

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

 X Information Item

 Action Item

Subject: First Reading of Policies

Date: March 10, 2021

Old #	New #	Title	Addendum Page #
202	N/A	Campus Solicitations – delete	1
710.02	N/A	Tuition and Fees Refund – delete	2-3
308	3570	Smoking and Other Tobacco Use/Possession on Campus	4-7
N/A	4021	Academic Program Creation, Modification, and Deletion	16-18
N/A	5020	Nonresident Tuition – delete	41-42
710.07	5136	Tuition Waiver for Dependents of Veteran	45-47
705	5150	Student Email Accounts	48-49
300; 311.04; 316	7240	Administrative Employee	53-56
302.05	7310	Nepotism	57-59
N/A	7315	Conflict of Interest	60-61
309	7330	Communicable Disease – Employee	70-71

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

Old #	New #	Title	Addendum Page #
308	3570	Smoking and Other Tobacco Use/Possession on Campus	8-15
N/A	4021a	Academic Program Creation	19-27
N/A	4021b	Academic Program Modification	28-31
N/A	4021c	Academic Program Deletion	32-40
N/A	5020	Nonresident Tuition – delete	43-44
705	5150	Student Email Accounts	50-52
N/A	7315	Employee Conflict of Interest	62-69

See 1st Reading Policies-Procedures addendum packet

Recommendation by:

Approved for Consideration:



POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE: Campus Solicitation - rescind New BP #: Old BP # & Title: 202 Campus Solicitation New AP #: Old AP # & Title: Revision Date: 1/4/2021	AREAS OF COLLABORATION <div style="background-color: yellow; padding: 5px;"> <i>Karen Smith, OCCA attorney: this policy is not required by Oregon law. The College already follows public contracting law and public records law. There didn't seem to be the reason for it.</i> </div>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>The campus is closed to solicitation of college staff and students, except by specific invitation. By approval of the Vice President for Administrative Services a college staff person may extend a specific invitation to a solicitor to facilitate normal business transactions of the College. Staff names and addresses will not be released for commercial or political purposes.</p> <p>RESPONSIBILITY:</p> <p>Vice President of Administrative Services is responsible for carrying out this policy.</p>	None	RESCIND.

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE: Tuition and Fees Refunds New BP #: Old BP # & Title: 710.02 RESCIND New AP #: AP Old AP # & Title: 5030 Revision Date: 12/14/2020	AREAS OF COLLABORATION SLT
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>Tuition and Fee refunds are determined through the official withdraw process administered by the College Admissions and Records Department. Students who withdraw from Umpqua Community College course(s), class(es), or workshop(s) and who have complied with procedures governing withdrawals are entitled to refunds of tuition depending on the time of withdrawal. All refunds are calculated from the date of application for withdrawal. Any exceptions to the tuition and fee refunds policy shall be approved by the President.</p>	<p>New AP 5030 contains the following language:</p> <p>D. Payments and Refunds</p> <p>1. All tuition and fees must be paid by the deadline listed by each term on the published Academic Calendar. 2. The College will begin collections process on student accounts with balances after 90 days from payment due date if accounts remain unpaid or have not established a repayment agreement. Students will have 30 days from the date of the final notice to make payment in full. If payment is not made in full, the student's account will be assessed a collection fee and the account will be submitted to a third-party collection agency. The collection agency will use all legal means available to collect the debt including, but not limited to garnishments, and submission of debt to credit bureaus. 3. Tuition and fees charged on a student's account in error will be credited for the entire amount of the error. 4. All tuition and fees will be refunded if the College cancels classes.</p>	<p>Rescind BP 710.02 as it is covered in AP 5030, Tuition and Fees.</p>

	<p>5. All tuition and fees will be refunded due to changes in law or regulation authorizing and establishing a waiver or prohibiting a fee. 6. Tuition and fees will be refundable with the exception of non-refundable fees when a student withdraws from class(es), if the student does so during the established withdrawal period. Please refer to the online academic calendar or class schedule for specific dates and Administrative Policy and Procedure 5075, Course Adds and Drops.</p> <p>7. Returns related to Federal Title IV assistance will be calculated and disbursed in accordance with all applicable Federal Requirements.</p>	
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BOARD POLICY

TITLE: SMOKING AND OTHER TOBACCO USE/POSSESSION

BOARD POLICY # 3570 *(was 308)*

Umpqua Community College 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.

This policy applies to all College employees, volunteers, clients, students, visitors, vendors and contractors.

REFERENCES:

ORS 433.835 to ORS 433.875 – Oregon Indoor Clean Air Act
 ORS 431A.175
 ORS 339.883 (Tobacco 21)

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:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

New TITLE: Smoking and Other Tobacco Use/Possession on Campus New BP #: 3570 Old BP #308 / Use of Tobacco New AP #: Revision Date: 11/19/2020	AREAS OF COLLABORATION <i>Director of Facilities and Security, Chief of Security and Director of Human Resources, and UCC Life Coach</i>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<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.</p> <p>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,</p>	<p>References: ORS 433.835 to ORS 433.875 – Oregon Indoor Clean Air Act ORS 431A.175 ORS 339.883 (Tobacco 21)</p> <p>NOTE: <i>Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture.</i></p> <p>[Insert local policy on smoking on campus. The following is sample language.]</p> <p>To enforce smoking and tobacco control regulations and procedures, the [CEO] is authorized to:</p> <ul style="list-style-type: none"> Set enforcement standards for all [entity] sites and campuses; 	<p>Umpqua Community College 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.</p> <p>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 College employees, volunteers, clients, students, visitors, vendors and contractors.</p> <p>References: ORS 433.835 to ORS 433.875 – Oregon Indoor Clean Air Act ORS 431A.175</p>

<p>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>	<ul style="list-style-type: none"> • Impose a fine for a first, second, and third offense and for each subsequent offense. The amount of fines is to be [determined by the Board of Education]. Funds generated by these fines shall be allocated to include, but not be limited to, the designated enforcement agency, education and promotion of the policy, and tobacco cessation treatment options. • Direct that the [entity] post signs stating its tobacco use policy on campus, as follows: <ul style="list-style-type: none"> ○ the locations at which smoking or tobacco use is prohibited on campus; ○ the locations at which smoking or tobacco use is permitted on campus; • Inform students, employees, and visitors of the tobacco use policy and enforcement measures. <p>Tobacco 21 Sample Policy Language as provided by the Oregon Health Authority:</p> <p>Possession of tobacco products and inhalant delivery systems by persons under the age of 21 is prohibited on all [entity] grounds and property. This includes, but is not limited to: in facility buildings, at facility-sponsored activities, in</p>	<p>ORS 339.883 (Tobacco 21)</p> <p>Adopted:</p>
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	<p>vehicles on facility grounds on all campuses, including satellite properties.</p> <p>This policy applies to all [entity] employees, volunteers, clients, students, visitors, vendors and contractors.</p> <p>Exceptions to this policy are made for a person for whom a tobacco or nicotine product or a substance to be used with an inhalant delivery system has been lawfully prescribed.</p> <p>Adopted:</p>	
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ADMINISTRATIVE PROCEDURE

TITLE: Smoking and Other Tobacco Use/Possession on Campus

ADMINISTRATIVE PROCEDURE # 3570 (was 308)

RELATED TO POLICY # 3570 SMOKING AND OTHER TOBACCO USE / POSSESSION

- A. 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.
- B. 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.
- C. 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: Tobacco products are permitted in designated smoking areas located next to parking lots on the perimeter of the campus.
- D. 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. *Signs clearly stating “no possession of tobacco products or inhalant delivery systems by persons under 21 years of age” (Note: I need to get signs made to place in strategic locations)*

E. Improper disposal is prohibited and includes:

1. Spitting smokeless tobacco product
2. Littering (i.e. discarded cigarette butts, leaving spit containers)
3. Anything that creates a fire hazard

F. 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.

G. Tobacco use cessation information is available through the Employee Assistance Program, the Drug and Alcohol Abuse Prevention Program and *Oregon Quit Line* (quitnow.net/oregon, 1-800-QUIT-NOW; Spanish: quitnow.net/oregonsp, 1-800-DEJELO-YA)

H. 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 Standards of Student Conduct 5502 AP. 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.
4. 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.
5. 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:

- 1) The violator's transcripts being held until all fines have been paid.
- 2) Registration for the following quarter may be delayed.
- 3) College Employees who become delinquent may have fines deducted from paycheck.
- 4) Outstanding fines may be referred to a collection agency.

d. Appeals

- 1) 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.
- 2) 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.

REFERENCES:

ORS 433.835 to ORS 433.875 – Oregon Indoor Clean Air Act
 ORS 431A.175
 ORS 339.883 (Tobacco 21)

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 CONVERSION TEMPLATE

New TITLE: Smoking and Other Tobacco Use/Possession on Campus New BP #: 3570 New AP #: 3570 Old AP #308 / Use of Tobacco Revision Date: 11/19/2020	AREAS OF COLLABORATION <i>Director of Facilities and Security, Chief of Security and Director of Human Resources and Dean of Students</i>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>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.</p> <p>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.</p>	<p>References: ORS 433.835 to ORS 433.875 – Oregon Indoor Clean Air Act ORS 431A.175 ORS 339.883 (Tobacco 21)</p> <p>NOTE: <i>Although this administrative procedure is recommended as good practice, it is up to the entity to determine the applicability of this administrative procedure given state law and the entity's organizational culture.</i></p> <p>NOTE: <i>Oregon law prohibits smoking in public places. College campuses that are currently tobacco- or smoke-free should reflect that in the college's written policy and implementation plan.</i></p> <p>NOTE: <i>Oregon's new Tobacco 21 law prohibits possession of tobacco</i></p>	<p>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.</p> <p>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.</p> <p>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</p>

