

UMPQUA COMMUNITY COLLEGE

Umpqua Community College transforms lives and enriches communities.

Work Session: Classroom Visits; 4:00 P.M., various locations

VOL. LII, No. 7 BOARD OF EDUCATION MEETING FEBRUARY 14, 2018; 4:30 P.M., HNSC 100

AGENDA

MEMBERS:

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

Joelle McGrorty _____
Betty Tamm _____
Wendy Weikum _____

ADMINISTRATION:

Debra Thatcher _____
Kacy Crabtree _____

- | | | | |
|------|----------------------|---------------|--------|
| I. | CALL TO ORDER | Chair Loosley | |
| II. | ATTENDANCE | Chair Loosley | |
| III. | PLEDGE OF ALLEGIANCE | Chair Loosley | |
| IV. | CONSENT AGENDA | Chair Loosley | pp 1-5 |

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.

- | | | | |
|----|-----------------------|---------------|--|
| V. | CHANGES TO THE AGENDA | Chair Loosley | |
|----|-----------------------|---------------|--|

VI. 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.

VII. FOCUS PRESENTATION

- | | | | |
|----|--|-------------------|-----|
| A. | ASUCC Student Club – Umpqua University League of Legends | McKenzie Callahan | p 6 |
| B. | Enrollment Management Plan | Missy Olson | p 7 |

VIII. REPORTS

- | | | | |
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| A. | ASUCC Report | Byronna Thomas | pp 8-20 |
| B. | ACEUCC Report | Brian Proctor | |
| C. | UCCPTFA Report | Jeri Frank | |

D. UCCFA Report	John Blackwood	
E. President's Report	Debra Thatcher, President	
F. OCCA Report	Doris Lathrop	
G. Recovery Report	Wendy Weikum	
H. Construction Report	Betty Tamm	
I. Chair Report	Steve Loosley	
IX. OLD BUSINESS		
A. Second Reading of Policies	Debra Thatcher	pp 21-34
X. NEW BUSINESS		
A. First Reading of Policies	Debra Thatcher	pp 35-52
B. Naming of Facilities	Debra Thatcher	p 53
C. Res. No. 5 – Approval to Spend Funds	Natalya Brown	pp 54-55
D. Res. No. 6 – Supplemental Budget	Natalya Brown	pp 56-57
E. Res. No. 7 – Transfer Between Categories	Natalya Brown	pp 58-59
F. Funding of Industrial Technology Center	Chair Loosley	pp 60
XI. BOARD COMMENTS	Chair Loosley	
XII. ADJOURNMENT	Chair Loosley	

NEXT BOARD MEETING:

- Board Meeting, March 21, 2018, 4:30 pm, HNSC 100

Robynne Wilgus, Board Assistant, 541-440-4622 voice or 541-440-4626 TDD (Human Resource Office). 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: February 14, 2018

Recommend approval of:

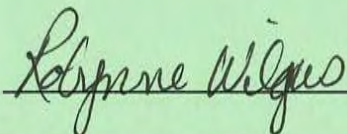
Minutes of College Board Meeting of Jan. 17, 2018

pp 1-4

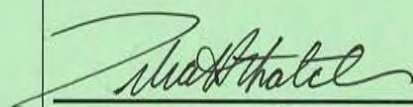
Personnel Actions

p 5

Recommendation by:



Approved for Consideration:



U.C.C. President

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
January 17, 2018**

The Umpqua Community College Board of Education met on Wednesday, January 17, 2018, 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 5:00 pm and the pledge of allegiance was given.

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

Others present:

Debra Thatcher	Natalya Brown	Carol McGeehon	April Hamlin
Robynne Wilgus	Jeri Frank	Aaron Yost	Missy Olson
Kacy Crabtree	Lynn Johnson	Becky Kipperman	Jessica Richardson
Xiana Smithhart	John Blackwood	Jason Aase	Byronna Thomas

Introduction

The UCC men’s and women’s Wrestling teams were introduced by Athletic Director Craig Jackson. The coaches shared their wrestling history and each player indicated their hometown and focus of academic study.

Consent Agenda

- A. Minutes of College Board Meeting of Dec. 13, 2017
- B. Personnel Actions

The Consent Agenda was approved by general consent.

Changes to the Agenda

- 1. The athletic presentation under New Business will follow Citizen Comments
- 2. Add item J to the end of New Business to discuss the March Board meeting date
- 3. Withdraw item F, Tuition Increase Proposal, under New Business

Citizen Comments – There were no comments

Focus Presentation – Enrollment Report

Xiana Smithhart, Institutional Researcher, presented the 2016-17 Annual Enrollment Report. She noted that a few typos will be edited and an updated copy will be sent to the President’s Office. There was a 6% decline between the enrollment numbers of 2016-17 and 2015-16. She indicated a few reasons specific to Douglas County, but also noted that other community colleges have had a decline for various reasons. Enrollment was reviewed from various perspectives including state activity categories, term, and residence. The Board thanked her for the report.

Reports

- **ASUCC – Byronna Thomas, President:** An update on student leadership positions was provided. ASUCC activities were reviewed which included a visit to the veteran’s hospital, clothing donations, and upcoming events. Meat vouchers are now available in the student food pantry.
- **ACEUCC** – There was no report.

- **UCCPTFA – Jeri Frank, President:** Ms. Frank thanked the Board for ratifying the UCCPTFA contract last fall. The new salary schedule and a statement about holiday pay are now on the website. The association continues to hold monthly executive committee meetings and will have a larger general meeting during the term.
- **UCCFA – John Blackwood, President:** Mr. Blackwood presented the faculty update information that was included in the Board Packet.
- **President – Dr. Debra Thatcher:** It is encouraging to see recruitment and retention efforts become a part of campus culture. Projections on next year's budget indicate a \$1 million shortfall. Meetings with legislators were held in Salem last week. OCCA will be asking the state for \$32 million for colleges. Even with additional funding, colleges will need to increase tuition. Legislation for assisting with a smoother transfer process between colleges and universities is moving along well.
- **OCCA – Dir. Lathrop:** Information was briefly shared about the last OCCA Board meeting; the topics were mainly about the legislative ask and how the legislature works. Their next meeting will be in Astoria in March.
- **Recovery Report:** Dir. Weikum said the UCC Strong committee is considering what to do with the remaining funds. They are being cautious and are aware that unforeseen needs may arise. At the last meeting it was decided to disperse \$25,000 through United Way to those affected by October 1. An additional \$50,000 will be earmarked for medical and psychological expenses. It is a wonderful committee and they have a strong desire to do the right thing.
- **Construction Report – Dir. Tamm:** Finish details are now going into the new building. It is encouraging to see how well everyone works together to carefully garner resources. The Committee is watching the contingency closely and also looking for art and landscaping opportunities.
- **Chair – Chair Loosley:** The volunteer time of Directors Tamm, Weikum, and Lathrop were appreciated. While in Salem last week, each of the legislators were invited to visit UCC.

OLD BUSINESS

A revision of Policy 100.14 Board Information Requests was recommended by Chair Loosley to be forwarded to the internal Policy Committee process.

Motion: I move to approve Policy 100.14 being moved forward to the Policy Committee as presented. Motion by Dir. Tamm, seconded by Dir. McGroarty and carried unanimously.

There was consensus to consider the second reading of policies together: 346.01 Drug and Alcohol Abuse Prevention Program, 605 Emergency Management, 612.01 Annual Campus Security Report – Clery Act, 613 College Security, 613.01 Access to College Property, 700.04 Admission to Driver's Education Program (delete), and 714 Continuing Education Units.

Motion: I move to approve Policies 346.01, 605, 612.01, 613, 613.01, 700.04 (delete), and 714 as presented. Motion by Dir. Littlejohn, seconded by Dir. Lathrop and carried unanimously.

NEW BUSINESS

Craig Jackson, Athletic Director, requested Board approval to implement an enrollment initiative that includes the addition of men's and women's Track and Field and men's Baseball. He explained the benefits of starting the recruiting process early in the year and the need to have the right leadership for successful programs. There were additional questions about the budget and number of student athletes. The Board stressed the

importance of solid planning to have successful programs. In a work session prior to the Board meeting Mr. Jackson provided detailed information about the plan.

Motion: **I move to approve the addition of men's and women's Track and Field and men's Baseball as presented. Motion by Dir. Littlejohn, seconded by Dir. Weikum and carried unanimously.**

The first reading of policies was presented by President Thatcher: 346 Use of Alcohol, Intoxicants, and Controlled Substances; 401 Midnight Curfew (delete); 402 Building Access (delete); and 612 Reporting of Criminal Activity and Other Emergencies. Policies 401 and 402 are being deleted with their information having been integrated into other policies. There is a slight change to Policy 346 in paragraph 1.d. which should read as follows: *When representing the college at college-affiliated, charitable, and community events where alcohol is served, employees and students of legal drinking age in Oregon may consume alcohol in moderation. Employees and students at such events may not consume alcohol in excess nor get behind the wheel of a vehicle if under the influence of alcohol.*

Motion: **I move to approve the first reading of Policies 346, 401, 402, and 612 as presented. Motion by Dir. Tamm, seconded by Dir. Weikum and carried unanimously.**

Kacy Crabtree, Provost and Executive Vice President, presented the 2018-2019 Academic Calendar for Board approval. The calendar was presented in two formats; one traditional, one focused on employee work schedule. Inservice days have been spread throughout the year to include time for program assessment at the end of the academic year. There was discussion regarding the winter holiday closure; it was noted the President can still adjust the employee work days.

Motion: **I move to approve both components of the 2018-19 Academic Calendar as presented. Motion by Dir. Tamm, seconded by Dir. Weikum and carried unanimously.**

The financial reports for fiscal year 2017-18, ending December 31, 2017, were presented by Natalya Brown, Interim CFO. She indicated the highlights were almost identical to what was shared in December with the exception of the data representing six months. The General Fund Summary was reviewed and compared to the previous year; she noted the college is still in the midst of negotiations. There is a projection of \$493,000 in additional revenue due to the state allocation. The ending fund balance had been budgeted to end at \$1.9 million; now it appears to be balancing near \$3 million. The ending fund balance currently represents the college's contingency; the practice of relying upon the ending fund balance is being discouraged.

Ms. Brown presented the Proposed Budget Calendar for Fiscal Year 2018-19 as an information item. She explained that best practice includes setting the budget calendar to incorporate the Oregon statutes; this sets a timeline for when things need to be officially done and approved.

