

UMPQUA COMMUNITY COLLEGE

Umpqua Community College transforms lives and enriches communities.

Work Session: Tour of Tap^hòyt^ha' Hall, 4:00 P.M.

VOL. LII, No. 9 BOARD OF EDUCATION MEETING MARCH 21, 2018; 4:30 P.M., ESB 15

Executive Session per ORS 192.660(2)(d), after the regular meeting, ESB 15

AGENDA

MEMBERS:

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

Joelle McGrorty _____
Betty Tamm _____
Wendy Weikum _____

ADMINISTRATION:

Debra Thatcher _____
Kacy Crabtree _____

- | | | | |
|------|----------------------|---------------|---------|
| I. | CALL TO ORDER | Chair Loosley | |
| II. | ATTENDANCE | Chair Loosley | |
| III. | PLEDGE OF ALLEGIANCE | Chair Loosley | |
| IV. | CONSENT AGENDA | Chair Loosley | pp 1-21 |

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

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

VI. CITIZEN COMMENTS

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

VII. FOCUS PRESENTATIONS

- | | | | |
|----|--|-------------------------|------|
| A. | Integrating Advanced Technologies into Education and the Workplace | Clay Baumgartner | p 22 |
| B. | JOBS Program | Georgina Pulman-Olzaski | p 23 |
| C. | Computer Club | John Blackwood | p 24 |

VIII. REPORTS			pp 25-31
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		
IX. OLD BUSINESS			
X. NEW BUSINESS			
A. First Reading of Policies	Debra Thatcher		pp 32-36
B. Sabbatical Requests	Kacy Crabtree		p 37
C. Res. No. 8 Approval to Spend Funds	Natalya Brown		pp 38-39
D. Res. No. 9 Approval to Spend Funds	Natalya Brown		pp 40-41
E. Budget Committee Appointments	Chair Loosley		p 42
F. Review of Policy 405 Naming Opportunities	Chair Loosley		pp 43-46
XI. BOARD COMMENTS	Chair Loosley		
XII. ADJOURNMENT	Chair Loosley		

NEXT BOARD MEETING:

- Board Meeting, April 11, 2018, 4:30 pm, HNSC 100

IMPORTANT DATES:

- Budget Committee Meeting, April 12, 6:00 pm, Lang Center
- Advisory Reception, April 26, 5:30 pm, Lang Center

Robynne Wilgus, Board Assistant, 541-440-4622 voice or 541-440-4626 TDD (Human Resource Office). The UCC Board will provide, upon request, reasonable accommodation during Board meetings for individuals with disabilities.

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Consent Agenda

Date: March 21, 2018

Recommend approval of:

Minutes of College Board Meeting of Feb. 14, 2018 pp 1-3

Minutes of College Board Meeting of Feb. 28, 2018 p 4

Personnel Actions p 5

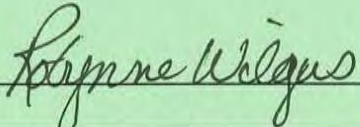
Second Reading of Policies pp 6-21

- 100.02 District Elections
- 100.06 Committees
- 100.17 Board Evaluation
- 103 Meetings of the UCC Board
- 103.05 Agenda and Notice for Regular Meetings
- 104 Conflict of Interest and Government Ethics
- 107 Separation of College and Foundation
- 311 Compensation
- 311.04 Compensation and Benefits – Salary Approval
- 601 Purchasing
- 710 Tuition and Fees
- 721.1 Student Code of Conduct Definitions

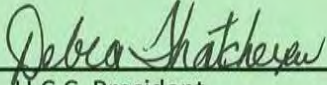
The associated administrative procedures are presented as an "Information Item":

- 100.17AP Board Evaluation
- 103AP Meetings of the UCC Board
- 103.05AP Agenda and Notice for Regular Meetings

Recommendation by:



Approved for Consideration:



U.C.C. President

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
February 14, 2018**

The Umpqua Community College Board of Education met on Wednesday, February 14, 2018, in Room 100 of the Bonnie J. Ford Health, Nursing, & Science Center at Umpqua Community College in Roseburg, Oregon. Board Chair Loosley called the meeting to order at 4:35 pm and the pledge of allegiance was given.

Directors present: Guy Kennerly, David Littlejohn, Steve Loosley, Joelle McGrorty, and Betty Tamm

Directors excused: Doris Lathrop and Wendy Weikum

Others present:

Debra Thatcher	Missy Olson	April Hamlin	Natalya Brown	Martha Joyce
Robynne Wilgus	Kacy Crabtree	Tiffany Coleman	Lenora Al Ratta	Jason Aase
Debi Gresham	Sam Homola	Jeri Frank	Carol McGeehon	

Consent Agenda

- A. Minutes of College Board Meeting of Jan. 17, 2018
 - B. Personnel Actions
- The Consent Agenda was approved by general consent.

Changes to the Agenda – The student presentation has been postponed until April.

Citizen Comments – There were none.

Focus Presentation – Enrollment Management Plan

Missy Olson, Interim Director of Enrollment Management, presented Strategic Enrollment Planning. The plan is a “complex and organized effort to connect mission, current state, and the changing environment to long-term enrollment and fiscal health, resulting in a concrete, written plan of action.” All of the campus community is being engaged to move the efforts forward.

