

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

Information Item

Action Item

Subject: Second Reading of Policies

Date: April 14, 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
N/A	5020	Nonresident Tuition – delete	8-9
710.07	5136	Tuition Waiver for Dependents of Veteran	12
705	5150	Student Email Accounts	13
300; 311.04; 316	7240	Administrative Employee	15-16
302.05	7310	Nepotism	17
N/A	7315	Conflict of Interest	18
309	7330	Communicable Disease – Employee	23

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	5-7
N/A	5020	Nonresident Tuition – delete	10-11
705	5150	Student Email Accounts	14
N/A	7315	Employee Conflict of Interest	19-22

See 2nd 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 <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>
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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>	<p>None</p>	<p>RESCIND.</p>

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

<p>TITLE: Tuition and Fees Refunds</p> <p>New BP #: Old BP # & Title: 710.02 RESCIND</p> <p>New AP #: AP 5030 Old AP # & Title:</p> <p>Revision Date: 12/14/2020</p>	<p>AREAS OF COLLABORATION</p> <p><i>SLT</i></p>
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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).

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



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
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 <i>SLT</i>
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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. 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. Students not meeting the requirements outlined above pay out-of-state tuition charges. International students are required to pay international tuition rates.</p> <p>RESPONSIBILITY: 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:



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:



ADMINISTRATIVE PROCEDURE

TITLE: Student E-mail Accounts

ADMINISTRATIVE PROCEDURE # 5150 *(was 705)*

RELATED TO POLICY # 5150

A. 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.

B. 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.

C. 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:**



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:



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:



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:



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:



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).

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