Chair Loosley introduced a statement of Budget Guidance for 2018-19 which came out of the discussion at the Board Retreat earlier in the month: *The UCC Board of Education is reluctant to increase tuition above the Higher Education Price Index (HEPI). If the College believes further tuition increases are necessary, the Board requests the College provide the Board with a range of options for consideration. Additionally, the Board encourages the College to allocate additional funds to major, deferred maintenance.* Chair Loosley explained the need for the Board to speak as one voice. There was no disagreement indicated by the Board. President Thatcher

appreciated the guidance for the college during the budget building process. Dir. Tamm inquired about the funds set aside last year for deferred maintenance and said the fund should be increased.

Resolution No. 3 – Approval to Spend Funds

Ms. Brown requested Board approval for Resolution No. 3 Approval to Spend Funds to increase the appropriation in the Special Revenue Fund Grants and Contracts. UCC was awarded \$249,795 from Meyer Memorial Trust to align a continuum of career preparation experiences with local employer needs for Douglas County youth. The grant is two years, January 1, 2018 – December 31, 2019.

Motion: I move to approve Res. No. 3 Approval to Spend Funds as presented. Motion by Dir. Lathrop, seconded by Dir. Tamm and carried unanimously.

Resolution No. 4 – Transfer between Categories

In order to correct the FY2017-18 Adopted Budget, Ms. Brown requested Board approval to adopt the resolution to transfer appropriation in the Special Revenue – Administratively Restricted Fund from Student Services to College Support Services in the amount of \$38,906. During the budget process a cost center was approved under the wrong function.

Motion: I move to approve Res. No. 4 Transfer between Categories as presented. Motion by Dir. Weikum, seconded by Dir. McGrorty and carried unanimously.

Chair Loosley requested changing the March Board meeting date due to President Thatcher's unavailability to attend. There was agreement for the meeting to be held on March 21.

Board Comments – there were none

Meeting adjourned 6:59 p.m.

Respectfully submitted,

Approved,

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

Steve Loosley
Chair of the Board

Recorded by Robynne Wilgus

Attached to permanent minutes:
Personnel Actions, Res. 3, Res. 4



Serving Douglas County Since 1964

TO: UCC Board of Education
FROM: Lynn M. Johnson, Director of Human Resources
SUBJECT: Personnel Actions
DATE: February 14, 2018

Board approval is requested on the following personnel action:

Administrative/Confidential-Exempt Contracts:

Mary A. Morris, Director of ETS/Upward Bound, February 1, 2018

Faculty Contract:

Sandra J. Davis, Instructor - Wolf Creek Job Corp, January 10, 2018

Resignation/Separations:

N/A

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

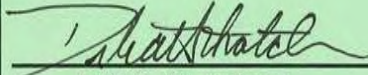
Information Item
 Action Item

Subject: Focus Presentation:
Umpqua University League of Legends
Date: February 14, 2018

McKenzie Callahan will present information on the ASUCC Club, Umpqua University League of Legends.

Recommendation by:

Approved for Consideration:



U.C.C. President

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Focus Presentation:
Enrollment Management Plan

Date: February 21, 2018

Missy Olson, Director of College Transitions and Interim Director of Enrollment Management, will present on enrollment management.

Recommendation by:

Kacy E. Crabtree

Approved for Consideration:

Matthew

U.C.C. President

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Reports

Date: Feb. 14, 2018

- | | |
|---------------------|---------------------------|
| ASUCC Report | Byronna Thomas |
| ACEUCC Report | Brian Proctor |
| UCCPTFA Report | Jeri Frank |
| UCCFA Report | John Blackwood |
| President's Report | Debra Thatcher, President |
| OCCA Report | Doris Lathrop |
| Recovery Report | Wendy Weikum |
| Construction Report | Betty Tamm |
| Chair Report | Steve Loosley |

Recommendation by:

Approved for Consideration:



U.C.C. President

Office of the Provost
Academic and Student Services
Board of Education
02 February 18

Assessment (Debi Gresham)

1. Fall Assessment Reports were due 01/19/2018. There are a total of 58 FT Faculty at UCC. Of those 58 FT Faculty, 31 were excused from fall course assessment due to other responsibilities such as Program Reviews, external accreditation processes, special projects, first time instructor, specific job tasks, or other factors. Of the remaining 27 FT faculty members:
 - 22 submitted their fall reports for review. (85% participation rate)
 - 4 have made arrangements to submit late for a variety of reasons.
 - 1 has not yet submitted or made arrangements for late submission.We anticipate receiving the additional reports within the next two weeks, which will bring us to a participation rate of 97% for fall term assessment.

Athletics (Craig Jackson)

2. Women's basketball is 21-0 and Ranked #1 in the NWAC.
3. Men's Basketball is 14-7 and tied for 3rd in the Southern Region.
4. Games against Lane Community College drew over 300 fans to both games and was attended by large groups from South Umpqua High School, as well as Roseburg High School.
5. The new teams from last year have signed over 20 new athletes for next season. At this point last season we had zero.

Community and Workforce (Robin VanWinkle)

6. Our recent Oregon Employer Council Seminar on Jan. 12 had 30 in attendance (BOLI about hiring smart).
7. Our Enrichment class cancellation rate so far this term has decreased from 37% to 10% at the same time last year.
8. We have hired instructors and are offering more fitness classes this term. Several classes were discontinued fall 2016. These new classes that are running are FTE reimbursable.
9. Our Woodworking class in Riddle is at capacity and has 4 people on the waiting list.
10. Driver Education enrollment is up: Fall Term 2016, 2 High School classes were held reaching 17 students. Fall 2017, we held 5 classes totaling 63 students. Winter 2018, we are at the same number as 2017 which was up from the previous year 2016.
11. Limited Pump, a specialized training we offer once per year that UCC is the only authorized provider, is almost full with 9 students.
12. Our Truck Driving class was postponed due to low enrollment because funding was postponed by SCBEC. We have 9 additional students waiting for the next class to start in mid-February.

Enrollment Management (Missy Olson)

13. A Transition Guide was developed with clear instructions on admissions, Banner access, email access, and the scholarship system. This was sent to all high school counselors and/or college access professionals in service district. We will be sending out to dual credit and EOP list, along with the Explore Event fliers. We have also offered hands-on transition assistance and are scheduling visits from interested schools.
14. Explore Engineering and Explore UCC postcards sent to over 700 addresses. Our one recruitment specialist has been distributing posters to schools. We utilized the Roseburg School District Peachjar

email system to send the February 7 event flier home to parents. Other districts have it on their website.

15. Missy Olson is working with Douglas ESD and 13 school districts to implement new Basic Allied Health Careers Pathway Certificate and a pre-nursing track personalized for each high school utilizing state CTE funding. Classes will begin in Fall 2018.

16. Recruitment events for January:

- 1/10- Glide HS Visit (information table and presented to approximately 45 students)
- 1/11-Douglas HS-information table- talked with five students
- 1/16-Oregon Transfer Days- 10 four-year institutions participated
- 1/17-RHS-information table- talked with six students
- 1/22-Boys and Girls Club Presentation- 18 students (6th-8th graders)
- 1/25-College for a Day event, 50 ABS students

17. Enrollment report as of 1/29/18:

1/30/2017	1/29/2018	1/29/2018 Non-reimbursable FTE	1/30/2017	1/29/2018
FTE			Unduplicated Headcount	
378.7	376.53		1333	1312
169.37	131.48		830	821
10.33	12.96		88	116
4.03	1.14		3	2
24.83	26.12		0	0
0	0		0	0
			547	458
587.26	548.23	0	2801	2709
Community and Workforce Training (primarily)				
14.05	24.22		230	313
0	0		0	49
6.24	5.11		30	30
0.02	0.13		2	2
0.15	0.13		13	8
0.2	1.94		4	28
0.21	0		12	0
9.29	7.18		2	1
30.16	38.71	0	293	431
2.27	2.71		16	17
48.15	39.07		199	184
40.8	43.32		33	36
1.06	0.52		1	1
92.28	85.62	0	249	238
709.7	672.56	0	3343	3378

Instructional Services (Jason Aase and Martha Joyce-Test)

18. Dr. Alan Aylor, Associate Professor of Business, is working with Robin VanWinkle, Director of the UCC Community Workforce Training department and Missy Olson, Director of Dual Credit/College Transitions to provide a 1-day workshop for local business leaders on the UCC campus. The workshop will include a high school track to introduce local high school students to UCC degree and certificate programs. The event, entitled “Bridging the Gap”, is scheduled for April 27th.
19. The EMT Program Accreditation site visit went well. Received notification of accreditation for the EMR, EMT, Intermediate EMT-I, AEMT and Paramedic courses on January 23, 2018, confirming that the college is meeting all state EMT Accreditation standards. The accreditation is granted through December 12, 2022. The National Self-Study was submitted on January 12, 2018. The site visit should be scheduled in 6-8 months.
20. The Practical Nursing site-visit will take place the week of April 23, 2018.
21. Both NATEF T-TEN and Automotive Technology re-certifications are due by March 1, 2018. Dates for site visits have not yet been determined.
22. UCC Nursing has just submitted affiliation paperwork to Willamette Valley Cancer Institute (WVCI). If the agreements are solidified before the start of SP18, there will be students completing their Integrative Practicum hours in WVCI’s facility.
23. The books from the Oregon Community Foundation grant have arrived. The students and staff are so excited to have an updated dental library. This not only serves the students in the dental assisting program but also pre-dental and pre-hygiene students.
24. Six UCC apprentices achieved their Journeyman status (1 Manufacturing Plant Electrician—Swanson Group; 5 Millwrights—4 at Roseburg Forest Products, 1 Swanson Group; 1 Inside Electrician—EPS, Inc.)
25. Apprentices currently in the Apprentice program: Millwrights – 67; Manufacturing Plant Electricians – 38; Inside Electricians – 36 -- Total: 141
26. Fifteen recent graduates from the Welding program have found employment in local industry. They are working for companies such as North River Boats, Con-Vey Keystone, Great Northern Trailers, Bentley Welding, Performance Fabrication, Edge Marine and Babbit Construction.
27. JOBS staff is currently working with the Department of Human Services and Douglas WorkSource to transfer JOBS Program Orientation and Connections Classes to the Douglas WorkSource building on Pine Street.

