP #:		Old AP # & Title:	
Revision Date:	4/29/2019		

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p style="color: red;">To qualify for financial aid consideration, students who are enrolled in programs which UCC jointly sponsors with another agency or institution must be admitted at UCC in a financial aid eligible program, take classes at the cooperating agency that fulfills UCC program requirements, and must meet federal financial aid eligibility requirements.</p>	<p>References: 20 U.S. Code Sections 1070 et seq.; 34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended); NWCCU Standards 2.D.5, 2.D.e, and 2.D.9 ORS 348.015 to 348.017 (Third party financial firms)</p> <p>A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans and work and employment programs.</p>	<p>References: 20 U.S. Code Sections 1070 et seq.; 34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended); NWCCU Standards 2.D.5, 2.D.e, and 2.D.9 ORS 348.015 to 348.017 (Third party financial firms)</p> <p>A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans and work and employment programs.</p>

	<p>All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.</p> <p>The Financial Aid Director shall establish, publicize, and apply satisfactory academic standards for participants in Title IV student aid programs.</p> <p>Misrepresentation Consistent with the applicable federal regulations for federal financial aid, the college shall not engage in “substantial misrepresentation” of:</p> <ol style="list-style-type: none"> 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates. <p>The Financial Aid Director shall establish procedures for regularly reviewing the college’s website and other informational materials for accuracy and completeness and for training the college’s employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the college’s education programs, financial charges, and</p>	<p>All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.</p> <p>The Financial Aid Director shall establish, publicize, and apply satisfactory academic standards for participants in Title IV student aid programs.</p> <p>Misrepresentation Consistent with the applicable federal regulations for federal financial aid, the college shall not engage in “substantial misrepresentation” of:</p> <ol style="list-style-type: none"> 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates. <p>The Financial Aid Director shall establish procedures for regularly reviewing the college’s website and other informational materials for accuracy and completeness and for training the college’s employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the college’s education programs, financial charges, and</p>
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	<p>employment of graduates to assure compliance with this policy.</p> <p>The Financial Aid Director shall establish procedures wherein the college shall periodically monitor employees' and vendors' communications with prospective students and members of the public and take corrective action where needed.</p> <p>This policy does not create a private cause of action against the college or any of its representatives or service providers. The college and its Board of Education do not waive any defenses or governmental immunities by enacting this policy.</p>	<p>employment of graduates to assure compliance with this policy.</p> <p>The Financial Aid Director shall establish procedures wherein the college shall periodically monitor employees' and vendors' communications with prospective students and members of the public and take corrective action where needed.</p> <p>This policy does not create a private cause of action against the college or any of its representatives or service providers. The college and its Board of Education do not waive any defenses or governmental immunities by enacting this policy.</p>
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ADMINISTRATIVE PROCEDURE

TITLE: Financial Aid

ADMINISTRATIVE PROCEDURE # 5130

RELATED TO POLICY # 5130 (was 703)

The Financial Aid Office at Umpqua Community College is committed to helping students obtain funding for their education. Although the primary responsibility for meeting college costs rests with students and their families UCC recognizes that many individuals cannot assume the full financial burden of the cost of a college education. For this reason, financial aid is available to help bridge the gap between the cost of an education and the available student and family resources.

To help accommodate the gap, the college provides a variety of financial assistance through the Financial Aid Office.

A. UCC financial assistance programs include:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant
- Federal Work Study
- Oregon Opportunity Grant
- Oregon Promise Grant
- Chafee Grant for Foster Youth
- Scholarships: Foundation and outside donors

1. Application procedures:

Students interested in financial aid are encouraged to complete the Free Application for Federal Student Aid (FAFSA) or the Oregon Student Aid Application (ORSAA) for undocumented students.

Refer to the Financial Aid web page for the full Financial Aid Process checklist and the Financial Aid Calendar for priority deadlines.

