

UMPQUA COMMUNITY COLLEGE

Umpqua Community College transforms lives and enriches communities.

Work Session: Athletics - Craig Jackson, Athletic Director; 4:00 P.M., HNSC 100

VOL. LII, No. 6 BOARD OF EDUCATION MEETING JANUARY 17, 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. | INTRODUCTION | | |
| | A. Wrestling Teams | Craig Jackson | p 1 |
| V. | CONSENT AGENDA | Chair Loosley | pp 2-6 |

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.

- | | | | |
|-------|--|-----------------|-------|
| VI. | CHANGES TO THE AGENDA | Chair Loosley | |
| VII. | 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. | | |
| VIII. | FOCUS PRESENTATION | | |
| | A. Enrollment Report | Xiana Smithhart | p 7-8 |

IX. REPORTS		pp 9-19
A. ASUCC Report	Byronna Thomas	
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	
X. OLD BUSINESS		
A. Policy 100.14	Chair Loosley	p 20
B. Second Reading of Policies	Debra Thatcher	pp 21-43
XI. NEW BUSINESS		
A. Addition of New Athletic Programs	Craig Jackson	p 44
B. First Reading of Policies	Debra Thatcher	pp 45-58
C. Academic Calendar 2018-2019	Kacy Crabtree	pp 59-61
D. Financial Reports FY 2017-18	Natalya Brown	p 62
E. Proposed Budget Calendar FY 2018-19	Natalya Brown	p 63
F. Tuition Increase Proposal	Natalya Brown	pp 64-67
G. Budget Guidance	Chair Loosley	p 68
H. Res. No. 3, Approval to Spend Funds	Natalya Brown	pp 69-70
I. Res. No. 4, Transfer Between Categories	Natalya Brown	pp 71-72
XII. BOARD COMMENTS	Chair Loosley	
XIII. ADJOURNMENT	Chair Loosley	

NEXT BOARD MEETING:

- Board Meeting, February 14, 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: Introduction of Wrestling Teams

Date: January 17, 2018

The UCC Wrestling teams will be introduced:

2017-18 Women's Wrestling Roster

Coach Asia DeWeese

Name	Cl.	Hometown/High School
Pamela Beans	Freshman	Sitka, Alaska / Mt. Edgecomb
Moira Sheldon	Freshman	Kotzebue, Alaska / Kotzebue High School


2017-18 Men's Wrestling Roster

Coach Kyle Temple

Name	Cl.	Hometown/High School
Aaron Blanchard	Sophomore	Brownsville, Oregon / Central Linn High School
Josh Hammers	Freshman	Klamath Falls, Oregon / Mazama High School
Hayden Juliano	Freshman	Salem, Oregon / South Salem High School
Wyatt Kessler	Freshman	Keizer, Oregon / McNary High School
Grant Laiblin	Freshman	Harrisburg, Oregon / Harrisburg High School
Isaiah Lepre	Freshman	Sutherlin, Oregon / Sutherlin High School
Matt McDowell	Freshman	Roseburg, Oregon / Roseburg High School
Dallas O'Bryan	Freshman	Newberg, Oregon / Newberg High School
Kobe Olson	Freshman	Sweet Home, Oregon / Sweet Home High School
Christian Perez	Freshman	Klamath Falls, Oregon / Henley High School
Brayden Schultz	Freshman	Winston, Oregon / Douglas High School
Levi Summers	Freshman	Stayton, Oregon / Stayton High School
Ian Thomas	Freshman	Roseburg, Oregon / Roseburg High School

Recommendation by:

Approved for Consideration:



U.C.C. President

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Consent Agenda

Date: January 17, 2018

Recommend approval of:

Minutes of College Board Meeting of Dec. 13, 2017

pp 3-5

Personnel Actions

p 6

Recommendation by:

Approved for Consideration:



U.C.C. President

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
December 13, 2017**

The Umpqua Community College Board of Education met on Wednesday, December 13, 2017, in Room 100 of the Bonnie J. Ford Health, Nursing, & Science Center at Umpqua Community College in Roseburg, Oregon. Board Chair Loosley called the meeting to order at 4:45 pm and the pledge of allegiance was given.

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

Others present:

Debra Thatcher	Kevin Mullerleile	Martha Joyce	Carol McGeehon
Robynne Wilgus	Scott Simpson	April Hamlin	Becky Kipperman
Jessica Richardson	Natalya Brown	Jason Aase	Katie Workman
Robin Van Winkle	Crystal Sullivan	Tiffany Coleman	John Blackwood

Introduction

The UCC women's basketball team was introduced by Coach Dave Stricklin. Coach Stricklin shared information about their current ranking, statistics, and noted seven of the players have a 4.0 GPA. The players introduced themselves. On behalf of the Board, Chair Loosley provided Coach Stricklin with a mounted newspaper article commemorating his 800th game win.

Consent Agenda

- A. Minutes of College Board Meeting of Nov. 8, 2017
- B. Personnel Actions

The Consent Agenda was approved by general consent.

Changes to the agenda – The auditor's presentation will follow Citizen Comments. The Focus Presentation on the Southern Oregon Wine Institute will be rescheduled for a later date.

Citizen Comments – There were no comments

Reports

- **ASUCC** – There was no report
- **ACEUCC** – There was no report
- **UCCPTFA** – There was no report
- **UCCFA** – **John Blackwood, President:** The faculty report was reviewed. An update on the Cyber Security program and associated marketing efforts were provided.
- **President** – **Dr. Debra Thatcher:** Advocacy efforts are needed as OCCA will be going to the legislature in February for increased community college funding.
- **OCCA** – **Dir. Lathrop:** The OCCA Board had a meeting on Nov. 30; both Dir. Lathrop and President Thatcher attended. The meeting provided four training workshops for board members: advocacy, board roles, attainment goals, and PERS UAL task force; the information is posted on the UCC website. Legislative Days was explained and an update was provided on national legislation related to community colleges. The Board's role in Guided Pathways is to support the President and the needed budget.

- **Recovery – Dir. Weikum:** Next week is a UCC Strong meeting. The Memorial Committee will meet in January.
- **Construction – Dir. Tamm:** Insulation and sheet rock are in and walls are being selected for art displays. The project is on schedule and on budget. President Thatcher said there will be an opening event for the building.
- **Chair – Chair Loosley:** The board reports are very helpful and everyone’s efforts are appreciated.

OLD BUSINESS – There was none

NEW BUSINESS

Natalya Brown, Interim CFO, introduced Scott Simpson and Kevin Mullerleile of Moss Adams who explained the Audit Report for FY 2016-17. There is expectation for the report to be finalized by next week and it will include four reports. The first report will be an unmodified opinion on the financial statements; this is a clean audit. There are no weaknesses or deficiencies to be identified in accordance with government auditing standards in the second report. The third report will be issued with an unmodified opinion on the compliance on expenditure of federal funds. However, there was one finding in the student financial assistance cluster regarding the timeliness of reconciliation to which the college has already made a change in practice; next year the item should be considered fully corrected. The fourth report focuses on Oregon municipal audit standards and there were no exceptions or findings. The reports are very positive news and will be ready to be submitted to the state by the December 31 filing deadline.

Motion: **I move for acceptance of the 2016-17 Audit Report as presented, contingent upon no material changes when it is finalized. Motion by Dir. Littlejohn, seconded by Dir. Tamm and carried unanimously.**

Ms. Brown reviewed the presentation from a recent Budget Forum. The information covered the budget process timeline and UCC funding sources. Recent trends were shown for the general fund balance, state funding, enrollment averages, tuition and fees, and property taxes. There was a review of projected resources and estimated expenditures for fiscal year 2018-19 which indicated it was out of balance with heavy expenditures showing at this point. Ms. Brown emphasized operations can no longer be supported by tapping into the reserve. Discussion regarding the budget included recruitment, retention, streamlining expenditures, debt service, health insurance, state payments, and college cash flow. Current policy requires at least a 10% ending fund balance. Ms. Brown said best practice recommends having three months of operating budget which is at least \$4.5 million in salary only.

The first reading of policies was presented by President Thatcher. Background information was provided for each policy.

346.01	Drug and Alcohol Prevention Program	613.01	Access to College Property
6XX	Emergency Management	700.04	Admission to Drivers Education Program
612.01	Annual Campus Security Report – Clery Act	714	Continuing Education Units
613	College Security		

President Thatcher presented a request from Dr. Gregg Smith for a sabbatical during Spring Term 2018. Dr. Smith will be using the time to complete a novel which will be a fictional and metaphorical treatment of one person’s attempt to deal with the aftermath of October 1, 2015. It is anticipated the experience will improve his instruction in a fiction writing course offered at UCC.

Motion: I move for approval of Dr. Gregg Smith's sabbatical as requested for Spring Term 2018. Motion by Dir. Lathrop, seconded by Dir. Tamm and carried unanimously.