Library Services, Student Success and UCC Online (Carol McGeehon)

28. Textbook affordability initiative is in place to encourage faculty to use open educational resources which allow students to use financial aid for more classes. The latest research from Amy Hofer, OER librarian shows UCC has the third highest estimated savings in textbook cost amongst the seventeen community colleges in Oregon at \$123,637.91.

Student Services (April Hamlin)

29. ETS/UB – Mary Morris is starting as the new Director in ETS/UB on February 1, 2018!
30. Financial Aid
 - 17/18 Students awarded – 1,758 compared to 16/17 Students awarded – 1,702
 - 17/18 FAFSA apps – 3,796 compared to 16/17 FAFSA apps – 3,740

###

OFFICE OF INFORMATION TECHNOLOGY**PRESIDENT'S REPORT****February 2018****Kathy Thomason, Interim Director of Information Technology**

- Collaborated with Rogue Community College to have them scan our external IP range for vulnerabilities. From that report, we have taken steps to further harden our public facing websites and have raised almost all of our secure certificate ratings to an A! (Still working on the few remaining.)
- Programming Department created an Unemployment Report for the Office of Human Resources that turned a tedious, time-consuming task into a 2 to 5 minute task.
- Purchased and started using new "classroom" microphone that picks up ALL the conversation(s) in a room. Has been a great addition for distance ed./online classes as well as video interviews.

COMMUNICATIONS & MARKETING PRESIDENT'S REPORT
January 2018
Tiffany Coleman, Director

The Communications and Marketing Department launched [myUCC](#), the campus intranet site, on Monday, January 8. The site is designed to be a great source for internal information. Along with housing a calendar that contains all UCC-specific meeting and event information in one location, the site houses Umpqua Updates and Hawk Squawk, campus governance information, council and meeting minutes, employee forms and resources, and templates employees can use to create their own flyers, posters, brochures, and PowerPoint presentations.

While the site was designed to be user-friendly and easily accessible, we have identified a few challenges related to the launch.

- We discovered a few “hiccups” in some employees’ ability to log in to the site. The log-in challenges are quickly resolved once identified.
- We also made a log-in change based on employee feedback. The platform that runs the UCC website has a security feature that automatically logs people out after 90 minute of inactivity. We have increased that time to 15 hours, which allows people to stay logged in from day to day during the work week. They can also stay logged in to the site through multiple devices; work computer, smartphone, tablet, etc.

Department contributions toward the campus’ recruitment and retention efforts:

1. Removing barriers for student success

- Worked with Enrollment Services to redesign the “Getting Started” page on the website. This process removed two pages that future students had to navigate. There is now only one page: <https://www.umpqua.edu/getting-started>.
- Collaborated with communicators from Oregon’s 16 other community colleges (OCCMPR) to draft a news release that would be sent to local media outlets in preps for the legislative session. The release announced that community colleges would be asking legislators for \$32 million in funding to help mitigate tuition increases and restore academic advising.

2. Changing programs to meet needs

- Created 17 pull-up banners for a variety of programs/departments to use for their individual marketing efforts. These were produced at no cost to the individual programs.
- Ordered giveaways for the upcoming Explore UCC events (at no charge to the programs).

3. Vision for the future

- The department continually looks for new ways to embrace technology. As we shift our efforts more toward digital marketing, we have been able to measure our efforts and provide this data back to the programs and departments we serve.
- Created a pilot marketing test using non-traditional content for five programs:
 - Theater Arts, welding, automotive, dental assisting, and history.
- Working with Retail Management Certificate (RMC) program lead to “virtually” capture leads and interest from a large grocer’s conference in Las Vegas in February.

**ADVANCEMENT AND FOUNDATION
PRESIDENT'S REPORT
February 2018
Susan Taylor, Executive Director**

Scholarships

Scholarship season opened on February 1st for student applications. Honey McNamara, Scholarship and Donor Relations Coordinator, has been presenting to local high schools, UCC classes, and events to get the word out.

Fundraising

- The UCC Foundation raised \$38,500 in January in new scholarship funding.
- The LaVera Noland Memorial Scholarship Endowment was established in memory of UCC's admissions officer who passed away recently.
- The For Mercy, for Mothers Scholarship was established by Alisha Crabtree, an Emergency Room P.A. at Mercy. This scholarship is directed at single mothers pursuing a degree in the medical field.
- The Paul Morgan Observatory raised \$4,000 in January.

Grant Development

After accepting our Letter of Interest, The Ford Family Foundation has invited UCC to submit a full application for the **Community College and Rural Employer Partnership Grant**. The purpose of the grant is to strengthen career-connected learning in Douglas County. Our proposal will center around providing Snap-On Mechanical and Electronic Torque Certification to our current Automotive students and local employers.

- UCC has also been invited to apply for the **First-Generation Student Success Grant offered by the HECC**. This grant supports student assistance programs that increase the number of under-served, low-income and first-generation college-bound students who enroll in community college and progress toward a degree or certificate. Our proposal will seek to work in concert with UCC's current initiatives, providing targeted support in the forms of advising, scholarships and connecting students to cohorts of peers.

Government Relations

Susan Taylor accompanied President Thatcher and Chair Loosley to the Oregon State Capitol on January 10th to meet with five state legislators to advocate for UCC and Oregon community colleges.

ASUCC REPORT
February 7, 2018
Byronna Thomas, ASUCC President

- We have discussed spring fling and decided to make some major changes this year. We are creating a new spring celebration that will focus on multicultural awareness. (Creatively Celebrating “U”)
- New Time for Student Board meetings is Thursdays @ 1pm. (subject to change for next term trying to work around student schedules)
- We now provide services that include:
 - Rolling backpacks for students that are being assisted by accessibilities. This will be a voucher from Danielle Haskette to ASUCC that student is in need. Student will be taken to bookstore to purchase. (Lenora Al Ratta will present more information on this new service)
 - We have begun distributing \$10.00 meat vouchers from Nicabobs meat market. We have created a partnership with them to enable this program to continue next year as funds are available. At this time we have increased the amount given to students per term from 15 to 30.
 - We are currently doing a “test run” with \$4.00 milk vouchers through Sherm’s. We purchased at a discount, 20 vouchers and will increase next term if needed. (We have also added shelf milk almond/soy for an alternative option.
- World Hijab Day was a huge success!! Thank you to everyone who showed their support by wearing hijab for some time, whether it be 2 minutes or 2 hours. Thank you to everyone who asked a question. Thank you all for making World Hijab Day a positive learning experience for the UCC community. (World Hijab day was hosted by Lenora Al Ratta, she will report.) *Attached is photos we wanted to share of this special day.

Byronna Thomas
ASUCC President

UCCPTFA Board Report

February 2018

Jeri Frank, President, UCCPTFA

We have two part-time instructors giving lectures as part of the winter term Faculty Lecture Series. They are Marguerite Garrison, English as a Second Language instructor, on Wednesday, February 7 at 11 a.m. speaking on the topic of Family Stories, and Dustin Cosby, Communications instructor, on Wednesday, March 7 at 11 a.m. speaking on The Art of Storytelling. This lecture series has been a wonderful addition to each term's schedule of UCC cultural and informational events, and we are proud of our part-time instructors' contribution.

In light of an upcoming ruling about unions, it is important to acknowledge the importance of the Umpqua Community College Part-time Faculty Association. Since its inception in 2013, there has been a pronounced improvement in many aspects of part-time instructors' employment. This has included a salary increase, some compensation for meetings and workshops, having a bargaining contract that outlines clear procedures for assigning classes and other important issues, providing support and communication to faculty members, and providing the structure for continued professional and respectful treatment by the administration. Our union is planning to continue working hard to maintain all of our gains.

During winter term we will be holding monthly Executive Committee meetings and a larger General Meeting. We also have active email communication with part-time instructors to keep everybody informed and involved. During the term we are focused on teaching our classes and supporting student success.

Part-time instructors teach about half of the classes at UCC, so we play a crucial role in the college's ability to provide quality instruction of many classes in the wide variety of programs available. Our union is pleased that part-time instructors have become more of a presence with our faculty colleagues and administration during the past few years, and we look forward to continuing in the years ahead.

OCCA Report
 February, 2018
 Doris Lathrop, Trustee

The OCCA Board of Directors has not met since my last report. Notes follow from last Monday's conference call related to the legislative session.

Legislative Call
January 29, 2018 4:00 p.m.
Zoom Conference Call

1. Review of Bills

Andrea Henderson reviewed the priority 1, 2, and 3 bills OCCA is tracking for the 2018 Legislative Session. Henderson said the \$32 million funding ask is the biggest priority, but that is not associated with a bill.

Priority 1

HB 4043

Summary: Requires community colleges to jointly conduct study to determine best methods for helping community college students learn about and apply for benefits.

OCCA Position: Support

Discussion: PCC is taking the lead. Directs us to work with Governor's Office and state agencies to come back with recommendations in 2019. Recommending support.

Priority 2

HB 4014

Summary: Removes requirement that current foster child or former foster child complete volunteer service hours during previous academic year to qualify for tuition waiver.

OCCA Position: Support

HB 4017

Summary: Requires school district to obtain approval from Department of Education before entering into funds diversion agreement for payment of debt service on pension obligation bonds.

OCCA Position: Oppose

Discussion: Two major concerns: 1) it would require approval by the state and it should not be the Department of Education granting approval to community colleges; 2) it could lead to increased interest rates if the pension obligation bonds are not backed by the full faith and credit of the state.

HB 4035

Summary: Requires Higher Education Coordinating Commission to provide tuition assistance for qualified members of Oregon National Guard to attend community colleges or public universities.

OCCA Position: Neutral

Discussion: As currently drafted, this bill does not have any funding associated with it. It would need to have funding associated to move forward, so we are taking a neutral stance.

HB 4046

Summary: Provides that outside compensation of employee of public university or community college is not included in employee's salary for purposes of Public Employees Retirement System.

OCCA Position: Neutral

Discussion: The bill is not necessary based on the current statutory definition of salary and there is no intention to change that definition to include outside compensation.

HB 4053

Summary: Requires Department of Education and Higher Education Coordinating Commission to jointly prepare annual report on accelerated college credit programs.

OCCA Position: Under review

Discussion: As drafted, there are a lot of problems but there are amendments coming out and we are working with bill sponsors to work on the bill. A lot of the data required in the bill is not currently collected. Henderson has recommended to the bill sponsors that they focus on data available in the statewide longitudinal data system. Ultimately, we would recommend not to oppose once changes are made as greater data is a good thing, but it needs to focus on data that is already available and not put the burden on the colleges to collect it.