<p>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.</p> <p>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.</p> <p>308AP Smoking and Use of Tobacco Page 2 of 3</p> <p>5. Improper disposal is prohibited and includes: a. Spitting smokeless tobacco</p>	<p><i>and tobacco inhalation products by anyone under age 21 and requires facilities, including community colleges and universities, to have a policy stating this (See BP 3570) and a procedure that addresses the following:</i></p> <ol style="list-style-type: none"> 1. <i>Communication of policy</i> <ol style="list-style-type: none"> a. <i>Signs clearly stating “no possession of tobacco products or inhalant delivery systems by persons under 21 years of age”</i> b. <i>Inclusion of policy in facility handbooks</i> c. <i>Electronic communication from administration to all employees, volunteers, clients, students, visitors, vendors and contractors.</i> d. <i>Inclusion of cessation resources on campus or the Oregon Quit Line (quitnow.net/oregon, 1-800-QUIT-NOW, Spanish: quitnow.net/oregonsp, 1-800-DEJELO-YA).</i> 	<p>property, leased or rented facilities, and College-owned or rented/leased vehicles. Exception: Tobacco products are permitted in designated smoking areas located next to parking lots on the perimeter of the campus.</p> <p>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. <i>Signs clearly stating “no possession of tobacco products or inhalant delivery systems by persons under 21 years of age” (Note: I need to get signs made to place in strategic locations)</i></p> <p>5. Improper disposal is prohibited and includes:</p> <ol style="list-style-type: none"> a. Spitting smokeless tobacco product b. Littering (i.e. discarded cigarette butts, leaving spit containers) c. Anything that creates a fire hazard <p>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</p>
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<p>product b. Littering (i.e. discarded cigarette butts, leaving spit containers) c. Anything that creates a fire hazard</p> <p>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.</p> <p>7. Tobacco use cessation information is available through the Employee Assistance Program and the Drug and Alcohol Abuse Prevention Program.</p> <p>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.</p> <p>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</p>	<p>2. Compliance</p> <p>a. Plan for enforcement of the policy, which may include empowering those on facility grounds to make others aware of the policy and encourage compliance.</p> <p>Approved:</p>	<p>ceremonial use exceptions must be approved in advance by the College President or designee.</p> <p>7. Tobacco use cessation information is available through the Employee Assistance Program, the Drug and Alcohol Abuse Prevention Program and Oregon Quit Line (quitnow.net/oregon, 1-800-QUIT-NOW; Spanish: quitnow.net/oregonsp, 1-800-DEJELO-YA)</p> <p>Compliance Procedures:</p> <ol style="list-style-type: none"> 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 5502. 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. 4. 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. 5. Fines
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<p>sanctions may be imposed, including suspension, restitution, or probation.</p> <p>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.</p> <p>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.</p> <p>308AP Smoking and Use of Tobacco Page 3 of 3</p> <p>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</p>		<p>a. Violations of this policy and administrative procedure may result in disciplinary action and/or a \$25.00 citation.</p> <p>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.</p> <p>c. Unpaid fines may result in:</p> <ul style="list-style-type: none"> 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. Outstanding fines may be referred to a collection agency. <p>d. Appeals</p> <ul style="list-style-type: none"> 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
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<p>action. v. Outstanding fines may be referred to a collection agency.</p> <p>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.</p> <p>RESPONSIBILITY: The Director of Facilities and Security is responsible for implementing and updating this procedure.</p>		<p>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.</p> <p>RESPONSIBILITY: The Director of Facilities and Security is responsible for implementing and updating this procedure.</p> <p>References: ORS 433.835 to ORS 433.875 – Oregon Indoor Clean Air Act ORS 431A.175 ORS 339.883 (Tobacco 21)</p> <p>Approved:</p>
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BOARD POLICY

TITLE: Academic Program Creation, Modification, and Deletion

BOARD POLICY # 4021

- A. An academic program is defined as the formal credit-bearing course of study necessary to qualify for a certificate or degree; or the formal credit-bearing course of study for general education. Not included in this definition are Continuing Education and Workforce Development courses and certificates, adult basic skills, and ESL.
- B. The authority to create, modify, or delete an academic program rests with the College president or designee. Decisions regarding initiating or discontinuing a program require Board of Education approval.
- C. Faculty and administrators shall be involved in the process to create, modify, or delete a program before a final decision is made by the president. This policy's associated procedures provide requirements for the processes.
- D. The deletion of a program may have significant consequences for faculty, staff, and students. Such a decision must be consistent with contractual obligations of the UCCFA and ACEUCC contracts. Consideration of student interests must be consistent with HECC/Oregon requirements to provide an orderly, phased transition for students. Any decision must be preceded by program review and reasonable remediation efforts.
- E. Creation, modification, and deletion of programs must consider the following factors:
 - 1. The need for the program
 - 2. The program's relationship to the mission of the College
 - 3. Community and student needs addressed by the program
 - 4. The relationship of the program to other programs at the College
 - 5. Program quality and effectiveness
 - 6. Factors and dynamics impacting enrollment and retention of students in the program
 - 7. Availability of resources to sustain the program at an acceptable level of academic quality
 - 8. The effect of the program on institutional effectiveness

RESPONSIBILITY:

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

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

Board Policy: ACADEMIC PROGRAM CREATION, MODIFICATION, AND DELETION

- A. An academic program is defined as the formal credit-bearing course of study necessary to qualify for a certificate or degree; or the formal credit-bearing course of study for general education. Not included in this definition are Continuing Education and Workforce Development courses and certificates, adult basic skills, and ESL.
- B. The authority to create, modify, or delete an academic program rests with the College president or designee. Decisions regarding initiating or discontinuing a program require Board of Education approval.
- C. Faculty and administrators shall be involved in the process to create, modify, or delete a program before a final decision is made by the president. This policy's associated procedures provide requirements for the processes.
- D. The deletion of a program may have significant consequences for faculty, staff, and students. Such a decision must be consistent with contractual obligations of the UCCFA and ACEUCC contracts. Consideration of student interests must be consistent with HECC/Oregon requirements to provide an orderly, phased transition for students. **Any decision must be preceded by program review and reasonable remediation efforts.**
- E. Creation, modification, and deletion of programs must consider the following factors:
 - 1. The need for the program
 - 2. The program's relationship to the mission of the College
 - 3. Community and student needs addressed by the program
 - 4. The relationship of the program to other programs at the College
 - 5. Program quality and effectiveness
 - 6. Factors and dynamics impacting enrollment and retention of students in the program
 - 7. Availability of resources to sustain the program at an acceptable level of academic quality
 - 8. The effect of the program on institutional effectiveness



ADMINISTRATIVE PROCEDURE

TITLE: Academic Program Creation

ADMINISTRATIVE PROCEDURE # 4021A

RELATED TO POLICY # 4021 Academic Program Creation, Modification, and Deletion

A. Origin of a Proposal to create an academic program. Typically, faculty initiate proposals for new credit-bearing academic programs. An administrator or Board member may request that faculty develop new academic programs. Faculty interested in creating a new program should first discuss the possibility with the department chair, department faculty, and chief academic officer.

B. Reasons for program creation.

1. The program addresses a local or regional workforce need, current or projected.
2. The program will lead to jobs with competitive wages and wage progression.
3. The program addresses high-demand transfer program need.
4. New technologies require a new curriculum
5. External funding is available to address local and regional workforce needs; a sustainability plan is required.

C. Program exploratory proposal. Consideration of the creation of an academic program begins with an exploratory proposal, which shall be made available for review in electronic form. The following information, except when information is unavailable or inappropriate, must be included in the initial exploratory proposal of no more than 2,500 words:

1. Name(s) of originator(s) of proposal
2. Brief description of the proposed program
3. Statement of need for the program (Note that for the full proposal, CTE program proposals must include labor market research)
4. Program goals and objectives

5. Connections to/impact upon general education, other programs, the mission of the College, and the College's strategic priorities
6. Uniqueness or similarity of program relative to programs in other Oregon community colleges
7. Anticipated program enrollment and course enrollment for five years
8. Anticipated resource needs – faculty, staff, facilities, equipment, materials, etc.
9. External accreditation, licensing, etc., if applicable, and associated costs
10. Evidence of sustainability of the program

D. Proposal review.

1. **Initial consideration.** The chief academic officer shall review the initial exploratory proposal for program creation; within three business weeks of submission, the provost shall either reject the proposal or authorize the program creation process to begin.
2. **Preliminary notification to CCWD.** If the program creation process is authorized to begin, CCWD shall be notified of the College's intent to build a new program.
3. **Full proposal development.** The faculty member or faculty group initiating the proposal shall develop a full proposal, using the new program proposal form required by the Academic Council, that includes the following information:
 - a. **Name of the program**
 - b. **Brief description of the program**
 - c. **Program mission and outcomes**
 - d. **Compliance with CCWD requirements.** Proposals must meet state requirements for credits, standards, general education, related instruction (for CTE), collegiate-level work, electives, and CTE courses. See <http://handbook.ccwdwebforms.net/handbook/definitions>.
 - e. **Evidence of need for the program.** All programs must provide quantitative and qualitative evidence of need. CTE program proposals must address the CCWD requirements for "Need," which includes labor market research, current and projected employment demand, and preparation for jobs with competitive wages and wage progression; see <http://handbook.ccwdwebforms.net/handbook/program-approval/state-board-of-education-approval-standards> for details.
 - f. **Collaborative input from others.** Describe how program design and supporting resources have been developed through a collaboration with others on campus (e.g., related department faculty, student services, developmental education, second language program, library, etc.), an *ad hoc* advisory committee of community members, business/industry representatives (as

appropriate), K-12 school representatives, other community colleges (for shared programs), and universities (for transfer programs).

- g. Program curriculum, instruction, and student evaluation.** All proposals must include the following elements: (CTE programs must explicitly respond to the elements and guiding questions for “Design” identified by CCWD; see <http://handbook.ccwdwebforms.net/handbook/program-approval/state-board-of-education-approval-standards>).