Reports

- **ASUCC – Lenora Al Ratta, Vice President:** Spring Fling is being changed to be a multi-cultural celebration. Meat and milk vouchers are now included with the food boxes. Rolling backpacks are available for those with physical disabilities. Photos were shared of ASUCC celebrating World Hijab Day. Funds raised from the carnation sale and a recent raffle will go to Providence Children’s Hospital in Portland.
- **ACEUCC** – There was no report.
- **UCCPTFA – Jeri Frank, President:** Two part-time instructors have been involved with the Faculty Lecture Series: Marguerite Garrison and Dustin Cosby. The association will continue working hard to maintain all of its gains since starting in 2013. The Board’s role in ratifying the contract is appreciated.
- **UCCFA** – There was no report.
- **President’s Report – Dr. Debra Thatcher:** The College is trying new efforts such as what was mentioned in the Enrollment Management Plan presentation. Appreciation was extended to students for bringing new meaning to annual events. The accreditation piece in her written report was highlighted.
- **OCCA Report** – There was no report.
- **Recovery Report** – There was no report.
- **Construction Report – Dir. Tamm:** The building is almost done. A soft opening will be held in three weeks with a formal dedication on March 23. It is a beautiful building.

- **Chair Report** – Chair Loosley: Sam, a student reporter for *The Mainstream*, was introduced. There are 25 students writing for the college newspaper this term.

OLD BUSINESS

After discussion, there was agreement to have the second reading of policies be placed in the consent agenda. Ms. Wilgus will send an email to this effect so all Board members are aware this may begin with the March meeting and if they have any concerns to please share them.

President Thatcher presented the second reading of Policy 346 Use of Alcohol, Intoxicants, and Controlled Substances and Policy 612 Reporting of Criminal Activity and Other Emergencies; and two policies to be deleted: Policy 401 Midnight Curfew and Policy 402 Building Access.

Motion: I move to approve the second reading of policies 346 and 612 and the deletion of policies 401 and 402 as presented. Motion by Dir. Tamm, seconded by Dir. McGroarty and carried unanimously.

NEW BUSINESS

The first reading of policies, listed below, was presented by President Thatcher. The revisions are mostly updating the Board of Education name; however, some had procedures moved to a second document. The first reading is information only.

100.02	District Elections	107	Separation of College and Foundation
100.06	Committees	311	Compensation
100.17	Board Evaluation	311.04	Compensation and Benefits – Salary Approval
103	Meetings of the UCC Board	601	Purchasing
103.05	Agenda and Notice for Regular Meetings	710	Tuition and Fees
104	Conflict of Interest and Government Ethics	721.1	Student Code of Conduct Definitions

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

Motion: I move to postpone the naming request until other Board members can be in attendance. Motion by Dir. Littlejohn, seconded by Dir. Tamm. Those in favor were Directors Tamm and Littlejohn and Chair Loosley; those opposed were Directors McGroarty and Kennerly. A Special Board Meeting will be held for this naming request.

Resolution No. 5 – Approval to Spend Funds

Natalya Brown, Interim Chief Financial Officer, requested an increased appropriation in the Special Revenue Fund – Grants and Contracts. UCC was awarded \$119,077 from Oregon Department of Education to continue work with STEM Education and innovation. The grant is 1 year and 9 months, Jan. 1, 2018- Sept. 30, 2019.

Motion: I move to approve Res. No. 5 Approval to Spend Funds as presented. Motion by Dir. Tamm, seconded by Dir. Littlejohn and carried unanimously.

Resolution No. 6 – Supplemental Budget

Board approval was requested by Ms. Brown to Adopt and Appropriate funds for the Supplemental Budget ending on June 30, 2018 in the Internal Service Fund.

Motion: I move to approve Res. No. 6 Supplemental Budget as presented. Motion by Dir. Littlejohn, seconded by Dir. Tamm and carried unanimously.

Resolution No. 7 – Transfer Between Categories

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

Motion: I move to approve Res. No. 7 Transfer Between Categories as presented. Motion by Dir. Littlejohn, seconded by Dir. Tamm and carried unanimously.

Chair Loosley led an exploratory discussion on a funding option for the proposed Industrial Technology Center. He and Dir. Kennerly recently attended a conference on bond campaigns and came away with several takeaways. One of the first steps is polling to determine voter interest in a bond; after the results are known the Board would then decide if a bond should be considered. There was further discussion on the steps that would be needed and the economic climate. Chair Loosley stressed the importance of Board consensus and the support of college personnel, especially faculty. Dir. Littlejohn added it would be worth exploring; there is a tangible benefit to the community as an investment, not a cost.

Board Comments:

- The Special Board Meeting will be at noon on February 22.
- Several Board members had positive comments regarding their classroom visits.

Meeting adjourned 5:59 p.m.

Respectfully submitted,

Approved,

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

Steve Loosley
Chair of the Board

Recorded by Robynne Wilgus

Attached to permanent minutes: Personnel Actions, Res. 5, 6, & 7

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
February 28, 2018**

The Umpqua Community College Board of Education met on Wednesday, February 28, 2018, in Room 15 of the Educational Skills Building at Umpqua Community College in Roseburg, Oregon. Board Chair Loosley called the meeting to order at 12:22 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 Kacy Crabtree Carol McGeehon Sam Homola Gabby Vrenda
Robynne Wilgus Susan Taylor Tiffany Coleman Jessica Richardson

Changes to the Agenda – There were none.

Citizen Comments – There were none.

OLD BUSINESS

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

Motion: **I move to approve the naming requests for the Ralph I. Snyder Fountain and Tap^hòyt^ha’ Hall as presented. Motion by Dir. Kennerly, seconded by Dir. McGrorty. Those opposed were Directors Weikum, Littlejohn, and Lathrop; those in favor were Directors Tamm, Kennerly, and McGrorty and Chair Loosley. The motion was approved.**

Board Comments:

- Dir. Littlejohn said he has no problem supporting the decision of the entire Board.

Meeting adjourned 1:01 p.m.