HB 4071

Summary: Modifies funding mechanism for public employees' health care benefit to avoid excise tax under Patient Protection and Affordable Care Act.

OCCA Position: Oppose

HB 4123

Summary: Permits duplicate health benefit plan coverage for public employees who begin employment before January 1, 2020.

OCCA Position: Support.

Discussion: Current employees would be grandfathered in.

SB 1557

Summary: Requires community colleges, public Universities and Oregon Health and Science University to provide certain rights to students ordered to federal or state active duty for 30 or fewer consecutive days.

OCCA Position: Support

Discussion: We will run this by CIA, but ultimately want to support it. Will check with student services folk about the timeline. Question about how this relates to National Guard people who go on duty once a month. Support pending further examination.

SB 1563

Summary: Removes requirement that students who are not citizens or lawful permanent residents apply for official federal identification document to be eligible for exemption from paying Nonresident tuition at public Universities.

OCCA Position: Support with amendments

Discussion: Support the concept but will work to remove language related to community college board authority because it is not necessary given current community college residency requirements.

SB 1566

Summary: Establishes Employer Incentive Fund.

OCCA Position: Support

Discussion: Relates to the PERS unfunded actuarial liability. Takes excess revenue from lottery and puts it in a side account for community colleges and universities to bring down liability. Support.

Priority 3

HB 4012

Summary: Extends sunset on provisions allowing retired member of Public Employees Retirement System to be reemployed by participating public employer as teacher of career and technical education without loss of retirement benefits.

OCCA Position: Support

HB 4039

Summary: Requires state agency that grants or lends moneys for capital costs of research center to obtain right to receive portion of revenue derived from patents obtained from work by research center.

OCCA Position: Under review

Discussion: Funding is for emergency preparedness and we are tracking this bill to see if community colleges would be included.

HB 4040

Summary: Directs Oregon Military Department to establish program to award scholarships to certain persons who have served in military.

OCCA Position: Neutral

HB 4042

Summary: Establishes Prosperity 1,000 Pilot Program to provide career coaching, occupational training and job placement services for 1,000 low-income job seekers in east Multnomah County.

OCCA Position: Neutral

HB 4051

Summary: Establishes Task Force on Rural Education

OCCA Position: Support

Discussion: The task force would include the entire education spectrum and would include a specific community college representative on the task force.

HB 4070

Summary: Establishes retirement benefits payable under Oregon Public Service Retirement Plan to persons who establish membership in Public Employees Retirement System on or after effective date of Act.

OCCA Position: Under review

Discussion: We do not anticipate movement on this bill.

HB 4072

Summary: Names certain scholarships offered by health care provider incentive program as Doctor Alan Bates Legacy Scholarship program.

OCCA Position: Neutral

Discussion: Community college students would be eligible.

HB 4077

Summary: Requires statement of economic interest to include certain information about sources of income for business in which public official or candidate, or member of household of public official or candidate, is officer or holds directorship if source of income has legislative or administrative interest and 10 percent or more of total gross annual income of business comes from that source of income.

OCCA Position: Neutral

HB 4080

Summary: Updates connection date to federal Internal Revenue Code and other provisions of federal tax law.

OCCA Position: Under review

Discussion: We are watching to see if they will be any impact to community colleges.

HB 4102

Summary: Directs Department of Education to conduct study related to school dropouts.

OCCA Position: Neutral

HB 4127

Summary: Permits contracting agency, in conducting procurement for architectural, engineering, photogrammetric mapping, transportation planning and land surveying services, to consider pricing

policies, proposals and other pricing information along with prospective consultant's qualifications in specified circumstances.

OCCA Position: Support

HB 4131

Summary: Provides that member of Public Employees Retirement System may not accrue pension benefits for future service.

OCCA Position: Under review

HB 4141

Summary: Requires governing board of each public university to establish Tuition Advisory Council to make recommendations regarding tuition and mandatory enrollment fees.

OCCA Position: Watch

Discussion: Relates to university tuition, but watching to make sure they do not make recommendations on community college tuition.

HJR 201

Summary: Proposes amendment to Oregon Constitution to allow municipal corporations to use certain bonded indebtedness to finance capital costs of affordable housing, with certain limitations.

OCCA Position: Under review

HJR 202

Summary: Proposes amendment to Oregon Constitution to allow state to incur general obligation indebtedness to finance costs associated with acquiring, improving, constructing, developing, remodeling, repairing, equipping or furnishing real or personal property, or planning therefor, or issuing grants or loans, in order to maintain or increase availability of affordable housing in this state.

OCCA Position: Under review

Discussion: We are watching to see if this is applicable to community college students.

2. February Budget Ask

John Wykoff gave an update on the February budget ask campaign. He said Ballot Measure 101 passed so we are moving forward with the \$32 million ask. We will have a community college lobby day on February 8. He also mentioned that we received information back from HECC about the allotment totals for each campus at various funding levels (\$32 and \$22 million). We will share this with the presidents and have more detailed information by lobby day.

Meeting adjourned at 4:41 p.m.

Next call is Monday, Feb 5 at 4 p.m.

BOARD OF EDUCATION
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Second Reading of Policies

Date: Feb. 14, 2018

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

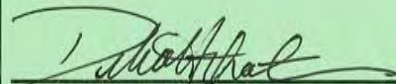
<u>Pol. #</u>	<u>Title</u>
346	Use of Alcohol, Intoxicants, and Controlled Substances
401	Midnight Curfew (delete)
402	Building Access (delete)
612	Reporting of Criminal Activity and Other Emergencies

The associated administrative procedures are presented as an "Information Item":

<u>AP #</u>	<u>Title</u>
346	Use of Alcohol, Intoxicants, and Controlled Substances
612	Reporting of Criminal Activity and Other Emergencies

Recommendation by:

Approved for Consideration:



U.C.C. President



BOARD POLICY

TITLE: Use of Alcohol, Intoxicants, and Controlled Substances

BOARD POLICY # 346

In keeping with federal, state, and local laws, regulations, statutes, and ordinances, Umpqua Community College prohibits the use, possession, manufacture, sale, or distribution of alcohol, intoxicants, drugs containing controlled substances (including marijuana), and/or other illegal drugs while on college-owned or college-controlled property, including vehicles; while performing any work-related function on behalf of the College; or while representing the college on business or in college-sponsored activities.

Additionally, College employees, students, and visitors are prohibited from being under the influence of alcohol, intoxicants, drugs containing controlled substances (including marijuana), and/or other illegal drugs while on college-owned or college-controlled property, including vehicles; while performing any work-related function on behalf of the College; or while representing the college on business or in college-sponsored activities.

Policy exceptions

1. UCC complies with all rules of the Oregon Liquor Control Commission.
 - a. Alcohol may not be consumed by any person at any UCC facility except at an event that has been approved to serve alcohol by the College President or the President's designee.
 - b. Alcohol will only be served by approved businesses carrying the proper insurance, holding a valid liquor license, and having licensed servers.
 - c. Alcohol may be given as gifts or auctioned, but the gifted alcohol may not be opened on any Umpqua Community College facility or property.
 - d. When representing the college at college-affiliated, charitable, and community events where alcohol is served, employees and students of legal drinking age in Oregon may consume alcohol in moderation. Employees and students at such events may not consume alcohol in excess nor get behind the wheel of a vehicle if under the influence of alcohol.
2. Pursuant to restrictions detailed in ORS 471.580, a student, including 18-, 19-, and 20-year-olds, enrolled in a food or beverage career class offered by UCC, may consume a limited amount of alcohol in a controlled, supervised educational setting.

3. This policy is not intended to prohibit the lawful use or possession of prescription medication (other than marijuana) that is used consistently with a valid prescription by the person to whom it is prescribed.

A violation of this policy will subject the violator to disciplinary action, up to and including termination, and referral to local law enforcement.

RESPONSIBILITY:

The Chief of Security, in consultation with the Director of Human Resources, 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: Use of Alcohol, Intoxicants, and Controlled Substances

ADMINISTRATIVE PROCEDURE # 346

RELATED TO POLICY # 346

1. Definitions

- a. "Illegal drugs" under Policy 346 includes:
 - i. Marijuana, which is illegal under federal law regardless of whether it is used for medicinal or recreational purposes
 - ii. All other substances regulated under the federal Controlled Substances Act unless the substance is used consistently with a valid prescription by the person to whom it is prescribed
 - iii. Designer drugs and other mind-altering or function-altering substances (i.e., intoxicants) that have not been approved for human consumption by the federal Food and Drug Administration.
- b. "Under the influence" as used in Policy 346 means a state of alcohol or drug intoxication that impairs a person's ability to perform job duties, presents a danger to oneself or to another person or property, or results in inappropriate conduct. The College utilizes the evaluation of substance abuse professionals and abides by Oregon statutes and DOT regulations, when applicable, regarding drug and alcohol intoxication levels that constitute under the influence.
- c. "Reasonable suspicion" is a belief based on articulated observations and/or information from a reliable source concerning a person's appearance, unusual behavior, speech, breath odor, body movements, abrupt changes in pattern of conduct, or other reliable indicators that would lead a reasonable person to suspect that the person is under the influence of drugs or alcohol.

2. Violations of Policy

- a. Violation of the Alcohol, Intoxicants, and Controlled Substances Policy or this Administrative Procedure will subject the violator to discipline up to and including expulsion from classes, termination of employment, and disqualification from use of campus facilities.
- b. Any employee violating Policy 346 or this Administrative Procedure may be required to submit to an evaluation by a qualified substance abuse professional and to satisfactorily complete any treatment program recommended by a qualified

substance abuse professional as a condition of continued employment. A successfully completed drug or alcohol treatment program will not be used against an employee in other non-related matters.

- c. Students who violate the standard of conduct are subject to sanctions as outlined in the Student Code of Conduct.
- d. Campus visitors who violate the standard of conduct will be referred to the Security Department and are subject to sanctions as outlined by state and federal laws.
- e. In addition to receiving College sanctions, violators may be reported to local law enforcement. (See applicable legal sanctions in Section 8 below.)

3. Reporting

- a. Any employee may report reasonable suspicion or violation of workplace policy/procedures regarding alcohol or drug use to their supervisor, the supervisor of the employee suspected of using drugs or alcohol, the Director of Human Resources (or designee), or a Campus Security officer.