There was agreement to have the January Board meeting move to January 17 since the first day of OCCA Legislative Days is January 10.

There was also agreement to have a Board Retreat during the first week of January. Robynne will send a Doodle poll for selecting an agreeable date. Agenda items will include the budget, legislative days, and a mid-year check in on the Board's priorities and principles.

Chair Loosley presented a revision from the Policy Subcommittee of Policy 100.14 Board Information Requests. Dir. McGroarty made an initial motion to forward the policy to College Council; after discussion the motion was withdrawn. Clarification will be added to the policy to define what qualifies as an information request and to address the sharing and accessing information with the Board.

Motion: I move to return the policy to the Policy Subcommittee for revisions as discussed. Motion by Dir. McGroarty, seconded by Dir. Littlejohn and carried unanimously.

A new policy, Board Chair Election, was presented. Dir. Littlejohn moved to forward the policy to College Council. There was discussion about defining required experience of a Chair. The motion was withdrawn by Dir. Littlejohn; hearing no objections, Chair Loosley confirmed the motion as withdrawn.

Board Comments

- Dir. Lathrop attended one of the Grease performances. It was an excellent show and she gave kudos to Stephanie Newman and her team.
- Dir. Tamm commended Ms. Brown's raising the bar on financial reporting.

Meeting adjourned 7:11 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



Serving Douglas County Since 1964

TO: UCC Board of Education
FROM: Lynn M. Johnson, Director of Human Resources
SUBJECT: Personnel Actions
DATE: January 17, 2018

Board approval is requested on the following personnel action:

Administrative/Confidential-Exempt Contracts:

Rosario Fauver, Custodial Supervisor, December 11, 2017

Faculty Contract:

N/A

Resignation/Separations:

N/A

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Annual Enrollment Report


Date: January 4, 2018

Dr. Xiana Smithhart will present a review and request for board adoption of the Annual Enrollment Report.

Recommendation by:

Approved for Consideration:

Institutional Researcher



U.C.C. President

Executive Summary 2016-2017

The 2016-17 academic year saw college enrollment numbers decline steadily ending the increases seen during the economic downturn in 2008. The decline in enrollment could be attributed to many factors namely, a decrease in high school graduates from Douglas County, recent tuition increases, and a continuing trend of 18-36 year olds leaving rural areas seeking employment opportunities in larger cities.

- The final audited Oregon Department of Community College and Workforce Development (CCWD) Umpqua Total Reimbursable FTE figure is 2797 for a decrease of 94 or 3.25% from the prior academic year.

- New/Reactivated and suspended programs and certificates for 2016-17:
 - New Programs and Certificates:
 - Associate of Science: Computer Information Systems – Cybersecurity
 - Associate of Applied Science: Forest Landscape Processes

 - Suspended Programs:
 - One year Certificate: Para-educator (Education)
 - Associate of Applied Science: Industrial Mechanics and Maintenance Technology Apprenticeship- Fabricator/Welder

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item

Action Item


Subject: Reports

Date: Jan. 17, 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



Provost Report
Board of Education
05 January 2018

Academic Services

1. UCC has 144 total apprentices as of December 22, 2017.
2. To date, for this academic year, 352 Academic Early Alerts have been received and every one was addressed by an Advisor.
3. The UCC Forestry & Natural Resources programs were invited to become a member of the Forestry & Natural Resources Partners of the Statewide Career Technical Education Program of Study. The effort is being coordinated by Oregon Department of Education and Oregon Forest Resources Institute to create a coordinated program of study for high schools and community colleges.
4. UCC's industrial education and certification partner Snap-on signed a MOU with UCC committing to \$100,000 donation of tool storage and other items with the addition of the completion of the new Industrial Technology Building. The MOU is good for five years.
5. Five faculty participated in conferences as a presenter and/or participant.
6. The Angel Donor Match for the theatre program is now at \$5,245. A \$10,000 match has been offered.
7. All Practical Nursing first and second year students have completed the Community Learning Activity (CLA) hours for fall term. This equates to nearly 1000 hours of community giving and support for Fall 2017.
8. The new Training Services Coordinator has drafted and sent two proposals for employers. One is for chainsaw training of the 20 local municipal employees in January and the other is for a series of MS Office trainings for a local timber company to take place winter term.
9. Rabekah Jacobson, a student in Professor Mick Davis' calculus-based physics class, was accepted to attend the Northwest Regional Conference for Undergraduate Women in Physics, sponsored by the American Physical Society and hosted by the University of Oregon January 12-14, 2018.
10. At the conclusion of Fall Term, the following statistics reflect student academic performance:
 - 176 Students on Probation
 - 61 Students on Suspension
 - 119 Students on Dean's List
 - 281 Students on President's List
11. Adult Basic Skills: During the December data call, Lindy Messer, the state data professional said, "Umpqua Community College has the highest Educational Functioning Level gains in the state with 65%." This is a focus of the state, as Oregon has not met federal targets in the last two years for Title II requirements. Fall Term GED Completers:

	Fall Term 16-17	Fall Term 17-18
Total GED Completers	31	44
Wolf Creek Job Corp	20	26
UCC:ABS	10	18

Athletics

12. Seven members of the Women's Basketball team have 4.0 GPA's; the team has a 3.48 GPA average. As of this writing, the team is ranked #1 in the Northwest Athletic Conference.

Enrollment Services

13. During late November-Early December, UCC processed 408 new student applications. 203 new applications are for the Winter term.

14. Six enrollment management visits and events took place between 12/2 and 12/19/2017.

15. Missy Olson, director of enrollment management and retention, attended a Strategic Enrollment Management Planning forum in Boston the week of December 4. She will be working on implementing the strategies in a Strategic Enrollment Plan by the end of January and making a presentation to the Board of Education in February.

16. Financial Aid:

- Kelli Macha and Michelle Bergmann attended the 2017 Federal Student Aid Conference in Orlando, FL the 28th of November through December 1st. The most recent Federal updates were received along with a multitude of training sessions.
- As of mid-December, financial aid personnel has pulled in 3,708 FAFSA applications compared to 3,740 in 2016.
- As of mid-December, we have awarded 1,681, compared to 1,614 last year.

17. Enrollment Update as of Jan. 2, 2018:

		1/2/2017	1/2/2018	1/2/2018	1/2/2017	1/2/2018
Undergraduate		FTE		Non-reimbursable FTE	Unduplicated Headcount	
100	LDC	373.77	380.02	17.84	1370	1425
210	Career/Tech Prep	164.58	166.63	6.15	760	877
230	Career/Tech Appr	10.09	9.43	0.11	86	100
350	PSR-Read, Write	7.51	2.24	0	8	1
351	PSR-Math	34.51	31.64	1.06	0	0
352	PSR-All other	0	1.77	0	0	0
	<i>Dual Credit (FTE numbers built into categories above)</i>				377	268
		590.46	591.73	25.16	2601	2671
Workforce Development (primarily)						
220	Career/Tech supp	67.31	48.71	0.01	2319	1759
360	ACE Other	3.51	0	0.01	230	67
361	ACE Health & Fitness	11.61	11.83	0	127	246
362	ACE Safety	0.49	0.85	0.13	17	36
363	ACE Workforce	1.01	0.77	0.03	44	41
510	Non-Reimb Other	7.6	12.4	12.4	120	188
511	Non-Reimb Hobby/Rec	2.11	1.96	1.96	130	93
512	Non-Reimb Oth/Admin	12	11.67	11.67	8	13
		105.64	88.19	26.21	2995	2443
Adult Basic Skills						
310	ESL	3.61	2.78	0	24	15
320	ABE	86.14	89.52	13.4	284	336
330	GED	57.18	60.45	0.55	44	27
340	AHSD	3.32	2.99	0.39	4	1
		150.25	155.74	14.34	356	379
		846.35	835.66	65.71	5952	5493

Library Services

18. We have two faculty members holding office hours in the Success Center this term. We had no faculty members holding office hours in the Success Center fall term 2016.
19. Library Services has a \$9,000 grant from the Douglas Community Fund to update the dental library for our dental assisting program and the library is a requirement of their dental accreditation.

Student Life and Campus Engagement

20. As a retention initiative, Student Life and ASUCC are working to create a web of wrap-around services for students, including the provision of basic student needs, such as food, transportation, supplies, clothing, hygiene products, and other support.
21. Two students, Neila Kerkebane and Lyandra Maina, have been selected to represent UCC at the All-Oregon Academic Team, and their applications will be forwarded on for consideration for the All-USA Academic Team.
22. Nine students volunteered at the Mercy Foundation Festival of Trees family day. They had a great time representing the college and sharing crafts and dental education tips with the children that visited the festival.