2. Student Eligibility:

- Be a U.S. citizen or eligible non-citizen
- Have a valid Social Security Number
- Register with Selective Service if you are male and 18 to 25 years of age (go to www.sss.gov for more information)
- Have a high school diploma or a recognized equivalent such as a GED certificate or completing a high school education in a home-school setting approved under state law
- Be admitted and enrolled in an eligible degree or certificate program at UCC
- Not have a drug conviction for an offense that occurred while you were receiving federal student aid (such as grants, loans, or work-study)
- Not owe an overpayment on a federal grant or be in a default on a federal student loan
- Demonstrate financial need (A Stafford Unsubsidized Loan is the exception)
- Maintain satisfactory academic progress
- Not be enrolled simultaneously in a high school diploma completion program

3. Payment procedures:

On the second Friday of each term (with the exception of Summer term) a student's financial aid funds in excess of institutional charges will be mailed in the form of a paper check by US Postal Service or Direct Deposited into the students account. Funds will continue to be mailed or direct deposited Fridays, throughout the term.

4. Return to Title IV Funds:

As a result of the Higher Education Act of 1998, a student who withdraws from classes, receives all F's, or a combination of both during the term may be required to repay a percentage of the Title IV Financial Aid funds received.

The Financial Aid office will calculate the amount of federal financial aid a student has earned in accordance with federal law. Refer to the Financial Aid web page for the full Return to Title IV policy.

5. Accounting/Disbursement of Funds:

Umpqua Community College ensures internal checks and balances by separating the functions of authorizing payment and disbursing or delivering funds so that no single person or office exercises both functions of any student receiving Federal Student Aid (FSA) funds or State funds.

There is a clear delineation of responsibilities for administering financial programs which are divided between the Financial Aid Office which authorizes payment of funds and the Student Accounts Office that disburses or delivers funds.

6. Satisfactory Academic Progress:

Federal regulations require that schools establish SAP standards for students applying for and receiving federal aid. These regulations require the Financial Aid Office review all terms of enrollment history, regardless of whether financial aid was received, to determine if a student is making SAP towards an educational goal. All students who receive financial aid must maintain SAP and work towards an eligible degree or certificate within the maximum time frame, or PACE of progression, allowed. Students are expected to pass the classes that they register for at UCC each term.

Refer to the Financial Aid web page for UCC's full Satisfactory Academic Progress Policy.

7. Misrepresentation

Misrepresentation is defined as any false, erroneous, or misleading statement that the Financial Aid Director, a representative of the college, or a service provider with which the college has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

References:

- 20 U.S. Code Sections 1070 et seq.;
- 34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
- NWCCU Standards 2.D.5, 2.D.e, and 2.D.9

RESPONSIBILITY:

The Director of Financial Aid is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 5/28/2019 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE: Student Credit Card Solicitations New BP #: 5570 Old BP # & Title: N/A New AP #: Old AP # & Title: N/A Revision Date: 4/29/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
Does not exist	<p><i>NOTE: Although the policy is recommended as good practice, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture.</i></p> <p>The [CEO] shall establish procedures that regulate the solicitation of student credit cards on campus.</p>	The Chief Financial Officer shall establish procedures that regulate the solicitation of student credit cards on campus.



ADMINISTRATIVE PROCEDURE

TITLE: Student Credit Card Solicitations

ADMINISTRATIVE PROCEDURE # 5570

RELATED TO POLICY # 5570

Marketing of student credit cards is limited to the Student Center, must be registered through the Special Events Office, and must be approved by the Director for Student Engagement.

Marketers of student credit cards are prohibited from offering gifts to students for filling out credit card applications.

Credit card and debit card education is made available to all students enrolled for any given academic term through the Student Engagement office.

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION: 6/4/2019 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE: Intercollegiate Athletics New BP #: 5700 Old BP # & Title: N/A New AP #: Old AP # & Title: Revision Date: 2/19/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
N/A	<p>BP 5700 Intercollegiate Athletics</p> <p>References: 20 U.S. Code Sections 1681 et seq.; NWCCU Standard 2.D.13</p> <p>NOTE: <i>This policy is legally required.</i></p> <p>The [<i>entity</i>] shall maintain an organized program for men and women in intercollegiate athletics. The [<i>entity</i>] will offer opportunities for participation in athletics equally to male and female students consistent with state and federal law.</p> <p>The [<i>CEO</i>] shall assure that the athletics program complies with state law and the college athletic governing body regarding student athlete participation.</p>	<p>References: 20 U.S. Code Sections 1681 et seq.; NWCCU Standard 2.D.13</p> <p>The Umpqua Community College Department of Athletics shall maintain an organized program for men and women in intercollegiate athletics. The Department of Athletics will offer opportunities for participation in athletics equally to male and female students consistent with state and federal law.</p> <p>The Director of Athletics and President shall assure that the athletics program complies with state law and the Northwest Athletic Conference, National Junior College Athletic Association, and the Women’s Collegiate Wrestling Association regarding student athlete participation.</p> <p>The Director of Athletics is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>