4. Testing

- a. Any employee under reasonable suspicion of violating policies or procedures regarding use of alcohol or drugs may be required by Human Resources to take a drug or alcohol test, as applicable.
 - i. Supervisors will record the basis for any reasonable suspicion.
 - ii. Human Resources will utilize the testing procedures of an external lab when a college test is going to be administered and arrange transportation to and from the test site.
 - iii. If employees refuse a lawful directive to be tested, including using a false or altered testing sample, that action will be considered a violation of this policy and will subject an employee to disciplinary action.
- b. Whenever applicable, the Douglas County Sheriff's department or other appropriate law enforcement agency may be called to take appropriate action.
- c. Whenever the College requires any testing, it will be conducted by an independent laboratory experienced and qualified to conduct such testing. No random drug testing will be done, except as required by law (e.g., DOT regulated employees).
- d. Employees with positive tests are provided with an opportunity to discuss the confirmed results with the Medical Review Officer at the external testing organization before the result is reported to the College. Lawful medication used consistent with a prescription is treated as a negative test under this policy, and employee medical information is not disclosed to the College by the testing organization.
- e. Confidentiality of testing and test results will be protected to the extent possible. Only persons with a need to know will be informed.

5. Searches

- a. When the College believes there is reasonable suspicion that an employee is in possession of drugs or alcohol in violation of this policy, personal items such as packages, bags, lunch boxes, or other items being carried on or being removed from College premises may be subject to search as permitted by law. Furthermore,

all College property such as desks, equipment, lockers, vehicles, etc., will remain the property of the College and will be subject to search at the College's discretion. Employees have no reasonable expectation of privacy in or on College property.

- b. The College will not search an employee's person, and no employee will be forcibly searched or detained by the College.
- c. Reasonable efforts will be made to respect an employee's integrity and privacy during searches; however, refusal to cooperate with lawful searches and investigations will be considered a violation of this policy and may result in discipline, up to and including termination of employment. All illegal drugs or drug paraphernalia found in or on College premises or property may be released to law enforcement.

6. Medications

- a. Employees who are lawfully using prescription medications containing controlled substances are required to consult with their healthcare provider or pharmacist to determine if the medication has side effects that may affect the employee's ability to safely and effectively perform his or her job duties. This requirement includes information regarding drug interactions.
- b. If an employee believes, or their healthcare provider believes, that the employee may be experiencing such side effects, the employee must report this to their supervisor prior to working or continuing to work under the effects of the medications.
- c. A supervisory employee may also determine that the employee appears to be experiencing side effects of medication. If these circumstances occur, the employee may be relieved of duty, at the discretion of the supervisor in conjunction with Human Resources, until the employee is able to safely and effectively perform essential job functions.
- d. An employee need not disclose the medical condition for which the medication is being taken, unless this is necessary for the College to comply with its legal obligations (e.g., granting family medical leave or making reasonable accommodations).
- e. The lawful use of prescription medications alone will not subject an employee to disciplinary action. However, failing to follow the notification procedure described above, or use of medication that is prescribed to another person or inconsistent with the healthcare provider instructions, can result in disciplinary action.
- f. The use of marijuana is unlawful under federal law, regardless of whether an employee has a prescription under state law, and its use will not be accommodated by the College. If an employee is using marijuana for a disability and believes another form of accommodation is needed, that person is encouraged to contact Human Resources to discuss available options *prior* to violating Policy 346 or this Administrative Procedure.

7. Reporting Convictions

- a. In keeping with the federal Drug-Free Workplace Act of 1988, any employee convicted of violating a criminal drug statute in or out of the workplace must notify

their supervisor and Human Resources no later than five (5) days after such conviction.

- i. If applicable, Human Resources will notify the appropriate federal granting or contracting agency within ten (10) days after receiving notice of the criminal drug statute conviction.
- ii. Upon receiving notice of an employee's conviction of a criminal drug statute occurring in or out of the workplace, the College will take appropriate action within 30 calendar days. Options include:
 1. Taking appropriate personnel action against the employee, up to and including termination (consistent with requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act)
 2. Requiring the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency

8. Applicable Legal Sanctions Under Local, State, and Federal Law for Unlawful Possession, Use, or Distribution of Drugs and Alcohol

- a. In addition to College sanctions, employees who violate the College's Alcohol, Intoxicants, and Controlled Substances Policy may be referred to law enforcement for the enforcement of local, state and federal laws related to alcohol and controlled substance possession, distribution, manufacture, and illegal use.
- b. Local, state, and federal laws are very complex regarding penalties associated with alcohol and controlled substances.
 - ORS Chapter 475 - Controlled Substances
(https://www.oregonlegislature.gov/bills_laws/ors/ors475.html)
 - ORS Chapter 161 - Crimes and Punishment
(https://www.oregonlegislature.gov/bills_laws/ors/ors161.html)
 - Chapter 471 - Alcoholic Liquors
(https://www.oregonlegislature.gov/bills_laws/ors/ors471.html)
- c. Penalties imposed by local, state, or federal courts include but are not limited to the following:
 - The minimum penalty will be a \$500 fine for possession of some "less dangerous" drugs. From that minimum, as the severity of the offense increases, the penalties increase up to \$300,000 fine and 20 years in jail.
 - A minor in possession of alcohol can result in a fine of up to \$300 with more serious offenses, such as providing alcohol to minors, carrying much more severe penalties. The penalty for providing alcohol to minors can range from a \$350 fine to a \$1,000 fine, a year in jail, and community service.
 - The most severe penalties result from accidents or incidents in which the participants are intoxicated. This category also includes those who may have supplied the alcohol to the participants.

9. Campus Events with Alcohol Service

- a. The sales and service of alcoholic beverages is regulated by the State of Oregon.

- b. Permission in writing to have alcohol served at an event must be requested a minimum of 30 days prior to the day of the event or first day of the event.
- c. The Southern Oregon Wine Institute (per Board Policy 400) has right of first refusal for all alcohol served on campus. If alcohol service is refused by the Southern Oregon Wine Institute, then SOWI can approve an OLCC- and Oregon Law-compliant outside vendor to serve.
- d. All alcoholic beverages will be served by a licensed server under the required liquor licenses of Oregon.
- e. UCC may require an on-duty Campus Security officer for the duration of event to be paid for by the user/customer.
- f. Per State law, alcoholic beverages cannot be served unless food is also provided.
- g. Alcohol must not be served within 30 minutes of the scheduled end of an event.
- h. Alcohol is allowed in designated areas only.

RESPONSIBILITY:

The Director of Human Resources, in conjunction with the Chief of Security, 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 REVISION FORM

Complete for Revisions Only

Policy Number:	401
Administrative Procedure Number:	
Title:	Midnight Curfew
Revision Date:	10-30-2017

Current Policy / Procedure	Proposed Policy / Procedure
<p>A midnight curfew has been established on the UCC campus. All buildings are to be secured and the premises vacated by that time.</p> <p>The Director of Security and Safety is to be notified prior to any exceptions.</p> <p>DATE OF ADOPTION:</p> <p>DATE(S) OF REVISION(S): 5/12/11 by Board</p> <p>DATE OF LAST REVIEW:</p>	<p>Delete – Information is now covered in 613.01 AP Access to College Property (Paragraph 2)</p>

Policy & Procedure must be submitted together.

POLICY / ADMINISTRATIVE PROCEDURE REVISION FORM

Complete for Revisions Only

Policy Number:	402
Administrative Procedure Number:	
Title:	Building Access
Revision Date:	10-30-2017

Current Policy / Procedure	Proposed Policy / Procedure
<p>Keys or key cards will be issued only upon the written orders of the President or the supervising Vice President. Each supervisor is responsible for the use of the keys which he/she has authorized to be issued.</p> <p>The Director of Safety and Security shall be the sole custodian of keys to UCC facilities. In addition, all keys to UCC facilities will be issued only through the office of the Director of Safety and Security. The keys issued to each employee are for his/her individual use and are not to be loaned or transferred to another person. Loaning or transferring keys to unauthorized persons may be cause for disciplinary action or dismissal. Loss of keys is to be reported to the supervisor and the Director of Safety and Security immediately.</p> <p>Possession of a key to any college facility does not give that employee unrestricted access to that area outside of normal working hours for any purpose except normal college business.</p> <p>Upon termination of employment, all employees must return all keys issued to them to the office of the Director of Safety and Security before final paychecks will be issued.</p> <p>DATE OF ADOPTION:</p> <p>DATE(S) OF REVISION(S):</p> <p>DATE OF LAST REVIEW: 04/13/11 by Board</p>	<p>Delete – Information is now covered in 613.01 AP Access to College Property (Paragraph 11)</p>



BOARD POLICY

TITLE: REPORTING OF CRIMINAL ACTIONS AND OTHER EMERGENCIES
BOARD POLICY # 612

The safety of students, employees, and visitors is a high priority to Umpqua Community College (UCC). Therefore, in conformity with the Crime Awareness and Campus Security Act, UCC urges its employees, students, and visitors to report all criminal actions and other emergencies occurring on campus or at related off-campus sites to an appropriate authority, as stated in Administrative Procedure #612. This means that all emergencies, including crimes in progress, should be reported immediately to 9-1-1, with a follow-up contact to the Campus Security Department, and all other criminal actions should be reported promptly to the Campus Security Department, a Campus Security Authority (CSA), or local law enforcement.

UCC employees and other persons designated as CSAs are identified in Administrative Procedure #612. CSAs are required to notify the Campus Security Department of any reports or other knowledge of criminal actions involving UCC facilities, employees, students, or visitors to UCC. Information regarding criminal actions will be forwarded to the appropriate law enforcement agency in whose jurisdiction the incident occurred.

Reports may be made confidentially and/or anonymously as stated on the Campus Security Department's website (www.umpqua.edu/security) and in Administrative Procedure #612.

RESPONSIBILITY

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

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



ADMINISTRATIVE PROCEDURE

**TITLE: REPORTING OF CRIMINAL ACTIVITY AND OTHER EMERGENCIES
ADMINISTRATIVE PROCEDURE #612
RELATED TO POLICY #612**

Faculty, staff, students, and visitors are encouraged to report emergencies and criminal actions in a timely manner to the Campus Security Department.

1. Reporting Past Crimes

To report crimes that have occurred in the past, faculty, staff, students, and visitors are encouraged to contact the Campus Security Department, local law enforcement agencies, and Campus Security Authorities.

2. Reporting Crimes in Progress

Crimes in progress as well as fire, medical, and police emergencies should first be reported by calling 9-1-1 to alert emergency responders, with follow-up notification to the Security Department.

3. Making Reports to Security Department

Emergency and criminal reports can be made by any of the following methods:

- a. Contacting the duty Security Officer
- b. Calling extension 7777 from any college phone
- c. Dialing (541) 440-7777 on a cell phone or outside land line
- d. Dialing 7777 on an outdoor courtesy phone, located at Tech Center, P.E. Complex, Student Center, and Wayne Crooch Hall
- e. Outdoor emergency blue light phones are currently located at Wayne Crooch Hall, P.E. Complex, Tech Center, and Whipple Fine Arts Building. By pressing the indicated button, the caller will be connected with the duty Security Officer
- f. In person at the Security Office, located in the Warehouse Building
- g. By email using contact list at www.umpqua.edu/contact-security-custodial

4. Making Reports to Campus Security Authorities

- a. Reports can be made to Campus Security Authorities (CSA). CSAs are college officials who have significant responsibility for student and campus activities and include:

- Dean of Student Services
- Director of Student Life
- Athletic Director
- Athletic Coaches
- Title IX Coordinator/Human Resources Director
- UCC Patrol Deputy from the Douglas County Sheriff's Office (DCSO)
- Director of Community Education and Workforce Training Center
- Director of College Transitions
- Director of UCC Small Business Development Center
- Director of JOBS

If persons have information regarding criminal activity and are not sure whether they are CSAs, they are expected to seek clarification as soon as possible from the Chief of Security, the Human Resources Directors, or the Office of the President.

- b. CSAs will provide all reported Clery Act crime information to the Chief of Security by completing an Incident Report form. CSAs will assist and allow victims and witnesses to report a crime on a voluntary, confidential basis if they choose to do so. If the reporting person wishes to remain anonymous, the CSA will obtain at a minimum, the date/time of the crime, the date/time the crime was reported, and the location of the crime. Reports are filed for statistical purposes, but formal investigations of incidents are done only if desired by the complainants. Exceptions to reporting and investigating crimes are stated in Administrative Procedure #314.01 Sexual Misconduct and include the following:
 - i. Sexual harassment, sexual assault, intimate partner violence or stalking reported to a CSA must, in turn, be reported by the CSA to their supervisor or Title IX Coordinator.
 - ii. The College is required to investigate allegations of sexual misconduct to the best of its ability.
- c. CSA reports are used for statistical data and to help determine if there is a serious or continuing threat to the safety of the campus community that would require a timely warning alert. It is not the responsibility of the CSA to determine the validity of the report or to conduct an investigation. Exceptions to investigation responsibility are stated in Administrative Procedure #314.01 Sexual Misconduct and include the following:
 - i. Sexual misconduct reports will be investigated.
 - ii. Only employees with formal training as Title IX investigators will investigate sexual misconduct reports.
- d. Under the Clery Act, licensed professional counselors are not considered campus security authorities, even though they may have significant responsibility for

student and campus activities. If a person being counseled speaks of a commission of a crime, the counselor may inform the person that crimes can be reported to the Chief of Security on a voluntary, confidential basis for inclusion in the college's crime statistics only.

5. Confidential Reports

- a. Confidential reports can be made by email (www.umpqua.edu/security)
- b. Persons making reports are encouraged to provide their name, telephone number, and information regarding the incident.

RESPONSIBILITY

The Chief of Security 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 REVISION FORM

BP 100.02 District Elections

Current Policy / Procedure	Proposed Policy / Procedure
<p>The District election of members to the Umpqua Community College Board of Directors, and election on issuance of bonds or other measures, shall be made in accordance with State laws, and under the supervision of the Douglas County Clerk. (ORS 255, 341, etc.)</p> <p>DATE OF ADOPTION: DATE(S) OF REVISION(S): 10/12/10 by Board DATE OF LAST REVIEW:</p>	<p>The District election of members to the Umpqua Community College Board of Education, and election on issuance of bonds or other measures, shall be made in accordance with State laws, and under the supervision of the Douglas County Clerk. (ORS 255, 341, etc.)</p> <p>The Board of Education is responsible for implementing and updating this policy.</p>

POLICY / ADMINISTRATIVE PROCEDURE REVISION FORM

Complete for Revisions Only

Policy Number:	100.06
Administrative Procedure Number:	
Title:	Committees
Revision Date:	10/11/2017

2) BP 100.06 Committees

Corrects name of the "College Board" to the Board of Education

Current Policy / Procedure	Proposed Policy / Procedure
<p>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.</p> <p>As provided in ORS 294.336, there shall be a Budget Committee consisting of seven College Board 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.</p> <p>DATE OF ADOPTION: DATE(S) OF REVISION(S): 10/12/10 by Board DATE OF LAST REVIEW:</p>	<p>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.</p> <p>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.</p> <p>The Board of Education is responsible for implementing and updating this policy.</p>

POLICY / ADMINISTRATIVE PROCEDURE REVISION FORM

Complete for Revisions Only

Policy Number:	100.17
Administrative Procedure Number:	
Title:	Board Evaluation
Revision Date:	10/11/2017

Current Policy / Procedure	Proposed Policy / Procedure
<p>It is the responsibility of the Board of Trustees to assess its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning. The ultimate goal of the process is to ensure that UCC is a top-performing college that benefits its students and its community.</p> <p>DATE OF ADOPTION: DATE(S) OF REVISION(S): 05/12/11 by Board DATE OF LAST REVIEW:</p>	<p>It is the responsibility of the Board of Education to assess its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning. The ultimate goal of the process is to ensure that UCC is a top-performing college that benefits its students and its community.</p> <p>The Board of Education is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>

POLICY / ADMINISTRATIVE PROCEDURE REVISION FORM

Complete for Revisions Only

Policy Number:	
Administrative Procedure Number:	100.17
Title:	Board Evaluation
Revision Date:	10/11/2017

Current Policy / Procedure	Proposed Policy / Procedure
<p>The Board of Trustees will conduct a self-evaluation process in even-numbered years to include:</p> <p>A. The completion of a self-assessment instrument by each member of the Board;</p> <p>B. A discussion of the compilation of the results; and</p> <p>C. The development of a set of goals for the next one to two years. These goals will provide direction for the Board and the college.</p> <p>DATE OF ADOPTION: DATE(S) OF REVISION(S): 5/12/11 by Board DATE OF LAST REVIEW:</p>	<p>The Board of Education will conduct a self-evaluation process annually to include:</p> <p>A. The completion of a self-assessment instrument by each member of the Board;</p> <p>B. A discussion of the compilation of the results; and</p> <p>C. The development of a set of goals for the next year. These goals will provide direction for the Board and the college.</p> <p>The Board of Education is responsible for implementing and updating this procedure.</p>

POLICY / ADMINISTRATIVE PROCEDURE REVISION FORM

Complete for Revisions Only

Policy Number:	103
Administrative Procedure Number:	
Title:	Meetings of the Umpqua Community College Board
Revision Date:	10/11/2017

Current Policy / Procedure	Proposed Policy / Procedure
<p>Regular meetings of the Board shall be held on a designated day of each month. Such meetings shall be held on campus in the Board Room of the Administration Building, unless the Board designates a different location. No meeting shall be held at any place which practices discrimination on the basis of race, creed, color, sex, age, or national origin.</p> <p>All meetings of the Board shall be open to the public and all persons shall be permitted to attend, except Executive Sessions described in the following section. Staff members are encouraged to attend the open meetings.</p> <p>The Board, or its presiding officer, shall maintain order and decorum, and shall exclude disruptive persons from any meeting.</p> <p>Four members shall constitute a quorum of the Board. The only business that can be transacted in the absence of a quorum is to take measures to obtain a quorum, to fix the time to adjourn and adjourn, or to take a recess.</p> <p>No quorum of the Board shall hold a meeting in private for the purpose of deciding on or deliberating toward a decision except as provided in the Public Meetings Law (ORS Chapter 192). Any regular meeting may be adjourned to the next succeeding regular meeting or some specified earlier time.</p> <p>DATE OF ADOPTION: DATE(S) OF REVISION(S): 10/12/10 by Board DATE OF LAST REVIEW:</p>	<p>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. In accordance with ORS 192.630 (3), meetings will be held in places that are free of discrimination on the basis of race, color, creed, sex, sexual orientation, national origin, age, disability, or any other status as protected under federal, state, and/or local law, in any educational programs, activities, or employment.</p> <p>The Board of Education is responsible for implementing and updating this policy.</p>



ADMINISTRATIVE PROCEDURE

TITLE: Meetings of the Umpqua Community College Board

ADMINISTRATIVE PROCEDURE # 103

RELATED TO POLICY # 103

All meetings of the Board will be open to the public and all persons will be permitted to attend, except Executive Sessions as described in Policy 103.02.

1. The Board, or its presiding officer, will maintain order and decorum, and will exclude disruptive persons from any meeting.
2. Four members will constitute a quorum of the Board. The only business that can be transacted in the absence of a quorum is to take measures to obtain a quorum, to fix the time to adjourn and adjourn, or to take a recess.
3. No quorum of the Board will hold a meeting in private for the purpose of deciding on or deliberating toward a decision except as provided in the Public Meetings Law (ORS Chapter 192).
4. Any regular meeting may be adjourned to the next succeeding regular meeting or some specified earlier time.
5. Board meetings are open for public attendance. At times the Board may voluntarily allow limited public participation. In those cases, citizens wishing to speak will sign-in on the Public Comment sheet prior to the start of the meeting. At the time specified on the agenda, the citizen will say 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 proper action.

RESPONSIBILITY:

The Board of Education 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 REVISION FORM

Complete for Revisions Only

Policy Number:	103.05
Administrative Procedure Number:	
Title:	Agenda and Notice for Regular Meetings
Revision Date:	10/11/2017

Current Policy / Procedure	Proposed Policy / Procedure
<p>The Board shall provide for and give public notice, reasonably calculated to give actual notice to interested persons, of the time and place of the holding of any meeting. Such notice may be posted placed on the website, published in a newspaper, or otherwise publicized through the news media. Meeting notices shall contain a telecommunications number for the deaf (TDD), and instructions for arranging an interpreter or other necessary accommodations.</p> <p>The President shall develop regular Board meeting agendas through collaboration with the Board Chair and have developed informational materials about these agenda items. Requests for placing items on the agenda shall be given to the President in sufficient time to place on the agenda and to develop informational materials.</p> <p>The notice of the meeting shall include a list of the principal subjects anticipated to be considered at the meeting. However, this requirement shall not limit the ability of a governing body to consider additional subjects.</p> <p>DATE OF ADOPTION: DATE(S) OF REVISION(S): 10/12/10 by Board DATE OF LAST REVIEW:</p>	<p>The Board will provide for and give public notice, reasonably calculated to give actual notice to interested persons, of the time and place of the holding of any meeting.</p> <p>The President will develop regular Board meeting agendas through collaboration with the Board Chair and have developed informational materials about these agenda items.</p> <p>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</p> <p>The Board of Education is responsible for implementing and updating this policy.</p>



ADMINISTRATIVE PROCEDURE

TITLE: Agenda and Notice for Regular Meetings

ADMINISTRATIVE PROCEDURE # 103.05

RELATED TO POLICY # 103.05

Agenda Items

1. Requests for placing items on the agenda will be given to the President in sufficient time to place on the agenda and to develop informational materials.
2. No new business will be transacted by the Board unless the items are placed on the agenda and relevant information has been delivered to the Board at least twenty-four (24) hours prior to each meeting; except that, upon the concurrence of a quorum of Board members, new business items may be brought up for Board action without the twenty-four (24) hour notice and per ORS 192.640.

Meeting Notice

1. Public notice of Board meetings may be posted on the website, published in a newspaper, or otherwise publicized through the news media. Meeting notices shall contain a telecommunications number for the deaf (TDD), and instructions for arranging an interpreter or other necessary accommodations.
2. The notice of the meeting shall include a list of the principal subjects anticipated to be considered at the meeting.

RESPONSIBILITY:

The Board of Education 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 REVISION FORM

Complete for Revisions Only

Policy Number:	104.01, .02, .03, 04, .05, .06, and .07
Administrative Procedure Number:	
Title:	See Below
Revision Date:	

Current Policy / Procedure	Proposed Policy / Procedure
<p>104.01 POTENTIAL CONFLICT OF INTEREST When met with a potential conflict of interest, a member of the Board shall publicly announce the nature of the potential conflict prior to taking any action in the capacity of a public official. "Potential conflict of interest" generally means any action or any decision or recommendation by a member of the Board that could result in a private pecuniary benefit or detriment to the member or the member's relative, or a business with which the member or the member's relative is associated.</p> <p>104.02 ACTUAL CONFLICT OF INTEREST When met with an actual conflict of interest, a member of the Board shall publicly announce the nature of the actual conflict and, shall refrain from participating as a public official in any discussion or debate on the issue out of which the actual conflict arises. "Actual conflict of interest" means any action or any decision or recommendation by a member of the Board that would result in a private pecuniary benefit or detriment to the member, or the member's relative, or any business with which the member or the member's relative is associated. A member of the Board who has an actual conflict of interest shall not be eligible to vote unless it is necessary to constitute a quorum, and provided that the member does not participate in any discussion or debate as stated above.</p> <p>104.03 EXCEPTIONS TO CONFLICT OF INTEREST As used in this section, "conflict of interest" does not include any interest of a Board member: A. that is shared generally by all inhabitants of the state, or all members of a particular industry or occupation to which the Board member, or a relative of the Board member, belongs; or B. relating to service on the Board of a tax-exempt nonprofit corporation.</p> <p>104.04 DEFINITION OF RELATIVE "Relative" means the Board member's spouse or domestic partner, and the children, siblings and parents of the member or the member's spouse or domestic partner, as well as any person for whom the member has a legal support obligation; and any other person that the member provides benefits for or receives benefits from in connection with employment.</p>	<p>104 Conflict of Interest and Government Ethics Board members shall adhere to state laws relating to conflict of interest and government ethics. (ORS 244.010 to 244.400)</p>

104.05 RECORDING CONFLICTS OF INTEREST IN THE MINUTES

When a member of the Board gives notice of an actual or potential conflict of interest, the President shall record it in the minutes. In addition, a notice of the actual or potential conflict and its disposition may, at the Board's discretion, be provided to the Oregon Government Ethics Commission within a reasonable period of time.

104.06 PROHIBITION AGAINST NEPOTISM

A member of the Board may not appoint, employ or promote a relative or member of his/her household to a position with the College, or discharge, fire or demote a relative or member of his/her household from a position with the College, and may not participate in any interview, discussion or debate regarding such matters, unless the public official complies with the conflict of interest requirements of this chapter. As used in this paragraph, "participate" does not include serving as a reference or providing a recommendation for the relative or member of the household.

104.07 RESTRICTIONS ON RECEIVING GIFTS

During a calendar year, members of the Board and their relatives are prohibited from soliciting or receiving, directly or indirectly, any gifts (including food, beverages, and entertainment) with an aggregate value of more than \$50 from any single source, if the source could reasonably be known to have an economic interest distinct from the general public in any pending or contemplated decision or vote by the Board unless the gift is specifically excluded from these limits in ORS Chapter 244. As used in this section, "gift" shall have the meaning prescribed in ORS Chapter 244 and OAR Chapter 199, Division 5.

POLICY / ADMINISTRATIVE PROCEDURE REVISION FORM

Complete for Revisions Only

Policy Number:	107
Administrative Procedure Number:	
Title:	Separation of College and Foundation
Revision Date:	10/11/2017

Current Policy / Procedure	Proposed Policy / Procedure
<p>The Umpqua Community College Foundation is an Oregon not -for-profit corporation established as an entity separate from the College. The purpose of the Foundation is to raise friends and funds for the benefit of the students, staff and facilities of Umpqua Community College. The Foundation receives, invests, administers, and disburses restricted and unrestricted charitable donations pursuant to Section 501(C)(3) of the Internal Revenue Code. Foundation activities focus on creating opportunities for students, encouraging college-wide innovation, and building partnerships with the community.</p> <p>The Foundation is governed by policies established by a Board that acts independently from the College Board. The Foundation may contract with the College to provide staff support as needed.</p> <p>The College Board shall designate one of its members to be a voting member of the Foundation Board and to make periodic reports on Foundation activities to the College Board.</p>	<p>The Umpqua Community College Foundation is an Oregon not -for-profit corporation established as an entity separate from the College. The purpose of the Foundation is to raise friends and funds for the benefit of the students, staff and facilities of Umpqua Community College. The Foundation receives, invests, administers, and disburses restricted and unrestricted charitable donations pursuant to Section 501(C)(3) of the Internal Revenue Code.</p> <p>The Foundation is governed by policies established by a Board that acts independently from the College Board of Education. The Foundation may contract with the College to provide staff support as needed.</p> <p>The Board of Education shall designate one of its members to be a voting member of the Foundation Board and to make periodic reports on Foundation activities to the Board of Education.</p> <p>The Board of Education is responsible for implementing and updating this policy.</p>

POLICY / ADMINISTRATIVE PROCEDURE REVISION FORM
Complete for Revisions Only

Policy Number: 311

Administrative Procedure Number: [Click here to enter text.](#)

Title: Compensation

Revision Date: 10/11/2017

Current Policy / Procedure	Proposed Policy / Procedure
The College Board has final authority for all compensation and benefits for UCC	The Board of Education has final authority for all compensation and benefits for UCC employees. ORS 341.290

POLICY / ADMINISTRATIVE PROCEDURE REVISION FORM

Complete for Revisions Only

Policy Number:	311.04
Administrative Procedure Number:	
Title:	Compensation and Benefits – Salary Approval
Revision Date:	10/11/2017

Current Policy / Procedure	Proposed Policy / Procedure
<p>Administrative/Exempt The College President will recommend to the Board of Trustees the starting salary and benefits for all administrative/exempt personnel, and non-represented employees, based upon the recommendations of the supervisor and the Director of Human Resources.</p> <p>Faculty Bargaining Units The College Board will approve the starting salaries, benefits, and salary advancements for full- and part-time faculty according to provisions of the current faculty collective bargaining agreements.</p> <p>Classified Bargaining Unit The College Board will approve the starting salaries, benefits, and salary advancements for classified employees according to the provisions of the current classified collective bargaining agreement.</p> <p>Any change in salary status of current employees must be approved by the Human Resources Department prior to employee notification. This includes but is not limited to step advancement, merit, bonus, and salary adjustments.</p>	<p>Administrative/Exempt The College President will recommend to the Board of Education the starting salary and benefits for all administrative/exempt personnel, and non-represented employees, based upon the recommendations of the supervisor and the Director of Human Resources.</p> <p>Faculty Bargaining Units The Board of Education will approve the starting salaries, benefits, and salary advancements for full- and part-time faculty according to provisions of the current faculty collective bargaining agreements.</p> <p>Classified Bargaining Unit The Board of Education will approve the starting salaries, benefits, and salary advancements for classified employees according to the provisions of the current classified collective bargaining agreement.</p> <p>Any change in salary status of current employees must be approved by the Human Resources Department prior to employee notification. This includes but is not limited to step advancement, merit, bonus, and salary adjustments. ORS 341.290</p>

POLICY / ADMINISTRATIVE PROCEDURE REVISION FORM

Complete for Revisions Only

Policy Number: 601

Administrative Procedure Number: [Click here to enter text.](#)

Title: Purchasing Policy

Revision Date: 10/11/2017

Current Policy / Procedure	Proposed Policy / Procedure
<p>TITLE: PURCHASING POLICY</p> <p>Umpqua Community College is governed by the Oregon Revised Statutes (ORS279a, b, & c), Oregon Administrative Rules (OAR), and the Attorney General's Model Rules for Public Contracting. UCC's Board of Trustees has adopted the Community College Rules of Procurement (CCRP) which are a targeted subset of these Rules specifically designed for community colleges in Oregon.</p> <p>Purchases shall be made in the best interest of UCC and within the role as stewards entrusted with public funds.</p> <p>It is the responsibility of the Purchasing Manager to insure that UCC is in compliance with these Procurement related regulations.</p> <p>RESPONSIBILITY: The Purchasing Manager is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p> <p>NEXT REVIEW DATE: DATE OF ADOPTION: 6/14/2017</p>	<p>TITLE: PURCHASING</p> <p>Umpqua Community College is governed by the Oregon Revised Statutes (ORS279a, b, & c), Oregon Administrative Rules (OAR), and the Attorney General's Model Rules for Public Contracting. UCC's Board of Education has adopted the Community College Rules of Procurement (CCRP) which are a targeted subset of these Rules specifically designed for community colleges in Oregon.</p> <p>Purchases shall be made in the best interest of UCC and within the role as stewards entrusted with public funds.</p> <p>It is the responsibility of the Purchasing Manager to insure that UCC is in compliance with these Procurement related regulations.</p> <p>RESPONSIBILITY: The Purchasing Manager is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>

POLICY / ADMINISTRATIVE PROCEDURE REVISION FORM

Complete for Revisions Only

Policy Number: 710

Administrative Procedure Number: [Click here to enter text.](#)

Title: Tuition and Fees

Revision Date: 10/11/2017

Current Policy / Procedure	Proposed Policy / Procedure
<p>The Board of Trustees will set tuition and fees for the College.</p> <p>An opportunity for student participation in the annual review of tuition and fees should be provided.</p> <p>Classes, workshops, or events offered under the cost-recovery strategy will be self-supporting.</p> <p>DATE OF LAST REVIEW: 04/13/11 by Board</p>	<p>The Board of Education will set tuition and fees for the College.</p> <p>An opportunity for student participation in the annual review of tuition and fees should be provided.</p> <p>Classes, workshops, or events offered under the cost-recovery strategy will be self-supporting.</p>

POLICY / ADMINISTRATIVE PROCEDURE REVISION FORM

Complete for Revisions Only

Policy Number: 721.1

Administrative Procedure Number: [Click here to enter text.](#)

Title: Student Code of Conduct Definitions

Revision Date: 10/11/2017

Current Policy / Procedure	
<ol style="list-style-type: none"> 1. The term "ORS" means Oregon Revised Statutes, which are the codified laws of the State or Oregon. 2. The term "college" or "College" means Umpqua Community College. 3. The phrase "Board of Directors" means Umpqua Community College's Board of Directors, which is the policy manager of the College. Board members are elected by the local community. 4. The term "student" includes all persons taking courses at the college, both full-time and part-time, pursuing credit or non-credit classes or enrolled in any special program approved by the college. 5. The term "faculty member" means any person hired by the college to conduct classroom activities. 6. The term "college official" includes any person employed by the college performing administrative responsibilities. 7. The term "college personnel" includes any person employed by the college. 8. The phrase "member of the college community" includes any person who is a student, faculty member, college official, college personnel, or any other person employed by the college. 9. The term "college premises" includes all land, buildings, facilities, and other property in the possession of, or owned, rented, leased, used or controlled by the college (including streets and sidewalks). 	<ol style="list-style-type: none"> 1. The term "ORS" means Oregon Revised Statutes, which are the codified laws of the State or Oregon. 2. The term "college" or "College" means Umpqua Community College. 3. The phrase "Board of Directors" means Umpqua Community College's Board of Education which is the policy manager of the College. Board members are elected by the local community. 4. The term "student" includes all persons taking courses at the college, both full-time and part-time, pursuing credit or non-credit classes or enrolled in any special program approved by the college. 5. The term "faculty member" means any person hired by the college to conduct classroom activities. 6. The term "college official" includes any person employed by the college performing administrative responsibilities. 7. The term "college personnel" includes any person employed by the college. 8. The phrase "member of the college community" includes any person who is a student, faculty member, college official, college personnel, or any other person employed by the college. 9. The term "college premises" includes all land, buildings, facilities, and other property in the possession of, or owned, rented, leased, used or controlled by the college (including streets and sidewalks).

10. The term “college-recognized student organization” means any student club or organization who has complied with the formal requirements for recognition by the Associated Students of Umpqua Community College (ASUCC), the college’s Student Government.
11. The title “Vice President for Student Development” or “VPSD” means the college official authorized by the President to administer the Student Code of Conduct. In the absence of the VPSD, the President may appoint a designee.
12. The phrase “college business day” means the days of the week when campus offices are open and available to the public for business.
13. The term “hearings panel” means the group of persons authorized by the VPSD to determine: 1) whether a student has violated the Student Code of Conduct and to recommend imposition of sanctions or 2) the merit of a student grievance and recommend remedies.
14. The term “appellate proceeding” means the process by which an appeal may be heard.
15. The term “shall” is used in the imperative sense.
16. The term “may” is used in the permissive sense.

10. The term “college-recognized student organization” means any student club or organization who has complied with the formal requirements for recognition by the Associated Students of Umpqua Community College (ASUCC), the college’s Student Government.
11. The title “Vice President for Student Development” or “VPSD” means the college official authorized by the President to administer the Student Code of Conduct. In the absence of the VPSD, the President may appoint a designee.
12. The phrase “college business day” means the days of the week when campus offices are open and available to the public for business.
13. The term “hearings panel” means the group of persons authorized by the VPSD to determine: 1) whether a student has violated the Student Code of Conduct and to recommend imposition of sanctions or 2) the merit of a student grievance and recommend remedies.
14. The term “appellate proceeding” means the process by which an appeal may be heard.
15. The term “shall” is used in the imperative sense.
16. The term “may” is used in the permissive sense.

BOARD OF EDUCATION
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Naming of Facilities


Date: February 14, 2018

Board approval is requested in the naming of UCC facilities:

- To reassign the Ralph I. Snyder name to the circular fountain. Mr. Snyder, one of the original UCC administrators, was known for his unwavering support of students. In a recent survey, current UCC students highly recommended honoring Mr. Snyder's legacy by placing his name on the campus fountain, a symbol of opportunity and joy.
- To name the new academic building Tap^hoyt^ha Hall. In determining the name of the new building the College convened a committee with representatives from the campus and community for recommendations and surveyed the campus for their input. Ultimately the agreement was to use a Native American word. Authorization has been received from Daniel Courtney, Chairman of the Tribal Board of Directors, to use Tap^hoyt^ha (duh-poi'-tuh) which is from the Takelma language of the Cow Creek Band of the Umpqua Tribe of Indians. Because the word means to be blessed and to prosper, Tap^hoyt^ha Hall will be a symbol of our optimism for the future.

Recommendation by:

Approved for Consideration:



U.C.C. President

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Resolution #5, Approval to Spend Funds

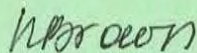
Date: February 14, 2018

This is a resolution to increase appropriation in the Special Revenue Fund-Grants and Contracts.


UCC was awarded \$119,077 from Oregon Department of Education to continue work with STEM Education and Innovation. The grant is 1 year and 9 months, Jan. 1, 2018 – Sept. 30, 2019.

Recommendation by:

Approved for Consideration:



UCC Interim Chief Financial Officer


U.C.C. President

UMPQUA COMMUNITY COLLEGE
Resolution No. 5 - FY 17-18
Approval to spend funds

WHEREAS, Umpqua Community College has been awarded \$119,077 from 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 \$119,077 to continue work with STEM Education and Innovation.

Special Revenue Fund - Grants and Contracts

	17-18 Budget Through Resolution 4	Adjustment	17-18 Budget Through Resolution 5
REVENUES:	\$ 6,673,607	\$ 119,077	\$ 6,792,684
EXPENDITURES:			
Instruction	\$ 872,139	\$ -	\$ 872,139
Instruction Support	1,146,627	119,077	1,265,704
Student Services	3,249,257	-	3,249,257
College Support Services	683,698	-	683,698
Community Services	721,886		721,886
TOTAL	<u>\$ 6,673,607</u>	<u>\$ 119,077</u>	<u>\$ 6,792,684</u>

ADOPTED: February 14, 2018

Clerk of the Board

UCC Board Chair

BOARD OF EDUCATION
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Resolution #6, Supplemental Budget

Date: February 14, 2018

Board approval is requested to Adopt and Appropriate funds for the Supplemental Budget ending on 6/30/2018 in the Internal Service Fund.

Recommendation by:

Approved for Consideration:

N. Brown

UCC Interim Chief Financial Officer

David H. Habel

U.C.C. President

UMPQUA COMMUNITY COLLEGE
Resolution No. 6 - FY 17-18
Adopting Supplemental Budget and Making Appropriations

WHEREAS, the provisions of ORS 294.471 allow for a supplemental budget when a condition which had not been ascertained at the time of the preparation of the budget requires a change in financial planning.

NOW, THEREFORE BE IT RESOLVED that the Board of Education of Umpqua Community College hereby adopts the Supplemental Budget as follows:

	Internal Service Fund		
	17-18 Budget Through Resolution 5	Adjustment	17-18 Budget Through Resolution 6
REVENUES:	\$ 190,000	\$ -	\$ 190,000
EXPENDITURES:			
Support Services	-	190,000	190,000
Transfers	190,000	(190,000)	-
 TOTAL	 <u>\$ 190,000</u>	 <u>\$ -</u>	 <u>\$ 190,000</u>

ADOPTED: February 14, 2018

Clerk of the Board

UCC Board Chair

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Resolution #7, Transfer Between
Categories

Date: February 14, 2018

Board approval is requested to adopt this resolution to transfer appropriations in the Special Revenue - Administratively Restricted Fund from Student Services to Community Services in the amount of \$5,000.

Recommendation by:

Approved for Consideration:

H. Brown

[Signature]

UCC Interim Chief Financial Officer

U.C.C. President

UMPQUA COMMUNITY COLLEGE
 Resolution No. 7 - FY 17-18
 Transfer between categories

WHEREAS, the provisions of ORS 294.463 (1) allows for the transfer from one existing appropriation category to another;

NOW, THEREFORE BE IT RESOLVED, that the Board of Education at Umpqua Community College hereby adopts this resolution to transfer appropriations from Student Services to Community Services in the amount of \$5,000.

Special Revenue Fund - Administratively Restricted

	17-18 Budget Through Resolution 6	Adjustment	17-18 Budget Through Resolution 7
EXPENDITURES:			
Instruction	\$ 2,062,203		\$ 2,062,203
Instruction Support	858,145		\$ 858,145
Student Services	989,692	(5,000)	\$ 984,692
Community Services	65,000	5,000	\$ 70,000
College Support Services	372,311		\$ 372,311
Transfers	64,055		64,055
Contingency	20,000		20,000
TOTAL	<u>\$ 4,431,406</u>	<u>\$ -</u>	<u>\$ 4,431,406</u>

ADOPTED: February 14, 2018

 Clerk of the Board

 UCC Board Chair

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

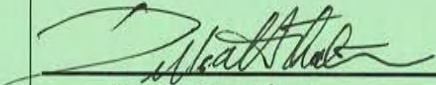
Information Item
 Action Item

Subject: Funding of Industrial Technology Center Date: February 14, 2018

The Board will discuss funding options for the Industrial Technology Center.

Recommendation by:

Approved for Consideration:



U.C.C. President