FINANCIAL SERVICES BOARD REPORT
January 2018
Natalya Brown, Interim CFO

Finance Office; Natalya Brown, Interim CFO

- Budget planning and financial discussions are taking place on campus in preparation for next budget year planning.
- External audit is complete and is filed with the Secretary of State Municipal Filing.
- Comprehensive Annual Financial Report was submitted to Government Finance Officers Association (GFOA) for participation in the Certificate of Achievement Program. Review process may take up to 6 months.
- Campus credit card switch to a rebate program is 100% complete.
- Indirect cost agreement extension request has been submitted to U.S. Department of Health and Human Services to stay in compliance with federal grants.

Budget Office; Katie Workman, Budget Assistant

- Fiscal year 2018-19 budget projections, parameters and trainings will be provided to the campus during the second week of January.
- Preparation of budget worksheets is in process and will be sent out to division and department directors by the third week of January.

Purchasing; Jules DeGiulio, Purchasing Manager

- Furniture and equipment purchases for the reconstruction of the Snyder Hall building are complete. Awaiting building readiness for delivery and installation is scheduled for the week of February 19th. Purchases are projected to close at ~\$20,000 under budget.

Special Events; Greg Smith, Food Services Director:

- Catering revenue for the first 6 months of the fiscal year is \$118,200, a 45% increase compared to last year. 57% of the customers have been internal and 43% external.

INFORMATION TECHNOLOGY PRESIDENT'S REPORT
January 2018
Kathy Thomason, Interim Director of Information Technology

Information Technology:

- Identity Management Go-Live happened on December 11-12. (First baby step towards single sign-on.)
- SEAR (Student Email Account Reduction). This UCC authored software is now a scheduled job that runs early each morning. While conforming to Board Policy 705 and Administrative Procedure 705 AP, the program has reduced the number of student email accounts from 86,000 to just over 41,000 and continues to reduce that number by about 1,500 per day.
- Supporting Michelle & Kelli with Financial Aid Year Roll for aid year 2018-19.
- ShoreTel (phone system) upgrade planned for Thursday, December 28th.
- Moved Workforce Training Center's network, phones and computers from their location on Diamond Lake Blvd. to their new temporary location in the Old Science Building on campus.
 - WTC's lab computers will be set up as additional computers for the Library open lab, which will require infrastructure work. Planned for first week in January.

COMMUNICATIONS & MARKETING PRESIDENT'S REPORT

January 2018

Tiffany Coleman, Director

The Communications & Marketing Department spent the better part of December preparing to launch the campus intranet site called myUCC. The remaining piece to completing the site was to work with CollegeNet, the company that provides the campus' calendaring system (25Live). The department held a training for 25 key employees in just about every area of the College in order to accomplish this goal. The site, which can be accessed at <http://www.umpqua.edu/myUCC>, is user name and password protected. It contains information pertinent to UCC employees and Board of Education directors. Effective Monday, January 8, 2018, all employee-specific information will be removed from the public-facing website and made available through the intranet.

In addition to the intranet, we have been working to create a number of self-service marketing items for staff use. The goal is to encourage creativity and ownership while staying within our College branding guidelines. We are creating templates for the following: PowerPoint presentations, posters, flyers, brochures, and a standard email signature block. Once completed, these will be available on myUCC.

Our next big project is to complete the college-wide publication (working title: UCC Fast Facts) that encompasses data from the economic impact report that was released this past Fall.

FACILITIES PRESIDENT'S REPORT
January 2018
Jess Miller, Director of Facilities and Security

Maintenance; Jess Miller, Director of Facilities and Security

- Science, remodel and move in completed
- New Building construction continued
- Remodel of Welcome Center Lunch/Conference Room
- Just Enrolled in Energy Trust of Oregon Strategic Energy Management Program for 2018.

Grounds; Jess Miller, Director of Facilities and Security

- Completed revamping of grease interceptor system at the Student Center/Cafeteria completed successfully

Custodial Services; Custodial Manager

- Completed hire of new Custodial Manager

Security; Kelly Rigsby, Chief of Security

- Working on supporting policy and procedure
- Training of Campus Security Authorities completed
- Training of Building Marshals completed
- Testing of PA System

**UCC FACULTY ASSOCIATION
PRESIDENT'S REPORT
January 2018
John Blackwood, President**

Good afternoon Chair Loosley, Vice Chair Kennerly, members of the Board, and President Thatcher.

My name is Crystal Sullivan and I am the Vice President of UCC's full-time Faculty Association. I am a full-time instructor in the Paralegal Department and Business Department Chair.

This month's faculty update includes the following items:

1. Professor Stephanie Newman produced the musical play, Grease, this past November 17 through December 3. Some of the attendees mentioned that this was one of the best musicals that they had ever experienced!
2. Dr. Jason Heald directed the Umpqua Singers for a performance with Grammy-nominated violinist Alex DePue. The musical focused on Handel's Messiah, which was composed in 1741.
3. Professor Paula Marie Usrey again reprised Susan B. Anthony to the North Roseburg Rotary Club in November. Paula has presented Ms. Anthony many times throughout Roseburg, including last summer's TEDx event, which was held on the UCC campus.
4. Librarian Jennifer Lantrip presented the results of the research project that she completed as part of the OER Research Group, and funded by Open Oregon, at the Open Ed 2017 Conference in Anaheim in October. OER is an acronym for Open Education Resources, and its goal is to reduce the cost of text books for students.
5. Jen was also awarded a research fellowship with the Open Education Group for the 2017-2018 year.
6. I (Crystal Sullivan) completed my MBA this past fall term!
7. Professor Melinda Benton completed refresher training on media law, media effects and Associated Press standards. Melinda also assisted with a food and water drive for hurricane-devastated Puerto Rico.
8. Faculty looks forward to resuming contract negotiations in January with our Administrative team.

Respectfully submitted,

John Blackwood, UCCFA President
Crystal Sullivan, UCCFA Vice President

UCCPTFA Board Report

January 2018

Jeri Frank, President, UCCPTFA

We again thank the Board for your support in ratifying the replacement of Article 7 – Compensation in our UCCPTFA 2016-2019 bargaining agreement. This will be in place for the 2017-2018 academic year. Retroactive salary adjustments were made on our December 2017 paycheck of fall term. The new salary schedule and statement about holiday pay now appears with our bargaining agreement on the UCC website on the Human Resources page.

We have the option of re-opening the topic of compensation and one other topic with the results being in place for the 2018-2019 academic year. This would take place starting in spring term. Our entire contract will be subject to the bargaining process after the 2018-2019 year. We are confident of continued respectful and productive interaction with the administration and the Board of Education as this process unfolds.

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.

ASUCC REPORT
January 17, 2018
Byronna Thomas, ASUCC President

- Reorganizing team
- Vice President Lenora Al Ratta returned after a leave of absence
- Robert Mountainspring-Wood Public Relations officer is taking a leave of absence for Winter 2018
- Kelsey Stone Business Manager has stepped down from her position
- Vacant officer positions will be filled by current ASUCC senators
- ASUCC Holiday visit to the Veterans Hospital
- ASUCC donated cold weather items to feed the burg holiday dinner
- End of term party and evaluations. Anonymous letters received by team were uplifting and encouraging
- Team met on Friday before winter term to restock pantry and set up several activities for upcoming term
- Goal for first few weeks of term is to ensure student involvement in committees

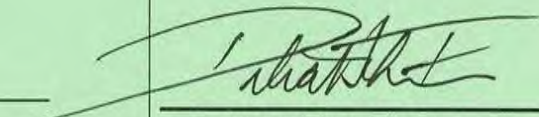
BOARD OF EDUCATION
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Policy 100.14 Board Information Requests	Date: January 17, 2018
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The Board will discuss and review Policy 100.14, Board Information Requests.

Original Policy	Suggested Revision
All requests about College operations and related information needed by individual Board members will be requested through the Board Chair, who may in turn make the request to the College President. All attempts to obtain the information in a timely manner will be made by the College administration. In the event the requested information proves to be an overburden to provide, the President will inform the Board Chair the information is not readily available. At that point the Board Chair will determine the cost/benefit to obtaining the requested information.	All requests about College operations and related information needed by individual Board members will be requested through the Board Chair, who will in turn make the request to the College President. The College administration will attempt to obtain the information in a timely manner. In the event the requested information proves to be an overburden to provide, the President will inform the Board. At that point the Board will determine the cost/benefit to obtaining the requested information. This policy does not restrict a Board member from communications with the President regarding casual conversations, general information questions, or relaying a constituent concern.