Respectfully submitted,

Approved,

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

Steve Loosley
Chair of the Board

Recorded by Robynne Wilgus



Serving Douglas County Since 1964

TO: UCC Board of Education
FROM: Lynn M. Johnson, Director of Human Resources
SUBJECT: Personnel Actions
DATE: March 21, 2018

Board approval is requested on the following personnel action:

Administrative/Confidential-Exempt Contracts:

Vincent Rose, Director of Information Technology, March 16, 2018

Faculty Contract:

N/A

Resignation/Separations:

N/A



BOARD POLICY

TITLE: DISTRICT ELECTIONS
BOARD POLICY # 100.02

Policy:

The District election of members to the Umpqua Community College Board of Education, and election on issuance of bonds or other measures, shall be made in accordance with State laws, and under the supervision of the Douglas County Clerk. (ORS 255, 341, etc.)

RESPONSIBILITY:

The Board of Education is responsible for implementing and updating this policy.

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



BOARD POLICY

TITLE: COMMITTEES
BOARD POLICY # 100.06

Policy:

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

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

RESPONSIBILITY:

The Board of Education is responsible for implementing and updating this policy.

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



BOARD POLICY

TITLE: BOARD EVALUATION

BOARD POLICY # 100.17

Policy:

It is the responsibility of the Board of Education to assess its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning. The ultimate goal of the process is to ensure that UCC is a top-performing college that benefits its students and its community.

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Board Evaluation

ADMINISTRATIVE PROCEDURE # 100.17

RELATED TO POLICY # 100.17 BOARD EVALUATION

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

- A. The completion of a self-assessment instrument by each member of the Board;
- B. A discussion of the compilation of the results; and
- C. The development of a set of goals for the next year. These goals will provide direction for the Board and the college.

RESPONSIBILITY:

The Board of Education is responsible for implementing and updating this procedure.

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



BOARD POLICY

TITLE: MEETINGS OF THE UMPQUA COMMUNITY COLLEGE BOARD
BOARD POLICY # 103

Policy:

Regular meetings of the Board will be held on a designated day of each month. Such meetings will be held on campus, unless the Board designates a different location. In accordance with ORS 192.630 (3), meetings will be held in places that are free of discrimination on the basis of race, color, creed, sex, sexual orientation, national origin, age, disability, or any other status as protected under federal, state, and/or local law, in any educational programs, activities, or employment.

RESPONSIBILITY:

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

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



ADMINISTRATIVE PROCEDURE

TITLE: Meetings of the Umpqua Community College Board

ADMINISTRATIVE PROCEDURE # 103

RELATED TO POLICY # 103 MEETINGS OF THE UMPQUA COMMUNITY COLLEGE BOARD

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

1. The Board, or its presiding officer, will maintain order and decorum, and will exclude disruptive persons from any meeting.
2. Four members will constitute a quorum of the Board. The only business that can be transacted in the absence of a quorum is to take measures to obtain a quorum, to fix the time to adjourn and adjourn, or to take a recess.
3. No quorum of the Board will hold a meeting in private for the purpose of deciding on or deliberating toward a decision except as provided in the Public Meetings Law (ORS Chapter 192).
4. Any regular meeting may be adjourned to the next succeeding regular meeting or some specified earlier time.
5. Board meetings are open for public attendance. At times the Board may voluntarily allow limited public participation. In those cases, citizens wishing to speak will sign-in on the Public Comment sheet prior to the start of the meeting. At the time specified on the agenda, the citizen will say their name, address, and city of residence. Comments will be limited to three to five minutes, at the discretion of the Board Chair. The Board may not respond directly to any issues raised but refer those issues to the president for proper action.

RESPONSIBILITY:

The Board of Education is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:
DATE OF ADOPTION:

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



BOARD POLICY

TITLE: AGENDA AND NOTICE FOR REGULAR MEETINGS

BOARD POLICY # 103.05

Policy:

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

The President will develop regular Board meeting agendas through collaboration with the Board Chair and have developed informational materials about these agenda items.

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

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Agenda and Notice for Regular Meetings

ADMINISTRATIVE PROCEDURE # 103.05

RELATED TO POLICY # 103.05

Agenda Items

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

Meeting Notice

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

RESPONSIBILITY:

The Board of Education is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: CONFLICT OF INTEREST AND GOVERNMENT ETHICS

BOARD POLICY # 104

Policy:

Board members shall adhere to state laws relating to conflict of interest and government ethics. (ORS 244.010 to 244.400)

RESPONSIBILITY:

The Board of Education is responsible for implementing and updating this policy.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: SEPARATION OF COLLEGE AND FOUNDATION

BOARD POLICY # 107

Policy:

The Umpqua Community College Foundation is an Oregon not -for-profit corporation established as an entity separate from the College. The purpose of the Foundation is to raise friends and funds for the benefit of the students, staff and facilities of Umpqua Community College. The Foundation receives, invests, administers, and disburses restricted and unrestricted charitable donations pursuant to Section 501(C)(3) of the Internal Revenue Code.

The Foundation is governed by policies established by a Board that acts independently from the College Board of Education. The Foundation may contract with the College to provide staff support as needed.

The Board of Education shall designate one of its members to be a voting member of the Foundation Board and to make periodic reports on Foundation activities to the Board of Education.

RESPONSIBILITY:

The Board of Education is responsible for implementing and updating this policy.

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



BOARD POLICY

TITLE: COMPENSATION

BOARD POLICY # 311

Policy:

The Board of Education has final authority for all compensation and benefits for UCC employees. ORS 341.290

RESPONSIBILITY:

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:



BOARD POLICY

TITLE: COMPENSATION AND BENEFITS – SALARY APPROVAL

BOARD POLICY # 311.04

Policy:

Administrative/Exempt

The College President will recommend to the Board of Education the starting salary and benefits for all administrative/exempt personnel, and non-represented employees, based upon the recommendations of the supervisor and the Director of Human Resources.

Faculty Bargaining Units

The Board of Education will approve the starting salaries, benefits, and salary advancements for full- and part-time faculty according to provisions of the current faculty collective bargaining agreements.