- 1) New course proposals with course outcomes and outlines (using UCC’s new course proposal forms)
- 2) Program prerequisites
- 3) General education requirements
- 4) Course sequence
- 5) Instructional methodologies (e.g., project-based, problem-based, inquiry-based, active learning, action research, mentoring, trauma-informed, etc.) and delivery modes (e.g., face-to-face, hybrid, online, team teaching, etc.)
- 6) Field experiences
- 7) Soft skill/professional skill development
- 8) Diversity, equity, and inclusion principles that are integrated into the program, including an inclusive support system for underrepresented students, students with disabilities, and students with English as a Second Language (ESL)
- 9) Assessment plan and assessment tools
 - a) **Alignment.** AAOT, AA, and AS programs must demonstrate alignment with one or more baccalaureate programs in Oregon. CTE programs must demonstrate alignment with appropriate education, workforce development, and economic development clusters; see “Alignment” at <http://handbook.ccwdwebforms.net/handbook/program-approval/state-board-of-education-approval-standards>.
 - b) **Accreditation/licensure/certification requirements.** If applicable, identify the accreditation, licensure, and certification requirements of the program and its faculty and staff.
 - c) **Resources.** All programs must provide descriptions of the following resource needs. (CTE must also address “Capacity” elements and questions as provided at <http://handbook.ccwdwebforms.net/handbook/program-approval/state-board-of-education-approval-standards>)
 - i. Faculty and staff needs and costs; include faculty/student ratio

- ii. Professional development costs for faculty and staff
- iii. Materials, equipment, and facilities needs and costs
- iv. Accreditation/licensure/certification costs
- v. Procurement of start-up costs
- vi. Program and course fees
- vii. Library resources

- d) **Marketing and recruitment plans.** Describe plans for promoting the program to potential students and methods for securing enrollment.
- e) **Advisory committees.** Provide names and business associations of possible advisory committee members (required for CTE; recommended for other programs).
- f) **Timelines.** Detail the timeline for initial implementation.

4. **Review Process.**

- a. Academic department faculty and associated academic officer
- b. ACSC/Academic Council
- c. Financial Aid
- d. Chief Academic Officer
- e. Senior Leadership Team
- f. President
- g. Board of Education
- h. CCWD/HECC See: <http://handbook.ccwdwebforms.net/handbook/program-approval>
- i. NWCCU

5. **Communications and implementation**

- a. Foundation
- b. Catalog
- c. Website
- d. Marketing
- e. Budget allocation
- f. Hiring
- g. Purchasing
- h. Facilities preparation

- i. Financial Aid
- j. Advisory committee
- k. Submitting Faculty

REFERENCES:

HECC:

[Program and Course Approval Resources](#)

[Program Approval Categories](#)

[CCWD Quick Reference Steps and Timelines](#)

[OAR 589-006-0100 General CC Program Approval Requirements](#)

[OAR 589-006-0150 Local CC Responsibilities for Program Approval](#)

[OAR 589-006-0200 Approval of Lower Division Collegiate Programs and Courses](#)

[OAR 589-006-0300 Approval CTE, Certificate of Completion, and AAS Degree Programs](#)

[OAR 589-006-0350 Maintaining Approval of Certificate of Completion and AAS Degree Programs](#)

[OAR 589-006-0400 Approval of Other Education Courses](#)

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

Procedure 1: ACADEMIC PROGRAM CREATION

- A. **Origin of a Proposal to create an academic program.** Typically, faculty initiate proposals for new credit-bearing academic programs. An administrator or Board member may request that faculty develop new academic programs. Faculty interested in creating a new program should first discuss the possibility with the department chair, department faculty, and **chief academic officer**.
- B. **Reasons for program creation.**
 1. The program addresses a local or regional workforce need, current or projected.
 2. The program will lead to jobs with competitive wages and wage progression.
 3. The program addresses high-demand transfer program need.
 4. New technologies require a new curriculum
 5. External funding is available to address local and regional workforce needs; a sustainability plan is required.
- C. **Program exploratory proposal.** Consideration of the creation of an academic program begins with an exploratory proposal, which shall be made available for review in electronic form. The following information, except when information is unavailable or inappropriate, must be included in the initial exploratory proposal of no more than 2,500 words:
 1. Name(s) of originator(s) of proposal
 2. Brief description of the proposed program
 3. Statement of need for the program (Note that for the full proposal, CTE program proposals must include labor market research)
 4. Program goals and objectives
 5. Connections to/impact upon general education, other programs, the mission of the College, and the College's strategic priorities
 6. Uniqueness or similarity of program relative to programs in other Oregon community colleges
 7. Anticipated program enrollment and course enrollment for five years
 8. Anticipated resource needs – faculty, staff, facilities, equipment, materials, etc.
 9. External accreditation, licensing, etc., if applicable, and associated costs
 10. Evidence of sustainability of the program
- D. **Proposal review.**
 1. **Initial consideration.** The provost shall review the initial exploratory proposal for program creation; within three business weeks of submission, the provost shall either reject the proposal or authorize the program creation process to begin.
 2. **Preliminary notification to CCWD.** If the program creation process is authorized to begin, CCWD shall be notified of the College's intent to build a new program.
 3. **Full proposal development.** The faculty member or faculty group initiating the proposal shall develop a full proposal, using the new program proposal form required by the Academic Council, that includes the following information:
 - a. **Name of the program**
 - b. **Brief description of the program**
 - c. **Program mission and outcomes**
 - d. **Compliance with CCWD requirements.** Proposals must meet state requirements for credits, standards, general education, related instruction (for CTE), collegiate-level

work, electives, and CTE courses. See

<http://handbook.ccwwebforms.net/handbook/definitions>.

- e. **Evidence of need for the program.** All programs must provide quantitative and qualitative evidence of need. CTE program proposals must address the CCWD requirements for “Need,” which includes labor market research, current and projected employment demand, and preparation for jobs with competitive wages and wage progression; see <http://handbook.ccwwebforms.net/handbook/program-approval/state-board-of-education-approval-standards> for details.
- f. **Collaborative input from others.** Describe how program design and supporting resources have been developed through a collaboration with others on campus (e.g., related department faculty, student services, developmental education, second language program, library, etc.), an *ad hoc* advisory committee of community members, business/industry representatives (as appropriate), K-12 school representatives, other community colleges (for shared programs), and universities (for transfer programs).
- g. **Program curriculum, instruction, and student evaluation.** All proposals must include the following elements: (CTE programs must explicitly respond to the elements and guiding questions for “Design” identified by CCWD; see <http://handbook.ccwwebforms.net/handbook/program-approval/state-board-of-education-approval-standards>).
 - i. New course proposals with course outcomes and outlines (using UCC’s new course proposal forms)
 - ii. Program prerequisites
 - iii. General education requirements
 - iv. Course sequence
 - v. Instructional methodologies (e.g., project-based, problem-based, inquiry-based, active learning, action research, mentoring, trauma-informed, etc.) and delivery modes (e.g., face-to-face, hybrid, online, team teaching, etc.)
 - vi. Field experiences
 - vii. Soft skill/professional skill development
 - viii. Diversity, equity, and inclusion principles that are integrated into the program, including an inclusive support system for underrepresented students, students with disabilities, and students with English as a Second Language (ESL)
 - ix. Assessment plan and assessment tools
- h. **Alignment.** AAOT, AA, and AS programs must demonstrate alignment with one or more baccalaureate programs in Oregon. CTE programs must demonstrate alignment with appropriate education, workforce development, and economic development clusters; see “Alignment” at <http://handbook.ccwwebforms.net/handbook/program-approval/state-board-of-education-approval-standards>.
- i. **Accreditation/licensure/certification requirements.** If applicable, identify the accreditation, licensure, and certification requirements of the program and its faculty and staff.

- j. **Resources.** All programs must provide descriptions of the following resource needs. (CTE must also address “Capacity” elements and questions as provided at <http://handbook.ccwdwebforms.net/handbook/program-approval/state-board-of-education-approval-standards>)
 - i. Faculty and staff needs and costs; include faculty/student ratio
 - ii. Professional development costs for faculty and staff
 - iii. Materials, equipment, and facilities needs and costs
 - iv. Accreditation/licensure/certification costs
 - v. Procurement of start-up costs
 - vi. Program and course fees
 - vii. **Library resources**
 - k. **Marketing and recruitment plans.** Describe plans for promoting the program to potential students and methods for securing enrollment.
 - l. **Advisory committees.** Provide names and business associations of possible advisory committee members (required for CTE; recommended for other programs).
 - m. **Timelines.** Detail the timeline for initial implementation.
4. **Review Process.**
- a. Academic department faculty and associated academic officer
 - b. Academic Council
 - c. SLT
 - d. Provost
 - e. President
 - f. Board of Education
 - g. CCWD See: <http://handbook.ccwdwebforms.net/handbook/program-approval>
 - h. NWCCU
5. **Communications and implementation**
- a. Catalog
 - b. Website
 - c. Marketing
 - d. Budget allocation
 - e. Hiring
 - f. Purchasing
 - g. Facilities preparation
 - h. Advisory committee

References

HECC:

[Program and Course Approval Resources](#)

[Program Approval Categories](#)

[CCWD Quick Reference Steps and Timelines](#)

[OAR 589-006-0100 General CC Program Approval Requirements](#)

[OAR 589-006-0150 Local CC Responsibilities for Program Approval](#)

[OAR 589-006-0200 Approval of Lower Division Collegiate Programs and Courses](#)

[OAR 589-006-0300 Approval CTE, Certificate of Completion, and AAS Degree Programs](#)

[OAR 589-006-0350 Maintaining Approval of Certificate of Completion and AAS Degree Programs](#)

[OAR 589-006-0400 Approval of Other Education Courses](#)



ADMINISTRATIVE PROCEDURE

TITLE: Academic Program Modification

ADMINISTRATIVE PROCEDURE # 4021B

RELATED TO POLICY # 4021 Academic Program Creation, Modification, and Deletion

A. Origin of a Proposal to modify an academic program.

Typically, faculty initiate proposals for program modifications. An academic administrator may request that faculty modify an academic program.

B. Reasons for program modification.

The procedures herein are required under one or more of the following circumstances:

1. Changes of 30% or more of the program's curriculum; changes are typically required as a result of program review, changes in industry/business requirements, or changes in transfer requirements.
2. Change of the program's CIP code
3. Changes to the type of degree or certificate
4. Preparation for different employment opportunities than provided by the existing approved program
5. A lack of resources may compel the College to seek modification of a program and communication thereof to faculty.