Recommendation by: <hr style="width: 80%; margin-left: 0;"/>	Approved for Consideration:  <hr style="width: 80%; margin-left: 0;"/> U.C.C. President
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BOARD OF EDUCATION
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Second Reading of Policies

Date: January 17, 2018

The following policies are coming to the Board for a second reading and are presented in their final format:

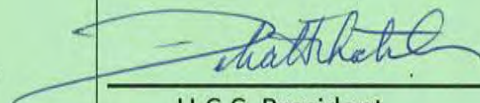
Pol. #	Title
346.01	Drug and Alcohol Abuse Prevention Program
605	Emergency Management
612.01	Annual Campus Security Report – Clery Act
613	College Security
613.01	Access to College Property
700.04	Admission to Driver’s Education Program (Delete)
714	Continuing Education Units

The associated administrative procedures are presented as an “Information Item” and are presented in their final format:

AP #	Title
346.01	Drug and Alcohol Abuse Prevention Program
605	Emergency Management
612.01	Annual Campus Security Report
613.01	Access to College Property
714	Continuing Education Units

Recommendation by:

Approved for Consideration:



U.C.C. President



BOARD POLICY

TITLE: Drug and Alcohol Abuse Prevention Program

BOARD POLICY # 346.01

Umpqua Community College offers a drug and alcohol abuse prevention program (DAAPP) for its students and employees in order to encourage a drug and alcohol abuse free environment on UCC property and in connection with UCC-sponsored activities. A biennial review of UCC's drug and alcohol prevention program (DAAPP) will take place every even numbered year.

RESPONSIBILITY:

The Dean of Student Services and the Director of Human Resources are jointly 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: Drug and Alcohol Abuse Prevention Program

ADMINISTRATIVE PROCEDURE # 346.01

RELATED TO POLICY # 346.01

1. Assistance

- a. UCC maintains a Drug and Alcohol Abuse Prevention Program (DAAPP).
- b. UCC provides assistance for the prevention of alcohol and controlled substance abuse by college employees as well as assistance for employees with problems related to controlled substance abuse. The Director of Human Resources facilitates employee participation in drug and alcohol awareness training sessions; employees are encouraged to attend.
- c. Evaluation, counseling, and referral services are available, and assistance is provided on a confidential basis. In addition, the college provides drug-free awareness programs to inform employees of the dangers of drug abuse; information regarding the policy for maintaining a drug-free workplace, availability of drug counseling, rehabilitation, and employee assistance programs; and penalties that may be imposed for drug-abuse violations occurring in the workplace.
- d. Part-time hourly, adjunct faculty, and student employees should consult with the Director of Human Resources for referral to available treatment programs. Salaried employees (who are eligible) are encouraged to seek assistance for alcohol and controlled substance dependence problems through the college Employee Assistance Program.
- e. Students seeking referral assistance for drug and/or alcohol related abuse may contact Counseling Services at 541-440-7900.
- f. Employees seeking assistance for drug and/or alcohol related abuse may contact the Human Resources Office. An explanation of benefits available to employees for chemical and alcohol dependency is contained in the Employee Assistance Program brochure. Additional copies of these brochures are available in the Office of Human Resources and online at www.umpqua.edu/daapp.

2. Notification of Program

- a. **Employees.** Notification of the information contained in the DAAPP is distributed to all current employees of the college on an annual basis via a staff/faculty e-mail. A hard copy of the DAAPP is included in each New Employee Welcome Packet and reviewed at New Employee Orientation. The DAAPP is also available for review online at www.umpqua.edu/daapp.
- b. **Students.** Notification of the information contained in the DAAPP is distributed to all currently enrolled students each term via e-mail and is reviewed in Student Orientation. The DAAPP is also available for review online at www.umpqua.edu/daapp.

3. Resources

- a. **ADAPT** (541-672-2691)
For over 40 years, ADAPT has provided quality substance abuse treatment in Southern Oregon. They offer quality residential and outpatient treatment services for teens and adults. ADAPT is a preferred provider for Cigna, LifeWise, ODS, Pacific Source, Regence Blue Cross Blue Shield and other health plans. Adapt also routinely contracts as a service provider with the counties we serve, the State of Oregon and with the local Coordinated Care Organizations Umpqua Health Alliance (UHA) and Western Oregon Advanced Health (WOAH).
- b. **SafeColleges for Students** (audio/visual module)
Through SafeColleges for Students, we provide the opportunity for students to learn about Drug Awareness and Abuse (34 minute module) and Alcohol Awareness for Students (24 minute module).
- c. **Serenity Lane** (541-673-3504)
Serenity Lane is a private, not-for-profit treatment center for alcohol and other drug addictions. They offer inpatient/residential and outpatient services to adults 18 years and older. They offer clinical assessment, special family programs, long term treatment and recovery support for a full year.
- d. **Alcoholics Anonymous** (541-673-7552)
The primary purpose of AA is to carry out the message of recovery to the alcoholic seeking help. They are a fellowship of men and women who share their experience, strength, and hope with each other that they may solve their common problem and help others recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees.
- e. **Lines for Life Helpline:** 1-800-923-HELP (4357) Hotline: 1-800-621-1646
Lines for Life is a regional non-profit dedicated to preventing substance abuse and suicide. They offer help and hope to individuals and communities and promote

mental health for all. Their work addresses a spectrum of needs that include intervention, prevention, and advocacy. They educate, train, and advocate to prevent issues of substance abuse, mental illness, and thoughts of suicide from reaching crisis levels.

- f. **Umpqua Valley Area of Narcotics Anonymous** (541-957-1489)
Narcotics Anonymous is a nonprofit fellowship or society of men and women for whom drugs had become a major problem. The members are recovering addicts who meet regularly to help each other stay clean. The only requirement for membership is the desire to stop using.
- g. **Oregon Al-Anon** (1-888-4AL-ANON)
For over 50 years Al-Anon has been carrying a message of hope: no matter what relationship a person has with an alcoholic (whether he or she is still drinking or not), a person who has been affected by someone else's drinking can find solutions that lead to serenity in the Al-Anon/Alateen fellowship. Meetings are anonymous and confidential. There are no dues or fees for membership.
- h. **Employee Assistance Program – UCC Employees** (866-750-1327)
The EAP (Employee Assistance Program) helps employees privately solve problems that may interfere with work, family, and life in general. EAP services are free to UCC employees, their dependents, and all household members. EAP Services are always confidential and provided by experts.
- i. **Treatment Services Locator** 1-800-662-HELP (4357) or 1-800-487-4889 (TTY)
The U.S. Department of Health and Human Services (HHS) Substance Abuse and Mental Health Services Administration's toll-free telephone number for alcohol and drug information and treatment referral assistance. When calling the toll-free number, a person can speak to a representative concerning substance abuse treatment, request printed materials on alcohol or drugs or learn more about local substance abuse treatment referral information in the person's area of residence.

4. Biennial Review of DAAPP

- a. Umpqua Community College will conduct a biennial review of the College's Drug and Alcohol Abuse Prevention Program (DAAPP) every even-numbered year. This procedure will determine the effectiveness of the DAAPP by reviewing:
 - i. The number of drug and alcohol-related violations and fatalities that occurred on campus or as part of UCC-sponsored activities that were reported to UCC officials in the previous two calendar years;

- ii. The number and type of sanctions that are imposed by UCC as a result of drug and alcohol-related violations and fatalities on campus or as part of UCC-sponsored activities in the previous two calendar years; and
 - iii. The consistent application of sanctions for violations of the applicable standards of conduct pertaining to the unlawful possession, use, or distribution of illicit drugs or abuse of alcohol.
- b. The review will be conducted by a committee comprised of the:
- i. Dean of Student Services
 - ii. Human Resources Director
 - iii. Director of Facilities
 - iv. Chief of Security
 - v. Athletics Director
 - vi. Provost
 - vii. Chief Financial Officer
- c. Review Timeline:
- i. The committee will begin its work in April, and finalize its report by the end of June. Relevant data, including the information described above, will be provided to the committee by:
 - o The Office of the Dean of Student Services
 - o Campus Safety and Security
 - o Advising and Wellness Center
 - o Human Resources
 - o Other UCC departments, upon the committee's requestThe committee will then identify any recommendations for improving the effectiveness of the DAAPP.
 - ii. The review will also ensure that the College complies with the regulatory requirements of the DAAPP program including, but not limited to:
 - o Distribution of information
 - o Accurate collection of data
 - o Consistent enforcement of sanctions
 - o Timely completion of the biennial review
 - o Implementation of recommendations
 - iii. The final report will be available to all students and employees via UCC's Consumer Information webpage (<http://www.umpqua.edu/about/facts-visitor-information/consumer-information>).

RESPONSIBILITY:

The Dean of Student Services and the Director of Human Resources are jointly responsible for implementing and updating this procedure.

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



BOARD POLICY

TITLE: EMERGENCY MANAGEMENT

BOARD POLICY # 605

Emergency Management procedures are maintained by the College's Emergency Response Team and include the following:

- A statement that the institution will, without delay and taking into account the safety of the College community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.
- A description of the process the institution will use to confirm that there is a significant emergency, determine who to notify, determine the content of the notification, and initiate the notification system.
- Procedures to immediately notify the college community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on college-owned or -controlled property.
- A list of the titles of persons or organizations responsible for carrying out this process.
- Procedures for disseminating emergency information to the larger community.