Classified Bargaining Unit

The Board of Education will approve the starting salaries, benefits, and salary advancements for classified employees according to the provisions of the current classified collective bargaining agreement.

Any change in salary status of current employees must be approved by the Human Resources Department prior to employee notification. This includes but is not limited to step advancement, merit, bonus, and salary adjustments. ORS 341.290

RESPONSIBILITY:

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:



BOARD POLICY

TITLE: PURCHASING

BOARD POLICY # 601

Policy:

Umpqua Community College is governed by the Oregon Revised Statutes (ORS279a, b, & c), Oregon Administrative Rules (OAR), and the Attorney General's Model Rules for Public Contracting. UCC's Board of Education has adopted the Community College Rules of Procurement (CCRP) which are a targeted subset of these Rules specifically designed for community colleges in Oregon.

Purchases shall be made in the best interest of UCC and within the role as stewards entrusted with public funds.

It is the responsibility of the Purchasing Manager to insure that UCC is in compliance with these Procurement related regulations.

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: TUITION AND FEES

BOARD POLICY # 710

Policy:

The Board of Education will set tuition and fees for the College.

An opportunity for student participation in the annual review of tuition and fees should be provided.

Classes, workshops, or events offered under the cost-recovery strategy will be self-supporting.

RESPONSIBILITY:

The Provost is responsible for implementing and updating this policy.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: STUDENT CODE OF CONDUCT DEFINITIONS

BOARD POLICY # 721.1

Policy:

1. The term "ORS" means Oregon Revised Statutes, which are the codified laws of the State of Oregon.
2. The term "college" or "College" means Umpqua Community College.
3. The phrase "Board of Directors" means Umpqua Community College's Board of Education which is the policy manager of the College. Board members are elected by the local community.
4. The term "student" includes all persons taking courses at the college, both full-time and part-time, pursuing credit or non-credit classes or enrolled in any special program approved by the college.
5. The term "faculty member" means any person hired by the college to conduct classroom activities.
6. The term "college official" includes any person employed by the college performing administrative responsibilities.
7. The term "college personnel" includes any person employed by the college.
8. The phrase "member of the college community" includes any person who is a student, faculty member, college official, college personnel, or any other person employed by the college.
9. The term "college premises" includes all land, buildings, facilities, and other property in the possession of, or owned, rented, leased, used or controlled by the college (including streets and sidewalks).
10. The term "college-recognized student organization" means any student club or organization who has complied with the formal requirements for recognition by the Associated Students of Umpqua Community College (ASUCC), the college's Student Government.
11. The title "Vice President for Student Development" or "VPSD" means the college official authorized by the President to administer the Student Code of Conduct. In the absence of the VPSD, the President may appoint a designee.
12. The phrase "college business day" means the days of the week when campus offices are open and available to the public for business.

13. The term “hearings panel” means the group of persons authorized by the VPSD to determine: 1) whether a student has violated the Student Code of Conduct and to recommend imposition of sanctions or 2) the merit of a student grievance and recommend remedies.
14. The term “appellate proceeding” means the process by which an appeal may be heard.
15. The term “shall” is used in the imperative sense.
16. The term “may” is used in the permissive sense.

RESPONSIBILITY:

The Provost is responsible for implementing and updating this policy.

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: FOCUS PRESENTATION
 "UCC - Integrating Advanced Technologies into
 Education and the Workplace"

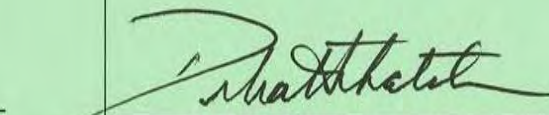
Date: March 21, 2018

Clay Baumgartner (UCC Department Chair, Engineering, Forestry, CIS/CS Programs) and his students will provide an overview of the following:

- Introductory engineering project
- Welding/computer aided design (CAD)
- FCC Commercial Furniture – employee training – CAD

Recommendation by:

Approved for Consideration:



 U.C.C. President

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

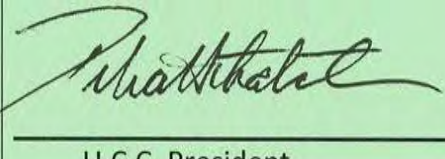
Information Item
 Action Item

Subject: FOCUS PRESENTATION
JOBS Program

Date: March 21, 2018

Georgina Pulman-Olzaski, Interim JOBS Program Director, will share information about the Umpqua Community College *Job Opportunity Basic Skills* program which is contracted by the Department of Human Services to assist and mentor participants receiving TANF, in developing a Career Pathway that will meet each family's needs.

Recommendation by:

Approved for Consideration:


U.C.C. President

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

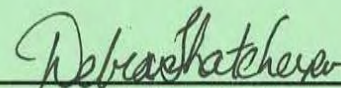
Subject: FOCUS PRESENTATION - Computer Club

Date: March 21, 2018

John Blackwood will introduce the UCC Computer Club. Students will share about their recent experience visiting local senior citizens at local senior centers. Information will also be shared about an upcoming online hackathon.

Recommendation by:

Approved for Consideration:



U.C.C. President

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item

Action Item

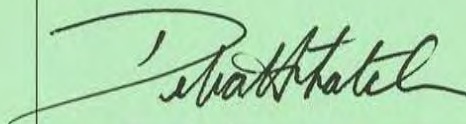
Subject: Reports

Date: March 21, 2018

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

Recommendation by:

Approved for Consideration:



U.C.C. President

OFFICE OF BUSINESS SERVICES BOARD REPORT**March 2018****Natalya Brown, Interim CFO****Office of Business Services; Natalya Brown, Interim CFO**

- 1098T reporting has been submitted to the IRS
- IPEDS (The Integrated Postsecondary Education Data System) Finance data has been completed.
- Tuition and fee proposal for next year is being developed.
- Team of staff and students met to review and provide recommendations about streamlining fees.
- Final budget review has been completed for Tap^hòyt^ha Hall building. Financial report is due to the State of Oregon by June 30, 2018.