C. Program modification proposal.

Consideration of the modification of an academic program begins with a written proposal, which shall be made available for review in electronic form that utilizes the format required by the Academic Council. The following information, except when information is unavailable or inappropriate, must be included:

1. Name(s) of originator(s) of proposal
2. Brief description of the proposed modifications to the program
3. Statement of rationale for the change
4. Details of the changes (as required by the form)

5. Impact upon general education, other programs, the mission of the College, and the College's strategic priorities
6. Anticipated impact on program enrollment and course enrollment for five years
7. Anticipated new resource needs – faculty, staff, facilities, equipment, materials, etc.
8. Impact, if applicable, on external accreditation, licensing, etc.
9. Change in program's assessment plan
10. Evidence of sustainability of the program
11. Timeline for implementation

D. Order of Review.

1. Program faculty, program coordinator, and department chair
2. ACSC/Academic Council
3. Chief Academic Officer
4. Senior Leadership Team
5. President
6. Board of Education
7. CCWD/HECC
8. NWCCU

E. Communications and implementation

- a. Catalog
- b. Website
- c. Marketing
- d. Budget allocation
- e. Hiring
- f. Purchasing
- g. Facilities preparation
- h. Advisory committee
- i. Financial Aid
- j. Submitting Faculty
- k. Foundation

REFERENCES:

HECC: [Amendments, Suspensions, Deletions](#)

NWCCU: [Substantive Change Manual](#)

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

Procedure 2: PROGRAM MODIFICATION

A. **Origin of a Proposal to modify an academic program.**

Typically, faculty initiate proposals for program modifications. An academic administrator may request that faculty modify an academic programs.

B. **Reasons for program modification.**

The procedures herein are required under one or more of the following circumstances:

1. Changes of 30% or more of the program's curriculum; changes are typically required as a result of program review, changes in industry/business requirements, or changes in transfer requirements.
2. Change of the program's CIP code
3. Changes to the type of degree or certificate
4. (For CTE) Preparation for different employment opportunities than provided by the existing approved program

C. **Program modification proposal.** Consideration of the modification of an academic program begins with a written proposal, which shall be made available for review in electronic form that utilizes the format required by the Academic Council. The following information, except when information is unavailable or inappropriate, must be included:

1. Name(s) of originator(s) of proposal
2. Brief description of the proposed modifications to the program
3. Statement of rationale for the change
4. Details of the changes (as required by the form)
5. Impact upon general education, other programs, the mission of the College, and the College's strategic priorities
6. Anticipated impact on program enrollment and course enrollment for five years
7. Anticipated new resource needs – faculty, staff, facilities, equipment, materials, etc.
8. Impact, if applicable, on external accreditation, licensing, etc.
9. Change in program's assessment plan
10. Evidence of sustainability of the program
11. Timeline for implementation

D. **Review process.**

1. Program faculty and department
2. Chief Academic Officer of program area
3. Academic Council
4. SLT
5. Provost
6. President
7. Board of Education
8. CCWD/HECC
9. NWCCU

References:

HECC: [Amendments, Suspensions, Deletions](#)

NWCCU: [Substantive Change Manual](#)



ADMINISTRATIVE PROCEDURE

TITLE: Academic Program Deletion

ADMINISTRATIVE PROCEDURE # 4021C

RELATED TO POLICY # 4021 Academic Program Creation, Modification, and Deletion

The decision to delete an academic program must be made in a reasoned way that considers the impact on students, faculty, staff, the College, and the community.

A proposal for deletion of an academic program shall be reviewed through both faculty and administrative channels. The review process requires transparency, open communication, documentation of responses, and participation of shared governance.

A. Definitions.

1. **Program suspension.** No admissions are allowed for a period of up to three years to allow time for the College to make a determination of whether the program will be re-opened or deleted. A report and proposal is due to the provost by the end of a specified period (three years or less) to re-open or delete the program. State notification is required for suspension and reactivation. A failure to reactive within three years results in administrative deletion by the CCWD.
2. **Program deletion.** A deleted program is removed from the catalog, removed from the website, and the program is not offered. A teach-out plan is required that conforms to state and NWCCU requirements. Reinstatement of the program at a future date requires the completion of the new program process.

B. Origin of proposal to delete a program.

The proposal to discontinue an existing academic program may originate from faculty of the academic area offering the program, an academic administrator, Academic Council, College administration, or the Board of Education. The proposal can occur at any time and does not need to coincide with the regular program review period.

C. Reasons for deletion.

1. The program has low enrollment, decline or gaps in persistency, and/or low graduation rates.

2. A lack of resources may compel the College to seek program deletion and communication thereof to faculty.
3. Transfer opportunities or employment opportunities are low or non-existent.
4. The program is part of a restructuring plan that will result in a merger or re-organization of existing programs.

D. Electronic proposal.

The formal consideration of the discontinuance of an academic program shall be made available for review in electronic form. The following information, except when information is unavailable or inappropriate, must be included in the proposal prepared by administrators or faculty:

1. Name(s) of originator(s) of proposal
2. Name of program and name of department that administers the program
3. Brief description of the program
4. Rationale for discontinuance. The rationale may be based on realignment of resources, substantial changes in the field of study, declining faculty and/or student interest, negative assessment of program quality, budgetary considerations, or other forces. The explanation need not be lengthy, but sufficient detail should be provided so that all levels of review understand the situation.
5. Qualitative data
 - a. Program evaluation material from routine program assessments, accrediting agencies, and/or external consultants.
 - b. Connections to/impact upon general education, other programs, and the mission of the College if discontinued.
6. Quantitative data for past 5 years
 - a. Student FTEs and head counts
 - b. Class enrollment efficiency (i.e., fill) rates and frequency of course offerings
 - c. Student/faculty ratio; total cost per FTE faculty and FTE student for the program; comparison of these costs with other Oregon community Colleges offering similar programs
 - d. Retention fall-to-fall; term-to-term persistence
 - e. Number of students completing program
 - f. Job placement or transfer rates
 - g. Demand in local and regional workforce
 - h. Cost required to sustain the program at an acceptable level of quality, including faculty, staff, facilities, equipment, supplies, etc.

E. Proposal review.

1. Initial consideration. The provost shall review the proposal for deletion; within three business weeks, the provost shall either reject the proposal or begin the discontinuance process. If the deletion process is to begin, a discontinuance review *ad hoc* committee will be appointed within the subsequent three weeks, in accordance with the procedures outlined below. Should an external regulatory body order the discontinuance, deletion shall be considered mandated and no committee and administrative reviews are required.

2. Discontinuance Review Ad Hoc Committee.

a. Membership. The provost, in consultation with the Academic Council and Executive Committee of the UCCFA, shall appoint a committee with the following membership:

- 1) An Academic Council representative
- 2) The Department Chair for the program
- 3) Four faculty, two from the program and two not involved in the program or the program's department
- 4) Two staff representatives if appropriate, one involved in the program and one not in the program or the program's department.
- 5) Two students, one in the program and one not in the program or the program's department

Upon appointment, the Committee shall select a chair and establish a meeting schedule. Meetings of the Committee shall be public.

b. Purpose. The Discontinuance Review Ad Hoc Committee gathers and evaluates all evidence from the proposal plus the following:

- 1) Response to proposal from the faculty of the program under review
- 2) For a CTE program, feedback from its advisory committee
- 3) Availability of similar programs at other Oregon community Colleges
- 4) Impact on students in the program and in the pipeline, including dual enrollment
- 5) Impact on under-represented groups of students
- 6) Impact on faculty and staff positions or reassignments
- 7) Impact on local businesses and industry
- 8) Financial effects of discontinuance, including an estimate of the yearly costs or savings for the three years following discontinuance
- 9) Description of how existing facilities and equipment freed by the discontinuance would be utilized

10) Relationship of program and its discontinuance to College strategic priorities and tactical plans

c. Report. The Ad Hoc Committee creates a written report in electronic form for the provost with an analysis of the data and additional information listed in E.2.b. The report must be completed within four business weeks of its initial meeting and provide one of the following recommendations:

- 1) **Continuance of the program.** Must contain a documented argument based on the evidence reviewed.
- 2) **Continuance with qualifications.** Must contain a documented argument based on the evidence reviewed; the committee will create a timeline not longer than 18 months that incorporates actions to be undertaken by the program's faculty and Chief Academic Officer, support to be provided by the College, and the expected outcomes, which will be monitored by the provost; the ad hoc committee will re-evaluate the program at the end of the specified time.
- 3) **Suspension.** Must contain a documented argument based on the evidence reviewed. The program will not accept new students for up to three years to allow faculty and the College time to modify the program, seek additional resources, etc., to make the program viable and sustainable. Suspension of CTE programs requires notification to CCWD according to guidelines at [http://handbook.ccwdwebforms.net/handbook/approval-guide/program-amendments-suspensions-deletions-\(cte\)](http://handbook.ccwdwebforms.net/handbook/approval-guide/program-amendments-suspensions-deletions-(cte)).
- 4) **Deletion.** Must contain a documented argument based on evidence reviewed.

3. Administrative review. The provost will review the report and recommendation of the Committee and within three business weeks make a final recommendation to the president. If the provost's recommendation is to delete the program and the president concurs, the recommendation will be presented to the Board of Education. If the Board supports the deletion of the program, the Office of the Provost will begin formal notification to HECC and accrediting agencies, as appropriate.

F. Collective bargaining. As this procedure impacts employment, the UCCFA and ACEUCC will be notified and given the necessary time to resolve issues of collective bargaining.

G. Program phase-out. In the event a program is deleted, the provost and the Department Chair of the affected program will devise a plan that allows currently enrolled student in the program to complete their program. The plan must comply with HECC and NWCCU requirements.

H. Communications and implementation

- a. Catalog
- b. Website
- c. Marketing
- d. Budget allocation
- e. Hiring
- f. Purchasing
- g. Facilities preparation
- h. Advisory committee
- i. Financial Aid
- j. Foundation
- k. Submitting Faculty

REFERENCES:

CCWD: [Amendments, Suspensions, Deletions](#)

NWCCU: [Teach-Out Plans and Teach-Out Agreements Policy](#)

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

Procedure 3: PROGRAM DELETION

The decision to delete an academic program must be made in a reasoned way that considers the impact on students, faculty, staff, the College, and the community.

A proposal for deletion of an academic program shall be reviewed through both faculty and administrative channels. The review process requires transparency, open communication, documentation of responses, and participation of shared governance.

A. Definitions.

1. **Program suspension.** No admissions are allowed for a period of up to three years to allow time for the College to make a determination of whether the program will be re-opened or deleted. A report and proposal is due to the provost by the end of a specified period (three years or less) to re-open or delete the program. State notification is required for suspension and reactivation. A failure to reactive within three years results in administrative deletion by the CCWD.
2. **Program deletion.** A deleted program is removed from the catalog, removed from the website, and the program is not offered. A teach-out plan is required that conforms to state and NWCCU requirements. Reinstatement of the program at a future date requires the completion of the new program process.