Responsibility:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: EMERGENCY MANAGEMENT

ADMINISTRATIVE PROCEDURE # 605

RELATED TO POLICY # 605 Emergency Management

1. Emergency information

- a. Emergency response posters, which provide information regarding individual response to emergencies such as earthquake, fire, medical emergencies, building evacuation, etc., are located throughout Umpqua Community College facilities.
- b. The Emergency Management Procedures Handbook is housed in the Campus Security Office, the Incident Command Center, and the offices of personnel with emergency administrative authority.

2. Emergency communications

The College will without delay take into account the safety of the campus community when determining the need to communicate, the method of communication, and the content of the emergency communication. If in the judgment of responsible authorities emergency notification would compromise response efforts, the communication may be delayed.

a. Main campus communications

- i. Either by investigation or confirmed notification, the Security Department will be primarily responsible for confirming actual or the threat of an emergency situation. Depending on the nature of the situation, the Security Department has the discretion to activate emergency notification system (ENS) components, such as the public address system or emergency text messaging/email. Initial emergency messages provide instruction for directed activities such as evacuation, lock down, severe weather, etc. The Dean of Student Services, Academic Deans, Director of Communications and Marketing, Chief Financial Officer, Provost, Provost's Executive Assistant, President, and President's Executive Assistant have also been authorized to activate the emergency notification system.
- ii. After initial activation of the ENS, and as the event is monitored and assessed, it may become necessary to expand notification of the event

to the larger community. The Director of Communications and Marketing and/or the President or their designee will determine the need for, the content of, and the means of communication to disseminate information to the appropriate audience. In addition to public address and emergency text/email, television, radio notification, press releases, etc., may also be issued. These communications will typically provide more detailed information and instruction.

b. Off-site communications

- i. The Directors or their designees at off-site locations, in conjunction with the Security Department are primarily responsible for confirming emergency situations. The Security Department will be notified as soon as possible of the event.
- ii. The Security Department and/or authorized personnel may initiate the emergency notification system. Additional communications will be conducted in a similar process to the Main Campus.

3. Evacuation

- a. When notified by alarm or any component of the emergency notification system of the need to evacuate, all occupants must leave through the nearest possible exit.
- b. Many areas of the main campus and off-site locations have Building Marshals. The Building Marshals will direct the evacuation and/or identify and assist individuals with disabilities. Once outside of a building, the Building Marshals will provide additional information regarding the emergency.
- c. The Building Marshals, in conjunction with the Security Department exercise a mock evacuation at least bi-annually.
- d. For planned evacuation drills, it will be announced that all alarms or other notifications to evacuate will be treated as a real emergency until notified differently.
- e. The Security Department will maintain documentation relating to each evacuation and exercise and their participants.

4. Timely Warnings

- a. The Security Department is primarily responsible for issuing timely warnings. Timely warnings are to communicate information and prevention strategies for the college community when an incident has occurred or a pattern of risks are identified.
- b. Timely warnings may be disseminated by any component of the emergency notification system noted above.

RESPONSIBILITY

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: ANNUAL CAMPUS SECURITY REPORT – CLERY ACT

BOARD POLICY # 612.01

In accordance with the federal Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act of 1998 (Clery Act), Umpqua Community College will publish an Annual Campus Security Report. This report will be made available to future and current college students and employees and can be accessed by the public. The crime statistics contained within the report will be sent electronically to the U.S. Department of Education by October 1 of each year.

The purpose of the report is to provide current and prospective faculty, staff, students, and the public with campus safety information, including crime statistics and procedures to follow in reporting a crime.

Clery crime statistics are gathered from reports made to the Campus Security Department, Campus Security Authorities, and local law enforcement agencies. The Security Department maintains a daily crime log.

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: Annual Campus Security Report

ADMINISTRATIVE PROCEDURE # 612.01

RELATED TO POLICY # 612.01 Annual Campus Security Report – Clery Act

1. Report deadline

The Annual Security Report is available every year by October 1 for the prior calendar year. Copies of the report can be obtained from:

- The Office of Facilities and Security, located in the Warehouse Building
- Online at <http://umpqua.edu/security>
- Mailed upon request by calling the Facilities/Security Department at (541) 440-4671

2. Notification of report availability

Current faculty, staff, and students are notified by email each fall of the release and methods to access the new report. Information can also be obtained from the U.S. Department of Education at <https://ope.ed.gov/camupussafety/#/>.

3. Data sources

At the end of the calendar year, Clery Crime statistical data will be obtained from reports made to the Security Department, local law enforcement agencies, CSA's, and other potential sources. Statistical data is also obtained from the Security Department's daily crime log. The number of Clery Crime reports received are then included in the Annual Security Report which is published prior to October 1 the following calendar year

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:



BOARD POLICY

TITLE: College Security

BOARD POLICY # 613

Umpqua Community College's Security Officers have the authority to

- Enforce College policies, including the Student Code of Conduct
- Issue citation to students, employees, and visitors who are in violation of the College's traffic and parking Codes
- Ask persons for identification and to determine whether individuals have lawful business at the College

The College Security Department is not a law enforcement agency. Criminal incidents are referred to the local police/sheriff department who have jurisdiction at the particular College location. The College has no memoranda of understanding between the institution and local/state law enforcement agencies.

The Security Department endeavors to maintain a professional working relationship with local law enforcement agencies. All crime victims and witnesses are strongly encouraged to immediately report crimes to the Security Department and local law enforcement agencies. Prompt reporting will assure timely warning notices on College property and timely disclosure of crime statistics. (See BP and AP 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:



BOARD POLICY

TITLE: ACCESS TO COLLEGE PROPERTY

BOARD POLICY # 613.01

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

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

During business hours, the College will be open to students, employees, and visitors. During non-business hours, access to College facilities is by key or by access cards at limited locations. All access cards and keys are issued through the Facilities Department. Authorization for access cards and keys requires the signature of a member of the Senior Leadership Team.

Security and safety patrols of facilities and buildings on the College main campus are conducted daily by Security Department personnel. Safety and security maintenance is also provided at off-site locations on a routine basis.

The College has no campus student housing facilities.

Responsibility:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Access to College Property

ADMINISTRATIVE PROCEDURE # 613.01

RELATED TO POLICY # 613.01

1. **Access Definitions.** Access to college facilities and programs is predicated upon a person's status as a student, employee, or visitor; the need to obtain access; and the type of activity conducted at the location.
 - a. **Employee Access:** Access to areas that typically contain sensitive equipment or data is based on a demonstrated need. Examples of limited access areas include Information Technology workspaces, mechanical rooms, faculty workrooms, employee lounges, private offices, storage rooms, and some labs.
 - b. **Deans or directors** responsible for a program or service area have responsibility to control access to those areas. Deans or directors may further restrict employee access to specific employees in areas such as private offices, offices handling cash, computer switch rooms, etc., dependent upon the activity occurring in a space.
 - c. **General Access:** Areas generally open to both college employees and students include classrooms, labs, gym, etc., during hours of operation designated by the Senior Leadership Team.
 - d. **Community Access:** Areas not designated as limited to employee or general access are available to the general public without the necessity of enrolling as a student, e.g., open spaces of the campus (indoors and outdoors), library, and college cafeteria.
2. **Campus Business Hours**
 - a. College campus hours are 6:00 a.m. to 10:00 p.m. for regular business days (i.e., Monday-Friday except for holidays or other closures).
 - b. All buildings are to be secured and the premises vacated by midnight except for essential personnel (security, custodial, and maintenance personnel). The Chief of Security is to be notified prior to any exceptions. Loitering on college property when the college buildings are closed is not allowed.
3. **Campus Closures**
 - a. Campus is closed during holidays and certain emergencies. The campus may be closed to the public during in-service.

- b. In the case of campus closures for emergencies, college property is not to be accessed by non-essential personnel without administrative authority, and check-in with Security is required before accessing any building.

4. Overnight Campus Access

- a. Camping or sleeping overnight on college-owned or controlled property is not allowed unless approved in advance by the college president or designee.

5. Employee Access

- a. Employees of Umpqua Community College have access to all college facilities and programs based on need, except areas designated as restricted. Only employees who have received authorization from the relevant dean or director supervising the restricted area may have access to areas identified as restricted.
- b. Employee presence in a college building during non-business hours, other than for scheduled events, is discouraged. If employees must be present when the campus is closed, employees are required to notify Campus Security (7777) of their presence.
- c. Employees of the college are not allowed to sleep overnight on college property.

6. Student Access

- a. Students have general access, but may be granted restricted access based on an identifiable college need. Only persons enrolled in a given class or lab may attend that class or lab. Exceptions may be made by the college for special circumstances appropriate to the learning environment. Requests for exceptions will be directed to the appropriate dean or director for approval.
- b. Students are not allowed to be present in a college building when the campus is closed.