Budget; Katie Workman, Budget Assistant

- Preparation of the fiscal year 2018-19 budget is in process. The first draft has been reviewed by the Senior Leadership team and efforts are being taken to balance resources and requirements.
- Open forum to discuss tuition increase as it relates to HEPI (Higher Education Price Index) is scheduled with students for March 14th.

Purchasing; Jules DeGiulio, Purchasing Manager

- Furniture, fixtures and equipment purchases are complete and installed in Tap^hòyt^ha Hall. Purchases projected to close at ~\$18,000 under FF&E budget.

Office of Advancement

March 2018 Report

Scholarships

Scholarship season closes on March 13th for student applications to the UCC Foundation scholarships. Honey McNamara, Scholarship and Donor Relations Coordinator, has been presenting to local high schools, UCC classes, and events to get the word out. 434 students and future students have started scholarship applications and 156 have completed them as of 3/9/18. The UCC Foundation is accepting volunteers for scholarship reviews – volunteers find it extremely rewarding.

UCC Foundation

- The UCC Foundation welcomed a new board member, Jeff Ball, to its team. Jeff Ball is Senior Vice President of Orenco, and is a UCC alumni.
- The UCC Foundation held its first new board member orientation. Alex Palm, Vice President of the UCC Foundation and Chair of the Board Development Committee, hosted with Foundation President Steve Feldkamp and UCC Board Chair Steve Loosley.

Grant Development

- UCC has applied for the Community College and Rural Employer Partnership Grant through the Ford Family Foundation. The purpose of the grant is to strengthen career-connected learning in Douglas County. Our proposal seeks to provide Snap-On Mechanical and Electronic Torque Certification to our current Automotive students and local employers in the automotive, wood products and manufacturing industries. Grant awards will be announced in April.
- UCC has applied for the First-Generation Student Success Grant offered by the HECC. This grant supports student assistance programs that increase the number of under-served, low-income and first-generation college-bound students who enroll in community college and progress toward a degree or certificate. Our proposal, “Soar to Success” aims to recruit and retain 60 non-traditional age students by providing targeted support in the forms of advising, scholarships and connecting students to cohorts of peers. Students will build confidence and a sense of community while learning college success strategies in a one-credit “Gateway to College” class and skill building workshops. Awards will be announced in March.

ASUCC REPORT
March 2018
Byronna Thomas, ASUCC President

- As winter term comes to an end we are preparing for elections of officers for the upcoming year. Time line and new applications are in process as well as verifying through our constitution and bylaws that all is in order as it should be.
- On Sunday March 11, the team was able to get together and restock pantry, school supplies in order to prepare for next term.
- Lenora Al' Rata has officially resigned her position to go into effect spring term 2018.
- Nick Thomas has been voted in by leadership team and a vote of acceptance of this decision was approved by the student leadership board.
- We have 3 senator positions available for spring and we are collecting applications so that interviews can be completed the first week of new term.
- We have a new activities officer, Patricia Ochs who has blessed our team with fresh energy and ideas.
- Multi-Cultural celebration is scheduled for May 18th, from 10 am to 4pm. We have departments, community members, and students excited and eager to participate.

ACEUCC Board Report
March 2018
Becky Kipperman, ACEUCC Interim President

I am Becky Kipperman, Interim President of the Classified Association and also the lab technician for the Science Department.

Brian Proctor, our Association President, has stepped down as of March 1, 2018. As Vice-President, I will be filling in as Interim President until our Association holds an election this spring. I want to thank Brian for his dedicated service to our members. He stepped in during a very difficult time and we have really appreciated all his hard work.

Other updates:

- Many of our members utilized their professional development funds to attend trainings on financial aid and student success this past month.
- Members are gearing up to help make March's Explore UCC event a success

Respectfully submitted,
Becky Kipperman, ACEUCC Interim President

UCCPTFA Board Report

March 2018

Jeri Frank, President, UCCPTFA

During winter term UCCPTFA held monthly Executive Committee meetings and a 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.

At the beginning of spring term we will be requesting a bargaining re-opener on Article 7 – Compensation in our bargaining agreement. Last year's bargaining sessions went smoothly, and we were pleased with the results. We look forward to our sessions this coming spring and summer and hope for continued positive results for all part-time instructors.

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 been shown respect and appreciation from our faculty colleagues and administration, and we look forward to continuing this climate in the years ahead.

UCCFA Board Report
March 2018
John Blackwood, UCCFA President

My name is John Blackwood and I am here as a representative of UCC's full-time faculty. I am a full-time instructor in the Computer Information Systems Department, where we instruct in networking and cybersecurity topics.

This month's faculty update includes the following items, which are just a few of the things that your faculty has been doing the past month:

1. Last month I attended a FEMA-sponsored cybersecurity training at Mt. Hood Community College, in Gresham, OR. This was an excellent training that was attended by people like me, students, and community leaders. The Dean of CTE, Jason Aase; me; and Robin VanWinkle, Director of Community and Workforce Training, are working up a plan to deliver these trainings at the UCC. FEMA provides these trainings at no cost whatsoever and we believe we can use these trainings to train our community in disaster preparedness and increase enrollment at the UCC.
2. The Faculty Association, in an effort to focus on its unique abilities; its special role in the community and statewide; and responsibilities of faculty; has been working to differentiate itself from its peers. One of the first outputs of this effort has been the creation of a unique auto/glass decal. The decal has no resemblance to any UCC logos or images.
3. Faculty is working with our recruiter, Kira Oerman, to visit as many schools in the county as is possible. We have scheduled upcoming visits with Elkton Charter School and North Umpqua High School.
4. We are also working with Kira to attend the upcoming Explore UCC Event, where we hope to continue sharing with the community the reasons that they should attend the UCC.
5. Lastly, we look forward to concluding our contract negotiations this month. I hope we can make this happen.
6. This is my last term as faculty president and elections for new officers should be held next month. I will report the election results to you when I have them.