ADMINISTRATIVE PROCEDURE

TITLE: Intercollegiate Athletics

ADMINISTRATIVE PROCEDURE # 5700

RELATED TO POLICY # 5700

- A. Umpqua Community College is a member of the Northwest Athletic Conference (NWAC), the National Junior College Athletic Association (NJCAA), and the Women's Collegiate Wrestling Association (WCWA) and is governed by the rules of the constitution and bylaws of these organizations. The college will provide an athletics program and physical education curriculum based on the most recent constitution and bylaws of the governing bodies in which the College is a member.
- B. The Department of Athletics is committed to student-athlete academic success and shall monitor and track student-athlete academic performance.
- C. The Department of Athletics is committed to nondiscrimination and providing equitable opportunities, benefits, and resources to all students. This commitment promotes an atmosphere that is free from harassment or discrimination within all athletic program activities and classes.
- D. Changes to the Intercollegiate Athletics program curriculum will follow current institutional procedures for Establishing, Modifying, or Discontinuing Programs. Athletic programmatic procedures are contained in the Standard Operating Procedure handbooks within the codebook of each governing body and information is kept in the Director of Athletics' Office.
- E. The Department of Athletics shall submit conference, state, and federal compliance reports as required.
- F. Any fundraising activities conducted by a member of the Department of Athletics shall follow approval procedures prior to the proposed event as outlined in the Athletics Department's policies and procedures handbook. All fundraising and foundation account activities shall follow the procedures established by the Office of Finance and the Office of Advancement.

Reference: Title IX, Education Amendments of 1972; NWCCU Standard 2.D.13

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION: 5/7/2019 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE: INVESTMENTS New BP #: 6320 Old BP # & Title: 600.06 New AP #: Old AP # & Title: Revision Date: 5/3/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>In the event that the College possesses funds that are in excess of its immediate operational needs, the College shall invest such funds in accordance with applicable Oregon Law and in adherence with this policy.</p> <p>The Vice President for Administrative Services shall be responsible for excess funds investment decisions and activities.</p>	<p>BP 6320 Investments</p> <p>References:</p> <p style="padding-left: 40px;">ORS 294.805 to 294.895 (Local Government Investment Pool)</p> <p style="background-color: yellow;">NOTE: <i>Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture.</i></p> <p style="text-align: center;">[Insert law or entity policy regarding investments]</p> <p>The [CEO] is responsible for ensuring that the funds of the [entity] are invested that are not required for the immediate needs of the [entity]. Investments shall be in accordance with state law.</p>	<p>Title: INVESTMENTS</p> <p>Board Policy # BP 6320</p> <p>Policy:</p> <p>The President shall appoint an Investment Officer to be responsible for ensuring funds not required for the immediate needs of the College be invested in accordance with state and federal law.</p> <p>The Investment Officer shall perform the investment functions for the College based on the investment policy approved by the Board of Education pursuant to Oregon Revised Statutes (ORS) 294.805-294.895 and in accordance with the primary objectives in the following priority order:</p> <ol style="list-style-type: none"> 1. Preserve the investment capital and principal. 2. Maintain sufficient liquidity to enable the College to meet all anticipated operating