B. Origin of proposal to delete a program.

The proposal to discontinue an existing academic program may originate from faculty of the academic area offering the program, an academic administrator, Academic Council, Assessment and Curriculum Standards Committee, College administration, or the Board of Education. The proposal can occur at any time and does not need to coincide with the regular program review period.

C. Reasons for deletion.

1. The program is a low-award program or has low enrollment.
2. Circumstances, such as a lack of financial resources or an inability to recruit qualified faculty, compel the College to seek suspension of admissions or program deletion.
3. Transfer opportunities or employment opportunities are low or non-existent.
4. The program is part of a restructuring plan that will result in a merger or re-organization of existing programs.

D. Electronic proposal.

The formal consideration of the discontinuance of an academic program shall be made available for review in electronic form. The following information, except when information is unavailable or inappropriate, must be included in the proposal prepared by administrators or faculty:

1. Name(s) of originator(s) of proposal
2. Name of program and name of department that administers the program
3. Brief description of the program
4. Rationale for discontinuance. The rationale may be based on realignment of resources, substantial changes in the field of study, declining faculty and/or student interest, negative assessment of program quality, budgetary considerations, or other forces. The explanation need not be lengthy, but sufficient detail should be provided so that all levels of review understand the situation.
5. Qualitative data

- a. Program evaluation material from routine program assessments, accrediting agencies, and/or external consultants.
 - b. Connections to/impact upon general education, other programs, and the mission of the College if discontinued.
- 6. Quantitative data for past 5 years
 - a. Student FTEs and head counts
 - b. Class enrollment efficiency (i.e., fill) rates and frequency of course offerings
 - c. Student/faculty ratio; total cost per FTE faculty and FTE student for the program; comparison of these costs with other Oregon community Colleges offering similar programs
 - d. Retention fall-to-fall; term-to-term persistence
 - e. Number of students completing program
 - f. Job placement or transfer rates
 - g. Demand in local and regional workforce
 - h. Cost required to sustain the program at an acceptable level of quality, including faculty, staff, facilities, equipment, supplies, etc.

E. Proposal review.

1. **Initial consideration.** The provost shall review the proposal for deletion; within three business weeks, the provost shall either reject the proposal or begin the discontinuance process. If the deletion process is to begin, a discontinuance review *ad hoc* committee will be appointed within the subsequent three weeks, in accordance with the procedures outlined below. Should an external regulatory body order the discontinuance, deletion shall be considered mandated and no committee and administrative reviews are required.
2. **Discontinuance Review Ad Hoc Committee.**
 - a. **Membership.** The provost, in consultation with the Academic Council and Executive Committee of the UCCFA, shall appoint a committee with the following membership:
 - i. An Academic Council representative
 - ii. **Chief Academic Officer**, including the one whose program is under review for discontinuance
 - iii. Four faculty, two from the program and two not involved in the program or the program's department
 - iv. Two staff representatives if appropriate, one involved in the program and one not in the program or the program's department.
 - v. Two students, one in the program and one not in the program or the program's department

Upon appointment, the Committee shall select a chair and establish a meeting schedule. Meetings of the Committee shall be public.
 - b. **Purpose.** The Discontinuance Review Ad Hoc Committee gathers and evaluates all evidence from the proposal plus the following:
 - i. Response to proposal from the faculty of the program under review
 - ii. For a CTE program, feedback from its advisory committee
 - iii. Availability of similar programs at other Oregon community Colleges

- iv. Impact on students in the program and in the pipeline, including dual enrollment
 - v. Impact on under-represented groups of students
 - vi. Impact on faculty and staff positions or reassignments
 - vii. Impact on local businesses and industry
 - viii. Financial effects of discontinuance, including an estimate of the yearly costs or savings for the three years following discontinuance
 - ix. Description of how existing facilities and equipment freed by the discontinuance would be utilized
 - x. Relationship of program and its discontinuance to College strategic priorities and tactical plans
- c. **Report.** The Ad Hoc Committee creates a written report in electronic form for the provost with an analysis of the data and additional information listed in E.2.b. The report must be completed within four business weeks of its initial meeting and provide one of the following recommendations:
- i. **Continuance of the program.** Must contain a documented argument based on the evidence reviewed.
 - ii. **Continuance with qualifications.** Must contain a documented argument based on the evidence reviewed; the committee will create a timeline not longer than 18 months that incorporates actions to be undertaken by the program's faculty and Chief Academic Officer, support to be provided by the college, and the expected outcomes, which will be monitored by the provost; the ad hoc committee will re-evaluate the program at the end of the specified time.
 - iii. **Suspension.** Must contain a documented argument based on the evidence reviewed. The program will not accept new students for up to three years to allow faculty and the College time to modify the program, seek additional resources, etc., to make the program viable and sustainable. Suspension of CTE programs requires notification to CCWD according to guidelines at [http://handbook.ccwdwebforms.net/handbook/approval-guide/program-amendments-suspensions-deletions-\(cte\)](http://handbook.ccwdwebforms.net/handbook/approval-guide/program-amendments-suspensions-deletions-(cte)).
 - iv. **Deletion.** Must contain a documented argument based on evidence reviewed.
3. **Administrative review.** The provost will review the report and recommendation of the Committee and within three business weeks make a final recommendation to the president. If the provost's recommendation is to delete the program and the president concurs, the recommendation will be presented to the Board of Education. If the Board supports the deletion of the program, the Office of the Provost will begin formal notification to HECC and accrediting agencies, as appropriate.
- F. **Collective bargaining.** As this procedure impacts employment, the UCCFA and ACEUCC will be notified and given the necessary time to resolve issues of collective bargaining.
- G. **Program phase-out.** In the event a program is deleted, the provost and the Chief Academic Officer of the affected program will devise a plan that allows currently enrolled student in the program to complete their program. The plan must comply with HECC and NWCCU requirements.

References:

CCWD: [Amendments, Suspensions, Deletions](#)

NWCCU: [Teach-Out Plans and Teach-Out Agreements Policy](#)

Responsibility:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE: NONRESIDENT TUITION New BP #: 5030 Old BP # & Title: 5020 RESCIND New AP #: - Old AP # & Title: Revision Date: 12/14/2020	AREAS OF COLLABORATION <i>SLT</i>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>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.</p> <p>RESPONSIBILITY: The Chief Financial Officer is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p> <p>NEXT REVIEW</p>	<p>New Policy 5030 Broadly covers the Nonresident tuition as it covers all tuition and fees:</p> <p>The College president or designee shall make recommendations to the Board of Education on an annual basis regarding any proposed changes in tuition and fees for degree credit instruction. It is the responsibility of the Board of Education to authorize or deny such changes in tuition and fees.</p> <p>Student government representatives will be provided opportunity to make comments and suggestions in the annual review.</p> <p>In addition to the annual review, the College president or designee may propose changes in tuition and fees during the academic year if there is a fiscal exigency.</p> <p>Tuition and fee amounts shall be published online: in the college catalog, class schedule and the college's website.</p>	<p>Rescind BP 5020 as it is covered in AP 5030, Tuition and Fees.</p>

	<p>The College shall establish procedures for the collection, deposit, waiver, refund, and accounting for tuition and fees as required by law.</p> <p>The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and documented.</p>	
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POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE: NONRESIDENT TUITION New BP #: Old BP # & Title: New AP #: 5015,5030 Old AP # & Title: 5020 RESCIND Revision Date: 12/14/2020	AREAS OF COLLABORATION SLT
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>A nonresident is defined as a United States citizen or immigrant who has not established residence in Oregon 90 days prior to the beginning of classes. The Board of Education will set tuition and fees for the College. The most current tuition and fees for out-of-state residents can be found on the UCC web site. This information can also be found in the online catalog.</p>	<p>BP, AP 5015 Residence Determination and 5030, Tuition and Fees cover this subject.</p> <p>This is from BP 5015:</p> <p>The College shall enact procedures to assure that residence determinations are made in accordance with ORS 341.528 and this policy.</p> <p>In-state tuition is charged to students who:</p> <ol style="list-style-type: none"> 1. Have maintained permanent residency in Oregon for at least 90 continuous days immediately preceding the term and have demonstrated intent to reside permanently; 2. Are permanent residents of Washington, Idaho, Nevada, or California 3. Have provided documentation of tribal membership of one of the federally recognized tribes of Oregon, or 	<p>Rescind AP 5020 as it is covered in BP, AP 5015 Residence Determination and AP 5030, Tuition and Fees.</p>

	<p>4. Are veterans of the Armed Forces whose service release has occurred within 90 days preceding the term, and who permanent residence has not been established elsewhere through residency or college attendance.</p> <p>Students not meeting the requirements outlined above pay out-of-state tuition charges.</p> <p>International students are required to pay international tuition rates.</p> <p>RESPONSIBILITY:</p> <p>The Dean of Enrollment Management and Director of Registration and Records are responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p> <p>NEXT REVIEW</p>	
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BOARD POLICY

TITLE: TUITION WAIVER FOR DEPENDENTS OF VETERANS

BOARD POLICY # 5136 *(was 710.07)*

Umpqua Community College will provide a tuition waiver to:

- A. The spouse and dependent children age 23 and under (including adoptive and stepchildren) of members of all branches of the United States Armed Forces or United States Coast Guard who:
 - 1. Died while on active duty, or
 - 2. Died as a result of a military service-connected disability, or
 - 3. Is 100% permanently disabled as a result of a military service-connected disability as certified by the U.S. Department of Veterans Affairs.

OR

- B. The child (including adoptive and step-child) of a Purple Heart recipient, alive or deceased, who was relieved or discharged with either an honorable or general discharge and was awarded the Purple Heart in 2001 or thereafter for wounds received in combat.