Respectfully submitted,

John Blackwood
UCCFA President

BOARD OF EDUCATION
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item
 Action Item

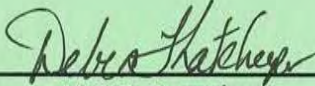
Subject: First Reading of Policies	Date: March 21, 2018
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The following policy is coming to the Board for a first reading:

Pol. #	Title
308	Use of Tobacco

The associated administrative procedure is included as a reference:

AP #	Title
308	Use of Tobacco

Recommendation by: _____	Approved for Consideration:  _____ U.C.C. President
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POLICY / ADMINISTRATIVE PROCEDURE REVISION FORM

Complete for Revisions Only

Policy Number:	308
Administrative Procedure Number:	
Title:	Smoking; Use of Intoxicants, Controlled Substances
Revision Date:	December 19, 2017

Current Policy / Procedure	Proposed Policy / Procedure
<p>No smoking is permitted at any time in any Umpqua Community College campus building. Smoking is permitted in designated smoking areas identified outside each campus building.</p> <p>No person may use any intoxicant or controlled substance (unless prescribed by physician), nor appear under the influence of such at any Umpqua Community College facility. Alcohol may not be consumed by any person at any Umpqua Community College facility except at an event that has been approved to serve alcohol by the College President. A violation of this policy may result in disciplinary action up to and including expulsion from classes, employee discipline, and disqualification from use of campus facilities. At the discretion of the College, any employee violating this policy may be required to satisfactorily complete an alcohol abuse assistance or rehabilitation program as a condition of continued employment.</p> <p>Alcohol may be given as gifts or auctioned, but may not be opened on any Umpqua Community College facility.</p> <p>Alcohol will only be served by approved businesses carrying the proper insurance, holding a valid liquor license, and having licensed servers. UCC will comply with all rules of the Oregon Liquor Control Commission.</p> <p>Non-College-sponsored events which occur on campus at which alcohol may be sold and/or served require the responsible party to provide a \$1,000,000 (one-million dollar) insurance policy with the College named as additional insured, and require prior approval by the Chief Financial Officer. College sponsored events with alcohol service also require prior approval of the Chief Financial Officer.</p> <p>DATE OF ADOPTION: DATE(S) OF REVISION(S): 01/14/11 by Board</p>	<p>TITLE: USE OF TOBACCO</p> <p>UCC promotes a safe, healthy learning and working environment. In acknowledgement of the Surgeon General's findings that tobacco use in any form, active and passive, is a significant health hazard, and in recognition of the classification of environmental tobacco smoke as a Class-A carcinogen, UCC strives to minimize health risks with this policy. The distribution, advertising, promotion, sponsorship, sale, or use of tobacco, including any smoking device or inhalant delivery systems, is prohibited in any College-owned or College-controlled property and during College events.</p> <p>This policy applies to all UCC employees, volunteers, clients, students, visitors, vendors, and contractors.</p> <p>As required by Oregon state law, possession or use of tobacco products and smoking device or inhalant delivery systems by persons under the age of 21 is prohibited on all UCC grounds and property.</p> <p>Any exceptions to the policy are listed in the associated procedure.</p> <p>Responsibility: The Director of Facilities and Security is responsible for implementing and updating this policy.</p>



ADMINISTRATIVE PROCEDURE

TITLE: Smoking and Use of Tobacco

ADMINISTRATIVE PROCEDURE # 308

RELATED TO POLICY # 308 Smoking and Use of Tobacco

1. The distribution, advertising, promotion, sponsorship, or sale of tobacco, smoking devices, or electronic nicotine delivery systems, is prohibited during College events and on all College property. This includes all College sidewalks, parking lots, grounds, recreational areas, buildings on UCC property, leased or rented facilities, and College-owned or rented/leased vehicles.
2. The inhaling, exhaling, burning, or carrying of any lighted smoking material, including cigarettes, cigars, pipes, or electronic cigarettes, is prohibited inside the perimeter of any UCC property. This includes all College sidewalks, parking lots, grounds, recreational areas, buildings on UCC property, leased or rented facilities, and College-owned or rented/leased vehicles. Exception: Smoking is permitted in designated smoking areas located next to parking lots on the perimeter of the campus.
3. The use of other tobacco products, such as smokeless or chewing tobacco, is prohibited inside the perimeter of any UCC property. This includes all College sidewalks, parking lots, grounds, recreational areas, buildings on UCC property, leased or rented facilities, and College-owned or rented/leased vehicles. Exception: Other tobacco products are permitted in designated smoking areas located next to parking lots on the perimeter of the campus.
4. Possession of tobacco products and inhalant delivery systems by persons under the age of 21 is prohibited on all Umpqua Community College property. This includes all College sidewalks, parking lots, landscaped areas, recreational areas, buildings on UCC property, leased or rented facilities, and College-owned or rented/leased vehicles; while performing any work-related function on behalf of the College; or while representing the college on business or in college-sponsored activities, such as fine arts performances, athletic events, field trips, domestic and international study trips, practica, and internships.

5. Improper disposal is prohibited and includes:
 - a. Spitting smokeless tobacco product
 - b. Littering (i.e. discarded cigarette butts, leaving spit containers)
 - c. Anything that creates a fire hazard

6. This policy may not apply to specific cultural activities used in connection with the practices by Native Americans that are in accordance with the American Indian Religious Freedom Act. All ceremonial use exceptions must be approved in advance by the College President or designee.