	<p>Investments shall be made based on the following criteria:</p> <p>[List criteria which may include:</p> <ul style="list-style-type: none"> • The preservation of principal shall be of primary importance. • The investment program must remain sufficiently flexible to permit the entity to meet all operating requirements. • Transactions should be avoided that might impair public confidence. <p>Adopted:</p>	<p>requirements, including construction draws of bond proceeds.</p> <ol style="list-style-type: none"> 3. Diversify to reduce unnecessary risk by avoiding over concentration in specific security types, issuance, issuer, industries, and, to the extent permitted by cash requirements, maturity ranges. 4. Strive to maintain the maximum rate of return throughout budgetary and economic cycles given the constraints and spirit of this policy. 5. Establish guidelines and procedures for investments pursuant to ORS Chapter 294. <p>Responsibility:</p> <p>The CFO is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p> <p>Legal Reference(s):</p> <p>ORS Chapter 294.805 TO 294.895 (Local Government Investment Pool)</p> <p>NEXT REVIEW DATE: DATE OF ADOPTION: DATE(S) OF REVISION: DATE(S) OF PRIOR REVIEW:</p>
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BOARD POLICY

TITLE: Insurance

BOARD POLICY # 6540

Policy:

The Chief Financial Officer shall be responsible to secure insurance for various college liabilities.

The College may participate in a joint powers arrangements, or may engage in a course of self-insurance for the purposes described in this policy.

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:



ADMINISTRATIVE PROCEDURE

TITLE: Insurance

ADMINISTRATIVE PROCEDURE # 6540

RELATED TO POLICY # 6540 Insurance

The Chief Financial Officer will work with insurance agents to secure the following liability coverages on an annual basis, aligned with the College's fiscal year.

- Liability for damages for death, injury to persons, or damage or loss of property;
- Fire insurance
- Real property damage
- Personal property loss or damage
- Insurance against "other perils"
- Workers compensation insurance
- Actuarial evaluation of the future annual costs of health and welfare benefits
- Student/Athlete accident liability
- Professional liability for Nursing, Emergency Medical Services, Phlebotomy, and Dental students
- Automotive liability for College owned and operated vehicles
- Liquor liability for Southern Oregon Wine Institute

References: ORS 30.282
 ORS 341.290(22)

RESPONSIBILITY:

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

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

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE: Bookstore Operations	
New BP #: 6900	Old BP # & Title: 615 / Bookstore Operations
New AP #:	Old AP # & Title:
Revision Date: 5/1/2019	

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>Policy:</p> <p>The Bookstore is a self-sustaining, institutionally owned store, operated as a service to its academic and local community.</p> <p>The Bookstore shall support student success by making available adopted course materials and supplies for classes offered each term. Revenue will be used to cover the cost of bookstore operations and staff. Each year, any additional revenue will be distributed as determined by the college’s Senior Leadership Team.</p> <p>The bookstore is responsible for establishing prices.</p> <p>RESPONSIBILITY:</p> <p>The Bookstore Manager is responsible for implementing and updating this policy. Specific guidance for policy implementation</p>	<p>BP 6900 Bookstore(s)</p> <p>References:</p> <p style="text-align: center;">NWCCU Standard 2.D.12</p> <p>NOTE: <i>Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this board policy given state law and the entity’s organizational culture.</i></p> <p>College bookstore(s) shall be established and operated by [<i>either “the entity” or by “a qualified vendor”</i>].</p> <p>Option 1—If the bookstore is run by the entity:</p> <p>Operational costs of the college bookstore(s) shall be paid from revenue earned from the bookstore.</p> <p>Fiscal management of the bookstore(s) shall be in accordance with accounting practices as required by state law. An annual audit of the</p>	<p>BP 6900 Bookstore(s)</p> <p>References: NWCCU Standard 2.D.12</p> <p>College bookstore shall be established and operated by Umpqua Community College.</p> <p>Operational costs of the college bookstore shall be paid from revenue earned from the bookstore.</p> <p>Fiscal management of the bookstore shall be in accordance with accounting practices as required by state law.</p> <p>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).</p>

<p>may be found in the associated Administrative Procedure(s).</p> <p>DATE OF ADOPTION: 6/14/2017</p>	<p>records and accounts of the bookstore shall be provided to the Board of Education.</p> <p>Option 2—If a qualified vendor is to provide bookstore services:</p> <p>Contracts for outside vendors to operate bookstores shall be awarded by competitive bid, submitted to the Board of Education for approval, and awarded in the best interests of the students. Student organizations shall be encouraged to submit bids and given preference [<i>if they meet all other bid criteria</i>].</p> <p>Adopted:</p>	
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