REFERENCES: ORS 350.285

RESPONSIBILITY:

The Assistant Vice President of Enrollment and Student Services 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:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE: Tuition Waiver for Dependents of Veterans New BP #: 5136 Old BP # & Title: 710.07 New AP #: Old AP # & Title: Revision Date: 1/4/2021	AREAS OF COLLABORATION <i>SLT, Provost, Director of Financial Aid</i> <i>Needs new number under Chapter 5</i>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>Umpqua Community College will provide a tuition waiver to:</p> <p>1. The spouse and dependent children age 23 and under (including adoptive and stepchildren) of members of all branches of the United States Armed Forces or United States Coast Guard who:</p> <p>a) Died while on active duty, or</p> <p>b) Died as a result of a military service-connected disability, or</p> <p>c) Is 100% permanently disabled as a result of a military service-connected disability as certified by the U.S. Department of Veterans Affairs.</p> <p>OR</p> <p>2. The child (including adoptive and step-child) of a Purple Heart recipient, alive or deceased, who was relieved or discharged with either an honorable or general discharge and was awarded the Purple Heart in 2001 or thereafter for wounds received in combat.</p> <p>RESPONSIBILITY:</p>	<p>None</p>	<p>Umpqua Community College will provide a tuition waiver to:</p> <p>1. The spouse and dependent children age 23 and under (including adoptive and stepchildren) of members of all branches of the United States Armed Forces or United States Coast Guard who:</p> <p>a) Died while on active duty, or</p> <p>b) Died as a result of a military service-connected disability, or</p> <p>c) Is 100% permanently disabled as a result of a military service-connected disability as certified by the U.S. Department of Veterans Affairs.</p> <p>OR</p> <p>2. The child (including adoptive and step-child) of a Purple Heart recipient, alive or deceased, who was relieved or discharged with either an honorable or general discharge and was awarded the Purple Heart in 2001 or thereafter for wounds received in combat.</p> <p>References: ORS 350.285</p>

<p>The Director of Financial Aid is responsible for carrying out this policy and updating it when rules dictate change. Additional requirements and limitations for this waiver will be outlined in the corresponding Administrative Procedure.</p>		<p>RESPONSIBILITY: The Director of Financial Aid is responsible for carrying out this policy and updating it when rules dictate change. Additional requirements and limitations for this waiver will be outlined in the corresponding Administrative Procedure.</p>
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BOARD POLICY

TITLE: STUDENT EMAIL ACCOUNTS

BOARD POLICY # 5150 *(was 705)*

Umpqua Community College provides an e-mail account to each student which serves as the official vehicle of communication from the College.

Umpqua Community College reserves the right to suspend student access to and/or permanently delete student e-mail accounts for violations of Board Policy 3720 Computer and Network Use, or if an account is not accessed or used within a time period set by the College.

RESPONSIBILITY:

The Director of Information Technology 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:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

TITLE: Student Email Accounts New BP #: 5047 Old BP # & Title: 705 Student Email Accounts New AP #: Old AP # & Title: Revision Date: 1/6/2021	AREAS OF COLLABORATION <i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>Umpqua Community College provides an e-mail account to each student which serves as the official vehicle of communication from the College.</p> <p>Umpqua Community College reserves the right to suspend student access to and/or permanently delete student e-mail accounts for violations of Board Policy 348 Information Technology Acceptable Use, or if an account is not accessed or used within a time period set by the College.</p>	N/A	<p>Umpqua Community College provides an e-mail account to each student which serves as the official vehicle of communication from the College.</p> <p>Umpqua Community College reserves the right to suspend student access to and/or permanently delete student e-mail accounts for violations of Board Policy 3720 computer and network use, or if an account is not accessed or used within a time period set by the College.</p>



ADMINISTRATIVE PROCEDURE

TITLE: Student E-mail Accounts

ADMINISTRATIVE PROCEDURE # 5150 *(was 705)*

RELATED TO POLICY # 5150

The e-mail account is created but never accessed:

If an Umpqua Community College student e-mail account is not accessed or used within 12 months of the date the account was created, the e-mail account may be permanently deleted. No notification will be sent to the student or the e-mail account prior to deleting the account. Deleted account content is non-recoverable.

The e-mail account has been accessed or used by the student:

If an Umpqua Community College student e-mail account has not been accessed by the student for a period of 36 months, the account may be permanently deleted, without regard for any content that may be stored within the account. One (1) email notification, stating that Umpqua Community College intends to delete the account, will be sent to the e-mail account 30 to 45 days prior to the date the account is deleted. Deleted account content is non-recoverable.

The student violates any provision of Board Policy 3720 Computer and Network Use, its associated Administrative Procedure or provisions of the Student Code of Conduct:

Umpqua Community College may suspend access to and/or delete the student e-mail account.

Note:

Umpqua Community College does not maintain backups of student e-mail account content and is not responsible for any content lost when student e-mail accounts are deleted.

RESPONSIBILITY:

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

NEXT REVIEW DATE:
DATE OF ADOPTION:

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

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

TITLE: Student Email Accounts New BP #: Old BP # & Title: New AP #: 5047 Old AP # & Title: 705 Student Email Accounts Revision Date: 1/6/2021	AREAS OF COLLABORATION <i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>The e-mail account is created but never accessed:</p> <p>If an Umpqua Community College student e-mail account is not accessed or used within 12 months of the date the account was created, the e-mail account may be permanently deleted. No notification will be sent to the student or the e-mail account prior to deleting the account. Deleted account content is non-recoverable.</p> <p>The e-mail account has been accessed or used by the student:</p> <p>If an Umpqua Community College student e-mail account has not been accessed by the student for a period of 36 months, the account may be permanently deleted, without regard for any content that may be stored within the account. One (1) email notification, stating that Umpqua Community College intends to delete the account, will be sent to the e-mail account 30 to 45 days prior to the date the account is deleted. Deleted account content is non-recoverable.</p>	<p>N/A</p>	<p>The e-mail account is created but never accessed:</p> <p>If an Umpqua Community College student e-mail account is not accessed or used within 12 months of the date the account was created, the e-mail account may be permanently deleted. No notification will be sent to the student or the e-mail account prior to deleting the account. Deleted account content is non-recoverable.</p> <p>The e-mail account has been accessed or used by the student:</p> <p>If an Umpqua Community College student e-mail account has not been accessed by the student for a period of 36 months, the account may be permanently deleted, without regard for any content that may be stored within the account. One (1) email notification, stating that Umpqua Community College intends to delete the account, will be sent to the e-mail account 30 to 45 days prior to the date the account is deleted. Deleted account content is non-recoverable.</p>

<p>The student violates any provision of Board Policy 348 Information Technology Acceptable use, its associated Administrative Procedure or provisions of the Student Code of Conduct:</p> <p>Umpqua Community College may suspend access to and/or delete the student e-mail account.</p> <p>Note:</p> <p>Umpqua Community College does not maintain backups of student e-mail account content and is not responsible for any content lost when student e-mail accounts are deleted.</p>		<p>The student violates any provision of Board Policy 3720 Computers and Network Use, its associated Administrative Procedure or provisions of the Student Code of Conduct:</p> <p>Umpqua Community College may suspend access to and/or delete the student e-mail account.</p> <p>Note:</p> <p>Umpqua Community College does not maintain backups of student e-mail account content and is not responsible for any content lost when student e-mail accounts are deleted.</p>
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BOARD POLICY

TITLE: ADMINISTRATIVE EMPLOYEES

BOARD POLICY # 7240 *(includes parts of 300; 311.04; 316)*

A. Definitions.

1. **Administrative employees** of the College are non-represented employees who are either administrators or confidential employees, described below
 - a. Administrators have leadership, management and/or program oversight responsibilities, and meet the definition of “supervisory employee” under the Public Employee Collective Bargaining Act. A “supervisory employee” is “any individual having authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or responsibly to direct them, or to adjust their grievances, or effectively to recommend such action, if in connection therewith, the exercise of the authority is not of a merely routine or clerical nature but requires the use of independent judgment.” ORS 243.650(23).
 - b. A “confidential employee” is “one who assists and acts in a confidential capacity to a person who formulates, determines and effectuates management policies in the area of collective bargaining.” ORS 243.650(6).
2. **Exempt employees**, as defined by state and federal wage and hour laws, are paid on a salary basis and are not entitled to receive overtime pay for hours worked. All administrators are exempt employees.
3. **Representation.** Administrative employees, as defined above, are not eligible for inclusion in a bargaining unit represented by an exclusive representative and the terms and conditions of their employment are not controlled by any collective bargaining agreement.
4. **Compensation.** Administrative employees are employed by the College on an annual contract basis, with the exception of the President’s contract, the terms of which are determined by the Board of Education. Compensation for administrative employees shall be set by the Board of Education upon recommendation by the College President.
5. **Terms and Conditions of Employment.** The terms and conditions of employment for administrative employees shall include, but not be limited to, procedures for evaluation and rules regarding transfers and reassignments. Administrative employees shall be

entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the College.

REFERENCES:

- NWCCU Standard 2.A.11
- ORS 243.650
- Public Employees Collective Bargaining Act, ORS 243.650(6)

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:**

TITLE: ADMINISTRATIVE —EXEMPT—EMPLOYEES BOARD POLICY # 7240 *includes parts of 300 and 311.04; 316*

1. Definitions.

a. Administrative employees of the College are non-represented employees who are either administrators or confidential employees, described below

i. Administrators have leadership, management and/or program oversight responsibilities, and meet the definition of “supervisory employee” under the Public Employee Collective Bargaining Act. ~~employees who have leadership, management and/or program oversight responsibilities.~~ A “supervisory employee” is “any individual having authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or responsibly to direct them, or to adjust their grievances, or effectively to recommend such action, if in connection therewith, the exercise of the authority is not of a merely routine or clerical nature but requires the use of independent judgment.” ORS 243.650(23).

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ii. A “confidential employee” ~~”~~is “one who assists and acts in a confidential capacity to a person who formulates, determines and effectuates management policies in the area of collective bargaining.” ORS 243.650(6).

~~Administrators are employed by the College on an annual contract basis, with the exception of the president’s contract, the terms of which are determined by the Board of Education. Confidential employees are those who meet the definition under the Public Employees Collective Bargaining Act: “[O]ne who assists and acts in a confidential capacity to a person who formulates, determines and effectuates management policies in the area of collective bargaining.”~~

b. Exempt employees, as defined by state and federal wage and hour laws, are paid on a salary basis and are not entitled ~~under state and federal law~~ to receive ~~a minimum wage or~~ overtime pay for hours worked. All administrators are exempt employees. **[NOTE: I REMOVED ADMINISTRATIVE EMPLOYEES BECAUSE YOUR CONFIDENTIAL EMPLOYEES MAY NOT BE EXEMPT.]**

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1. ~~Only administrators designated by the President to represent the College in collective bargaining are considered confidential employees.~~
2. **Confidentiality.** While the term “confidential employee” only refers to those administrators described in 1c, all administrators are expected to maintain confidentiality of sensitive information.

2. Responsibilities.

~~a. Administrative exempt employees~~ exercise direct responsibility for supervising the operation of or formulating policy regarding a program, department, division, or office of

~~the College. Administrative staff shall promote the coordination of activities of the component parts of the institution to prevent duplication of effort and ensure that the total institution meets the College mission, vision, values and strategic plan.~~

~~b. **Administrative/confidential-exempt** employees are required to develop or represent management policies, procedures, and viewpoints when dealing with employer-employee relations, or have duties that normally require access to confidential information that is used to contribute significantly to the development of management viewpoints, stances, or approaches to labor relations.~~

7240 ADMINISTRATIVE – EXEMPT EMPLOYEES Page 2 of 2

3. Representation. Administrative-~~exempt~~ employees, as defined above, are not eligible for inclusion in a bargaining unit represented by an exclusive representative and the terms and conditions of their employment are not controlled by any collective bargaining agreement.

4. Compensation. Administrative employees are employed by the College on an annual contract basis, with the exception of the President's contract, the terms of which are determined by the Board of Education. ~~Administrative-Exempt Employees shall be compensated in the manner provided for by the contract of employment.~~

Compensation for administrative employees shall be set by the Board of Education upon recommendation by the College President.

5. Terms and Conditions of Employment. The terms and conditions of employment for administrative-~~exempt~~ employees shall include, but not be limited to, procedures for evaluation and rules regarding transfers and reassignments. Administrative-~~Exempt~~ eEmployees shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the College.

References:

NWCCU Standard 2.A.11

ORS 243.650

Public Employees Collective Bargaining Act, ORS 243.650(6)

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: 12/11/2019 DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: NEPOTISM

BOARD POLICY # 7310 *(was 302.05)*

In accordance with ORS 659A.309, the College shall not refuse to hire as an employee, or discriminate in terms and conditions of employment (including promotions, transfers, etc.), with respect to any person on the basis that a member of the person's family works or has worked for the College. As a limited exception, the College may refuse to hire, promote, transfer, etc. if such action would place one of the family members in a position of being subject to supervisory, appointment or grievance adjustment authority in relation to the other.

For purposes of this policy, "member of a person's family" means a spouse, son, daughter, parent, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, parent-in-law, aunt, uncle, niece, nephew, stepparent or stepchild of an individual. For purposes of this administrative procedure, it also includes persons who reside with each other.

REFERENCES: ORS 244.175 to 244.179

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:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE:	Nepotism
New BP #:	7310
Old BP # & Title:	302.05 Nepotism
New AP #:	
Old AP # & Title:	
Revision	
Date:	10/4/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>Umpqua Community College does not refuse to employ more than one member of a family on the basis of family relationships alone. The best qualified person is actively recruited for all positions. However, Board members and employees will not actively recruit, screen or hire members of their family, nor will members of the same family work in a supervisor/subordinate relationship. The following people are considered family members for the</p>	<p><i>NOTE: Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture.</i></p> <p>The [entity] does not prohibit the employment of a relative or member of household of a current employee of the college, with the exception that a college employee acting in their official capacity may not supervise a person who is a relative or member of household. In addition, a college employee may not participate in personnel decisions relating to a relative or member of household. These restrictions do not apply to unpaid volunteer positions with the [entity].</p> <p>Personnel decisions include appointment, employment, promotion, discharge, firing or demotion of the relative or member of the household, and include participation in any</p>	<p>In accordance with ORS 659A.309, the College shall not refuse to hire as an employee, or discriminate in terms and conditions of employment (including promotions, transfers, etc.), with respect to any person on the basis that a member of the person's family works or has worked for the College. As a limited exception, the College may refuse to hire, promote, transfer, etc. if such action would place one of the family members in a position of being subject to supervisory, appointment or grievance adjustment authority in relation to the other.</p> <p>For purposes of this policy, "member of a person's family" means a spouse, son, daughter, parent, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, parent-in-law, aunt, uncle, niece, nephew, stepparent or stepchild of an individual. For purposes of this administrative procedure, it also includes persons who reside with each other. [YOU CAN INCLUDE THIS IF YOU WANT, BUT IT'S NOT REQUIRED UNDER THE STATUTE. DO YOU ALSO WANT TO INCLUDE THAT EMPLOYEES ARE PROHIBITED FROM BEING IN A DATING OR SEXUAL</p>

<p>purposes of this policy: husband, wife, domestic partner, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, stepparent or stepchild or equivalent relatives of an employee with a domestic partner.</p> <p>DATE OF ADOPTION: DATE(S) OF REVISION(S): DATE OF LAST REVIEW: 04/13/11 by Board</p>	<p>interview, discussion or debate related to these personnel decisions.</p> <p>Relative means spouse, parents, step-parents, children, siblings, step-siblings, sons-in-laws, daughters-in-laws, individuals for whom the employee has a legal support obligation, or anyone for whom the employee provides benefits arising from their employment. This definition applies to both the employee and the spouse of the employee.</p> <p>Member of household means any person who resides with the employee.</p> <p>The [entity] will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest.</p> <p>Notwithstanding the above, the [entity] retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place a relative or member of household in the same department, division or facility. The [entity] retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.</p>	<p>RELATIONSHIP IF ONE OF THE PERSONS HAS DIRECT OR INDIRECT SUPERVISORY AUTHORITY OVER THE OTHER, AND THAT EMPLOYEES MUST DISCLOSE THE POTENTIAL FOR SUCH RELATIONSHIPS BEFORE THEY OCCUR?]</p> <p>[I REMOVED THIS BECAUSE CONCERNS REGARDING SAFETY, MORALE, ETC. ARE NOT EXCEPTIONS UNDER THE STATUTE.]</p> <p>References: ORS 244.175 to 244.179</p> <p>Responsibility The Director of Human Resources has the responsibility to implement and update this policy and its associated procedure(s).</p>
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BOARD POLICY

TITLE: CONFLICT OF INTEREST

BOARD POLICY # 7315

Employees of the College shall adhere to state and federal laws relating to financial conflict of interest and government ethics. College employees shall declare actual and potential conflicts of interest as provided in AP 7315 prior to taking any action when an actual or potential conflict of interest exists.

REFERENCES:

NWCCU Standards 2.A.4 and 2.A.23
 ORS 244.010 to ORS 244.047
 OAR 199, Division 5 (Gifts), Chapter 20
 Oregon Government Ethics Commission "Guide for Public Officials"
 2 Code of Federal Regulations Part 200.318(c)(1)

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: Conflict of Interest

BOARD POLICY # 7315

Employees of the College shall adhere to state and federal laws relating to financial conflict of interest and government ethics. College employees shall declare actual and potential conflicts of interest as provided in AP 7315~~on the record~~ prior to taking any action when an actual or potential conflict of interest exists.

References:

NWCCU Standards 2.A.4 and 2.A.23
 ORS 244.010 to ORS 244.047
 OAR 199, Division 5 (Gifts), Chapter 20
 Oregon Government Ethics Commission "Guide for Public Officials"
 2 Code of Federal Regulations Part 200.318(c)(1)

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:



ADMINISTRATIVE PROCEDURE

TITLE: Employee Conflict of Interest

ADMINISTRATIVE PROCEDURE # 7315

RELATED TO POLICY # 7315 CONFLICT OF INTEREST

A. Definitions under ORS Chapter 244.

1. **Potential Conflict of Interest:** Any action or any decision or recommendation by a person acting in a capacity as an employee of the College, the effect of which **could** be to the private financial benefit or detriment of the employee or the employee's relative (defined below), or a business with which the employee or the employee's relative is associated, unless the financial benefit or detriment arises out of the following:
 - a. An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the employee of the office or position.
 - b. Any action in the employee's official capacity that would have an equivalent effect on all inhabitants of the state, or on a smaller class (e.g. industry or occupation group) in which the employee, or the employee's relative, or the employee's or relative's business, is a member or is engaged.
 - c. Membership in or membership on the board of directors of a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.
2. **Actual Conflict of Interest:** Any action or any decision or recommendation by an employee, the effect of which **would** be to the private pecuniary benefit or detriment of the employee or the employee's relative, or any business with which the employee or a relative of the employee is associated unless the pecuniary benefit or detriment arises out of circumstances described above.
3. **Relative:** The spouse of the public official, or the parent, step-parent, child, step-child, sibling, step-sibling, son-in-law or daughter-in-law of the employee or the spouse of the employee; individuals for whom the employee has a legal support

obligation, or anyone for whom the employee provides benefits arising from their employment.

4. **Business:** Any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual and any other legal entity operated for economic gain but excluding any income-producing not-for-profit corporation that is tax exempt under section 501(c) of the Internal Revenue Code with which an employee or employee's relative is associated only as a member or board director or in a nonremunerative capacity.
 5. **Gift:** Something of economic value that is offered to an employee or employee's relative, or members of the employee's household without cost, or at a discount, or as forgiven debt, if the same offer is not available to the general public.
 6. **Legislative or administrative interest:** An economic interest, distinct from that of the general public, in any matter subject to the decision or vote of the employee acting in the capacity as an employee.
 7. **Officially sanctioned:** Written approval given by a person authorized by the public body to give approval such as a supervisor or the college's Board of Education.
 8. **Representing the college:** The employee is participating in an event on behalf of the college in their capacity as an employee.
- B. Financial Conflict of Interest.** Employees of the college who are involved in matters in their official capacity that give rise to a potential or actual financial conflict of interest, as defined above, must provide written disclosure of the conflict to their Department Head. After receiving such disclosure, the college shall designate an alternate employee to dispose of the matter, or direct the employee to address the matter as specified by their supervisor.
- C. Gifts.** Employees of the College and their relatives are prohibited from accepting gifts of a value greater than \$50 from a single source during a calendar year from any person that can reasonably be known to have a legislative or administrative interest, as defined above, in a decision before the individual employee in their capacity as an employee. Meals (food and beverage) and entertainment are considered gifts and are subject to the annual limitation.

The following are not considered "gifts:"

1. Campaign contributions
2. Gifts from relatives or members of the public official's household
3. Unsolicited tokens or awards of appreciation if value is less than \$25
4. Admission and meals provided to a public official when they are invited to attend a reception, meal or meeting held by an organization when the public official is attending as representative of the college. This exception does not apply to private meals with small numbers of participants.

5. Informational material, publications or subscriptions related to the public official's position
6. Expenses paid by a government entity, membership organization to which the college pays dues, or a non-profit corporation for attendance at a convention, fact-finding trip, or other meeting if the public official is delivering a speech, making a presentation, participating in a panel, or representing the college
7. Reasonable food, travel or lodging expenses paid to a public official, a relative, member of the household, or staff when the public official is representing the college on an officially sanctioned trade-promotion or fact-finding mission, or in official negotiations or economic development activities.
8. Expenses provided by a public official to another public official for travel in state to and from an event that is related to the person's official office and in which that person participates in their official capacity
9. Food and beverage provided at a reception (e.g. social gathering) where the food and beverage are an incidental part of the reception.
10. Entertainment that is an incidental part of another event or in which the public official has been invited to participate in their official capacity (i.e., throwing out the first ball at a baseball game)
11. Gifts offered as part of the usual and customary practice of a person's private business, employment or volunteer position that bears no relationship to the public official's official position

D. Statement of Economic Interest. The President and Chief Financial Officer of the College are required under Oregon law to file an Annual Verified Statement of Economic Interest with the Oregon Government Ethics Commission prior to April 15 of each year in the form required by the Commission. The Director of Human Resources shall serve as the designated contact person for the College and will provide annual written notification to the Commission no later than February 15 of the name, position or office held and mailing address of each individual required to file the Annual Verified Statement of Economic Interest form.

E. Contracts Supported by Federal Funds. No employee or agent of the College may participate in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, agent, any member of their immediate family, their partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees and agents of the College may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Disciplinary action will be taken for violations of such standards by employees or agents of the College.

REFERENCES:

- ORS 244.010 to 244.047; ORS 244.120 to 244.130; ORS 244.175 to 244.179
- ORS 244.050 to 244.115
- OAR 199, Division 5 (Gifts), Chapter 20
- Oregon Government Ethics Commission “Guide for Public Officials”
- 2 Code of Federal Regulations Part 200.318(c)(1)

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:**



ADMINISTRATIVE PROCEDURE

TITLE: Employee Conflict of Interest

ADMINISTRATIVE PROCEDURE # 7315

RELATED TO POLICY # 7315 CONFLICT OF INTEREST

1. Definitions under ORS Chapter 244.

- a. **Potential Conflict of Interest:** Any action or any decision or recommendation by a person acting in a capacity as an employee ~~public official~~ of the College, the effect of which **could** be to the private ~~pecuniary~~ financial benefit or detriment of the ~~employee person~~ or the employee's person's relative (defined below), or a business with which the ~~employee person~~ or the ~~employee person's~~ relative is associated, unless the ~~financial~~ pecuniary benefit or detriment arises out of the following:
 - i. An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the ~~employee person~~ of the office or position.
 - ii. Any action in the ~~employee person's~~ official capacity that would have an equivalent effect on which would affect to the same degree a class consisting of all inhabitants of the state, or on a smaller class (e.g. consisting of an industry or, occupation or other group) including one of which or in which the ~~employee person~~, or the ~~employee person's~~ relative, or the employee's or relative's business, ~~with which the person or the person's relative is associated~~, is a member or is engaged.
 - iii. Membership in or membership on the board of directors of a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.
- b. **Actual Conflict of Interest:** Any action or any decision or recommendation by an employee person acting in a capacity as a public official, the effect of which **would** be to the private pecuniary benefit or detriment of the ~~employee person~~ or the ~~employee's person's~~ relative, or any business with which the ~~employee person~~ or a relative of the ~~employee person~~ is associated unless the pecuniary benefit or detriment arises out of circumstances described above.

- c. **Relative:** ~~The spouse of the public official, or the domestic partner,~~ parents, step-parents, children, step-children, siblings, step-siblings, sons-in-laws ~~or,~~ daughters-in-law ~~of the employee or the spouse of the employees;~~ brothers-in-law, sisters-in-law, mothers-in-law, fathers-in-law, aunt, uncle, individuals for whom the employee has a legal support obligation, or anyone for whom the employee provides benefits arising from their employment. ~~This definition applies to both the employee and to the spouse/domestic partner of the employee; i.e., the definition of listed relatives applies to the equivalent relatives of the employee's domestic partner.~~
 - d. **Business:** Any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual and any other legal entity operated for economic gain but excluding any income-producing not-for-profit corporation that is tax exempt under section 501(c) of the Internal Revenue Code with which an ~~employee public official~~ or ~~employee's~~ relative ~~of the public official~~ is associated only as a member or board director or in a nonremunerative capacity.
 - e. **Gift:** Something of economic value that is offered to an ~~employee public official~~ or ~~employee's~~ relative ~~s~~ or members of the ~~employee's~~ household ~~of a public official or candidate~~ without cost, or at a discount, or as forgiven debt, ~~if and~~ the same offer is not ~~made or~~ available to the general public ~~who are not public officials.~~
 - f. **Legislative or administrative interest:** An economic interest, distinct from that of the general public, in any matter subject to the decision or vote of the ~~employee public official~~ acting in the ~~public official's~~ capacity as an ~~employee public official.~~
 - g. **Officially sanctioned:** Written approval given by a person authorized by the public body to give approval such as a supervisor or the college's Board of Education.
 - h. **Representing the college:** The ~~employee public official~~ is participating in an event on behalf of the college in their capacity as an ~~employee public official.~~
2. **Financial Conflict of Interest.** Employees of the college who are involved in matters in their official capacity that give rise to a potential or actual financial conflict of interest, as defined above, must provide written disclosure of the conflict to their- Department Head supervisor. After receiving such disclosure, ~~t~~The college shall designate an alternate must find another employee to dispose of the matter, or direct the employee to address the matter as specified by their supervisor.
 3. **Gifts.** Employees of the College and their relatives are prohibited from accepting gifts of a value greater than \$50 from a single source during a calendar year from any person that can reasonably be known to have a legislative or administrative interest, as defined above, in a decision before the individual employee in their capacity as an employee as a public official. Meals (food and beverage) and entertainment are considered gifts and are subject to the annual limitation.

The following are not considered "gifts:."

- a. Campaign contributions
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 - d. Admission and meals provided to a public official when they are invited to attend a reception, meal or meeting held by an organization when the public official is attending as representative of the college. This exception does not apply to private meals with small numbers of participants.
 - e. Informational material, publications or subscriptions related to the public official's position
 - f. Expenses paid by a government entity, membership organization to which the college pays dues, or a non-profit corporation for attendance at a convention, fact-finding trip, or other meeting if the public official is delivering a speech, making a presentation, participating in a panel, or representing the college
 - g. Reasonable Food, travel or lodging expenses paid to a public official, a relative, member of the household, or staff when the public official is representing the college on an officially sanctioned trade-promotion or fact-finding mission, or in official negotiations or economic development activities.
 - h. Expenses provided by a public official to another public official for travel in state to and from an event that is related to the person's official office and in which that person participates in their official capacity
 - i. Food and beverage provided at a reception (e.g. social gathering) where the food and beverage are an incidental part of the reception.
 - j. Entertainment that is an incidental part of another event or in which the public official has been invited to participate in their official capacity (i.e., throwing out the first ball at a baseball game)
 - k. Gifts offered as part of the usual and customary practice of a person's private business, employment or volunteer position that bears no relationship to the public official's official position
4. **Statement of Economic Interest.** The President and Chief Financial Officer of the College are required under Oregon law to file an Annual Verified Statement of Economic Interest with the Oregon Government Ethics Commission prior to April 15 of each year in the form required by the Commission. The Director of Human Resources shall serve as the designated contact person for the College and will provide annual written notification to the Commission no later than February 15 of the name, position or office held and mailing address of each individual required to file the Annual Verified Statement of Economic Interest form.
5. **Contracts Supported by Federal Funds.** No employee or agent of the College may participate in the selection, award, or administration of a contract supported by a

federal award if they have a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, agent, any member of their immediate family, their partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees and agents of the College may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Disciplinary action will be taken for violations of such standards by employees or agents of the College.

References:

ORS 244.010 to 244.047; ORS 244.120 to 244.130; ORS 244.175 to 244.179
 ORS 244.050 to 244.115
 OAR 199, Division 5 (Gifts), Chapter 20
 Oregon Government Ethics Commission "Guide for Public Officials"
 2 Code of Federal Regulations Part 200.318(c)(1)

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: COMMUNICABLE DISEASE - EMPLOYEES

BOARD POLICY # 7330 *(was 309)*

UCC shall take action involving persons who have communicable diseases based on current and well-informed medical judgments and government-issued orders and guidance concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighting of the identified risks and the available alternative for responding to the person with a communicable disease.

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:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE: Communicable Disease - Employees New BP #: 7330 Old BP # & Title: New AP #: Old AP # & Title: 309 Communicable Diseases Revision Date: 10/30/2019	AREAS OF COLLABORATION <i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>UCC shall take action involving persons who have communicable diseases based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighting of the identified risks and the available alternative for responding to the person with a communicable disease.</p> <p>DATE OF ADOPTION: 7/12/2013 DATE(S) OF REVISION(S): 10/12/10 DATE OF LAST REVIEW:</p>	<p>References:</p> <p>No specific Oregon statute for employees</p> <p>NOTE: <i>Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture.</i></p> <p>[Insert any communicable disease screening requirements that are a prerequisite to employment, and any ongoing requirements for communicable disease screening]</p> <p>Adopted:</p>	<p>UCC shall take action involving persons who have communicable diseases based on current and well-informed medical judgments and government-issued orders and guidance concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighting of the identified risks and the available alternative for responding to the person with a communicable disease.</p> <p>Responsibility: The Director of Human Resources is responsible for implementing and updating this policy and associated procedures.</p> <p>DATE OF ADOPTION: 7/12/2013 DATE(S) OF REVISION(S): 10/12/10 DATE OF LAST REVIEW:</p>