7. Visitor Access

- a. Visitors have community access to college facilities as defined in this procedure, 1.d Community Access.
- b. Classes are accessible to paying/registered students only.
- c. Events are accessible to paying/registered customers only.
- d. Visitors are not allowed to be present in a college building when the campus is closed.

8. Law Enforcement Access

Visitors representing state, local and federal law enforcement agencies searching for information related to a specific person or persons will be directed to the Chief of Security or designee. Agencies include, but are not limited to police departments, sheriff's offices, the Federal Bureau of Investigation, and Immigration and Customs Enforcement. The Chief of Security or designee will follow state and federal statutes and college policies/procedures to determine the release of any information. If a law enforcement agency representative visits a site where Campus Security does not exist, the law enforcement representative will be directed to the administrator responsible for the site. The administrator will work with the Chief of Security to

determine the release of any information. The President's office must be informed that an inquiry by law enforcement occurred.

9. Children's Access

- a. A child is defined as a person under age 16, not enrolled as a student.
- b. Childcare facilities of the college are exempt from the restrictions imposed on a child's presence on campus by these procedures.
- c. Children registered for college activities that are supervised by college employees may have access to facilities designated for those activities.
- d. Children under age 16 have community access and may use college facilities, such as the college library, only while under the active supervision of an adult responsible for the child.
- e. A college administrator may place additional restrictions on the presence of children in specific locations.

10. Campus Security and Employee Responsibility

- a. If it is believed that a person is in violation of Administrative Procedure 613.01, Campus Security should be notified.
- b. A security officer will determine if a person is in an area without appropriate access and take necessary action.
- c. In the case of an unsupervised child, employees of Campus Security will attempt to determine the identity of a child, if supervised or not, and locate an adult responsible for the child.

11. Keys and Access Cards

- a. Access to secured college spaces is controlled by keys or electronic access cards. Distribution of keys and access cards to employees is based upon work-related need for entry to specific areas of campus.
 - i. Employees who need card or key access to college facilities must complete an Access Card/Key Request form.
 - ii. Employees will identify the buildings and office/classroom spaces they need access to on the form.
 - iii. The employee's director or dean plus the appropriate Senior Leadership Team member will authorize the issuance of keys or access cards by original signatures on the form.
 - iv. The Access Card/Key Request Form will be forwarded to the Campus Security Department for issuance of the appropriate card or keys. Campus Security is the sole guardian of keys/cards, and all key/cards to UCC facilities will be issued only through the Campus Security Department.
 - v. Normally, there will be a 24–48 hour waiting period after receipt of the request prior to issuing a key or access card.
 - vi. All access cards and keys are property of the college and must be surrendered to the Campus Security Office when an employee terminates employment with the college before a final paycheck is issued.
 - vii. Access cards and keys may be required to be surrendered by an employee for reasons other than termination of employment.

- viii. Loss of keys/cards must be immediately reported to the supervisor and Campus Security. The employee who loses a key/card may be charged for the costs of replacing locks.
 - ix. Access cards and keys are issued to an individual and may not be loaned or transferred to another person. Loaning or transferring keys to unauthorized persons may be cause for disciplinary action or dismissal.
 - x. 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.
- b. The Facilities Office is responsible for developing the over-all keying structure of campus buildings to ensure an appropriate hierarchy of key distribution and security of facilities. Keying plans are provided to Campus Security for distribution of keys to employees.

RESPONSIBILITY:

The Director of Facilities and 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:	700.04
Administrative Procedure Number:	N/A
Title:	Admission to Driver's Education Program
Revision Date:	Decommission Requested

Current Policy / Procedure	Proposed Policy / Procedure
<p>Umpqua Community Colleges Drivers Education program will be made available to all eligible residents and non-resident students. Umpqua Community College will charge a tuition/fee rate for the program as established by the Umpqua Community College Board of Directors.</p> <p>High school age students who qualify for free or reduced price meals under the federal lunch program or students in situations in which the tuition/fee charged for the Driver=s Education program is a severe hardship as determined by the Umpqua Community Colleges Director of Community Education, the Drivers Education Coordinator and the student's school principal or counselor may be considered for a reduction in the tuition/fee charged.</p> <p>DATE OF ADOPTION: DATE(S) OF REVISION(S): DATE OF LAST REVIEW: 11/1997</p>	<p>Decommission</p>

Policy & Procedure must be submitted together.



BOARD POLICY

TITLE: Continuing Education Units (CEU)

BOARD POLICY # 714

Introduction / Definition:

The purpose of Continuing Education Units (CEUs) is to provide an employer, a prospective employer, a certifying body, or a professional association with a uniform measurement of the continuing education an individual has undertaken.

Policy:

The CEU's are:

1. Awarded for successful completion of certain non-credit occupational-related courses
2. Awarded at the discretion of the College
3. Limited to occupational upgrading purposes

RESPONSIBILITY:

The Dean of Career & Technical Education is responsible for implementing this policy and the Director of Community & Workforce Training is responsible for updating it. 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: Continuing Education Units

ADMINISTRATIVE PROCEDURE # 714

RELATED TO POLICY # 714 Continuing Education Units

1. Continuing Education Units (CEU) courses must be developed by the college to include an organized continuing education experience and qualified instruction. Only UCC sponsored courses in the areas of Career & Technical supplementary and customized training are eligible for CEU awards. One Continuing Education Unit is defined as 10 contact hours of participation and requires completion of at least 90% of the course. The State of Oregon's Community Colleges & Workforce Development Department requires that CEU courses be between one (1) and 210 contact hours. Fractional hours may be awarded in increments of .1 or more.
2. A request for Continuing Education Units may originate from an individual, an employer or professional association. In addition, a UCC department may identify the need for CEU's within business, industry, labor, government, and/or professional organization. When a need has been identified, the instructional Dean, Department Director, or Department Chair is responsible for validating the need for the CEU instruction and following the non-credit course development process.
3. A course outline must be on file with the instructional department prior to offering the CEU instruction, as well as documentation of the instructor's qualifications. The requirements for successful completion of CEU instruction are to be provided to the students prior to the course or at the first session.
4. CEU's awards are subject to the following guidelines:
 - a. Students register for a CEU course using the enrollment processes established by the sponsoring department.
 - b. Students shall receive a pass/fail grade for CEU classes. No incomplete grades are allowed.
 - c. CEU's may not be used as a means to earn Alternative Methods of Credit/Course Waiver.

- d. The student's official transcript will include CEU course title, the eligible number of CEU's, and the grade earned. CEU's are transcribed by UCC in one hour increments (ex. 1.0 = 10 hours, .3 = 3 hours).
- e. A document of completion outlining the CEU's earned may be provided to students by the sponsoring department.
- f. If required by the agency recognizing the CEU's, the sponsoring department must maintain the course sign-in list for the necessary amount of time.

Responsibility: The Dean of Career and Technical Education is responsible for implementing this procedure and the Director of Community & Workforce Training is responsible for updating this procedure.


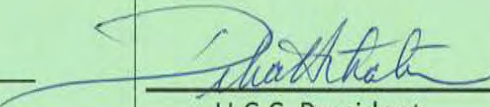
NEXT REVIEW DATE:
DATE OF ADOPTION:
DATE(S) OF REVISION:
DATE(S) OF PRIOR REVIEW:

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Addition of New Athletic Programs	Date: January 17, 2018
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Craig Jackson, UCC Director of Athletics, requests the Board approval for the implementation of an enrollment initiative that includes the addition of the following athletic programs: Men's and Women's Track and Field, and Baseball.

Recommendation by: 	Approved for Consideration:  U.C.C. President
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BOARD OF EDUCATION
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item
 _____ Action Item


Subject: First Reading of Policies	Date: Jan. 17, 2018
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The following policies are coming to the Board for a first reading:

Pol. #	Title
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":

AP #	Title
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
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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.
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

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

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,

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:

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item

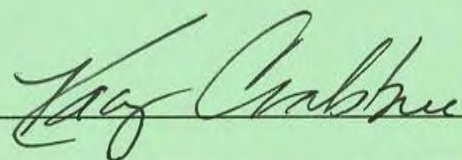
Action Item

Subject: Academic Calendar 2018-2019

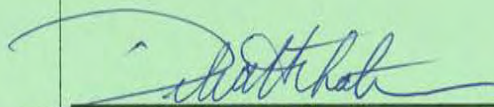
Date: January 17, 2018

Dr. Crabtree will present the 2018-2019 Academic Calendar for acceptance.