7. Tobacco use cessation information is available through the Employee Assistance Program and the Drug and Alcohol Abuse Prevention Program.

Compliance Procedures

1. The enforcement of these rules and regulations is the responsibility of UCC Security personnel with the voluntary assistance of members of the College community. UCC Security personnel may issue a verbal warning or issue a citation. Security officers are authorized to control and regulate facility use as prescribed in this policy and administrative procedure.

2. Continued failure by students to comply with the directions of College officials to abide by these rules may be reported to the Office of Student Services as a violation of the UCC Student Code of Conduct. Further sanctions may be imposed, including suspension, restitution, or probation.

3. Employees and campus visitors in violation of the tobacco policy can be reported to UCC Security. Failure by faculty or staff of the College to abide by these rules and regulations may result in corrective/disciplinary action in accordance with the applicable bargaining agreement.

4. Fines
 - a. Violations of this policy and administrative procedure may result in disciplinary action and/or a \$25.00 citation.
 - b. All fines are payable to Umpqua Community College. Fines can be paid by mail or in person at the Cashier's Office. Fines that are mailed must be received within fifteen (15) calendar days of violation.
 - c. Unpaid fines may result in:
 - i. The violator's transcripts being held until all fines have been paid.
 - ii. Registration for the following quarter may be delayed.
 - iii. College Employees who become delinquent may have fines deducted from paycheck.

- iv. Violation of the Code of Student Conduct, 721.3 #17, and/or other applicable code violations and may be forwarded on to the Dean of Student Services for disciplinary action.
 - v. Outstanding fines may be referred to a collection agency.
- d. Appeals
- i. Alleged violators may appeal to the Chief of Security for a brief adjudicative procedure within twenty (20) calendar days of the date of citation. The Chief of Security may dismiss, suspend, impose any lesser fine, and/or grant an extension of time within which to pay the fine.
 - ii. Appeals of the decision of the Chief of Security are to be submitted to the Director of Facilities and Security without posting of fine within twenty-one (21) calendar days of the decision. Written notification of the Director of Facilities and Security's decision shall be made within twenty (20) calendar days of the appeal and shall be final.

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 OF EDUCATION
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Sabbatical Leave Requests

Date: March 21, 2018

John Blackwood requests sabbatical leave for the Fall Term 2018. Mr. Blackwood's focus will revolve around personal study, research, and industry training related to cloud services and virtualization technologies. The study will assist him in selecting specific technologies to be taught in related courses.

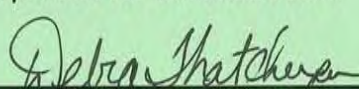
Jason Heald requested sabbatical leave for Spring Term 2019. Dr. Heald's focus will be to research and compose a musical drama related to the life and work of author Katherine Mansfield (1888-1923).

Recommendation by:



 Dr. Kacy Crabtree, Provost and Exec. Vice Pres.

Approved for Consideration:



 U.C.C. President

BOARD OF EDUCATION
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Resolution #8, Approval to Spend Funds

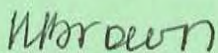
Date: March 21, 2018

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

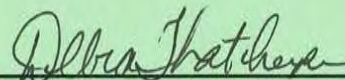
UCC was awarded an additional \$220,142 from the Oregon Department of Education to continue work with STEM Education. The grant is for 2 years, July 1, 2017 through June 30, 2019.

Recommendation by:

Approved for Consideration:



UCC Interim Chief Financial Officer



U.C.C. President

UMPQUA COMMUNITY COLLEGE
Resolution No. 8 - FY 17-18
Approval to spend funds

WHEREAS, Umpqua Community College has been awarded \$220,142 from the Oregon Department of Education, and;

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

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

NOW, THEREFORE
BE IT RESOLVED, that the Board of Education at Umpqua Community College hereby adopts this resolution for the grant expenditures in the amount of \$220,142 to continue work with STEM Education.

Special Revenue Fund - Grants and Contracts

	17-18 Budget Through Resolution 7	Adjustment	17-18 Budget Through Resolution 8
REVENUES:	\$ 6,792,684	\$ 220,142	\$ 7,012,826
EXPENDITURES:			
Instruction	\$ 872,139	\$ -	\$ 872,139
Instruction Support	1,265,704	220,142	1,485,846
Student Services	3,249,257	-	3,249,257
College Support Services	683,698	-	683,698
Community Services	721,886		721,886
TOTAL	<u>\$ 6,792,684</u>	<u>\$ 220,142</u>	<u>\$ 7,012,826</u>

ADOPTED: MARCH 21, 2018

Clerk of the Board

UCC Board Chair

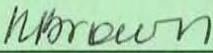
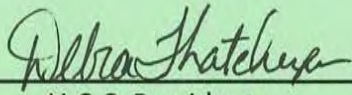
BOARD OF EDUCATION
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Resolution #9, Approval to Spend Funds	Date: March 21, 2018
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This is a resolution to increase appropriation in the Special Revenue Fund-Grants and Contracts.

UCC was awarded \$106,569.30 from Douglas Education Service District for the implementation of the Focused Child Care Network programs in Klamath and Lake Counties. UCC will be the fiscal agent for the period of October 1, 2017 through June 30, 2019.

Recommendation by: <div style="text-align: center;">  <hr style="width: 80%; margin: 0 auto;"/> UCC 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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UMPQUA COMMUNITY COLLEGE
Resolution No. 9 - FY 17-18
Approval to spend funds

WHEREAS, Umpqua Community College has been awarded \$106,569.30 from Douglas Education Service District, 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 \$106,569.30 for the implementation of the Focused Child Care Network program.