Recommendation by:



Approved for Consideration:


_____ U.C.C. President

UMPQUA COMMUNITY COLLEGE

Academic Calendar

2018 - 2019

SUMMER TERM 2018

Summer Term Registration Begins.....	Monday, May 14
Campus Closed on Fridays.....	June 22 -September 7
Classes Begin (First 5 weeks and 10 weeks).....	Monday, June 25
Last Day to Register or Add Classes-(First 5-Week and 10 Week Session).....	Thursday, June 28
Independence Day Holiday (Observed) (Campus Closed).....	Wednesday, July 4
Last Day to Withdraw- First 5-Week Session.....	Thursday, July 19
End of First 5-Week Session.....	Thursday, July 26
Beginning of Second 5-Week Session.....	Monday, July 30
Last Day to Register or Add Classes - Second 5-Week Session.....	Thursday, Aug 2
Last Day to Withdraw (Second 5 weeks and 10 weeks).....	Thursday, August 23
End of Second Session (Second 5 weeks and 10 weeks).....	Thursday, August 30
Labor Day Holiday (Campus Closed).....	Friday, August 31-Monday, September 3

FALL TERM 2018

Fall Term Priority Registration Begins.....	Monday, May 14
All Staff In-Service (Campus Closed).....	Monday, September 17
Faculty Non-Instructional Day (Campus Open).....	Tuesday-Friday, September 18-21
Classes Begin.....	Monday, September 24
Last Day to Drop (via web only on weekends).....	Sunday, September 30
*Last Day to Register or Add Classes.....	Friday, October 5
Veteran's Day (Campus Closed).....	Monday, November 12
Last Day to Withdraw.....	Tuesday, November 20
Thanksgiving Holiday (Campus Closed).....	Thursday-Sunday, November 22-25
Final Exam Week.....	Monday-Saturday, December 3-8
Faculty Non-Instructional Day (Campus Open).....	Friday, December 7
End of Fall Term Classes.....	Saturday, December 8
Winter Break.....	Sunday, December 9-Sunday, January 6
Winter Holiday (Campus Closed).....	Saturday, December 22-Sunday, December 30
*Staff Working Day (Campus Closed).....	Monday, December 31
New Year's Day (Campus Closed).....	Tuesday, January 1

WINTER TERM 2019

Winter Term Registration Begins.....	Monday, November 5
Campus Open.....	Wednesday-Friday, January 2-4
Classes Begin.....	Monday, January 7
Faculty Non-Instructional Days (Campus Open).....	Thursday-Friday, January 3-4
Last Day to Drop (via web only on weekends).....	Sunday, January 13
*Last Day to Register or Add Classes.....	Friday, January 18
Martin Luther King Holiday (Campus Closed).....	Monday, January 21
Presidents' Day Holiday (Campus Closed).....	Monday, February 18
Last Day to Withdraw.....	Friday, March 8
Final Exam Week.....	Monday-Saturday, March 18-23
Faculty Non-Instructional Day (Campus Open).....	Friday, March 22
End of Winter Term Classes.....	Saturday, March 23
Spring Break.....	Sunday, March 24-Sunday, March 31

SPRING TERM 2019

Spring Term Registration Begins.....	Monday, February 25
Faculty Non-Instructional Day (Campus Open).....	Monday, April 1
Classes Begin	Tuesday, April 2
Last Day to Drop (via web only on weekends).....	Sunday, April 7
*Last Day to Register or Add Classes.....	Friday, April 12
Memorial Day Holiday (Campus Closed).....	Monday, May 27
Last Day to Withdraw.....	Friday, May 31
Final Exam Week.....	Saturday, June 8-Friday, June 14
Faculty Non-Instructional Day (Campus Open).....	Friday, Monday-Tuesday, June 14, 17-18
End of Spring Term Classes.....	Friday, June 14
ABSD Graduation.....	Thursday, June 13
Commencement.....	Friday, June 14

**Instructor approval required during the second week of class.*

Umpqua Community College

2018-2019 Academic Calendar

July 2018						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- Campus Closed/Holidays
- Faculty Teaching Days (155 days)
- Campus Open (Non-contracted Faculty Days)
- Faculty Non-instructional Days* (11 days)
- Paid Holiday (Campus Closed) (6 days)
- Faculty Prep Days (2)

Total: 174 Faculty Contractual Days

*Non-instructional days include but are not limited to employee meetings, professional development, planning, assessment, and grading.

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Financial Reports for FY 2017-18

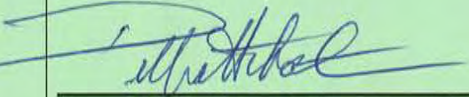
Date: January 17, 2018

Natalya Brown, Interim CFO, will present financial reports for fiscal year 2017-18, ending December 31, 2017.

Recommendation by: Natalya Brown, Interim CFO

Approved for Consideration:

NBrown

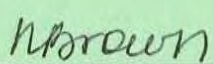


U.C.C. President

BOARD OF EDUCATION
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Proposed Budget Calendar for Fiscal Year 2018-19	Date: January 17, 2018
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Sun., March 18	Publish 1 st "Notice of Budget Committee Meeting" (ORS 294.426 – published in News Review, not more than 30 days before the meeting date)
Mon., April 2	Publish 2 nd "Notice of Budget Committee Meeting" (ORS 294.426 - published on UCC's website, in a prominent manner and maintained on the website for at least 10 days before the meeting date)
Thurs., April 12	First Budget Committee Meeting, 6:00 PM
Wed., April 25	Second Budget Committee Meeting <i>(if needed)</i> , 6:00 PM
Sun., April 29	Publish "Notice of Budget Hearing" (ORS 294.438 – Not more than 30 days and not less than five day before the meeting of the governing body)
Wed., May 9	Hold budget hearing
Wed., June 13	Regular College Board of Education Meeting: Adopt resolutions, adopt budget, and make appropriations.

Recommendation by: <div style="text-align: center;">  <hr style="width: 80%; margin: 0 auto;"/> U.C.C. Interim Chief Financial Officer </div>	Approved for Consideration: <div style="text-align: center;">  <hr style="width: 80%; margin: 0 auto;"/> U.C.C. President </div>
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BOARD OF EDUCATION
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

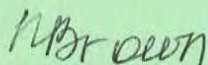
Action Item

Subject: Tuition Increase Proposal

Date: January 17, 2018

Approval is requested to tie the base tuition increases to the HEPI (Higher Education Price Index) beginning Summer term 2018. Tuition would go up at the indexed rate, rounded up to the nearest whole dollar.

Recommendation by:



UCC Interim Chief Financial Officer

Approved for Consideration:



U.C.C. President

January 17, 2018

Tuition Rate Index

Background information

During May 2013 meeting, Board of Education linked tuition increase to consumer price index to prevent single large increases in tuition on one year as such increases have adverse effect on student enrollment. Below is the historical information on tuition rates and total FTE information:

Fiscal Year	Tuition Rate Per Credit Hour	Total FTE ¹	Method of
2017-18	\$ 93.00	not available	CPI and tuition increase proposal
2016-17	88.00	2894	CPI
2015-16	87.00	3021	CPI
2014-15	85.00	3030	No increase
2013-14	85.00	3042	Tuition Increase Proposal
2012-13	75.00	3339	Tuition Increase Proposal
2011-12	72.00	4460	Tuition Increase Proposal
2010-11	66.00	4796	Tuition Increase Proposal
2009-10	65.00	4691	Tuition Increase Proposal
2008-09	63.00	3777	Tuition Increase Proposal
2007-08	62.00	3422	Tuition Increase Proposal
2006-07	62.00	3268	Tuition Increase Proposal

Source:

¹ Umpqua Community College Institutional Research and Planning

HEPI: The Higher Education Price Index (HEPI) is an inflation index designed specifically for use by institution of higher education. Compiled from data reported by government agencies and industry sources, HEPI measures the average relative level in the price of a fixed market basket of goods and services purchased by colleges and universities each year through current fund educational and general expenditures, excluding research. A more accurate indicator of cost changes for colleges and universities than the Consumer Price Index (CPI), HEPI is used primarily to project future budget increases required to preserve purchasing power.

Below please find historical summary of Higher Education Price Index and Consumer Price Index.

TABLE A
HISTORICAL SUMMARY OF HIGHER EDUCATION PRICE INDEX AND CONSUMER PRICE INDEX

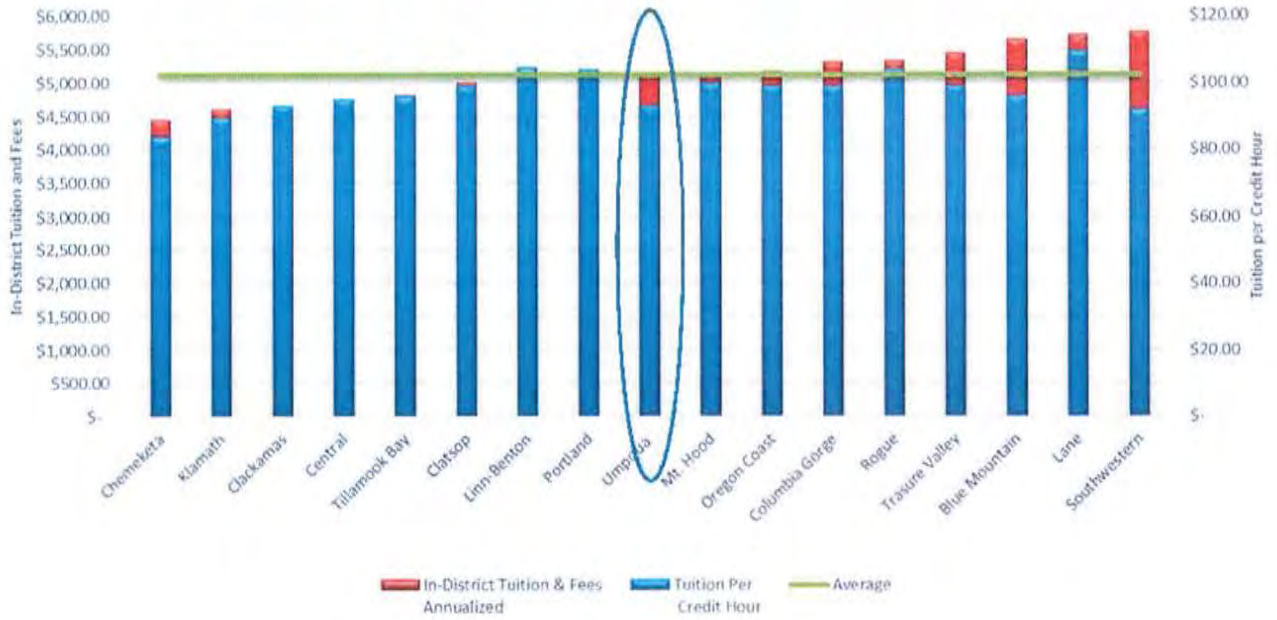
Fiscal Years 1961 to 2017

College and university operations			Consumer prices			College and university operations			Consumer prices	
Fiscal year	HEPI Index Value 1983 = 100	Yearly % Change	CPI Index Value 1983 = 100	Yearly % Change	Fiscal year	HEPI Index Value 1983 = 100	Yearly % Change	CPI Index Value 1983 = 100	Yearly % Change	
1961	25.6	-	30.3	-	1991	148.2	5.2%	136.4	5.4%	
1962	26.5	3.7%	30.6	1.0%	1992	153.5	3.6%	140.8	3.2%	
1963	27.6	4.0%	31.0	1.1%	1993	157.9	2.9%	145.2	3.1%	
1964	28.6	3.8%	31.4	1.4%	1994	163.3	3.4%	148.8	2.5%	
1965	29.8	4.1%	31.8	1.3%	1995	168.1	2.9%	153.2	3.0%	
1966	31.3	4.9%	32.6	2.3%	1996	173.0	2.9%	157.4	2.7%	
1967	32.9	5.4%	33.5	3.0%	1997	178.4	3.2%	161.9	2.9%	
1968	34.9	5.9%	34.6	3.3%	1998	184.7	3.5%	164.8	1.8%	
1969	37.1	6.3%	36.3	4.8%	1999	189.1	2.4%	167.6	1.7%	
1970	39.5	6.7%	38.5	5.9%	2000	196.9	4.1%	172.5	2.9%	
1971	42.1	6.4%	40.5	5.2%	2001	208.7	6.0%	178.4	3.4%	
1972	44.3	5.3%	41.9	3.6%	2002	212.7	1.9%	181.6	1.8%	
1973	46.7	5.3%	43.6	3.9%	2003	223.5	5.1%	185.5	2.2%	
1974	49.9	6.9%	47.5	8.9%	2004	231.7	3.7%	189.6	2.2%	
1975	54.3	8.8%	52.8	11.2%	2005	240.8	3.9%	195.3	3.0%	
1976	57.8	6.4%	56.5	7.1%	2006	253.1	5.1%	202.7	3.8%	
1977	61.5	6.4%	59.8	5.8%	2007	260.3	2.8%	208.0	2.6%	
1978	65.7	6.8%	63.8	6.8%	2008	273.2	5.0%	215.7	3.7%	
1979	70.5	7.3%	69.8	9.3%	2009	279.3	2.3%	218.7	1.4%	
1980	77.5	9.9%	79.1	13.3%	2010	281.8	0.9%	220.8	1.0%	
1981	85.8	10.7%	88.2	11.6%	2011	288.4	2.3%	225.3	2.0%	
1982	93.9	9.4%	95.8	8.7%	2012	293.2	1.7%	231.9	2.9%	
1983	100.0	6.5%	100.0	4.3%	2013	297.8	1.6%	235.7	1.7%	
1984	104.8	4.8%	103.7	3.7%	2014	306.7	3.0%	239.4	1.6%	
1985	110.8	5.8%	107.7	3.9%	2015	313.3	2.1%	241.1	0.7%	
1986	116.3	5.0%	110.8	2.9%	2016	319.0	1.8%	242.8	0.7%	
1987	120.9	4.0%	113.3	2.2%	2017	330.7	3.7%	247.2	1.8%	
1988	126.2	4.4%	118.0	4.1%						
1989	132.8	5.3%	123.5	4.7%						
1990	140.8	6.0%	129.4	4.8%						

Sources: HEPI, Research Associates of Washington and Commonfund Institute, July 1 - June 30 data
 CPI, U.S. Department of Labor, data is calculated July 1 - June 30 (annual published CPI is computed over the calendar 12-month period)

IMPORTANT NOTE: Two of the main HEPI cost factors, faculty salaries and fringe benefits, are derived from faculty compensation data published by the American Association of University Professors (AAUP), which in FY2016 began using a new methodology that is not comparable with the past. Due to this change in methodology, in this year's report we have used what we believe are reasonable estimates for changes in faculty salaries and fringe benefits to aid in the transition from FY2015 to subsequent years.

In-District Tuition & Fees Annualized FY2018



BOARD OF EDUCATION
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Budget Guidance for 2018-19

Date: January 17, 2018

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.

Recommendation by:

Approved for Consideration:



U.C.C. President

BOARD OF EDUCATION
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Resolution #3, Approval to Spend Funds

Date: January 17, 2018

This is a resolution to increase 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 youth of Douglas County. The grant is 2 years, Jan. 1, 2018 – Dec. 31, 2019.

Recommendation by:

Approved for Consideration:

N. Brown

UCC Interim Chief Financial Officer

[Signature]

U.C.C. President

UMPQUA COMMUNITY COLLEGE
Resolution No. 3 - FY 17-18
Approval to spend funds

WHEREAS, Umpqua Community College has been awarded \$249,795 from Meyer Memorial Trust, 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 \$249,795 to align a continuum of career preparation experiences with local employer needs for youth of Douglas County.

Special Revenue Fund - Grants and Contracts

	17-18 Budget Through Resolution 2	Adjustment	17-18 Budget Through Resolution 3
REVENUES:	\$ 6,423,812	\$ 249,795	\$ 6,673,607
EXPENDITURES:			
Instruction	\$ 872,139	\$ -	\$ 872,139
Instruction Support	1,146,627		1,146,627
Student Services	3,249,257	-	3,249,257
College Support Services	683,698	-	683,698
Community Services	472,091	249,795	721,886
TOTAL	\$ 5,951,721	\$ -	\$ 6,673,607

ADOPTED: January 17, 2018

Clerk of the Board

UCC Board Chair

BOARD OF EDUCATION
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

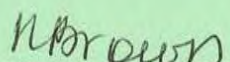
Subject: Resolution #4, Transfer Between
 Categories

Date: January 17, 2018

In order to correct the FY2017-18 Adopted Budget, Board approval is requested to adopt this resolution to transfer appropriations in the Special Revenue - Administratively Restricted Fund from Student Services to College Support Services in the amount of \$38,906.

Recommendation by:

Approved for Consideration:



 UCC Interim Chief Financial Officer



 U.C.C. President

UMPQUA COMMUNITY COLLEGE
Resolution No. 4 - 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 College Support Services to Student Services in the amount of \$38,906.

Special Revenue Fund - Administratively Restricted

	17-18 Budget Through Resolution 3	Adjustment	17-18 Budget Through Resolution 4
EXPENDITURES:			
Instruction	\$ 2,062,203		\$ 2,062,203
Instruction Support	858,145		\$ 858,145
Student Services	1,028,598	(38,906)	\$ 989,692
Community Services	65,000		\$ 65,000
College Support Services	333,405	\$ 38,906	\$ 372,311
Transfers	64,055		64,055
Contingency	20,000		20,000
TOTAL	\$ 4,431,406	\$ -	\$ 4,431,406

ADOPTED: January 17, 2018

Clerk of the Board

UCC Board Chair