Special Revenue Fund - Grants and Contracts

	17-18 Budget Through Resolution 8	Adjustment	17-18 Budget Through Resolution 9
REVENUES:	\$ 7,012,826	\$ 106,569	\$ 7,119,395
EXPENDITURES:			
Instruction	\$ 872,139	\$ -	\$ 872,139
Instruction Support	1,485,846		1,485,846
Student Services	3,249,257	-	3,249,257
College Support Services	683,698	-	683,698
Community Services	721,886	106,569	828,455
TOTAL	<u>\$ 7,012,826</u>	<u>\$ -</u>	<u>\$ 7,119,395</u>

ADOPTED: MARCH 21, 2018

Clerk of the Board

UCC Board Chair

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Budget Committee Appointments

Date: March 21, 2018

Board approval of the appointment of the following Budget Committee members is requested. Term of appointment is July 2017 through June 2020 (3 years).

Zone 2: Dir. Lathrop recommends re-appointment of Sandy Henry

Zone 3: Dir. Weikum recommends re-appointment of Chris Davidson

Zone 5: Dir. Kennerly recommends re-appointment of Rex Stevens

Zone 6: Dir. McGrorty recommends the appointment of Randy Richardson

Recommendation by:

Approved for Consideration:



U.C.C. President

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

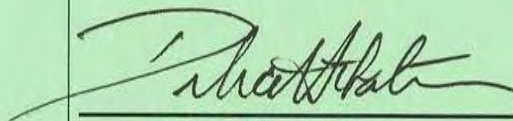
Subject: Review of Policy 405 -
Naming Opportunities

Date: March 21, 2018

The Board will discuss their thoughts for the College to consider when revising Policy 405 Naming Opportunities and the accompanying administrative procedure.

Recommendation by:

Approved for Consideration:



U.C.C. President



BOARD POLICY

BOARD POLICY SERIES NUMBER: 405

TITLE: NAMING OPPORTUNITIES

Purpose of the Policy

The purpose of this policy is to provide standard guidelines among all the departments of Umpqua Community College in naming buildings, sites and common areas. Naming opportunities may be granted in recognition of distinction and/or in recognition of financial support.

Criteria for Naming

1. Naming in Recognition of Distinction

From time to time the College may want to honor the extraordinary, distinguished contributions of individuals to the College.

When a significant area or building is proposed to be named for an individual associated with Umpqua Community College, it is recommended that a period of not less than two years shall lapse between the end of the individual's service to Umpqua Community College and a naming proposal.

If a building, room, significant area or program is to be named in recognition of outstanding service, the president shall determine whether the person is worthy of the honor, whether the recommendation has the support of the occupants of the building or users of the area, as well as the support of the College community, before making a recommendation to the Board of Trustees for approval.

2. Naming in Recognition of Financial Support

For naming in recognition of financial gifts, the donor will be expected to provide all or a substantial part of the cost of the entity. "Substantial" is deemed to mean either a significant majority of the cost (25%) or a contribution which, while not being a significant majority, would not have been available from another source or was in some way integral to project completion. A guide for naming may be based on cost of area per square foot with appropriate adjustments based on visibility of space to be named and other considerations.

Donors may be individuals, families, organizations, foundations or corporations.

In establishing objectives for a fundraising campaign, the department securing the funds, in

TITLE: NAMING OPPORTUNITIES (BP 405)

consultation with the president and the Umpqua Community College Foundation, will establish a schedule of naming opportunities and the level of donation required for each. The Foundation will consult with departments to advise whether the gift levels are appropriate and consistent with others on campus.

General Provisions

1. No naming will be approved or (once approved) sustained that will call into serious question the public respect of the College.
2. Names of facilities or areas should lend prestige to the college and to staff, students and community. The credentials, character and reputation of each individual, organization or corporation for whom the naming of a building is being considered shall be carefully scrutinized and evaluated. Nominations submitted for consideration must be accompanied by supporting documentation.
3. When a building or significant area has been named, the College will continue to use the name so long as the building or area remains in use and serves its original function. When the use has changed such that it must be demolished, substantially renovated or rebuilt, the College may retain the use of the name, name another comparable room or facility or discontinue the use of the name.
4. It is the responsibility of individuals negotiating on behalf of the College to advise potential benefactors that their gift may be recognized by naming, subject to approvals and decisions consistent with this policy.

Approvals

1. All proposals for naming will be forwarded to the president who shall make a determination whether the proposed naming conforms to this policy, is otherwise appropriate, and is of sufficient merit.
2. The Umpqua Community College Board of Trustees will consider for approval the naming of buildings, substantial areas or significant landscape features. The Board will also approve the schedule of naming opportunities and the level of donation required for each upon the launching of a capital campaign on campus.
3. Commitments made prior to adoption of this policy shall be honored.

Naming Conventions

1. A uniform system of signing should be adopted by location.
2. Buildings and areas should have names that include their primary function:
 - a. Special use buildings or areas such as the auditorium, physical education complex, automotive shop, or such, may bear the functional name separately or in combination with

TITLE: NAMING OPPORTUNITIES (BP 405)

the person's name (e.g. "Jacoby Auditorium," "Whipple Fine Arts Building")

- b. Outdoor areas shall bear the name of the individual and a functional description (e.g. "V. Dean Swanson Amphitheater")
3. Plaques and signage should be tasteful, discrete and consistent with other campus signage.
4. The naming of a building to honor an individual should use the surname only, as in "Wayne Crooch Hall." In the case of corporations or businesses, the college should use a shortened name sufficient to recognize the business. The reason for this convention is to ensure that the use of the new name becomes commonplace within the lexicon of the College and minimize exterior lettering, listings in directories, mailing addresses and the like.

DATE OF ADOPTION:

DATE(S) OF REVISION(S): 01/13/10 by Board

DATE OF LAST REVIEW: