BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

___ Information Item

_X_ Action Item

Subject: Consent Agenda (3 pages)

Date: March 11, 2020

Recommend approval of:

1. Minutes of College Board Meeting of February 12, 2020 — pp 1-3
2. Minutes of College Special Board Meeting of February 26, 2020 — pp 4-5
3. Personnel Actions — p 6
4. The following policies are coming to the Board for a second reading: — pp 7-101

Old #	New #	Title
600.4	3310	Records, Retention and Destruction
404	3440	Animals on Campus
N/A	5200	Student Health Services (No AP)
N/A	5210	Communicable Disease – Students
N/A	5400	Associated Students Organization
N/A	5410	Associated Students Elections
N/A	5420	Associated Students Finance
740	5610	Voter Registration & Information
600.05	6300	Fiscal Management
N/A	6316	Debt Issuance and Management
601	6330	Purchasing

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

Old #	New #	Title
N/A	3310	Records, Retention and Destruction
404	3440	Animals on Campus
N/A	5210	Communicable Disease – Students
N/A	5400	Associated Students Organization
N/A	5410	Associated Students Elections
N/A	5420	Associated Students Finance
740	5610	Voter Registration & Information
600.05	6300	Fiscal Management
N/A	6316	Tax-Exempt Compliance
601	6330	Purchasing
601.1	6331	Credit Card Use
319.03 BP/AP	7345	Vacation Leave for Administrative / Confidential-Exempt

Recommendation by: Lorynne Wilgus

Approved for Consideration: Debra A. Thatcher

BOARD OF EDUCATION **UMPQUA COMMUNITY COLLEGE** **DOUGLAS COUNTY, OREGON**	___ Information Item _X__ Action Item
Subject: Consent Agenda, page 2 Second Reading of Board Policies	Date: March 11, 2020

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

OLD	NEW	TITLE	Pages 102-149
100	2000	Organization and Authority	
100.01	2010	Board of Education Membership	
100.03	2100	Board of Education Elections	
100.05	2110	Vacancies on the Board of Education	
100.05	2110AP	Vacancies on the Board of Education	
100.1	2200	Board of Education Duties and Responsibilities	
100.04, .11, .12, .13	2210	Board of Education Officers	
100.06	2220	Committees of the Board of Education	
N/A	2305	Board of Education Annual Organizational Meeting	
103	2310	Regular Meetings of the Board of Education	
103.01	2310AP	Regular Meetings	
103.02	2315	Closed Executive Sessions	
103.03	2320	Special Meetings	
103.03, .04	2320AP	Special and Emergency Meetings	
103AP	2330	Quorum and Voting	
103.05	2340	Agendas	
103.05AP	2345	Public Participation at Board of Education Meetings	
103AP	2350	Speakers	
103AP	2355	Decorum	
103.06	2360	Minutes	
101, 101.01, 102	2410	Board Policies and Administrative Procedures	
100.07, 14	2430	Delegation of Authority to the President	
N/A	2431	Selection of the President	
N/A	2432	~~Succession~~ Designation of Acting President	
N/A	2435	Evaluation of the President	
N/A	2610	Presentation of Initial Collective Bargaining Proposals	
N/A	2610AP	Presentation of Initial Collective Bargaining Proposals	
104	2710	Conflict of Interest	
104	2710AP	Conflict of Interest	
100.08	2715	Code of Ethics / Standards of Practice	
N/A	2716	Board of Education Political Activity	
N/A	2717	Personal Use of Public Resources - Board of Education	
100.07	2720	Communications Among Board of Education Members	
100.09	2725	Board of Education Member Compensation	
N/A	2735	Board of Education Member Travel	
100.17	2745	Board of Education Self Evaluation	
107	2800	Separation of College and Foundation	

Recommendation by:	Approved for Consideration: Debra K. Thatcher

BOARD OF EDUCATION **UMPQUA COMMUNITY COLLEGE** **DOUGLAS COUNTY, OREGON**	___ Information Item _X_ Action Item
Subject: Consent Agenda, page 3 Policies to be deleted	Date: March 11, 2020

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

#	Title	Pages # 150-151
100.15	Legal Counsel	
106	Association Memberships	

Recommendation by:	Approved for Consideration:
	Debra K. Thatcher

UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
February 12, 2020

The Umpqua Community College Board of Education met on Wednesday, February 12, 2020, in Room 101 of the Bonnie J. Ford Health, Nursing, & Science Center at Umpqua Community College in Roseburg, Oregon. Board Chair Loosley called the meeting to order at 4:30 p.m. and the pledge of allegiance was given.

Directors present: Doris Lathrop, Twila McDonald, Erica Mills, Randy Richardson, and Steve Loosley
Directors excused: Guy Kennerly and David Littlejohn

Others present:

Debra Thatcher	Danielle Haskett	Natalya Brown	Jennifer Lantrip
Robynne Wilgus	Emily Fiocco	Steve Rogers	Joy Yori
Cathy Chapman	April Hamlin	Tiffany Coleman	Craig Jackson

Citizen Comments – There were none.

Consent Agenda

1. Minutes of College Board Meeting of Dec. 11, 2019
2. Minutes of College Board Retreat on Jan. 23, 2020
3. Personnel Actions
4. Policies - second reading:

Old #	New #	Title
N/A	3120	Reports to the Board of Education
N/A	5010	Admissions and Concurrent Enrollment
N/A	5015	Residence Determination
710	5020	Nonresident Tuition
704	5075	Course Adds and Drops
N/A	5110	Mental Health Services
N/A	5140	Accessibility Services
N/A	5205	Student Accident Insurance
N/A	7240	Administrative / Confidential-Exempt Employees

The Consent Agenda was approved by general consent; the items are attached to the permanent minutes.

Changes to the agenda – Board Policies, agenda item IX.C., will be reviewed in an upcoming special board meeting. Policies, agenda item IX.D., were moved to the end of the agenda and 6700 BP & AP were withdrawn from the first reading.

STANDING REPORTS

- **ASUCC, ACEUCC, UCCFA, AND UCCPTFA:** No report

- **OCCA – Dir. Lathrop:** The OCCA Board meeting was held on the previous Friday. There was a discussion regarding K-12 partnerships and the results from Hope Center survey were reviewed. A student panel suggested contact information for food/housing resources be included on syllabi.
- **President – Dr. Thatcher:** Enrollment information was reviewed. Basic needs survey results were reviewed. UCC has Pathways to Opportunity to help students connect to support services. The survey shows UCC students experience higher basic needs insecurity than students at the statewide and national levels.
- **Chair – Chair Loosley:** Dir. Kennerly and Chair Loosley are working with the Roseburg Schools Superintendent to schedule a listening session with schools and businesses. Chair Loosley is also working with schools and George Fox University's licensed teacher program.

INFORMATIONAL REPORTS

- Accreditation – written report; no discussion.
- Open Educational Resources – Jennifer Lantrip reviewed her two research projects on student outcomes and perceptions.
- Guided Pathways – Danielle Haskett reviewed the four pillars of Guided Pathways: Clarify, Get On, Stay, and Learn.

OLD BUSINESS – none

NEW BUSINESS

Craig Jackson, Athletics Director, presented a proposal for the addition of co-ed eSports as a part of the strategic enrollment plan for the Department of Athletics, beginning with the new fiscal year July 1, 2020. Mr. Jackson reviewed the recent growth of eSports and shared the implementation plan.

MOTION: **I move to approve the addition of eSports, as presented. Motion by Dir. Richardson, seconded by Dir. Mills and carried unanimously.**

Mr. Jackson requested Board approval for the addition of women's soccer as a part of the strategic enrollment plan for the Department of Athletics, beginning with the new fiscal year July 1, 2020. The implementation plan was reviewed and the program vision was shared.

MOTION: **I move to approve the addition of women's soccer, as presented. Motion by Dir. Richardson, seconded by Dir. Lathrop and carried unanimously.**

The financial report for fiscal year 2019-20, ending December 31, 2019, was presented by Natalya Brown, Chief Financial Officer. The financial data was reviewed and explanations were provided for the larger changes. The general fund forecast for the rest of the year shows tuition and fees being lower than what was budgeted. However, the College should be in a good position by the end of the year through a savings of "non-spending". The ending fund balance forecast could be sizeable which will be used for expected state funding shortages in 2020-21.

Resolution No. 12 – Contract for Engineering & Architecture Services

Ms. Brown requested Board approval for awarding ZCS Engineering/Architecture the contract for the engineering and architectural services for the Seismic Rehabilitation of Whipple Fine & Performing Arts Building. Attention was brought to the numbers not adding up correctly. After the meeting, it was confirmed the total amount is $200,700 (the packet document incorrectly stated $201,700). The resolution is attached to the permanent minutes.

MOTION: **I move to approve Resolution No. 12, contract for engineering and architecture services, as presented. Motion by Dir. Richardson, seconded by Dir. McDonald and carried unanimously.**

Policies were reviewed for a first reading. Although listed in the packet, 6700 Facility Use/Events was not reviewed.

Old #	New #	Title
600.4	3310	Records, Retention and Destruction
404	3440	Animals on Campus
N/A	5200	Student Health Services (No AP)
N/A	5210	Communicable Disease – Students
N/A	5400	Associated Students Organization
N/A	5410	Associated Students Elections
N/A	5420	Associated Students Finance
740	5610	Voter Registration & Information
600.05	6300	Fiscal Management
N/A	6316	Debt Issuance and Management
601	6330	Purchasing

Good of the Order

- A Special Board meeting will be held on February 26.

Meeting adjourned at 6:30 p.m.

Respectfully submitted,

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

Approved,

Steve Loosley
Chair of the Board

Recorded by Robynne Wilgus

Attachments to Permanent Minutes:

Personnel Actions
Policies: 3120, 5010, 5015, 5020, 5075, 5110, 5140, 5205, 7240
Res. No. 12

UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
February 26, 2020

The Umpqua Community College Board of Education met for a Special Meeting on Wednesday, February 26, 2020, in Room 101 of the Bonnie J. Ford Health, Nursing, & Science Center at Umpqua Community College in Roseburg, Oregon. Board Chair Loosley called the meeting to order at 12:03 p.m. and the pledge of allegiance was given.

Directors present: Guy Kennerly, David Littlejohn, Doris Lathrop, Erica Mills, and Steve Loosley
Directors via Zoom: Twila McDonald and Randy Richardson

Others present:

Debra Thatcher	Jeanine Lum
Robynne Wilgus	Dan Wright

Citizen Comments – There were none.

Changes to the agenda – There were none.

Chair Loosley introduced Jeanine Lum and Dan Wright from UCCOnline. The electronic unit used for a Zoom connection during the meeting was briefly explained. A video was shared previewing UCCOnline's Teaching Studio.

The following policies and procedures were reviewed for a first reading. A few of the documents will have brief edits.

OLD	NEW	TITLE
100	2000	Organization and Authority
100.01	2010	Board of Education Membership
100.03	2100	Board of Education Elections
100.05	2110	Vacancies on the Board of Education
100.05	2110AP	Vacancies on the Board of Education
100.1	2200	Board of Education Duties and Responsibilities
100.11, .12, .13	2210	Board of Education Officers
100.06	2220	Committees of the Board of Education
N/A	2305	Board of Education Annual Organizational Meeting
103	2310	Regular Meetings of the Board of Education
103.01	2310AP	Regular Meetings
103.02	2315	Closed Executive Sessions
103.03	2320	Special Meetings
103.03, .04	2320AP	Special and Emergency Meetings
103AP	2330	Quorum and Voting
103.05	2340	Agendas
103.05AP	2345	Public Participation at Board of Education Meetings
103AP	2350	Speakers
103AP	2355	Decorum
103.06	2360	Minutes

OLD	NEW	TITLE
101, 101.01, 102	2410	Board Policies and Administrative Procedures
100.14	2430	Delegation of Authority to the President
N/A	2431	Selection of the President
N/A	2432	Succession
N/A	2435	Evaluation of the President
N/A	2610	Presentation of Initial Collective Bargaining Proposals
N/A	2610AP	Presentation of Initial Collective Bargaining Proposals
104	2710	Conflict of Interest
104	2710AP	Conflict of Interest
100.08	2715	Code of Ethics / Standards of Practice
N/A	2716	Board of Education Political Activity
N/A	2717	Personal Use of Public Resources - Board of Education
N/A	2720	Communications Among Board of Education Members
100.09	2725	Board of Education Member Compensation
N/A	2735	Board of Education Member Travel
N/A	2745	Board of Education Self Evaluation
107	2800	Separation of College and Foundation
TO BE DELETED:		
100.15	N/A	Legal Counsel
106	N/A	Association Memberships

Board Comments

- Chair Loosley appreciated the technology support Ms. Lum provided for the meeting.

The meeting adjourned at 1:26 p.m.

Respectfully submitted,

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

Approved,

Steve Loosley
Chair of the Board

Recorded by Robynne Wilgus

Attachments to Permanent Minutes: 1st reading policies as listed in the minutes

TO: UCC Board of Education

FROM: Kelley Plueard, Director of Human Resources

SUBJECT: Personnel Actions

DATE: March 11, 2020

Board approval is requested on the following personnel actions:

Administrative Contracts:

Kelley Plueard, Director of Human Resources - Effective February 19, 2020 through June 30, 2022

Faculty Contracts:

N/A

Resignations/Separations:

Emily Fiocco, Director of Institutional Effectiveness – Effective February 28, 2020

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: Records, Retention and Destruction

BOARD POLICY # 3310 ***(was 600.04)***

All College records, including electronically stored information, shall be retained and destroyed in compliance with the Federal Rules of Civil Procedure and Oregon law. Such records shall include but not be limited to student records, employment records and financial records.

References:

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45;
NWCCU Standards 2.A.20 and 2.D.7
ORS 192.005 – ORS 192.170
OAR 166-450-0000 – OAR 166-450-0125

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).

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:	Records, Retention and Destruction		
New BP #:	3310	**Old BP # & Title:**	600.04
New AP #:		**Old AP # & Title:**	N/A
Revision Date:	11/14/2019		

EXISTING POLICY / PROCEDURE		OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
~~The College President shall establish administrative procedures to assure the retention and destruction of all College records, including but not limited to student records, employment records and financial records, that comply with OAR 166. See:~~ ~~http://arcweb.sos.state.or.us/recmgmt/sched/gen/CommCollege_GenSched_07152010.pdf~~ The Director of Finance and Accounting shall be designated as the Records Retention Officer and shall supervise the retention and disposal of records, making recommendations to the College President regarding disposal of records. Definitions of and detailed procedures for classification, period of retention, and destruction of records will be included in the Administrative Regulations and Procedures. Financial Aid records will be retained and destroyed as per federal regulations. The records retention list shall be contained in a records retention manual, which will be approved the College President and maintained	**References:** Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45; NWCCU Standards 2.A.20 and 2.D.7 ORS 192.005 – ORS 192.170 OAR 166-450-0000 – OAR 166-450-0125 **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.*	The President shall establish administrative procedures to assure the retention and destruction of all College records, including electronically stored information as defined by the Federal Rules of Civil Procedure and Oregon law. Such records shall include but not be limited to student records, employment records and financial records. References: Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45; NWCCU Standards 2.A.20 and 2.D.7 ORS 192.005 – ORS 192.170 OAR 166-450-0000 – OAR 166-450-0125 **RESPONSIBILITY:** The Chief Financial Officer is responsible for implementing and updating this policy.	

by the Records Retention Officer. (The highlighted section will need to move to procedure).	The **[*CEO*]** shall establish administrative procedures to assure the retention and destruction of all **[*entity*]** records—including electronically stored information as defined by the Federal Rules of Civil Procedure and Oregon law. Such records shall include, but not be limited to student records, employment records, and financial records.	Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

UMPQUA COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE

TITLE: Records, Retention and Destruction

ADMINISTRATIVE PROCEDURE # 3310

RELATED TO POLICY #

A. Records" means all records, maps, books, papers, data processing output, and documents of the College which it must retain, including but not limited to records created originally by computer and "electronically stored information" ("ESI"), as that term is defined by the Federal Rules of Civil Procedure. [Note: See note below about Oregon definition of public record.]

B. The Director of Accounting and Finance shall be designated as the Records Retention Officer and shall supervise the classification and destruction of records and ESI.

C. The College must preserve ESI and ESI that is relevant to actual or potential litigation pursuant to the Federal Rules of Civil Procedure. The College shall comply with the Federal Rules of Civil Procedure and produce relevant ESI in the form in which it is ordinarily maintained or readily usable.

D. Records shall be classified as required by applicable statutes, federal and state regulations. The records retention list shall be contained in a records retention manual, which will be approved the Chief Financial Officer and maintained by the Records Retention Officer. An annual report shall be made to the Chief Financial Officer regarding the classification and destruction of records and ESI.

E. The College shall maintain a public record or accurate copy of a public record in accordance with the retention schedule set out in Oregon Administrative Rule Chapter 166, Division 450, without regard to the technology or medium used to create or communicate the record.

NOTE: Oregon law defines "Public record" as "any information that:

1. *Is prepared, owned, used or retained by a state agency or political subdivision;*
2. *Relates to an activity, transaction or function of a state agency or political subdivision;*

3. *Is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the state agency or political subdivision."*

It does not include extra copies of a document, preserved only for convenience of reference; a stock of publications; messages on voice mail or on other telephone message storage and retrieval systems; or spoken communication that is not recorded.

References:

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45;
NWCCU Standards 2.A.20 and 2.D.7
ORS 192.005 to 192.170
ORS 357.805 to 357.845
OAR Chapter 166, Division 450

RESPONSIBILITY:

The Director of Accounting and Finance 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:	Records, Retention and Destruction		
New BP #:		**Old BP # & Title:**	
New AP #:	3310	**Old AP # & Title:**	N/A
Revision Date:	11/14/2019		

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
Doesn't Exist but moved from policy: ~~The Director of Finance and Accounting shall be designated as the Records Retention Officer and shall supervise the retention and disposal of records,~~ making recommendations to the College President regarding disposal of records. Definitions of and detailed procedures for classification, period of retention, and destruction of records will be included in the Administrative Regulations and Procedures. Financial Aid records will be retained and destroyed as per federal regulations. The records retention list shall be contained in a records retention manual, which will be approved the College President and maintained by the Records Retention Officer.	**References:** Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45; NWCCU Standards 2.A.20 and 2.D.7 ORS 192.005 to 192.170 ORS 357.805 to 357.845 OAR Chapter 166, Division 450 **NOTE:** *This procedure is **legally required**. Local procedures regarding the classification, retention, and destruction of records may be inserted here. Procedures should include or address the following points:* "Records" means all records, maps, books, papers, data processing output, and documents of the **[** ***entity*** **]** which it must retain, including but not limited to records created originally by computer	"Records" means all records, maps, books, papers, data processing output, and documents of the College which it must retain, including but not limited to records created originally by computer and "electronically stored information" ("ESI"), as that term is defined by the Federal Rules of Civil Procedure. **[Note: See note below about Oregon definition of public record.]** The Director of Accounting and Finance shall be designated as the Records Retention Officer and shall supervise the classification and destruction of records and ESI. The College must preserve ESI and ESI that is relevant to actual or potential litigation pursuant to the Federal Rules of Civil Procedure. The College shall comply with the Federal Rules of Civil

	and "electronically stored information" ("ESI"), as that term is defined by the Federal Rules of Civil Procedure. **[Note: See note below about Oregon definition of public record.]** The **[*designate position*]** shall supervise the classification and destruction of records and ESI. The **[*entity*]** must preserve ESI and ESI that is relevant to actual or potential litigation pursuant to the Federal Rules of Civil Procedure. The **[*entity*]** shall comply with the Federal Rules of Civil Procedure and produce relevant ESI in the form in which it is ordinarily maintained or readily usable. An annual report shall be made to the **[*Governing Body*]** regarding the classification and destruction of records and ESI. Records shall be classified as required by applicable statutes, federal and state regulations. [**Entity**] shall maintain a public record or accurate copy of a public record in accordance with the retention schedule set out in Oregon Administrative Rule Chapter 166, Division 450, without regard to the technology or medium used to create or communicate the record.	Procedure and produce relevant ESI in the form in which it is ordinarily maintained or readily usable. Records shall be classified as required by applicable statutes, federal and state regulations. The records retention list shall be contained in a records retention manual, which will be approved the Chief Financial Officer and maintained by the Records Retention Officer An annual report shall be made to the Chief Financial Officer regarding the classification and destruction of records and ESI. . The College shall maintain a public record or accurate copy of a public record in accordance with the retention schedule set out in Oregon Administrative Rule Chapter 166, Division 450, without regard to the technology or medium used to create or communicate the record. **NOTE:** *Oregon law defines "Public record" as "any information that:* *(D) Is prepared, owned, used or retained by a state agency or political subdivision;* *(E) Relates to an activity, transaction or function of a state agency or political subdivision; and* *(F) Is necessary to satisfy the fiscal, legal, administrative or*

	NOTE: *Oregon law defines "Public record" is defined as "any information that:* *(A) Is prepared, owned, used or retained by a state agency or political subdivision;* *(B) Relates to an activity, transaction or function of a state agency or political subdivision; and* *(C) Is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the state agency or political subdivision."* *It does not include extra copies of a document, preserved only for convenience of reference; a stock of publications; messages on voice mail or on other telephone message storage and retrieval systems; or spoken communication that is not recorded.*	*historical policies, requirements or needs of the state agency or political subdivision."* *It does not include extra copies of a document, preserved only for convenience of reference; a stock of publications; messages on voice mail or on other telephone message storage and retrieval systems; or spoken communication that is not recorded.* **References:** Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45; NWCCU Standards 2.A.20 and 2.D.7 ORS 192.005 to 192.170 ORS 357.805 to 357.845 OAR Chapter 166, Division 450 **RESPONSIBILITY:** The Director of Accounting and Finance is responsible for implementing and updating this procedure.

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: ANIMALS ON CAMPUS

BOARD POLICY # 3440 ***(was 404)***

A. A person owning or having under their control an animal that requires restraint (such as a dog or cat) shall have a leash suitably attached to said animal so as to restrain its movements. Such animals, except those used by the College for the purpose of instruction, service animals and those used for assistance registered with the Office of Accessibility Services, or those used by law enforcement personnel shall only be permitted in college buildings with prior authorization of Umpqua Community College Security.

B. Other animals will be allowed on campus by approval of Umpqua Community College Security only. All animals must remain with their owner and be suitably restrained at all times. Law enforcement may be called if animals are left in vehicles. Any person walking an animal must carry an instrument suitable for removing and disposing of feces.

C. In order to prevent discrimination on the basis of disability, the College will allow an individual with a disability to use an assistance animal in college facilities and on college property in compliance with state and federal law.

References:

The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.;
28 Code of Federal Regulations Part 35;
28 Code of Federal Regulations Part 36;
34 Code of Federal Regulations Part 104.44(b)
ORS 659A.143

RESPONSIBILITY:

The Dean of 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:	Animals on Campus		
New BP #:	3440	**Old BP # & Title:**	404 Animals on Campus
New AP #:		**Old AP # & Title:**	404 Service Animals/Emotional Support Animals
Revision Date:	11/13/2018		

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
BOARD POLICY SERIES NUMBER: 404 ~~**TITLE: Animals on Campus**~~ ~~A person owning or having under their control a dog or cat on the property of the College shall have a leash suitably attached to said animal so as to restrain its movements. Such animals, except those used by the College for the purpose of instruction, service animals and those used for assistance registered with the Office of Accessibility Services, or those used by law enforcement personnel shall only be permitted in college buildings with prior authorization of Umpqua Community College Security. Other animals will be allowed on campus by approval of Umpqua Community College Security only. All animals must remain with their owner and be suitably restrained at all times. Law enforcement may be called if~~	**BP 3440** **Service/Assistance Animals** **References:** The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.; 28 Code of Federal Regulations Part 35; 28 Code of Federal Regulations Part 36; 34 Code of Federal Regulations Part 104.44(b) ORS 659A.143 **NOTE:** *This policy is **legally required**.* In order to prevent discrimination on the basis of disability, the **[*entity*]** will	**TITLE: Animals on Campus** 1. A person owning or having under their control an animal that requires restraint (such as a dog or cat) shall have a leash suitably attached to said animal so as to restrain its movements. Such animals, except those used by the College for the purpose of instruction, service animals and those used for assistance registered with the Office of Accessibility Services, or those used by law enforcement personnel shall only be permitted in college buildings with prior authorization of Umpqua Community College Security. Other animals will be allowed on campus by approval of Umpqua Community College Security only. All animals must remain with their

~~animals are left in vehicles. Any person walking an animal must carry an instrument suitable for removing and disposing of feces.~~ DATE OF ADOPTION: DATE(S) OF REVISION(S): 1/11/2017 Board DATE OF LAST REVIEW: 11/22/2016 College Council	allow an individual with a disability to use an assistance animal in **[*entity's*]** facilities and on the [*entity's*] property in compliance with state and federal law. NOTE: Oregon law refers to "Assistance" animals rather than "Service" animals. This policy sample has been updated to reflect the Oregon law.	owner and be suitably restrained at all times. Law enforcement may be called if animals are left in vehicles. Any person walking an animal must carry an instrument suitable for removing and disposing of feces. 2. In order to prevent discrimination on the basis of disability, the **[*entity*]** will allow an individual with a disability to use an assistance animal in **[*entity's*]** facilities and on the [*entity's*] property in compliance with state and federal law. **References:** The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.; 28 Code of Federal Regulations Part 35; 28 Code of Federal Regulations Part 36; 34 Code of Federal Regulations Part 104.44(b) ORS 659A.143

UMPQUA COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE

TITLE: ANIMALS ON CAMPUS

ADMINISTRATIVE PROCEDURE # **3440** ***(was 404 Service Animals/Emotional Support Animals)***

RELATED TO POLICY # 3440

I. SERVICE ANIMALS

A. A "service animal" means any dog or in some cases a miniature horse, that is individually trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability (source: National Service Animal Registry). The work or tasks performed by a service animal must be directly related to the person's disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.

B. Service animals will be permitted to accompany people with disabilities in all areas of UCC's facilities where students, members of the public, and other participants in services, programs or activities are allowed to go. UCC does not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.

C. Additionally, UCC cannot ask about the nature or extent of a person's disability to determine whether a person's animal qualifies as a service animal. However, when it is not readily apparent that an animal is a service animal, UCC staff may make two inquires to determine whether the animal qualifies as a service animal, which are:

1. Is the animal required because of a disability?
2. What work or task has the animal been trained to perform?

II. EMOTIONAL SUPPORT ANIMALS

A. "Emotional support animal" is an animal that provides emotional support that eases one or more identified symptoms or effects of a person's disability. Unlike service animals, emotional support animals are not trained to perform work or tasks, and

they include species other than dogs and miniature horses. Emotional support animals are not allowed to accompany persons with disabilities in all areas of UCC.

B. While emotional support animals are generally not allowed indoors on UCC's campus people with disabilities may request approval from the Accessibility Services office to have the emotional support animal accompany them to other campus areas. Such requests will be considered on a case-by-case basis consistent with applicable laws.

III. GUIDE AND HEARING TRAINEES

Oregon law allows animals that are being trained to be dog guides for the blind, hearing assistance dogs, or assistance animals for persons with physical impairments to access UCC facilities.

IV. RESPONSIBILITIES OF PEOPLE WITH DISABILITIES USING SERVICE OR EMOTIONAL SUPPORT ANIMALS

A. UCC is not responsible for the care or supervision of service or emotional support animals. People with disabilities are responsible for the cost, care, and supervision of service and emotional support animals, including:

1. Compliance with any laws pertaining to animal licensing, vaccination, and owner identification;
2. Keeping the animal under control and taking effective action when it is out of control; and
3. Feeding and walking the animal, and disposing of its waste.

VI. EXCEPTIONS AND EXCLUSIONS

A. UCC may pose some restrictions on, and may even exclude, a service animal or emotional support animal in certain instances. Restrictions or exclusions will be considered on a case-by-case basis in accordance with applicable laws, but an animal may be excluded by UCC Security or the Accessibility Services Coordinator if:

1. It is out of control and effective action is not taken to control it;
2. It is not housebroken;
3. It poses a direct threat to the health or safety of others that cannot be reduced or eliminated by reasonable modifications; or
4. Its presence fundamentally alters the nature of a program, service or activity.

5. Any questions or concerns should be directed to the Accessibility Services Coordinator or UCC Security.

RESPONSIBILITY:
The Dean of Student Services 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:	Animals on Campus		
New BP #:		**Old BP # & Title:**	
New AP #:	3440	**Old AP # & Title:**	404 Service Animals/Emotional Support Animals
Revision Date:	11/13/2018		

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
ADMINISTRATIVE PROCEDURE NO: AP 404 **RELATED TO POLICY NO. 404** **TITLE: SERVICE ANIMALS/EMOTIONAL SUPPORT ANIMALS** ~~SERVICE ANIMALS~~ ~~A "service animal" means any dog or in some cases a miniature horse, that is individually trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability (source: National Service Animal Registry). The work or tasks performed by a service animal must be directly related to the person's disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.~~		**Service Animals/Emotional Support Animals** SERVICE ANIMALS A "service animal" means any dog or in some cases a miniature horse, that is individually trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability (source: National Service Animal Registry). The work or tasks performed by a service animal must be directly related to the person's disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition. Service animals will be permitted to accompany people with disabilities in all areas of UCC's facilities where students, members of the public, and other participants in services, programs or activities are allowed to go. UCC does not require documentation, such as proof that the

~~Service animals will be permitted to accompany people with disabilities in all areas of UCC's facilities where students, members of the public, and other participants in services, programs or activities are allowed to go. UCC does not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.~~ ~~Additionally, UCC cannot ask about the nature or extent of a person's disability to determine whether a person's animal qualifies as a service animal. However, when it is not readily apparent that an animal is a service animal, UCC staff may make two inquires to determine whether the animal qualifies as a service animal, which are:~~ ~~(1) Is the animal required because of a disability?~~ ~~(2) What work or task has the animal been trained to perform?~~ ~~EMOTIONAL SUPPORT ANIMALS~~ ~~"Emotional support animal" is an animal that provides emotional support that eases one or more identified symptoms or effects of a person's disability. Unlike service animals, emotional support animals are not trained to perform work or tasks, and they include species other than dogs and miniature horses. Emotional support animals are not allowed to accompany persons with disabilities in all areas of UCC.~~		animal has been certified, trained, or licensed as a service animal. Additionally, UCC cannot ask about the nature or extent of a person's disability to determine whether a person's animal qualifies as a service animal. However, when it is not readily apparent that an animal is a service animal, UCC staff may make two inquires to determine whether the animal qualifies as a service animal, which are: (1) Is the animal required because of a disability? (2) What work or task has the animal been trained to perform? EMOTIONAL SUPPORT ANIMALS "Emotional support animal" is an animal that provides emotional support that eases one or more identified symptoms or effects of a person's disability. Unlike service animals, emotional support animals are not trained to perform work or tasks, and they include species other than dogs and miniature horses. Emotional support animals are not allowed to accompany persons with disabilities in all areas of UCC. While emotional support animals are generally not allowed indoors on UCC's campus people with disabilities may request approval from the Accessibility Services office to have the emotional support animal accompany them to other campus areas. Such requests will be considered on a case-by-case basis consistent with applicable laws. GUIDE AND HEARING TRAINEES Oregon law allows animals that are being trained to be dog guides for the blind, hearing assistance dogs, or

~~While emotional support animals are generally not allowed indoors on UCC's campus people with disabilities may request approval from the Accessibility Services office to have the emotional support animal accompany them to other campus areas. Such requests will be considered on a case-by-case basis consistent with applicable laws.~~ ~~GUIDE AND HEARING TRAINEES~~ ~~Oregon law allows animals that are being trained to be dog guides for the blind, hearing assistance dogs, or assistance animals for persons with physical impairments to access UCC facilities.~~ ~~RESPONSIBILITIES OF PEOPLE WITH DISABILITIES USING SERVICE OR EMOTIONAL SUPPORT ANIMALS~~ ~~UCC is not responsible for the care or supervision of service or emotional support animals. People with disabilities are responsible for the cost, care, and supervision of service and emotional support animals, including:~~ ~~• Compliance with any laws pertaining to animal licensing, vaccination, and owner identification;~~ ~~• Keeping the animal under control and taking effective action when it is out of control; and~~ ~~• Feeding and walking the animal, and disposing of its waste.~~		assistance animals for persons with physical impairments to access UCC facilities. RESPONSIBILITIES OF PEOPLE WITH DISABILITIES USING SERVICE OR EMOTIONAL SUPPORT ANIMALS UCC is not responsible for the care or supervision of service or emotional support animals. People with disabilities are responsible for the cost, care, and supervision of service and emotional support animals, including: • Compliance with any laws pertaining to animal licensing, vaccination, and owner identification; • Keeping the animal under control and taking effective action when it is out of control; and • Feeding and walking the animal, and disposing of its waste. EXCEPTIONS AND EXCLUSIONS UCC may pose some restrictions on, and may even exclude, a service animal or emotional support animal in certain instances. Restrictions or exclusions will be considered on a case-by-case basis in accordance with applicable laws, but an animal may be excluded by UCC Security or the Accessibility Services Coordinator if: • It is out of control and effective action is not taken to control it; • It is not housebroken;

~~EXCEPTIONS AND EXCLUSIONS~~ ~~UCC may pose some restrictions on, and may even exclude, a service animal or emotional support animal in certain instances. Restrictions or exclusions will be considered on a case-by-case basis in accordance with applicable laws, but an animal may be excluded by UCC Security or the Accessibility Services Coordinator if:~~ ~~• It is out of control and effective action is not taken to control it;~~ ~~• It is not housebroken;~~ ~~• It poses a direct threat to the health or safety of others that cannot be reduced or eliminated by reasonable modifications; or~~ ~~• Its presence fundamentally alters the nature of a program, service or activity.~~ ~~Any questions or concerns should be directed to the Accessibility Services Coordinator or UCC Security.~~ **DATE OF ADOPTION:** **DATE(S) OF REVISION(S):** **DATE OF LAST REVIEW:** **11/22/2016 College Council**		• It poses a direct threat to the health or safety of others that cannot be reduced or eliminated by reasonable modifications; or • Its presence fundamentally alters the nature of a program, service or activity. Any questions or concerns should be directed to the Accessibility Services Coordinator or UCC Security.

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: STUDENT HEALTH SERVICES

BOARD POLICY # 5200

Umpqua Community College does not provide student health services. Students may gain information about physical and emotional well-being through course offerings.

RESPONSIBILITY:
The Dean of 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:	Student Health Services		
New BP #:	5200	**Old BP # & Title:**	N/A
New AP #:		**Old AP # & Title:**	
Revision Date:	6/26/2019		

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
N/A	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. If the entity provides health services, insert current policy language.* The **[** ***entity*** **]** will provide student health services in order to contribute to the education aims of students by promoting physical and emotional well-being through health oriented programs and services.	Umpqua Community College does not provide student health services. Students may gain information about physical and emotional well-being through course offerings.

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: COMMUNICABLE DISEASE - STUDENTS

BOARD POLICY # 5210

The College cooperates with local public health officers in measures necessary for the prevention and control of communicable diseases in students. The College complies with any immunization program required by Oregon Health Authority regulations.

The College shall take action involving persons who have communicable diseases based on current and professionally 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, a careful weighting of the identified risks, and the available alternative(s) for responding to the person(s) with a communicable disease.

Certain College programs, as a condition for participation, may require vaccinations and other medical interventions as determined by the program.

RESPONSIBILITY:
The Dean of 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:	Communicable Disease – Students
New BP #:	5210 **Old BP # & Title:** N/A
New AP #:	**Old AP # & Title:**
Revision Date:	5/10/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
N/A except for BP 309 which is under Administration	***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.* The [CEO] shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students.	The College cooperates with local public health officers in measures necessary for the prevention and control of communicable diseases in students. The College complies with any immunization program required by Oregon Health Authority regulations. The College shall take action involving persons who have communicable diseases based on current and professionally 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, a careful weighting of the identified risks, and the available alternative(s) for responding to the person(s) with a communicable disease. Certain College programs, as a condition for participation, may require vaccinations and other medical interventions as determined by the program.

UMPQUA COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE

TITLE: COMMUNICABLE DISEASE - STUDENTS

ADMINISTRATIVE PROCEDURE # 5210

RELATED TO POLICY # 5210

In order to protect employees, students and visitors, the College has established rules and procedures for prevention or transmission of communicable diseases including Influenza, Hepatitis B and HIV infections. Students will abide by the following rules and procedures:

A. Students shall take reasonable and necessary steps to prevent the spread of communicable/infectious disease.

B. Self-disclosure is voluntary. However, since any disease may adversely affect academic performance, a student with a communicable disease is encouraged to seek advice from an academic advisor, the Accessibility Services Office, or the Dean of Student Services

C. If the College becomes aware that a student has been diagnosed as having a communicable disease, the information will not be disseminated to anyone without the permission of the infected person.

D. In the case of students who are unable to perform academically due to their health, students may choose to pursue a medical withdrawal pursuant to Board Policy and Administrative Procedure 5075.

RESPONSIBILITY:
The Dean of Student Services 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:	Communicable Disease – Students
New BP #:	**Old BP # & Title:**
New AP #:	5210 **Old AP # & Title:** N/A
Revision Date:	6/26/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
N/A except for AP 309.10 which is under Administration	***NOTE**: Although this policy 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.* *NOTE: Oregon law requires community colleges and universities with dorms to provide information to all first-time enrolled or registered students about vaccine-preventable diseases and vaccination.(See ORS 433.281.).*	In order to protect employees, students and visitors, the College has established rules and procedures for prevention or transmission of communicable diseases including Influenza, Hepatitis B and HIV infections. Students will abide by the following rules and procedures: A. Students shall take reasonable and necessary steps to prevent the spread of communicable/infectious disease. B. Self-disclosure is voluntary. However, since any disease may adversely affect academic performance, a student with a communicable disease is encouraged to seek advice from an academic advisor, the Accessibility Services Office, or the Dean of Student Services C. If the College becomes aware that a student has been diagnosed as having a communicable disease, the information will not be disseminated to anyone without the permission of the infected person. D. In the case of students who are unable to perform academically due to their health, students may choose to pursue a medical withdrawal pursuant to Board Policy and Administrative Procedure 5075.

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: ASSOCIATED STUDENTS ORGANIZATION

BOARD POLICY # 5400

A. Students of the College are authorized to organize a student body association. The Board of Education hereby recognizes the association as the Associated Students of Umpqua Community College (ASUCC) and its governing body as the ASUCC Leadership Board, which is comprised of ASUCC Leadership Team members and certified club and student organization representatives.

B. ASUCC Leadership Board activities shall not conflict with the authority or responsibility of the Board of Education or its officers or employees.

C. The ASUCC Leadership Board shall conduct itself in accordance with state laws and regulations and with administrative policies and procedures established by the College.

D. The ASUCC Leadership Board shall be granted the use of the UCC's premises subject to such administrative policies and procedures as may be established by the College. Such use shall not be construed as transferring ownership or control of the premises.

RESPONSIBILITY:
The Director for Student Engagement 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: Associated Students Organization

New BP #: 5400 **Old BP # & Title:** N/A

New AP #: **Old AP # & Title:**

Revision Date:

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
N/A	*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.* ~~The students of the [***entity***] are authorized to organize a student body association(s). The Board of Education hereby recognizes the [***the/those***] association(s) as the Associated Students of the [*entity*] [***list the A.S. of each college***].~~ ~~The Associated Students activities shall not conflict with the authority or responsibility of the Board of Education or its officers or employees.~~ ~~The Associated Students shall conduct itself in accordance with state laws and regulations and administrative procedures established by the [***CEO***].~~ NOTE: The following language is suitable where the ASO has been granted use of the [***entity's***] facilities, e.g., for offices, meetings, etc. The Associated Student shall be granted the ~~use of the [***entity's***] premises subject to such administrative procedures as may be established by the [***CEO***]. Such use shall not be construed as transferring ownership or control of the premises~~	A. Students of the College are authorized to organize a student body association. The Board of Education hereby recognizes the association as the Associated Students of Umpqua Community College (ASUCC) and its governing body as the ASUCC Leadership Board, which is comprised of ASUCC Leadership Team members and certified club and student organization representatives. B. ASUCC Leadership Board activities shall not conflict with the authority or responsibility of the Board of Education or its officers or employees. C. The ASUCC Leadership Board shall conduct itself in accordance with state laws and regulations and with administrative policies and procedures established by the College. D. The ASUCC Leadership Board shall be granted the use of the UCC's premises subject to such administrative policies and procedures as may be established by the College. Such use shall not be construed as transferring ownership or control of the premises. The Director for Student Engagement is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure.

UMPQUA COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE

TITLE: ASSOCIATED STUDENTS ORGANIZATION

ADMINISTRATIVE PROCEDURE # 5400

RELATED TO POLICY # 5400

A. The College shall have one Associated Students organization, which is recognized by the UCC Board of Education, called the Associated Students of Umpqua Community College (ASUCC). Its governing board shall be called the ASUCC Leadership Board.

B. All students registered for credit and other credit (ABE, GED, ESL) shall be encouraged to join the ASUCC Leadership Board.

C. The governing board shall be elected and appointed in accordance with the ASUCC Constitution and Bylaws, which can be found at www.umpqua.edu website under ASUCC Student Leadership. The Board shall keep an account of its meetings, expenditures, authorizations and policies established.

D. The ASUCC organization shall have an established ASUCC Constitution and Bylaws which defines its mission, membership, membership requirements, structure, elections and appointments of the governing body, responsibilities and duties of the governing body, recognition of student organizations, meetings of the governing body, quorum, and documents used by the governing body in support and execution of its operations.

E. The ASUCC Leadership Board quorum is defined by three (3) ASUCC Executive Council Officers and five (5) other voting members who may be ASUCC Senators, club representatives or representatives from campus student organizations. Once quorum is established, the ASUCC Leadership Board can vote on substantive business. Any substantive business voted on in the absence of quorum will be invalid.

F. The duties of the governing body officers shall reflect the responsibility to maintain official records including meeting agendas and minutes, budget expenditures, and established policies and procedures.

G. The ASUCC Leadership Board shall make every effort to appoint a student representative to all UCC shared governance councils and committees.

H. The Director for Student Engagement shall serve as advisor to the ASUCC Leadership Board.

I. In accordance with Oregon SB 731, the ASUCC Leadership Board or a member of a recognized student government while acting as a member, may make a statement or issue a resolution to promote or oppose (a) the gathering of signatures on an initiative or referendum petition; or (b) the adoption of a measure. Except for facilitating the actions described above, the ASUCC Leadership Board may not use mandatory student-initiated fees, mandatory enrollment fees, mandatory incidental fees or any public moneys to promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder.

RESPONSIBILITY:
The Director for Student Engagement 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:	Associated Students Organization		
New BP #:		**Old BP # & Title:**	
New AP #:	5400	**Old AP # & Title:**	N/A
Revision Date:			

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
N/A	*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. If the Board of Education has established a student body organization, local practice may be inserted here.* *[The entity/Each college in the entity]* shall have one Associated Students Organization. Both day and evening student representatives shall be encouraged. A governing body shall be elected that shall keep an account of its meetings, expenditures, authorizations and policies established. A simple majority of the elected voting members of the Associated Students	A. The College shall have one Associated Students organization, which is recognized by the UCC Board of Education, called the Associated Students of Umpqua Community College (ASUCC). Its governing board shall be called the ASUCC Leadership Board. B. All students registered for credit and other credit (ABE, GED, ESL) shall be encouraged to join the ASUCC Leadership Board. C. The governing board shall be elected and appointed in accordance with the ASUCC Constitution and Bylaws, which can be found at www.umpqua.edu website under ASUCC Student Leadership. The Board shall keep an account of its meetings, expenditures, authorizations and policies established. D. The ASUCC organization shall have an established ASUCC Constitution and Bylaws which defines its mission, membership, membership requirements, structure, elections and appointments of the governing body, responsibilities and duties of the governing body, recognition of student organizations, meetings of the governing body, quorum, and documents used by the governing body in support and execution of its operations.

	Organization governing body shall constitute a quorum.	E. The ASUCC Leadership Board quorum is defined by three (3) ASUCC Executive Council Officers and five (5) other voting members who may be ASUCC Senators, club representatives or representatives from campus student organizations. Once quorum is established, the ASUCC Leadership Board can vote on substantive business. Any substantive business voted on in the absence of quorum will be invalid. F. The duties of the governing body officers shall reflect the responsibility to maintain official records including meeting agendas and minutes, budget expenditures, and established policies and procedures. G. The ASUCC Leadership Board shall make every effort to appoint a student representative to all UCC shared governance councils and committees. H. The Director for Student Engagement shall serve as advisor to the ASUCC Leadership Board. I. In accordance with Oregon SB 731, the ASUCC Leadership Board or a member of a recognized student government while acting as a member, may make a statement or issue a resolution to promote or oppose (a) the gathering of signatures on an initiative or referendum petition; or (b) the adoption of a measure. Except for facilitating the actions described above, the ASUCC Leadership Board may not use mandatory student-initiated fees, mandatory enrollment fees, mandatory incidental fees or any public moneys to promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder. The Director for Student Engagement is responsible for implementing and updating this procedure.

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: ASSOCIATED STUDENTS ELECTIONS

BOARD POLICY # 5410

A. The Associated Students of Umpqua Community College (ASUCC) Leadership Board shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the ASUCC Constitution and Bylaws and other relevant documents.

B. Any student elected as an officer shall meet the requirements as established by the ASUCC Constitution and Bylaws and other relevant documents.

C. The ASUCC Vice-President shall typically serve as the Elections Chair. In the event the ASUCC Elections Chair is a candidate for office, another ASUCC Leadership Team member who is not a candidate or campaign manager shall be appointed to serve as ASUCC Elections Chair.

D. There shall be an ASUCC Elections Committee shall be comprised of the ASUCC Vice President or ASUCC Elections Chair, and three additional students currently enrolled in college credits or other credit at Umpqua Community College, as appointed by the ASUCC Vice President or ASUCC Elections Chair.

E. Students who serve on the ASUCC Elections Committee may not be candidates for any ASUCC Executive Council position.

RESPONSIBILITY:
The Director for Student Engagement 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:	Associated Students Elections
New BP #:	5410 **Old BP # & Title:** N/A
New AP #:	**Old AP # & Title:**
Revision Date:	4/29/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
N/A	*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.* The students of the [***entity***] are authorized to The Associated Students shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the ***[CEO].*** Any student elected as an officer in the Associated Students shall meet the following requirements: ***[List any requirements the elected officers are required to meet]***	The Associated Students of Umpqua Community College (ASUCC) Leadership Board shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the ASUCC Constitution and Bylaws and other relevant documents***.*** Any student elected as an officer shall meet the requirements as established by the ASUCC Constitution and Bylaws and other relevant documents. The ASUCC Vice-President shall typically serve as the Elections Chair. In the event the ASUCC Elections Chair is a candidate for office, another ASUCC Leadership Team member who is not a candidate or campaign manager shall be appointed to serve as ASUCC Elections Chair. There shall be an ASUCC Elections Committee shall be comprised of the ASUCC Vice President or ASUCC Elections Chair, and three additional students currently enrolled in college credits or other credit at Umpqua Community College, as appointed by the ASUCC Vice President or ASUCC Elections Chair. Students who serve on the ASUCC Elections Committee may not be candidates for any ASUCC Executive Council position.

UMPQUA COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE

TITLE: ASSOCIATED STUDENTS ELECTIONS

ADMINISTRATIVE PROCEDURE # 5410

RELATED TO POLICY # 5410

A. The Associated Students of Umpqua Community College (ASUCC) Leadership Board conducts in accordance with procedures established by the ASUCC Constitution and Bylaws, the ASUCC Elections Handbook, and the ASUCC Candidates Handbook.

B. Any student running for office shall be enrolled at UCC at the time they are running for office, during the election and throughout their term of office and meet and maintain the minimum academic requirements outlined in the ASUCC Constitution and Bylaws,

C. The ASUCC Elections Handbook outlines the policies and procedures for the ASUCC regular and special elections. It includes the election timeline, appropriate behavior when staffing polling stations, and helpful hints for increasing voter turnout.

D. ASUCC Elections are to be governed by the ASUCC Elections Chair and the ASUCC Elections Committee.

E. The ASUCC Elections Committee shall make decisions on elections procedures and assist the ASUCC Elections Chair in running all regular and special elections.

RESPONSIBILITY:
The Director for Student Engagement 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:	Associated Students Elections
New BP #:	**Old BP # & Title:** N/A
New AP #:	5410 **Old AP # & Title:**
Revision Date:	

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
N/A	*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. If the entity has an Associated Students Organization created by the Board of Education, it should adopt this or a similar procedure. The following is an illustrative example.* The Associated Students shall conduct ***[annual]*** elections to elect officers. Any student elected as an officer in the Associated Students shall meet the requirements in board policy. *NOTE: Insert local election procedures.*	The Associated Students of Umpqua Community College (ASUCC) Leadership Board conducts in accordance with procedures established by the ASUCC Constitution and Bylaws, the ASUCC Elections Handbook, and the ASUCC Candidates Handbook. Any student running for office shall be enrolled at UCC at the time they are running for office, during the election and throughout their term of office and meet and maintain the minimum academic requirements outlined in the ASUCC Constitution and Bylaws, The ASUCC Elections Handbook outlines the policies and procedures for the ASUCC regular and special elections. It includes the election timeline, appropriate behavior when staffing polling stations, and helpful hints for increasing voter turnout. ASUCC Elections are to be governed by the ASUCC Elections Chair and the ASUCC Elections Committee. The ASUCC Elections Committee shall make decisions on elections procedures and assist the ASUCC Elections Chair in running all regular and special elections.

		The committee shall assist the ASUCC Elections Chair in regulation of the campaign process. Members of this Committee shall monitor practices of candidates running for ASUCC Student Leadership Team. This Committee shall meet and discuss the election procedures and practices. The ASUCC Elections Committee is granted the authority to make a recommendation of disqualification to the ASUCC Elections Chair or the Director of Student Engagement. The ASUCC Elections Committee acts as the eyes and ears of the ASUCC Elections Chair. Any other person may submit, in writing, any campaign violation in the form of a grievance, as outlined in the ASUCC Candidates' Handbook. The ASUCC Candidates' Handbook contains the policies and procedures pertaining to conduct and campaigning before and during elections. The handbook outlines the policies and procedures for all candidates, including write-in candidates, running for an elected position on the ASUCC Executive Council. It includes policies and procedures for campaign practices and publicity, tips on campaigning and a review of campaigning practices which lead to disqualification. All candidates shall receive a copy of the ASUCC Candidates' Handbook upon approval of their nomination petition by ASUCC Leadership Board. Candidates may not begin to campaign until they have received and reviewed the ASUCC Candidates' Handbook with the ASUCC Elections Chair; and have signed a Candidate Agreement. Candidates must also attend two ASUCC Leadership Board meetings by the established deadline, which must be completed prior to campaigning. The ASUCC Elections Chair reserves the right to modify the policies and procedures contained in the ASUCC Candidates' Handbook, based upon the advice of the ASUCC Leadership Board; the Director for Student Engagement, and the Elections Committee. Candidates will be informed of all modifications.

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: ASSOCIATED STUDENTS FINANCE

BOARD POLICY # 5420

A. The Associated Students of Umpqua Community College (ASUCC) Leadership Team and ASUCC recognized student organizations and student clubs shall establish budget accounts with the College for the purpose of depositing and disbursement of funds.

B. ASUCC governing body funds shall be expended according to policies and procedures established by the College, and ASUCC Leadership Board subject to the approval of:
   1. the Associated Student governing body and/or its duly recognized representative; and
   2. the Associated Student governing body advisor.

C. All ASUCC recognized student organizations and student clubs shall be expended according to policies and procedures established by the College and the student organization/club, subject to the approval of:
   1. the leadership team of the recognized student organization or student club;
   2. the advisor for the recognized student organization or student club; and
   3. the Associated Student governing body advisor.

D. Certain expenditures, as established by the College policy and procedure, shall be subject to the approval of the Dean for Student Services, the Provost, and/or the college President.

RESPONSIBILITY:
The Director for Student Engagement 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: Associated Students Finance

New BP #: 5420 **Old BP # & Title:** N/A

New AP #: **Old AP # & Title:**

Revision Date:

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
N/A	*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.* Associated Student funds shall be deposited with and disbursed by the ***[CEO].*** The funds shall be deposited, loaned, or invested as authorized by law. All funds shall be expended according to procedures established by the ***[entity]***, subject to the approval of ***[specify who has approval authority. This can include the CEO, the faculty advisor, or a representative of the student body organization. We recommend requiring more than one approval.]***	The Associated Students of Umpqua Community College (ASUCC) Leadership Team and ASUCC recognized student organizations and student clubs shall establish budget accounts with the College for the purpose of depositing and disbursement of funds. ASUCC governing body funds shall be expended according to policies and procedures established by the College, and ASUCC Leadership Board subject to the approval of: • the Associated Student governing body and/or its duly recognized representative; and • the Associated Student governing body advisor. All ASUCC recognized student organizations and student clubs shall be expended according to policies and procedures established by the College and the student organization/club, subject to the approval of: • the leadership team of the recognized student organization or student club; • the advisor for the recognized student organization or student club; and • the Associated Student governing body advisor. Certain expenditures, as established by the College policy and procedure, shall be subject to the approval of the Dean for Student Services, the Provost, and/or the college President.

UMPQUA COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE

TITLE: ASSOCIATED STUDENTS FINANCE

ADMINISTRATIVE PROCEDURE # 5420

RELATED TO POLICY # 5420

Associated Student governing budget accounts and the accounts of its recognized student organizations and student clubs are maintained in accordance with college policies and procedures and internal processes as defined in the ASUCC Constitution and Bylaws and documents used by the governing body in support of and execution of its operations.

ASUCC governing body funds shall be expended subject to both college policies and procedures and internal processes as may be established by the Associated Students governing body.

ASUCC recognized student organizations and student clubs funds shall be expended subject to both college procedures and internal processes as may be established by the Associated Students governing body and/or the student organization or student club.
All expenses shall be subject to prior approval as outlined in the associated Board Policy 5420.

RESPONSIBILITY:
The Director for Student Engagement 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: Associated Students Finance

New BP #: **Old BP # & Title:**

New AP #: 5420 **Old AP # & Title:** N/A

Revision Date:

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
N/A	*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. If the Board of Education has established an associated students' organization it should adopt this or a similar procedure. The following is an illustrative example.* Associated Student Funds are maintained in accordance with the following procedures: ***[Insert local procedures]*** All funds shall be expended subject to such internal processes as may be established by the Associated Students subject to the approval of each of the following three persons. Approval shall be obtained each time before any funds may be expended: • the ***[CEO]*** or a designee; • the officer or employee of the ***[entity]*** who is the designated advisor of the particular student body organization; and • a representative of the student body organization.	Associated Student governing budget accounts and the accounts of its recognized student organizations and student clubs are maintained in accordance with college policies and procedures and internal processes as defined in the ASUCC Constitution and Bylaws and documents used by the governing body in support of and execution of its operations. ASUCC governing body funds shall be expended subject to both college policies and procedures and internal processes as may be established by the Associated Students governing body. ASUCC recognized student organizations and student clubs funds shall be expended subject to both college procedures and internal processes as may be established by the Associated Students governing body and/or the student organization or student club. All expenses shall be subject to prior approval as outlined in the associated Board Policy 5420.

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: VOTER REGISTRATION & INFORMATION

BOARD POLICY # 5610 ***(was 740 Student Voter Policy)***

In compliance with Oregon State Senate Bill 951 (2007) and Senate Bill 1586 (2016), the Associated Students of Umpqua Community College (ASUCC), led by the ASUCC Executive Officers and, in conjunction with College administrative staff,) will ensure that all students have access to the information and documents needed to register to vote, make informed choices based on non-partisan information about the candidates and ballot measures, and complete and submit their respective ballots.

The policy and procedure shall be adhered to as such during academic terms in which federal, statewide, or local elections take place.

Reference:
Oregon State Senate Bill 951 (2007) and Senate Bill 1586 (2016)

RESPONSIBILITY:
The Dean of 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:	Voter Registration & Information
New BP #:	5610 **Old BP # & Title:** 740 Student Voter Policy
New AP #:	**Old AP # & Title:**
Revision Date:	9/27/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
~~The Associated Students of Umpqua Community College (ASUCC),~~ combined ~~with the Administrative Staff of Umpqua Community College (UCC)~~ ~~will ensure that all students have access to the information and documents needed to register to vote, make informed choices based on non-partisan information about the candidates and ballot measures, and complete and submit their respective ballots, in compliance with Oregon State Senate Bill 951 (2007).~~ This shall be considered official UCC ~~policy and adhered to as such during academic terms in which federal, statewide, or local elections take place.~~		In compliance with Oregon State Senate Bill 951 (2007) and Senate Bill 1586 (2016), the Associated Students of Umpqua Community College (ASUCC), led by the ASUCC Executive Officers and, in conjunction with College administrative staff,) will ensure that all students have access to the information and documents needed to register to vote, make informed choices based on non-partisan information about the candidates and ballot measures, and complete and submit their respective ballots. The policy and procedure shall be adhered to as such during academic terms in which federal, statewide, or local elections take place. **Reference:** Oregon State Senate Bill 951 (2007) and Senate Bill 1586 (2016) **Responsibility:** The Dean of Student Services is responsible for implementing and updating this policy and associated procedures.

UMPQUA COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE

TITLE: VOTER REGISTRATION & INFORMATION

ADMINISTRATIVE PROCEDURE # 5610 ***(was 740AP Student Voter Registration)***

RELATED TO POLICY # 5610

1. Information on voter registration shall be emailed to each student a minimum of once an academic year and shall include: links to online voter registration; the location of voter registration cards on campus; where completed cards can be submitted; voter registration deadlines; and voter registration events. The same information shall be provided to college employees through approved methods of distribution.

2. A direct link to the Secretary of State's online voter registration shall be maintained on the College's internet website. Voter registration forms shall be available in the areas where registration, financial aid, and advising services are provided, as well as the campus store.

3. Upon request, the ASUCC Leadership Team shall be granted to access to student orientation programs and campus welcome events for the purposes of non-partisan voter registration and education.

4. Upon request, the ASUCC Leadership Team shall be provided with an official class schedule and a list of professional contact information for college faculty, which may be used for the purpose of seeking faculty approval for the ASUCC Leadership Team to provide nonpartisan voter registration classroom presentations. Classroom access is by permission of the instructor teaching the class, and shall be limited to the first five minutes of a class period.

5. ASUCC Leadership Team, student groups, and individual students shall be granted the opportunity to provide nonpartisan voter registration and education services throughout the academic term in any non-reserved public space on the college's property, provided that the nonpartisan voter registration services conform to the rules of conduct and rules for reserving space at the college. Voter registration and education services may include, but are not limited to: tabling, phone-banking, meetings, trainings and educational forums.

Reference:
Oregon State Senate Bill 951 (2007) and Senate Bill 1586 (2016)

RESPONSIBILITY:
The Dean of Student Services 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:	Voter Registration & Information
New BP #:	**Old BP # & Title:**
New AP #:	5610 **Old AP # & Title:** 740 Student Voter Registration
Revision Date:	9/27/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
The following is the Umpqua Community College Student Voter Procedure, approved under the authority of Oregon State Senate Bill 951 (2007). The procedure shall be reviewed and appropriately revised, as necessary, in consultation with representatives of the non-partisan Associated Students of Umpqua Community College (ASUCC) and college faculty, staff, and administrators. The procedure shall support UCC Policy #TBD and be adhered to as such during academic terms in which federal, statewide, or local elections take place. Section 1. Accessibility ASUCC shall be granted to access to all college-sponsored programs and events for the purposes of non-partisan voter registration and education. Class access will be my permission of the faculty member teaching the class, and shall be limited to the first five minutes of a class period. ASUCC shall be granted access to reasonable space and resources in order to coordinate ~~voter~~	Note: *This procedure is **legally advised.** Insert local practice, which should address the following:* • A good faith effort to distribute a mail voter registration form to each student enrolled in a degree or certificate program and physically in attendance at the institution. • Forms are widely available to students at the institution. • Give the student government (at their request) an opportunity to provide nonpartisan voter registration services: o As part of student orientation programs held by the school's administration; o As part of campus welcome events that occur before	1. Information on voter registration shall be emailed to each student a minimum of once an academic year and shall include: links to online voter registration; the location of voter registration cards on campus; where completed cards can be submitted; voter registration deadlines; and voter registration events. The same information shall be provided to college employees through approved methods of distribution. 2. A direct link to the Secretary of State's online voter registration shall be maintained on the College's internet website. Voter registration forms shall be available in the areas where registration, financial aid, and advising services are provided, as well as the campus store. 3. Upon request, the ASUCC Leadership Team shall be granted to access to student orientation programs and campus welcome events for the

~~registration and education, including, but not limited to, phone-banking, meetings, trainings and educations forums~~ if the student government space is unavailable or inaccessible. During any academic term which ASUCC runs a voter registration and/or education event; ASUCC shall have access to information pertaining to that academic term's classes for scheduling and outreach purposes for class presentations. This information shall be provided in digital format and include the following information for each course: • Course size (actual enrollment) • Course location • Course meeting days • Course meeting times • Course instructor(s) • Course instructor(s) contact information ASUCC shall be allowed to engage in peer-to-peer voter registration and education at UCC. This access shall only be restricted on the basis of disruption of vital college services and shall be granted at high-traffic areas including, but not limited to, covered areas outside of the bookstore, registration office, and financial aid office. ASUCC shall be granted freedom to install locked drop-boxes near all main exits of the Learning Commons and the Campus Center for the purpose for collecting voter registration cards.	classes begin each academic term; and o As part of residence life program activities. • Provide the student government (at their request) with an official class schedule and a list of professional contact information for school faculty, which may be used for the purpose of seeking faculty approval for the student government to provide nonpartisan voter registration classroom presentations. • Provide individual students and student groups the opportunity to provide nonpartisan voter registration services throughout the academic term in any non-reserved public space on the school's property, provided that the nonpartisan voter registration services conform to the rules of conduct and rules for reserving space at the school. NOTE: Oregon law requires community colleges and universities to display a direct link to the Secretary of State's online voter registration tool on the school's Internet website or student network managed by the college.	purposes of non-partisan voter registration and education. 4. Upon request, the ASUCC Leadership Team shall be provided with an official class schedule and a list of professional contact information for college faculty, which may be used for the purpose of seeking faculty approval for the ASUCC Leadership Team to provide nonpartisan voter registration classroom presentations. Classroom access is by permission of the instructor teaching the class, and shall be limited to the first five minutes of a class period. 5. ASUCC Leadership Team, student groups, and individual students shall be granted the opportunity to provide nonpartisan voter registration and education services throughout the academic term in any non-reserved public space on the college's property, provided that the nonpartisan voter registration services conform to the rules of conduct and rules for reserving space at the college. Voter registration and education services may include, but are not limited to: tabling, phone-banking, meetings, trainings and educational forums. **Reference:** Oregon State Senate Bill 951 (2007) and Senate Bill 1586 (2016) **Responsibility:** The Dean of Student Services is responsible for implementing and updating this procedure.

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: FISCAL MANAGEMENT

BOARD POLICY # 6300 ***(was 600.05 Fiscal Responsibility and Asset Protection)***

The Chief Financial Officer shall establish procedures to assure that the College's fiscal management is in accordance with state and federal law, and is consistent with generally accepted principles of accounting and business practices.

The procedures will ensure that:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board of Education and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.

The books and records of the College shall be maintained pursuant to federal and Oregon State law**.**

The Chief Financial Officer or designee will present a quarterly report showing the financial and budgetary conditions of the College to the Board of Education.

References:
NWCCU Standards 2.A.30, 2.F.1, and 2.F.4 and ORS 294.305 to 294.565

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).

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:	Fiscal Management		
New BP #:	6300	**Old BP # & Title:**	600.05 Fiscal responsibility and Asset protection
New AP #:		**Old AP # & Title:**	
Revision Date:	11/15/2019		

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
~~The College must plan, expend and budget in a manner that is fiscally responsible, allowing the College to meet obligations to its patrons, students, creditors and vendors~~. The College shall conservatively plan the expenditures in any fiscal year so as not exceed the resourced available. The College shall not reduce the current assets at any time to less than twice current liabilities or shall not allow cash to drop below a safety reserve of less than $500,000 at any time. The College shall maintain a working capital reserve at the end of any fiscal period of not less	**References:** NWCCU Standards 2.A.30, 2.F.1, and 2.F.4 ORS 294.305 to 294.565 **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.* The **[** ***CEO*** **]** shall establish procedures to assure that the **[** ***entity's*** **]** fiscal management is in accordance with [list regulation or authority].	The Chief Financial Officer shall establish procedures to assure that the College's fiscal management is in accordance with state and federal law, and is consistent with generally accepted principles of accounting and business practices. The procedures will ensure that: • Adequate internal controls exist. • Fiscal objectives, procedures, and constraints are communicated to the Board of Education and employees. • Adjustments to the budget are made in a timely manner, when necessary. • The management information system provides timely, accurate, and reliable fiscal information.

than 8% of the year's budgeted operating expenditures.	**NOTE:** *The entity may wish to consider the following:* *Adequate internal controls exist.* • *Fiscal objectives, procedures, and constraints are communicated to the Board of Education and employees.* • *Adjustments to the budget are made in a timely manner, when necessary.* The books and records of the **[*entity*]** shall be maintained pursuant to **[*list regulation or authority*].** The **[*CEO*]** will present a quarterly report showing the financial and budgetary conditions of the **[*entity*]** to the Board of Education.	The books and records of the College shall be maintained pursuant to federal and Oregon State law**.** The Chief Financial Officer or designee will present a quarterly report showing the financial and budgetary conditions of the College to the Board of Education. **References:** NWCCU Standards 2.A.30, 2.F.1, and 2.F.4 ORS 294.305 to 294.565 RESPONSIBILITY: 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).

UMPQUA COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE

TITLE: FISCAL MANAGEMENT

ADMINISTRATIVE PROCEDURE # 6300 ***(was 600.05AP Fiscal Responsibility Asset Protection)***

RELATED TO POLICY # 6300

The College is committed to principles of sound fiscal management and to provide for responsible stewardship of available resources. The College adheres to commonly accepted accounting standards as criteria for fiscal management regulations.

In order to ensure adherence to these principles, the Chief Financial Officer will:

1. Provide for responsible stewardship of available resources.
2. Provide for safeguarding and managing college assets to ensure ongoing effective operations, maintenance of adequate cash reserves, implementation and maintenance of effective internal controls, determination of sources of revenues prior to making short-term and long-term commitments, establishment of a plan for the repair and replacement of equipment and facilities.
3. Provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability.
4. Provide that appropriate administrators keep the Board of Education current on the fiscal condition of the College as an integral part of policy and decision-making.
5. Provide for development and communication of fiscal policies, objectives, and constraints to the Board, staff, and students.
6. Provide for an adequate management information system that gives timely, accurate, and reliable fiscal information for planning, decision-making, and budgetary control.
7. Provide for appropriate fiscal policies and procedures, and adequate controls to ensure that established fiscal objectives are met.
8. Provide a process to evaluate significant changes in the fiscal environment and make necessary, timely, financial, and educational adjustments.

9. Provide both short-term and long-term goals and objectives and broad-based input coordinated with college educational planning.

References: NWCCU Standards 2.A.30, 2.F.1, and 2.F.4; ORS 341.290

RESPONSIBILITY:
The Chief Financial Officer 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:	Fiscal Management		
New BP #:		**Old BP # & Title:**	
New AP #:	6300	**Old AP # & Title:**	600.05 Fiscal Responsibility Asset Protection
Revision Date:	11/15/2019		

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
The College shall not reduce the current assets at any time to less than twice current liabilities and shall not allow cash to drop below a safety reserve of less than $1,000,000 at any time. The College shall maintain an ending fund balance at the end of any fiscal period of not less than 10% of the year's General Fund	**References:** NWCCU Standards 2.A.30, 2.F.1, and 2.F.4; ORS 341.290 **NOTE:** *Procedures on fiscal management are **legally advised**. Local practice may be inserted. In addition, entities should refer to commonly accepted auditing standards as criteria for fiscal management procedures. The following is a suggested list of potential elements of the procedure:* • Provide for responsible stewardship of available resources. • Provide for safeguarding and managing ***[entity]*** assets to ensure ongoing effective operations; maintenance of adequate cash reserves; implementation and maintenance of effective internal controls; determination of sources of revenues prior to making short-term and long-term commitments; establishment of a	The College is committed to principles of sound fiscal management and to provide for responsible stewardship of available resources. The College adheres to commonly accepted accounting standards as criteria for fiscal management regulations. In order to ensure adherence to these principles, the Chief Financial Officer will: • Provide for responsible stewardship of available resources. • Provide for safeguarding and managing college assets to ensure ongoing effective operations, maintenance of adequate cash reserves, implementation and maintenance of effective internal controls, determination of sources of revenues prior to making short-term and long-term commitments, establishment of a plan for the repair and replacement of equipment and facilities.

budgeted operating expenditures. The targeted Ending Fund Balance includes budgeted contingencies and Unappropriated Ending Fund Balance. When the Ending Fund Balance falls to 9% or less, the College shall adopt a plan to replenish the Ending Fund Balance to 10% within two years.	plan for the repair and replacement of equipment and facilities. • Provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability. • Provide that appropriate administrators keep the Board of Education current on the fiscal condition of the ***[entity]*** as an integral part of policy and decision-making. • Provide for development and communication of fiscal policies, objectives and constraints to the board, staff and students. • Provide for an adequate management information system that gives timely, accurate and reliable fiscal information for planning, decision-making and budgetary control. • Provide for appropriate fiscal policies and procedures and adequate controls to ensure that established fiscal objectives are met. • Provide a process to evaluate significant changes in the fiscal environment and make necessary, timely, financial and educational adjustments. • Provide both short term and long term goals and objectives, and broad based input coordinated with ***[entity]*** educational planning.	• Provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability. • Provide that appropriate administrators keep the Board of Education current on the fiscal condition of the College as an integral part of policy and decision-making. • Provide for development and communication of fiscal policies, objectives, and constraints to the Board, staff, and students. • Provide for an adequate management information system that gives timely, accurate, and reliable fiscal information for planning, decision-making, and budgetary control. • Provide for appropriate fiscal policies and procedures, and adequate controls to ensure that established fiscal objectives are met. • Provide a process to evaluate significant changes in the fiscal environment and make necessary, timely, financial, and educational adjustments. • Provide both short-term and long-term goals and objectives and broad-based input coordinated with college educational planning. **References:** NWCCU Standards 2.A.30, 2.F.1, and 2.F.4; ORS 341.290 RESPONSIBILITY: Chief Financial Officer is responsible for implementing and updating this procedure.

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: Debt Issuance and Management

BOARD POLICY # 6316

I. The College President or designee shall be responsible for the issuance and management of debt. These responsibilities include:

A. Ensuring full compliance with the terms and conditions outlined in bond resolutions approved by the College Board of Education.

B. Ensuring compliance with the Oregon Revised Statutes (ORS) governing public borrowing and issuance of bonds and all applicable legislative and administrative rule updates since the adoption of this policy.

C. Ensuring full compliance with the federal tax and securities law that apply to any debt. The College shall adopt compliance procedures so the proceeds of all bonds, certificates of participation, bond anticipation notes, bank loans, tax, and revenue anticipated notes are used in accordance with applicable federal tax and securities law requirements.

II. To meet the objectives of this policy, the College President or designee shall ensure that the college carries out the following functions when incurring and servicing all debt:

A. Upon the approval by the College Board of Education, issue bonds and other obligations in accordance with the laws, rules, and limitations set forth in the ORS, the Oregon Administrative Rules (OAR), and any applicable legislative and rule updates since the adoption of this policy.

B. Ensure that sufficient funds are available to meet current and future debt service requirements on all indebtedness while adequately providing for recurring operating requirements.

C. Maintain and enhance the college's ability to obtain access to credit markets at favorable interest rates.

D. Act in the best interest of the College and taxpayers when issuing debt, and market the College's debt with advice from independent financial advisors and legal counsel to get unbiased professional opinions on methodology and structure.

E. Account for the debt issues and related transactions in accordance with local budget law and Generally Accepted Accounting Principles (GAAP).

F. Monitor post issuance federal tax and securities law compliance in accordance with established procedures.

References:

ORS 287A.001
ORS 294.305
Internal Revenue Code 15(c)2-12;
17 CFR Part 240

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).

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

UMPQUA COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE

TITLE: Tax Exempt Compliance Procedures

ADMINISTRATIVE PROCEDURE # 6316

RELATED TO POLICY # 6316 Debt Issuance and Management

A. Chief Financial Officer assumes responsibility for the issuance and management of debt and may appoint the Director of Accounting and Finance to serve as a Bond Compliance Officer. Upon employee transitions, Chief Financial Officer advises any newly-designated Bond Compliance Officer of his/her responsibilities regarding federal tax compliance.

B. To comply with federal tax requirements, Bond Compliance Officer confirms that the following requirements are met at the time each Bond issue is issued and throughout the term of the Bonds until maturity or redemption:

1. Retain and consult with bond counsel through the bond issuance process to identify requirements and to establish procedures necessary to maintain the tax-exempt status of bond interest.

2. Assure filing of information returns to IRS after issuance.

3. Monitor the use of bond proceeds and bond-finance assets throughout the term of the bonds to ensure compliance with covenants and restrictions; and maintain the associated records.

4. Ensure that ownership and use of the bond-financed assets comply with federal tax laws.

5. Ensure the compliance with regulations regarding investment restrictions, arbitrage yield and arbitrage rebate.

6. Perform the proper record keeping requirements.

C. To comply with federal securities requirements, Bond Compliance Officer confirms compliance with the anti-fraud rules at the time of issuance and maintains continuous

compliance with the continuing disclosure obligations until the final maturity or redemption of the applicable bond issue:

1. Ensure that any material provided in connection with the offer or sale of bonds do not contain any untrue statements or omission of material facts.

2. Perform all continuing disclosure obligations according to the Continuing Disclosure Agreement executed at the time of bond issuance.

3. Updates continuing disclosure obligations required in the Comprehensive Annual Financial Report (CAFR).

RESPONSIBILITY:
The Chief Financial Officer is responsible for implementing and updating this procedure.

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

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: PURCHASING

BOARD POLICY # 6330 ***(was 601)***

A. The College shall establish procedures for and conduct public Purchasing and Contracting operations that comply with Oregon Revised Statutes, (ORS), Oregon Administrative Rules, (OAR), Community College Rules of Procurement, (CCRP), and applicable case law.

B. No obligation may be incurred by College Board of Education members, employees, or authorized agents unless authorized: in the budget, by Board action, or by Board policy.

C. Public contracting conducted by or for the College shall not be used for the acquisition of materials and services for private benefit.

D. All Procurement and Contracting activity shall be conducted to provide best value and serve the best interest of the College.

E. Umpqua Community College's Board of Education acts as the College's Local Contract Review Board, (LCRB).

References:
ORS 279A, ORS 279B, ORS 279C and the Oregon Community College Rules of Procurement, (CCRP).

RESPONSIBILITY:
The Purchasing Manager is responsible to insure that the College is in compliance with all Procurement related regulations and policies and 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:	Purchasing		
New BP #:	6330	**Old BP # & Title:**	601 Purchasing
New AP #:		**Old AP # & Title:**	
Revision Date:	10/2/2019		

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
Policy: ~~Umpqua Community College is governed by the Oregon Revised Statutes, (ORS279a, b, & c), Oregon Administrative Rules (OAR), and the Attorney General's Model Rules for Public Contracting. UCC's Board of Education has adopted the Community College Rules of Procurement (CCRP) which are a targeted subset of these Rules specifically designed for community colleges in Oregon.~~ ~~Purchases shall be made in the best interest of UCC and within the role as stewards entrusted with public funds~~. ~~It is the responsibility of the Purchasing Manager to insure that UCC is in compliance with these Procurement related regulations.~~	The **[*CEO*]** is delegated the authority to purchase supplies, materials, apparatus, equipment and services as necessary to the efficient operation of the **[*entity*]**. No such purchase shall exceed **[*the state bid limit for contracts*.]** All such transactions shall be reviewed by the Board of Education every **[#]** days.	The College shall establish procedures for and conduct public Purchasing and Contracting operations that comply with Oregon Revised Statutes, (ORS), Oregon Administrative Rules, (OAR), Community College Rules of Procurement, (CCRP), and applicable case law. No obligation may be incurred by College Board of Education members, employees, or authorized agents unless authorized: in the budget, by Board action, or by Board policy. Public contracting conducted by or for the College shall not be used for the acquisition of materials and services for private benefit. All Procurement and Contracting activity shall be conducted to provide best value and serve the best interest of the College. Umpqua Community College's Board of Education acts as the College's Local Contract Review Board, (LCRB).

RESPONSIBILITY: The Purchasing Manager is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s). **NEXT REVIEW DATE:** **DATE OF ADOPTION: 6/14/2017** **DATE(S) OF REVISION: 3/21/2018** **DATE(S) OF PRIOR REVIEW:**		The Purchasing Manager is responsible to insure that the College is in compliance with all Procurement related regulations and policies and for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s). References: ORS 279A, ORS 279B, ORS 279C and the Oregon Community College Rules of Procurement, (CCRP).

UMPQUA COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE

TITLE: PURCHASING

ADMINISTRATIVE PROCEDURE # 6330 ***(was 601 AP)***

RELATED TO POLICY # 6330 Purchasing ***(was 601)***

Introduction:

1. In all procurements, the purchaser shall act in the best interest of UCC to determine best value and promote a fair and competitive process among vendors. Purchase decisions may be made on lowest price, but factors such as warranties, shipping and handling fees, delivery schedule, and quality should also be considered.

2. Public employees may not benefit directly from their position, or as a result of any transaction involving public funds as per ORS244.040. Further, UCC employees authorized to purchase on behalf of the College may not solicit or accept any gratuity from a vendor.

3. There are three primary thresholds governed by statute.

    a. **Small** Procurements are less than $10,000.00.
    b. **Intermediate** Procurements are greater than or equal to $10,000.00 but less than $150,000.00.
    c. **Large** Procurements are greater than or equal to $150,000.00.

        i. There are **exceptions** to these thresholds, which under certain conditions may affect the dollar amounts. Contact purchasing staff or refer to the college's principle body of rules – The Community College Rules of Procurement (CCRP), which are located on UCC's internet Purchasing page under Purchasing Policies.

A. Small Procurements:

1. Decentralized Purchasing

UCC has decentralized purchasing authority for Small Procurements. Under most circumstances*, purchases under $10,000.00 generated at the department level may be completed if sufficient budget and signature authority exists. These

approval levels are established by the Office of Business Services and set in Banner.

2. **Order to Pay**
   With few exceptions a Banner generated Purchase Order is required for all purchases made on behalf of the College. The standard "Order to Pay" process is as follows.
   a. Identify the need
   b. Identify the source and secure pricing
   c. Generate the Purchase Order (PO)
   d. The PO is routed for approval
   e. The PO is approved
   f. The PO number is submitted to the supplier
   g. The goods/services are provided and accepted
   h. The invoice, referencing the PO number is uploaded to DocuWare's AP File Cabinet
   i. The Invoice is processed and the check mailed.

3. **Capital Equipment Purchases:**
   All items of $5,000 or greater must be purchased with a Purchase Order, receive full approval prior to placing the order, and charged to the proper Capital account.

4. **Technology Purchases, (hardware *and* software):**
   Technology related merchandise, including software and subscriptions, but excluding peripheral accessories, must be approved by the IT Department. Make your request by entering a HelpTicket.

5. ***Exceptions to the Purchase Order Rule** (include but are not limited to the following):
   a. Travel and training related expenses.
   b. Purchases with suppliers that do not accept purchase orders. Some web-based businesses do not offer credit terms. A college issued Credit Card may be used.
   c. In a time-constrained situation or true emergency. Ex.: if a critical piece of equipment fails suddenly and use of cash or an issued credit card results in the quickest repair.

Purchase Orders or more detailed and formal Contracts are required for Intermediate and Large Procurements.

B. Intermediate Procurements:

1. The Purchasing Manager must be involved to ensure compliance with applicable policies and statutes. A Purchase Order is required, which may be generated in

the originating department. A required minimum three (3) Quotes from different vendors ensures market competition and keeps vendors active and engaged. Communicating equally with each vendor is critical so no vendor has a competitive advantage. Quotes may be accepted by any method, but the purchaser soliciting them must document all contacts and forward the information to the Purchasing Manager for the official files. The official signed Purchase Order, complete with Terms & Conditions, is printed in the Purchasing Office. Full system (Banner) authorization is required prior to sending the Purchase Order or communicating the Award.

2. If a formal contract is drawn up for this level purchase, it may only be signed and executed by the College President, Chief Financial Officer, or an authorized designee.

C. Large Procurements:

1. The Purchasing Manager has oversight responsibility for the Solicitation, Evaluation, Contract and Award and must be involved to ensure compliance with applicable policies and statutes. A Purchase Order and Formal Contract are required. The appropriate Solicitation type (e.g., RFI, RFB, RFP) and Contract type (e.g., PSC, PKS, CM/GC) are selected as most appropriate to the purchase.

2. The formal Solicitation shall be made in writing and be advertised on the Oregon Purchasing Information Network (ORPIN) and other avenues to ensure market coverage and fair market competition. Formal written responses will be accepted by the Purchasing Manager or designee. Responsive Bids or Proposals will be evaluated by UCC staff as facilitated by the Purchasing Manager. Contract Documents are submitted for legal review when necessary.

3. Full system (Banner) approval is required prior to order placement, award, or contract execution.

4. The College's Board of Education, acting as the Local Contract Review Board (LCRB) will be notified throughout the solicitation process.

5. The official signed Purchase Order with Terms & Conditions is included with the contract documents.

6. All related documentation and correspondence are kept in Purchasing Department files in accordance with BP 600.04, Records, Retention, and Destruction.

7. Contracts at this level may only be signed and executed by the College President, Chief Financial Officer, or authorized designee.

SPECIAL RULES AND OTHER PURCHASE TYPES:

1. **Fragmenting a Purchase:**
   Under no circumstances will UCC staff attempt to artificially divide or fragment a purchase in order to avoid Oregon Statutes as outlined above. (as per ORS279B.065 and ORS279B.070)

2. **Credit Card Purchases:** See AP 6331.

3. **Standing Purchase Orders:**
   Purchases that generate multiple invoices for an extended time period may be generated as Standing Purchase Orders. The Purchasing Manager generates these with assistance from the originating departments generally during the first month of each fiscal year. All Oregon Statutes apply.

4. **Order to Direct Pay:**
   When a Purchase Order is not possible and expediency is best practice, authorized staff may place an order (usually by phone or on-line) and accept an invoice. After confirming receipt of goods or services, authorized staff shall approve the invoice in DocuWare as per standard procedure. The approver's Banner authority must equal or surpass the invoice total. Direct Pay may only be applied to Small Procurements at the department level.

5. **Proforma Invoice Payments.**
   Pay-in-Advance or Partial Deposits for goods and services is allowed only under exceptional circumstances and is evaluated by the Purchasing Manager and Office of Business Services staff on a case-by-case basis. Contact the Purchasing Manager prior to placing the order whenever a vendor requests this. This applies to all level of purchases.

6. **Payment Terms:**
   UCC pays invoices with standard Net30 day terms. The College will accept discounted terms when negotiated by the purchaser and properly communicated to Accounts Payable.

7. **College Store Purchases:**
   The College Store staff handle their own procurement activity. Goods and services purchased for departmental use remain governed by Oregon Statute and Community College Rules. Items purchased for resale are exempt from standard competitive bidding requirements per CCR.228. Items such as textbooks, which may include Intellectual Property or Copyrights, are exempt from that process per ORS 279A (2)(h) and CCR.212.

RESPONSIBILITY:
The Purchasing Manager is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:
DATE OF ADOPTION: 4/25/2017
DATE(S) OF REVISION:
DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE:	Purchasing		
New BP #:		**Old BP # & Title:**	
New AP #:	6330	**Old AP # & Title:**	AP601 Purchasing Procedures
Revision Date:	5/18/2019		

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
~~In all procurements, the purchaser shall act in the best interest of UCC to determine best value and promote a fair and competitive process among vendors. Purchase decisions may be made on lowest price, but factors such as warranties, shipping and handling fees, delivery schedule, and quality should also be considered.~~ ~~Public employees may not benefit directly from their position, or as a result of any transaction involving public funds. Employees authorized to purchase on behalf of the College may not solicit or accept any gratuity from a vendor.~~ ~~**ORS 244.040**~~.	**AP 6330 Purchasing** **References:** ORS 279A, 279B, and 279C **NOTE:** *Although this policy 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. The entity may also maintain a separate maintained Purchasing*	**Introduction:** 1. In all procurements, the purchaser shall act in the best interest of UCC to determine best value and promote a fair and competitive process among vendors. Purchase decisions may be made on lowest price, but factors such as warranties, shipping and handling fees, delivery schedule, and quality should also be considered. 2. Public employees may not benefit directly from their position, or as a result of any transaction involving public funds as per ORS244.040. Further, UCC employees authorized to purchase on behalf of the College may not solicit or accept any gratuity from a vendor. 3. There are three primary thresholds governed by statute. a. **Small** Procurements are less than $10,000.00.

~~There are three main thresholds governed by statute.~~ ~~1. **Small Procurements** are those that are <$10,000.00.~~ ~~2. **Intermediate Procurements** are ≥$10,000.00 but <$150,000.00.~~ ~~3. **Large Procurements** are ≥$150,000.00.~~ **Small Procurements:** ~~UCC has decentralized purchasing authority for Small Procurements. Purchases of <$10,000.00 generated at the department level may be completed if sufficient budget and signature authority exists. These approval levels are established by the Finance Department and set in Banner. It is encouraged, but not required, to generate a Purchase Order at the Small Procurement level. Purchasers are charged with seeking lowest price and/or best value for all procurements.~~ ~~Purchase Orders or more detailed and formal Contracts are required for Intermediate and Large Procurements~~. **Intermediate Procurements:** ~~The Purchasing Manager must be involved to insure compliance with applicable policies and statutes. A Purchase Order is required, which~~	*Handbook, and if so, this administrative procedure would delegate responsibility and authority to a designated position for the Handbook.* **Approved:**	b. **Intermediate** Procurements are greater than or equal to $10,000.00 but less than $150,000.00. c. **Large** Procurements are greater than or equal to $150,000.00. 4. There are **exceptions** to these thresholds, which under certain conditions may affect the dollar amounts. Contact purchasing staff or refer to the college's principle body of rules – The Community College Rules of Procurement (CCRP), which are located on UCC's internet Purchasing page under Purchasing Policies. **A. Small Procurements:** 1. **Decentralized Purchasing** UCC has decentralized purchasing authority for Small Procurements. Under most circumstances*, purchases under $10,000.00 generated at the department level may be completed if sufficient budget and signature authority exists. These approval levels are established by the Office of Business Services and set in Banner. 2. **Order to Pay** With few exceptions a Banner generated Purchase Order is required for all purchases made on behalf of the College. The standard "Order to Pay" process is as follows. a. Identify the need b. Identify the source and secure pricing c. Generate the Purchase Order (PO) d. The PO is routed for approval e. The PO is approved f. The PO number is submitted to the supplier

~~may be generated in the originating department. A required minimum three (3) Quotes from different vendors insures market competition and keeps vendors active and engaged. Communicating equally with each vendor is critical so no vendor has a competitive advantage. Quotes may be accepted by any method, but the purchaser soliciting them must document all contacts and forward the information to the Purchasing Manager for the official files. The official signed Purchase Order, complete with Terms & Conditions, is printed in the Purchasing Office. Full system (Banner) authorization is required prior to sending the Purchase Order or communicating the Award.~~ ~~If a formal contract is drawn up for this level purchase, it may only be signed and executed by the College President, the College Chief Financial Officer, or an authorized designee.~~ **Large Procurements:** ~~The Purchasing Manager has overall responsibility for the Solicitation, Evaluation, Contract and Award and must be involved to insure compliance with applicable policies and statutes. A Purchase Order *and* Formal~~		g. The goods/services are provided and accepted h. The invoice, referencing the PO number is uploaded to DocuWare's AP File Cabinet i. The Invoice is processed and the check mailed. 3. **Capital Equipment Purchases:** All items of $5,000 or greater must be purchased with a Purchase Order, receive full approval prior to placing the order, and charged to the proper Capital account. 4. **Technology Purchases, (hardware *and* software):** Technology related merchandise, including software and subscriptions, but excluding peripheral accessories, must be approved by the IT Department. Make your request by entering a HelpTicket. 5. ***Exceptions to the Purchase Order Rule** (include but are not limited to the following): a. Travel and training related expenses. b. Purchases with suppliers that do not accept purchase orders. Some web-based businesses do not offer credit terms. A college issued Credit Card may be used. c. In a time-constrained situation or true emergency. Ex.: if a critical piece of equipment fails suddenly and use of cash or an issued credit card results in the quickest repair.

~~Contract are required. The appropriate Solicitation type (e.g., RFI, RFB, RFP) and Contract type (e.g., PSC, PKS, CM/GC) will be selected based on what's being purchased. The formal Solicitation shall be made in writing and be advertised on the Oregon Purchasing Information Network (ORPIN) and other avenues to insure market coverage and fair market competition. Formal written responses will be accepted by the Purchasing Manager or designee. Responsive Bids or Proposals will be evaluated by UCC staff and facilitated by the Purchasing Manager. Contract Documents are submitted for legal review when necessary. Full system (Banner) approval is required prior to Order placement, Award, or Contract execution. The official signed Purchase Order with Terms & Conditions is included with the Contract documents.~~ ~~All related documentation and correspondence are kept in Purchasing Department files in accordance with **BP 600.04**, Records, Retention, and Destruction.~~ ~~Contracts at this level may only be signed and executed by the College President,~~		**Purchase Orders or more detailed and formal Contracts are required for Intermediate and Large Procurements.** **B. Intermediate Procurements:** a. The Purchasing Manager must be involved to ensure compliance with applicable policies and statutes. A Purchase Order is required, which may be generated in the originating department. A required minimum three (3) Quotes from different vendors ensures market competition and keeps vendors active and engaged. Communicating equally with each vendor is critical so no vendor has a competitive advantage. Quotes may be accepted by any method, but the purchaser soliciting them must document all contacts and forward the information to the Purchasing Manager for the official files. The official signed Purchase Order, complete with Terms & Conditions, is printed in the Purchasing Office. Full system (Banner) authorization is required prior to sending the Purchase Order or communicating the Award. b. If a formal contract is drawn up for this level purchase, it may only be signed and executed by the College President, Chief Financial Officer, or an authorized designee. **C. Large Procurements:** a. The Purchasing Manager has oversight responsibility for the Solicitation, Evaluation, Contract and Award and must be involved to

~~Chief Financial Officer, or authorized designee.~~ **Fragmenting a Purchase:** ~~Under no circumstances will UCC staff attempt to artificially divide or fragment a purchase in order to avoid Oregon Statutes as outlined above.~~ **~~(ORS279B.065 and ORS279B.070)~~** **OTHER PURCHASE TYPES:** **Credit Card Purchases:** See AP 601.1 **Standing Purchase Orders:** ~~Purchases that generate multiple invoices for an extended time period may be generated as Standing Purchase Orders. The Purchasing Manager generates these in Banner with assistance from the originating departments during the first month of each fiscal year. All Oregon Statutes at all purchase levels apply.~~ **Order to Direct Pay:** ~~When a Purchase Order is not required and expediency is best practice, authorized staff may place an order (usually by phone or on-line) and accept an invoice. After confirming receipt of goods or services, authorized staff shall~~		ensure compliance with applicable policies and statutes. A Purchase Order and Formal Contract are required. The appropriate Solicitation type (e.g., RFI, RFB, RFP) and Contract type (e.g., PSC, PKS, CM/GC) are selected as most appropriate to the purchase. b. The formal Solicitation shall be made in writing and be advertised on the Oregon Purchasing Information Network (ORPIN) and other avenues to ensure market coverage and fair market competition. Formal written responses will be accepted by the Purchasing Manager or designee. Responsive Bids or Proposals will be evaluated by UCC staff as facilitated by the Purchasing Manager. Contract Documents are submitted for legal review when necessary. c. Full system (Banner) approval is required prior to order placement, award, or contract execution. d. The College's Board of Education, acting as the Local Contract Review Board (LCRB) will be notified throughout the solicitation process. e. The official signed Purchase Order with Terms & Conditions is included with the contract documents. f. All related documentation and correspondence are kept in Purchasing Department files in accordance with BP 600.04, Records, Retention, and Destruction. g. Contracts at this level may only be signed and executed by the College President, Chief Financial Officer, or authorized designee.

~~approve the invoice in writing and send it to Accounts Payable to process. Approval requires writing "ok to pay" on the invoice, adding the proper Budget and Account Codes, the approver's initials, and date or by emailing the same information to Accounts Payable. The approver's Banner authority must equal or surpass the invoice total. Direct Pay may **only** be applied to Small Procurements at the department level.~~ **RELATED:** **Proforma Invoice Payments.** ~~Pay-in-Advance or Partial Deposit for goods and services is allowed only under exceptional circumstances and is evaluated by the Purchasing Manager and Finance Department Staff on a case-by-case basis. The Purchasing Manager must be contacted *prior to* placing the order whenever a vendor requests this. This applies to *all* level of purchases.~~ **Payment Terms:** ~~UCC pays invoices with standard Net30 day terms. The College will accept discounted terms when negotiated by the purchaser and~~		**SPECIAL RULES AND OTHER PURCHASE TYPES:** 1. **Fragmenting a Purchase:** Under no circumstances will UCC staff attempt to artificially divide or fragment a purchase in order to avoid Oregon Statutes as outlined above. (as per ORS279B.065 and ORS279B.070) 2. **Credit Card Purchases:** See AP 6331. 3. **Standing Purchase Orders:** Purchases that generate multiple invoices for an extended time period may be generated as Standing Purchase Orders. The Purchasing Manager generates these with assistance from the originating departments generally during the first month of each fiscal year. All Oregon Statutes apply. 4. **Order to Direct Pay:** When a Purchase Order is not possible and expediency is best practice, authorized staff may place an order (usually by phone or on-line) and accept an invoice. After confirming receipt of goods or services, authorized staff shall approve the invoice in DocuWare as per standard procedure. The approver's Banner authority must equal or surpass the invoice total. Direct Pay may only be applied to Small Procurements at the department level. 5. **Proforma Invoice Payments.** Pay-in-Advance or Partial Deposits for goods and services is allowed only under exceptional

~~properly communicated to Accounts Payable in Finance.~~ **Book Store Purchases:** ~~The College's Bookstore staff handles their own procurement activity. Goods and services purchased for departmental use remain governed by Oregon Statute and Community College Rules. Items purchased for resale are exempt from standard competitive bidding requirements per **CCR.228**. Items such as textbooks, which may include Intellectual Property or Copyrights, are exempt from that process per~~ **ORS 279a(2)(h)** and **CCR.212.** **RESPONSIBILITY:** ~~The Purchasing Manager is responsible for implementing this procedure.~~ **NEXT REVIEW DATE:** **DATE OF ADOPTION: 4/25/2017**		circumstances and is evaluated by the Purchasing Manager and Office of Business Services staff on a case-by-case basis. Contact the Purchasing Manager prior to placing the order whenever a vendor requests this. This applies to all level of purchases. **6. Payment Terms:** UCC pays invoices with standard Net30 day terms. The College will accept discounted terms when negotiated by the purchaser and properly communicated to Accounts Payable. **7. College Store Purchases:** The College Store staff handle their own procurement activity. Goods and services purchased for departmental use remain governed by Oregon Statute and Community College Rules. Items purchased for resale are exempt from standard competitive bidding requirements per CCR.228. Items such as textbooks, which may include Intellectual Property or Copyrights, are exempt from that process per ORS 279A (2)(h) and CCR.212. **RESPONSIBILITY:** The Purchasing Manager is responsible for implementing and updating this procedure. **NEXT REVIEW DATE:** **DATE OF ADOPTION: 4/25/2017** **DATE(S) OF REVISION:** **DATE(S) OF PRIOR REVIEW:**

UMPQUA COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE

TITLE: CREDIT CARD ISSUANCE AND USE

ADMINISTRATIVE PROCEDURE # 6331

RELATED TO POLICY # 6330 PURCHASING

A. CREDIT CARD ISSUANCE:

Employees hired or promoted into positions that include roles for conducting certain types of business transactions on behalf of the College are encouraged to request a business credit card.

Send the completed ***Credit Card Request*** form – (found on the Office Business Services Webpage under Forms), to the Budget Manager.

The Chief Financial Officer approves all card requests. Once approved, The ***UCC Credit Card Usage Agreement*** form – (found on the Office Business Services Webpage under Forms), must be read and signed by the card user.

Please note:

1. Cards are issued in the employee's name and are paid for by the College. The safekeeping of the card is the sole responsibility of the cardholder.

2. Sharing of the card is strictly prohibited, even between members of the same department or division of the College.

3. The cardholder's supervisor authorizes each transaction within the monthly limits set and approved by the Chief Financial Officer.

4. Cardholders and their supervisors are expected to adhere to the guidance set forth in this procedure. Any violator will be subject to disciplinary action, including but not limited to card revocation and/or the requirement to reimburse the College for unauthorized charges.

B. CREDIT CARD USE:

Credit Card use, as a method of purchase, is fully governed by, and may not be used to circumvent, approved Purchasing Policy BP 6330 or corresponding Procedure AP 6330. Purchases with a card may ***only*** be used for *Small Procurements* at the departmental level as outlined by BP/AP 6330.

Card purchases by authorized staff are to be transacted only as a supplement to standard procurement methods: to provide cost effective method for making small dollar purchases for goods and services as required during the normal course of employee's duties, or when traveling for approved business purposes.

1. Cardholders:
    a. shall abide by all approved policy and procedures for Credit Card use.
    b. shall use the issued card for UCC business only.
    c. shall *not* exceed budget authority or the card's remaining balance.
    d. shall *not* use a business credit card for personal use.
    e. shall *not* withdraw cash.
    f. may purchase alcohol for consumption, but *only* for instructional use and within SOWI's program charter. No travel related alcohol purchases are permitted.
    g. may purchase industrial grade alcohol, but *only* for instructional use. Such a purchase must meet all Oregon Liquor Control Commission (OLCC) requirements *and* be approved by the Purchasing Manager prior to the transaction.
2. Certain purchases are generally prohibited, including but not limited to:
    a. Weapons.
    b. Tobacco products or controlled substances of any kind.
    c. Gift Cards - Gift cards are considered taxable income to the recipient and in some circumstances are viewed as additional compensation when given to regular or student employees. In the unusual circumstance that the purchase of gift cards is approved by a Senior Officer, card holders must contact Accounting Services to discuss the purchase and the appropriate process necessary to collect any required tax information and supporting documentation.
    d. Political Contributions.

e. Gifts or flowers for individual employees.

f. Gifts or prizes to students unless there is a programmatic purpose.

g. Travel Insurance.

h. IT Hardware and Software – Purchase of IT hardware, software, and other IT related services requires pre-approval by the Director of Information Technology in addition to the cardholder's Senior Officer, to ensure compatibility with existing systems as well as agreement on future replacement requirements.

i. Capital Goods – as defined here, are fixed assets of a tangible and durable nature at $5,000 or greater, and are depreciable in value over time. All such purchases must be pre-approved by the Chief Financial Officer. These purchases generally require a Purchase Order.

j. Cash Advances.

k. Traffic and/or parking violations, fines, and towing.

l. Gasoline purchases when mileage is being reimbursed.

C. ADDITIONAL CARDHOLDER RESPONSIBILITIES:

1. Cardholders must obtain prior approval for expenses incurred on behalf of the College and paid with a business credit card, including but not limited to travel and lodging accommodations, conference registration, professional license and membership subscriptions, annual dues, etc.

2. Cardholders must obtain an itemized receipt for each purchase. Cardholders should be especially mindful of this when purchasing meals (refer to BP6330), as some restaurants will only return the summary receipt with the total and the tip. In this case, a detailed receipt which lists the meals and drinks purchased must be requested and retained.

3. Attach all receipts to the ***Credit Card Purchase Summary*** form – (found on the Office Business Services Webpage under Forms). The receipts are necessary to substantiate the expenditure and support allowability by the College, other funding agencies, and the IRS and will be made available for review by the College's external auditors or another government agency as needed.

4. In the event that a receipt is lost, cardholders must complete a ***Missing Receipt Affidavit*** and submit it along with the ***Credit Card Purchase Summary*** form – (both are found on the Office Business Services Webpage under Forms).

5. Documentation for, and monthly reconciliation of, all credit card purchase types are the responsibility of the cardholder.

6. Cardholders shall reconcile their purchases within seven (7) working days of receiving the credit card statement or communicate any delay to Accounts Payable staff.

7. Cardholders are ultimately responsible for the cards and all charges incurred. Report lost or stolen cards or associated data to the Chief Financial Officer as soon as possible after discovery. Cards shall be returned immediately to the CFO's office upon termination of employment.

a. In case of Fraud

In the event of any suspicion, report, or incident of fraud, contact the credit card company immediately using the phone number on the back of the card and follow their instructions. Once that is complete, report the incident to the Chief Financial Officer.

b. Use of Purchasing Department Credit Card

In a situation where an authorized purchase may exceed the local department's credit card limit, use of the Purchasing Department Credit Card may be requested. Contact the Purchasing Manager for assistance. Compliance with Statute and other limiting Policies remain in force.

RESPONSIBILITY:
The Purchasing Manager 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:	Credit Card Issuance and Use		
New BP #:		**Old BP # & Title:**	
New AP #:	AP6331	**Old AP # & Title:**	AP 601.1 – Credit Issuance and Use
Revision Date:	12/6/2019		

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
Credit Card use, as a method of purchase, is fully governed by all, and may not be used to circumvent any, approved Purchasing Policy or Procedure. Purchases with a card may ***only*** be used for *Small Procurements* at the departmental level. (AP 601) Cards are issued with approval of the Chief Financial Officer (CFO). The UCC Credit Card Usage Agreement form must be read and signed by the card user. Card purchases by authorized staff are to be transacted only as a supplement to regular procurement methods and	na	**A. CREDIT CARD ISSUANCE:** Employees hired or promoted into positions that include roles for conducting certain types of business transactions on behalf of the College are encouraged to request a business credit card. Send the completed ***Credit Card Request*** form – (found on the Office Business Services Webpage under Forms), to the Budget Manager. The Chief Financial Officer approves all card requests. Once approved, The ***UCC Credit Card Usage Agreement*** form – (found on the Office Business Services Webpage under Forms), must be read and signed by the card user. Please note: 1. Cards are issued in the employee's name and are paid for by the College. The safekeeping of the card is the sole responsibility of the cardholder.

when appropriate - e.g.: hotels and travel, rental cars, on-line vendors, registrations, subscriptions, or time-sensitive situations. Documentation for, and reconciliation of, these purchase types are the responsibility of the originating department. Card holders shall agree to the following statements: 1. To abide by all approved policy and procedures for Credit Card use. 2. To use the issued card for UCC business only. 3. To not exceed budget authority or the card's remaining balance. 4. This card will not be used for personal use. 5. This card will not be used to withdraw cash. 6. No tobacco products or controlled substances of any kind will be purchased with this card. 7. Alcohol for consumption is *only* permitted for instructional use within SOWI's program charter. 8. Industrial grade alcohol purchased for instructional use, must meet all Oregon		2. Sharing of the card is strictly prohibited, even between members of the same department or division of the College. 3. The cardholder's supervisor authorizes each transaction within the monthly limits set and approved by the Chief Financial Officer. 4. Cardholders and their supervisors are expected to adhere to the guidance set forth in this procedure. Any violator will be subject to disciplinary action, including but not limited to card revocation and/or the requirement to reimburse the College for unauthorized charges. **B. <u>CREDIT CARD USE</u>:** Credit Card use, as a method of purchase, is fully governed by, and may not be used to circumvent, approved Purchasing Policy BP 6330 or corresponding Procedure AP 6330. Purchases with a card may ***only*** be used for *Small Procurements* at the departmental level as outlined by BP/AP 6330. Card purchases by authorized staff are to be transacted only as a supplement to standard procurement methods: to provide cost effective method for making small dollar purchases for goods and services as required during the normal course of employee's duties, or when traveling for approved business purposes. 1. Cardholders: a. shall abide by all approved policy and procedures for Credit Card use. b. shall use the issued card for UCC business only. c. shall <u>*not*</u> exceed budget authority or the card's remaining balance. d. shall <u>*not*</u> use a business credit card for personal use.

Liquor Control Commission (OLCC) requirements *and* be approved by the Purchasing Manager. 9. The card will be reconciled within seven (7) working days of the receipt of the statement. Any delay to this schedule will be communicated to Accounts Payable staff. Card holders are ultimately responsible for the cards and all charges incurred. Lost or stolen cards or associated data should be reported to the Chief Financial Officer as soon as possible. Misuse or abuse of the card may result in disciplinary action ranging from loss of privilege and/or restitution to possible termination. Cards must be returned immediately to the CFO's office upon termination of employment. **In case of Fraud** In the event of any suspicion, report, or incident of fraud, contact the credit card company immediately using the phone number on the back of the card and follow their instructions. Once that is		e. shall ***not*** withdraw cash. f. may purchase alcohol for consumption, but *only* for instructional use and within SOWI's program charter. No travel related alcohol purchases are permitted. g. may purchase industrial grade alcohol, but *only* for instructional use. Such a purchase must meet all Oregon Liquor Control Commission (OLCC) requirements *and* be approved by the Purchasing Manager prior to the transaction. 2. Certain purchases are generally prohibited, including but not limited to: a. Weapons. b. Tobacco products or controlled substances of any kind. c. Gift Cards - Gift cards are considered taxable income to the recipient and in some circumstances are viewed as additional compensation when given to regular or student employees. In the unusual circumstance that the purchase of gift cards is approved by a Senior Officer, card holders must contact Accounting Services to discuss the purchase and the appropriate process necessary to collect any required tax information and supporting documentation. d. Political Contributions. e. Gifts or flowers for individual employees. f. Gifts or prizes to students unless there is a programmatic purpose. g. Travel Insurance. h. IT Hardware and Software – Purchase of IT hardware, software, and other IT related services requires pre-approval by the Director of Information Technology in addition to the cardholder's

complete, report the incident to the Chief Financial Officer. **Use of Purchasing Department Credit Card** In a situation where the local department's credit card limit will be exceeded, use of the Purchasing Department Credit Card may be requested. Contact the Purchasing Manager for assistance. Compliance with Statute and other limiting Policies remain in force. **DATE OF ADOPTION:** **DATE(S) OF REVISION(S):** **DATE OF LAST REVIEW:**		Senior Officer, to ensure compatibility with existing systems as well as agreement on future replacement requirements. i. Capital Goods – as defined here, are fixed assets of a tangible and durable nature at $5,000 or greater, and are depreciable in value over time. All such purchases must be pre-approved by the Chief Financial Officer. These purchases generally require a Purchase Order. j. Cash Advances. k. Traffic and/or parking violations, fines, and towing. l. Gasoline purchases when mileage is being reimbursed. **C. <u>ADDITIONAL CARDHOLDER RESPONSIBILITIES</u>:** 1. Cardholders must obtain prior approval for expenses incurred on behalf of the College and paid with a business credit card, including but not limited to travel and lodging accommodations, conference registration, professional license and membership subscriptions, annual dues, etc. 2. Cardholders must obtain an itemized receipt for each purchase. Cardholders should be especially mindful of this when purchasing meals (refer to BP6330), as some restaurants will only return the summary receipt with the total and the tip. In this case, a detailed receipt which lists the meals and drinks purchased must be requested and retained. 3. Attach all receipts to the ***Credit Card Purchase Summary*** form – (found on the Office Business Services Webpage under Forms). The receipts are necessary to substantiate the expenditure and support allowability by the College, other funding agencies, and the IRS and will be made available for review by the College's external auditors or another government agency as needed. 4. In the event that a receipt is lost, cardholders must complete a ***Missing Receipt Affidavit*** and submit it along with the ***Credit Card***

		Purchase Summary form – (both are found on the Office Business Services Webpage under Forms). 5. Documentation for, and monthly reconciliation of, all credit card purchase types are the responsibility of the cardholder. 6. Cardholders shall reconcile their purchases within seven (7) working days of receiving the credit card statement or communicate any delay to Accounts Payable staff. 7. Cardholders are ultimately responsible for the cards and all charges incurred. Report lost or stolen cards or associated data to the Chief Financial Officer as soon as possible after discovery. Cards shall be returned immediately to the CFO's office upon termination of employment. **a. In case of Fraud** In the event of any suspicion, report, or incident of fraud, contact the credit card company immediately using the phone number on the back of the card and follow their instructions. Once that is complete, report the incident to the Chief Financial Officer. **b. Use of Purchasing Department Credit Card** In a situation where an authorized purchase may exceed the local department's credit card limit, use of the Purchasing Department Credit Card may be requested. Contact the Purchasing Manager for assistance. Compliance with Statute and other limiting Policies remain in force. The Purchasing Manager is responsible for implementing and updating this procedure.

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: ACCESS TO COLLEGE PROPERTY

BOARD POLICY # 3501 ***(Was 613.01 Access to College Property)***

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

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

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

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

The College has no campus student housing facilities.

References:
34 Code of Federal Regulations Part 668.46(b)(3)
NWCCU Standard 2.G.1
ORS 341.290(4)

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

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE:	Access to College Property			**AREAS OF COLLABORATION** *Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.* Note: No changes were needed in this policy as a result of OCCA Policy Service information.
New BP #:	3501	**Old BP # & Title:**	613.01 Access to College Property	
New AP #:		**Old AP # & Title:**		
Revision Date:			1/10/2020	

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
~~Umpqua Community College is an open campus but has the right to manage access to college owned or controlled property.~~ ~~The presence of persons on Umpqua Community College owned or controlled property is restricted to provide for the safety of users, the security of College facilities, and to provide an environment that fosters learning.~~ ~~During business hours, the College will be open to students, employees, and visitors. During non-business hours, access to College facilities is by key or by access cards at limited locations. All access cards and keys are issued through the Facilities Department. Authorization for access cards and keys requires the signature of a member of the Senior Leadership Team.~~ ~~Security and safety patrols of facilities and buildings on the College main campus are conducted daily by Security Department personnel. Safety and~~	**References:** 34 Code of Federal Regulations Part 668.46(b)(3); NWCCU Standard 2.G.1 ORS 341.290(4) **NOTE:** *This policy is **legally required**.* The **[*CEO*]** shall establish procedures for security and access to **[*entity's*]** facilities.	Umpqua Community College is an open campus but has the right to manage access to college owned or controlled property. The presence of persons on Umpqua Community College owned or controlled property is restricted to provide for the safety of users, the security of College facilities, and to provide an environment that fosters learning. During business hours, the College will be open to students, employees, and visitors. During non-business hours, access to College facilities is by key or by access cards at limited locations. All access cards and keys are issued through the Facilities Department. Authorization for access cards and keys requires the signature of a member of the Senior Leadership Team.

~~security maintenance is also provided at off-site locations on a routine basis.~~ ~~The College has no campus student housing facilities.~~ **~~Responsibility:~~** ~~The Director of Facilities and Security is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).~~ **~~NEXT REVIEW DATE:~~** **~~DATE OF ADOPTION: 1/17/2018~~** **~~DATE(S) OF REVISION:~~** **~~DATE(S) OF PRIOR REVIEW:~~**		Security and safety patrols of facilities and buildings on the College main campus are conducted daily by Security Department personnel. Safety and security maintenance is also provided at off-site locations on a routine basis. The College has no campus student housing facilities. **References:** 34 Code of Federal Regulations Part 668.46(b)(3); NWCCU Standard 2.G.1 ORS 341.290(4) **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: 1/17/2018** **DATE(S) OF REVISION:** **DATE(S) OF PRIOR REVIEW:**

UMPQUA COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE

TITLE: Access to College Property

ADMINISTRATIVE PROCEDURE # 3501 ***(was 613.01)***

RELATED TO POLICY # 3501

A. Access Definitions. Access to college facilities and programs is predicated upon a person's status as a student, employee, or visitor; the need to obtain access; and the type of activity conducted at the location.

1. **Employee Access**: Access to areas that typically contain sensitive equipment or data is based on a demonstrated need. Examples of limited access areas include Information Technology workspaces, mechanical rooms, faculty workrooms, employee lounges, private offices, storage rooms, and some labs.
2. **Mid-level supervisory administrators (typically assistant vice presidents, deans or directors)** responsible for a program or service area have responsibility to control access to those areas. These supervisory administrators may further restrict employee access to specific employees in areas such as private offices, offices handling cash, computer switch rooms, etc., dependent upon the activity occurring in a space.
3. **General Access**: Areas generally open to both college employees and students include classrooms, labs, gym, etc., during hours of operation designated by the Senior Leadership Team.
4. **Community Access**: Areas not designated as limited to employee or general access are available to the general public without the necessity of enrolling as a student, e.g., open spaces of the campus (indoors and outdoors), library, and college cafeteria.

B. Campus Business Hours

1. College campus hours are 6:00 a.m. to 10:00 p.m. for regular business days (i.e., Monday-Friday except for holidays or other closures).
2. All buildings are to be secured and the premises vacated by midnight except for essential personnel (security, custodial, and maintenance personnel). The Chief of Security is to be notified prior to any exceptions. Loitering on college property when the college buildings are closed is not allowed.

C. Campus Closures

1. Campus is closed during holidays and certain emergencies. The campus may be closed to the public during in-service
2. In the case of campus closures for emergencies, college property is not to be accessed by non-essential personnel without administrative authority, and check-in with Security is required before accessing any building.

D. Overnight Campus Access

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

E. Employee Access

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

F. Student Access

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

G. Visitor Access

1. Visitors have community access to college facilities as defined in this procedure, A.4 - Community Access.
2. Classes are accessible to paying/registered students only.
3. Events are accessible to paying/registered customers only.
4. Visitors are not allowed to be present in a college building when the campus is closed

H. Law Enforcement Access

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

I. Children's Access

See Administrative Procedure 3502.

J. Campus Security and Employee Responsibility

1. If it is believed that a person is in violation of Administrative Procedure 3501, Campus Security should be notified.
2. A security officer will determine if a person is in an area without appropriate access and take necessary action.

K. Keys and Access Cards

1. Access to secured college spaces is controlled by keys or electronic access cards. Distribution of keys and access cards to employees is based upon work-related need for entry to specific areas of campus.

    a. Employees who need card or key access to college facilities must complete an Access Card/Key Request form.
    b. Employees will identify the buildings and office/classroom spaces they need access to on the form.
    c. The employee's director or dean plus the appropriate Senior Leadership Team member will authorize the issuance of keys or access cards by original signatures on the form.
    d. The Access Card/Key Request Form will be forwarded to the Campus Security Department for issuance of the appropriate card or keys. Campus Security is the sole guardian of keys/cards, and all key/cards to UCC facilities will be issued only through the Campus Security Department.

e. Normally, there will be a 24–48 hour waiting period after receipt of the request prior to issuing a key or access card.

f. All access cards and keys are property of the college and must be surrendered to the Campus Security Office when an employee terminates employment with the college before a final paycheck is issued.

g. Access cards and keys may be required to be surrendered by an employee for reasons other than termination of employment.

h. Loss of keys/cards must be immediately reported to the supervisor and Campus Security. The employee who loses a key/card may be charged for the costs of replacing locks.

i. Access cards and keys are issued to an individual and may not be loaned or transferred to another person. Loaning or transferring keys to unauthorized persons may be cause for disciplinary action or dismissal.

j. Possession of a key to any college facility does not give that employee unrestricted access to that area outside of normal working hours for any purpose except normal college business.

2. The Facilities Office is responsible for developing the over-all keying structure of campus buildings to ensure an appropriate hierarchy of key distribution and security of facilities. Keying plans are provided to Campus Security for distribution of keys to employees.

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

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

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE:	Access to College Property			**AREAS OF COLLABORATION** *Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.* Note that areas highlighted in yellow in the existing procedure are now covered in AP 3502
New BP #:		**Old BP # & Title:**		
New AP #:	3501	**Old AP # & Title:**	613.01 Access to College Property	
Revision Date:			1/10/2020	

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
1. ~~**Access Definitions.** Access to college facilities and programs is predicated upon a person's status as a student, employee, or visitor; the need to obtain access; and the type of activity conducted at the location.~~ a. ~~**Employee Access**: Access to areas that typically contain sensitive equipment or data is based on a demonstrated need. Examples of limited access areas include Information Technology workspaces, mechanical rooms, faculty workrooms, employee lounges, private offices, storage rooms, and some labs.~~ b. ~~**Deans** or **directors** responsible for a program or service area have responsibility to control access to those areas. Deans or directors may further restrict employee access to specific employees in areas such as private offices, offices handling cash, computer switch rooms, etc., dependent upon the activity occurring in a space.~~	**References:** 34 Code of Federal Regulations Part 668.46(b)(3); NWCCU Standard 2.G.1 ORS 341.290(4) **NOTE:** *This procedure is* ***legally required****.* During business hours, the **[** ***entity*** **]** **[** ***excluding housing facilities, if applicable*** **]** will be open to students, parents, employees,	A. **Access Definitions.** Access to college facilities and programs is predicated upon a person's status as a student, employee, or visitor; the need to obtain access; and the type of activity conducted at the location. 1. **Employee Access**: Access to areas that typically contain sensitive equipment or data is based on a demonstrated need. Examples of limited access areas include Information Technology workspaces, mechanical rooms, faculty workrooms, employee lounges, private offices, storage rooms, and some labs. 2. **Mid-level supervisory administrators (typically assistant vice presidents, deans or directors)** responsible for a program or service area have responsibility to control access to those areas. These supervisory administrators may

c. **General Access**: Areas generally open to both college employees and students include classrooms, labs, gym, etc., during hours of operation designated by the Senior Leadership Team. d. **Community Access**: Areas not designated as limited to employee or general access are available to the general public without the necessity of enrolling as a student, e.g., open spaces of the campus (indoors and outdoors), library, and college cafeteria. **2. Campus Business Hours** a. College campus hours are 6:00 a.m. to 10:00 p.m. for regular business days (i.e., Monday-Friday except for holidays or other closures). b. All buildings are to be secured and the premises vacated by midnight except for essential personnel (security, custodial, and maintenance personnel). The Chief of Security is to be notified prior to any exceptions. Loitering on college property when the college buildings are closed is not allowed. **3. Campus Closures** a. Campus is closed during holidays and certain emergencies. The campus may be closed to the public during in-service b. In the case of campus closures for emergencies, college property is not to be accessed by non-essential personnel without administrative authority, and check-in with Security is required before accessing any building.	contractors, guests, and invitees. During non-business hours access to all **[** ***entity*** **]** facilities is by key, if issued, or by admittance via the **[** ***Campus Police or Campus Security*** **] [** ***if entity has on-campus housing facilities, add the following: "or housing staff"*** **]**. In the case of periods of extended closing, the **[** ***entity*** **]** will admit only those with prior written approval to all facilities.	further restrict employee access to specific employees in areas such as private offices, offices handling cash, computer switch rooms, etc., dependent upon the activity occurring in a space. 3. **General Access**: Areas generally open to both college employees and students include classrooms, labs, gym, etc., during hours of operation designated by the Senior Leadership Team. 4. **Community Access**: Areas not designated as limited to employee or general access are available to the general public without the necessity of enrolling as a student, e.g., open spaces of the campus (indoors and outdoors), library, and college cafeteria. B. **Campus Business Hours** 1. College campus hours are 6:00 a.m. to 10:00 p.m. for regular business days (i.e., Monday-Friday except for holidays or other closures). 2. All buildings are to be secured and the premises vacated by midnight except for essential personnel (security, custodial, and maintenance personnel). The Chief of Security is to be notified prior to any exceptions. Loitering on college property when the college buildings are closed is not allowed. C. **Campus Closures**

~~**4. Overnight Campus Access**~~ ~~a. Camping or sleeping overnight on college-owned or controlled property is not allowed unless approved in advance by the college president or designee.~~ ~~**5. Employee Access**~~ ~~a. Employees of Umpqua Community College have access to all college facilities and programs based on need, except areas designated as restricted. Only employees who have received authorization from the relevant dean or director supervising the restricted area may have access to areas identified as restricted.~~ ~~b. Employee presence in a college building during non-business hours, other than for scheduled events, is discouraged. If employees must be present when the campus is closed, employees are required to notify Campus Security (7777) of their presence.~~ ~~c. Employees of the college are not allowed to sleep overnight on college property.~~ ~~**6. Student Access**~~ ~~a. Students have general access, but may be granted restricted access based on an identifiable college need. Only persons enrolled in a given class or lab may attend that class or lab. Exceptions may be made by the college for special circumstances appropriate to the learning environment. Requests for exceptions will be directed to the appropriate dean or director for approval.~~		1. Campus is closed during holidays and certain emergencies. The campus may be closed to the public during in-service 2. In the case of campus closures for emergencies, college property is not to be accessed by non-essential personnel without administrative authority, and check- in with Security is required before accessing any building. D. **Overnight Campus Access** Camping or sleeping overnight on college-owned or controlled property is not allowed unless approved in advance by the college president or designee. E. **Employee Access** 1. Employees of Umpqua Community College have access to all college facilities and programs based on need, except areas designated as restricted. Only employees who have received authorization from the relevant dean or director supervising the restricted area may have access to areas identified as restricted. 2. Employee presence in a college building during non-business hours, other than for scheduled events, is discouraged. If employees must be present when the campus is closed, employees are required to notify Campus Security (7777) of their presence.

~~b. Students are not allowed to be present in a college building when the campus is closed.~~ ~~**7. Visitor Access**~~ ~~a. Visitors have community access to college facilities as defined in this procedure,~~ ~~1.d Community Access.~~ ~~b. Classes are accessible to paying/registered students only. c. Events are accessible to paying/registered customers only.~~ ~~d. Visitors are not allowed to be present in a college building when the campus is closed.~~ ~~**8. Law Enforcement Access**~~ ~~Visitors representing state, local and federal law enforcement agencies searching for information related to a specific person or persons will be directed to the Chief of Security or designee. Agencies include, but are not limited to police departments, sheriff's offices, the Federal Bureau of Investigation, and Immigration and Customs Enforcement. The Chief of Security or designee will follow state and federal statutes and college policies/procedures to determine the release of any information. If a law enforcement agency representative visits a site where Campus Security does not exist, the law enforcement representative will be directed to the administrator responsible for the site.~~		3. Employees of the college are not allowed to sleep overnight on college property. F. **Student Access** 1. Students have general access, but may be granted restricted access based on an identifiable college need. Only persons enrolled in a given class or lab may attend that class or lab. Exceptions may be made by the college for special circumstances appropriate to the learning environment. Requests for exceptions will be directed to the appropriate dean or director for approval. 2. Students are not allowed to be present in a college building when the campus is closed G. **Visitor Access** 1. Visitors have community access to college facilities as defined in this procedure, A.4 - Community Access. 2. Classes are accessible to paying/registered students only. 3. Events are accessible to paying/registered customers only. 4. Visitors are not allowed to be present in a college building when the campus is closed H. **Law Enforcement Access** 1. Visitors representing state, local and federal law enforcement agencies searching for information related to a specific person or persons will be directed to the Chief of Security or

~~The administrator will work with the Chief of Security to determine the release of any information. The President's office must be informed that an inquiry by law enforcement occurred.~~ **9. ~~Children's Access~~** a. A child is defined as a person under age 16, not enrolled as a student. b. Childcare facilities of the college are exempt from the restrictions imposed on a child's presence on campus by these procedures. c. Children registered for college activities that are supervised by college employees may have access to facilities designated for those activities. d. Children under age 16 have community access and may use college facilities, such as the college library, only while under the active supervision of an adult responsible for the child. e. A college administrator may place additional restrictions on the presence of children in specific locations. **~~10. Campus Security and Employee Responsibility~~** ~~a. If it is believed that a person is in violation of Administrative Procedure 613.01, Campus Security should be notified.~~ ~~b. A security officer will determine if a person is in an area without appropriate access and take necessary action.~~ c. In the case of an unsupervised child, employees of Campus Security will attempt to determine the identity of a child, if		designee. Agencies include, but are not limited to police departments, sheriff's offices, the Federal Bureau of Investigation, and Immigration and Customs Enforcement. 2. The Chief of Security or designee will follow state and federal statutes and college policies/procedures to determine the release of any information. 3. If a law enforcement agency representative visits a site where Campus Security does not exist, the law enforcement representative will be directed to the administrator responsible for the site. The administrator will work with the Chief of Security to determine the release of any information. 4. The President's office must be informed that an inquiry by law enforcement occurred. I. **Children's Access** See Administrative Procedure 3502. J. **Campus Security and Employee Responsibility** 1. If it is believed that a person is in violation of Administrative Procedure 3501, Campus Security should be notified. 2. A security officer will determine if a person is in an area without appropriate access and take necessary action. K. **Keys and Access Cards**

supervised or not, and locate an adult responsible for the child. **11. Keys and Access Cards** a. Access to secured college spaces is controlled by keys or electronic access cards. Distribution of keys and access cards to employees is based upon work-related need for entry to specific areas of campus. i. Employees who need card or key access to college facilities must complete an Access Card/Key Request form. ii. Employees will identify the buildings and office/classroom spaces they need access to on the form. iii. The employee's director or dean plus the appropriate Senior Leadership Team member will authorize the issuance of keys or access cards by original signatures on the form. iv. The Access Card/Key Request Form will be forwarded to the Campus Security Department for issuance of the appropriate card or keys. Campus Security is the sole guardian of keys/cards, and all key/cards to UCC facilities will be issued only through the Campus Security Department. v. Normally, there will be a 24–48 hour waiting period after receipt of the request prior to issuing a key or access card.		1. Access to secured college spaces is controlled by keys or electronic access cards. Distribution of keys and access cards to employees is based upon work-related need for entry to specific areas of campus. a. Employees who need card or key access to college facilities must complete an Access Card/Key Request form. b. Employees will identify the buildings and office/classroom spaces they need access to on the form. c. The employee's director or dean plus the appropriate Senior Leadership Team member will authorize the issuance of keys or access cards by original signatures on the form. d. The Access Card/Key Request Form will be forwarded to the Campus Security Department for issuance of the appropriate card or keys. Campus Security is the sole guardian of keys/cards, and all key/cards to UCC facilities will be issued only through the Campus Security Department. e. Normally, there will be a 24–48 hour waiting period after receipt of the request prior to issuing a key or access card.

vi. All access cards and keys are property of the college and must be surrendered to the Campus Security Office when an employee terminates employment with the college before a final paycheck is issued. vii. Access cards and keys may be required to be surrendered by an employee for reasons other than termination of employment. viii. Loss of keys/cards must be immediately reported to the supervisor and Campus Security. The employee who loses a key/card may be charged for the costs of replacing locks. ix. Access cards and keys are issued to an individual and may not be loaned or transferred to another person. Loaning or transferring keys to unauthorized persons may be cause for disciplinary action or dismissal. x. Possession of a key to any college facility does not give that employee unrestricted access to that area outside of normal working hours for any purpose except normal college business. b. The Facilities Office is responsible for developing the over-all keying structure of campus buildings to ensure an appropriate hierarchy of key distribution and security of facilities. Keying plans are provided to		f. All access cards and keys are property of the college and must be surrendered to the Campus Security Office when an employee terminates employment with the college before a final paycheck is issued. g. Access cards and keys may be required to be surrendered by an employee for reasons other than termination of employment. h. Loss of keys/cards must be immediately reported to the supervisor and Campus Security. The employee who loses a key/card may be charged for the costs of replacing locks. i. Access cards and keys are issued to an individual and may not be loaned or transferred to another person. Loaning or transferring keys to unauthorized persons may be cause for disciplinary action or dismissal. j. Possession of a key to any college facility does not give that employee unrestricted access to that area outside of normal working hours for any purpose except normal college business.

Campus Security for distribution of keys to employees. **RESPONSIBILITY:** The Director of Facilities and Security is responsible for implementing and updating this procedure. **NEXT REVIEW DATE:** **DATE OF ADOPTION: 11/7/2017** **DATE(S) OF REVISION: DATE(S) OF PRIOR REVIEW:**		2. The Facilities Office is responsible for developing the over-all keying structure of campus buildings to ensure an appropriate hierarchy of key distribution and security of facilities. Keying plans are provided to Campus Security for distribution of keys to employees. **RESPONSIBILITY:** The Director of Facilities and Security is responsible for implementing and updating this procedure. **NEXT REVIEW DATE:** **DATE OF ADOPTION: 11/7/2017** **DATE(S) OF REVISION:** **DATE(S) OF PRIOR REVIEW:**
		B.

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: ORGANIZATION AND AUTHORITY

BOARD POLICY # 2000

Umpqua Community College is established and operates under the authority of Chapter 341, and other applicable laws and regulations. These policies are intended to be consistent with applicable Oregon Revised Statues (ORS) and Oregon Administrative Rules (OAR), and to the extent they are not consistent, the provisions of such statutes and administrative rules shall control.

RESPONSIBILITY:
The Board Chair is responsible for implementing and updating this policy.

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

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: BOARD OF EDUCATION MEMBERSHIP

BOARD POLICY # 2010

The Board of Education shall be composed of seven members who serve terms of 4 years. A person shall be qualified to be a candidate for election to the board if the person is an elector who resides in the district and the zone for which the person is elected. A board member must qualify for office by taking an oath of office.

No person who is an employee of the community college district shall be eligible to serve as a member of the board for the district by which the employee is employed.

References:
NWCCU Standard 2.A.4
ORS 341.275, ORS 341.326

RESPONSIBILITY:
The Board Chair is responsible for implementing and updating this policy.

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

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: BOARD OF EDUCATION ELECTIONS

BOARD POLICY # 2100

The term of office of each Board of Education member shall be 4 years, commencing on July 1 following the election. The term of a Board of Education member expires June 30 following the regular district election at which a successor is elected.

Elections shall be held every 2 years, in odd numbered years. Terms of Board of Education members are staggered so that, as nearly as practical, one-half of the Board of Education members shall be elected at each Board of Education member election.

References:
ORS 341.326, ORS 341.327, ORS 255.335

RESPONSIBILITY:
The Board Chair is responsible for implementing and updating this policy.

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

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: VACANCIES ON THE BOARD OF EDUCATION

BOARD POLICY # 2110

The Board of Education shall declare the office of a board member vacant if it finds any of the following:

A. The incumbent has died or resigned.

B. The incumbent has been removed or recalled from office or the election of the incumbent thereto has been declared void by the judgment of a court.

C. The incumbent has ceased to be a resident of the district from which the incumbent was nominated or elected.

D. The incumbent has ceased to discharge the duties of office for two consecutive months unless prevented therefrom by sickness or other unavoidable cause or unless excused by the chairperson of the Board of Education.

A board member who is nominated or elected by zone and who changes permanent residence from one zone of a district to another zone or who by a change in zone boundaries no longer resides in the zone of nomination or election is entitled to continue to serve as board member until June 30 following the next regular district election at which a successor shall be elected by the electors to serve for the remainder of the unexpired term, if any. The successor shall take office July 1 next following the election. ORS 341.335(2)

When a vacancy is declared the remaining Board of Education members shall meet and appoint a person to fill the vacancy from any of the electors of the district if the position is one filled by both nomination and election at-large, and otherwise from any of the electors of the zone from which the vacancy occurs.

The period of service of a Board of Education member appointed to a vacant position commences upon appointment and expires June 30 next following the next regular district election at which a successor is elected. The successor shall be elected to serve the

remainder, if any, of the term for which the appointment was made. If the term for which the appointment was made expires June 30 after the election of the successor, the successor shall be elected to a full term. In either case, the successor shall take office on July 1.

The President shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board of Education will determine the schedule and appointment process, which may include interviews at a public meeting.

References: ORS 341.335

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

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

UMPQUA COMMUNITY COLLEGE

BOARD PROCEDURE

TITLE: VACANCIES ON THE BOARD OF EDUCATION

BOARD PROCEDURE # 2110

RELATED TO POLICY # 2110 VACANCIES ON THE BOARD OF EDUCATION

When the Board of Education determines to fill the vacancy by appointment, the President shall assure that there is ample publicity to and information for prospective candidates.

The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Persons applying or nominated must meet the qualifications required by law for members of the Board of Education.

Persons applying for appointment to the Board of Education shall receive a letter from the President containing information about the Umpqua Community College and the Board of Education, including a candidate information sheet to be completed and returned by a specific date.

The Board of Education may request personal interviews with candidates. Interviews shall be conducted in a public hearing scheduled for that purpose.

Each Board of Education member shall review all candidate information sheets, with final selection made by a majority vote of the Board of Education members at a public meeting called for that purpose.

Reference: ORS 341.335

RESPONSIBILITY:
The Board Chair is responsible for implementing and updating this procedure.

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

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: BOARD OF EDUCATION DUTIES AND RESPONSIBILITIES

BOARD POLICY # 2200

The Board of Education governs on behalf of the citizens of Umpqua Community College District in accordance with the authority granted to it by state law. The Board of Education is committed to fulfilling its responsibilities to:

A. Represent the public interest;
B. Establish policies that define the institutional mission and set prudent, ethical, and legal standards for college operations;
C. Hire and evaluate the President;
D. Delegate power and authority to the President to effectively lead the College;
E. Assure fiscal health and stability;
F. Monitor institutional performance and education quality; and
G. Advocate for Umpqua Community College.

References:
NWCCU Standards 2.A.4 and 2.A.5
ORS 341.290, ORS 341.300 (traffic control)

RESPONSIBILITY:
The Board Chair is responsible for implementing and updating this policy.

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

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: BOARD OF EDUCATION OFFICERS

BOARD POLICY # 2210

A. The duties of the Chair of the Board of Education are:

1. Preside over all meetings of the Board of Education.
2. Call emergency and special meetings of the Board of Education as required by law.
3. Consult with the President on Board of Education meeting agendas.
4. Communicate with individual Board of Education members about their responsibilities.
5. Participate in the orientation process for new Board of Education members.
6. Assure Board of Education compliance with policies on Board of Education member education, self-evaluation, and evaluation of the President.
7. Represent the Board of Education at official events or ensure Board of Education representation.

B. The duties of the Vice Chair of the Board of Education are:

1. To fulfill the duties of the Chair as needed.
2. Coordinate and implement the President's evaluation.
3. Work with the Board Chair in collaboration with the President to develop an annual Board calendar.

C. The President shall serve as Secretary to the Board of Education. The duties of the Secretary are:

1. Notify members of the Board of Education of regular, special, emergency, and adjourned meetings;
2. Prepare and post Board of Education meeting agendas;
3. Have prepared for adoption minutes of Board of Education meetings;
4. Attend all Board of Education meetings and closed sessions, unless excused, and in such cases to assign a designee;

5. Conduct the official correspondence of the Board of Education;
6. Certify as legally required all Board of Education actions;
7. Sign, when authorized by law or by Board of Education action, any documents that would otherwise require the signature of the Secretary of the Board of Education.

The Board of Education does not have an official system of rotation of officers; it elects the officers each year at its annual organizational meeting from among all its members.

References:
ORS 341.283

RESPONSIBILITY:
The Board Chair is responsible for implementing and updating this policy.

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

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: COMMITTEES OF THE BOARD OF EDUCATION

BOARD POLICY # 2220

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

Board of Education committees are only advisory and have no authority or power to act on behalf of the Board of Education. Findings or recommendations shall be reported to the Board of Education for consideration.

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

References:
ORS 341.283; ORS 294.336

RESPONSIBILITY:
The Board Chair is responsible for implementing and updating this policy.

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

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: BOARD OF EDUCATION ANNUAL ORGANIZATIONAL MEETING

BOARD POLICY # 2305

The annual organizational meeting of the Board of Education will be held in July. The purpose of the annual organizational meeting is to elect a chair, vice chair, and a representative to OCCA, and conduct any other business as required by law or determined by the Board of Education.

The Board of Education shall hold a regular organizational meeting following the regular district election not later than the last day of July of that year.

References:
ORS 341.283, ORS 255.335(5)

RESPONSIBILITY:
The Board Chair is responsible for implementing and updating this policy.

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

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: REGULAR MEETINGS OF THE BOARD OF EDUCATION

BOARD POLICY # 2310

Regular meetings of the Board will be held on a designated day of each month. Such meetings will be held on campus, unless the Board designates a different location.

RESPONSIBILITY:
The Board Chair 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:

UMPQUA COMMUNITY COLLEGE

BOARD PROCEDURE

TITLE: REGULAR MEETINGS

BOARD PROCEDURE # 2310

RELATED TO POLICY # 2310 REGULAR MEETINGS

The Board of Education shall use the most recent edition of *Robert's Rules of Order* as a guide with the following exceptions and clarifications:

A. Motions shall be seconded following the general requirements set forth in the rules, contrary to requirement for small boards that "motions need not be seconded".

B. Although there is no limit to the number of times a member may speak to a debatable motion, all members shall have the opportunity to speak before any member speaks twice.

C. In accordance with the rules, "When a motion is perfectly clear to all present a vote can be taken without a motion's having been introduced"; however, prior to voting someone shall state in clear terms the motion to be considered.

RESPONSIBILITY:
The Board Chair is responsible for implementing and updating this procedure.

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

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: CLOSED EXECUTIVE SESSIONS

BOARD POLICY # 2315

Executive sessions of the Board of Education shall only be held as permitted by ORS 192.660. Matters discussed in closed session will be on specific subjects as allowed by Oregon Statutes.

Matters discussed in executive session remain confidential and may not be discussed outside of the closed session.

No final actions may be taken in executive session.

If any person requests an opportunity to present complaints to the Board of Education about a specific employee, such complaints shall first be presented to the President. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board of Education as permitted under Oregon law.

References: ORS 192.660

RESPONSIBILITY:
The Board Chair is responsible for implementing and updating this policy.

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

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: SPECIAL MEETINGS

BOARD POLICY # 2320

Special meetings may, from time to time, be called as permitted by state law. Special meetings shall be convened by order of the Chair of the Board or upon the request of four board members at least 24 hours before such meeting is to be held, or by common consent of the board members

Emergency meetings may be called by the Chair of the Board of Education when prompt action is needed because of actual or threatened disruption of public facilities.

References:
ORS 192.640, ORS 341.283

RESPONSIBILITY:
The Board Chair 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:

UMPQUA COMMUNITY COLLEGE

BOARD PROCEDURE

TITLE: SPECIAL AND EMERGENCY MEETINGS

BOARD PROCEDURE # 2320

RELATED TO POLICY # 2320 SPECIAL MEETINGS

Special Meetings

Whenever a special meeting of the Board of Education is called, the President shall cause the call and notice to be posted at least 24 hours prior to the meeting in a location freely accessible to the public and in a manner that provides notice to the members of the Board of Education, the news media which have requested notice, and the general public.

Emergency Meetings

Whenever an emergency meeting of the Board of Education is called, the President or Board Chair shall notify each member of the Board of Education. The notice must be given in advance as is appropriate to the circumstances, but the minutes for such a meeting shall describe the emergency justifying less than 24 hours' notice.

References:
ORS 192.640, ORS 341.283(2)

RESPONSIBILITY:
The Board Chair is responsible for implementing and updating this procedure.

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

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: QUORUM AND VOTING

BOARD POLICY # 2330

A quorum of the Board of Education shall consist of a majority of Board of Education members.

The affirmative vote of the majority of members of the Board of Education is required to transact any business; that is, a minimum of four affirmative votes are required to approve an action item.

References:
ORS 192.610 to ORS 192.690, ORS 341.283

RESPONSIBILITY:
The Board Chair is responsible for implementing and updating this policy.

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

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: AGENDAS

BOARD POLICY # 2340

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

The notice shall also include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of the Board of Education to consider additional subjects.

Agendas shall be developed by the President in consultation with the Board of Education Chair.

The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

The order of business may be changed by consent of the Board of Education.

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

References: ORS 192.640

RESPONSIBILITY:
The Board Chair is responsible for implementing and updating this policy.

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

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: PUBLIC PARTICIPATION AT BOARD OF EDUCATION MEETINGS

BOARD POLICY # 2345

There will be a time at each regularly scheduled Board of Education meeting for the general public to address the Board of Education regarding items not on the agenda.

Members of the public also may submit written communications to the Board of Education on items on the agenda or speak to agenda items at the Board of Education meeting.

Written communication regarding items on the Board of Education's agenda should reach the office of the President not later than one working day prior to the meeting at which the matter concerned is to be before the Board of Education. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

Claims for damages are not considered communications to the Board of Education under this rule, but shall be submitted to the College.

References:
ORS 192.630

RESPONSIBILITY:
The Board Chair is responsible for implementing and updating this policy.

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

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: SPEAKERS

BOARD POLICY # 2350

Persons may speak to the Board of Education either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board of Education at the time designated for public comment on the agenda.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard at the beginning of the meeting, before a vote is called on the item, at the time designated for public comment.

Persons wishing to speak to matters not on the agenda shall do so at the time designated for public comment.

Persons wishing to speak shall sign-in on the Public Comment sheet. At the time specified on the agenda, the person shall say their name, address, and city of residence. Comments shall be limited to three to five minutes, at the discretion of the Board Chair. At the discretion of a majority of the Board of Education these time limits may be extended.

Each speaker coming before the Board of Education is limited to one presentation per specific agenda item before the Board of Education, and to one presentation per meeting on non-agenda matters.

The Chair of the Board of Education may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board of Education or if their remarks are unduly repetitive.

The Board may not respond directly to any issues raised but refer those issues to the President for proper action.

RESPONSIBILITY:
The Board Chair is responsible for implementing and updating this policy.

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

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: DECORUM

BOARD POLICY # 2355

A. The following will be ruled out of order by the Chair of the Board of Education:

1. Profanity, obscenity, and other disruptive language.
2. Physical violence or threats of physical violence directed towards any person or property.

B. In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.

C. Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Board of Education for the duration of the meeting.

D. Before removal, a warning and a request that the person(s) curtail the disruptive activity will be made by the Chair of the Board of Education. If the behavior continues, the person(s) may be removed by the presiding officer, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.

E. If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board of Education may order the meeting room cleared and may continue in session. The Board of Education shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

RESPONSIBILITY:
The Board Chair 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:

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: MINUTES

BOARD POLICY # 2360

The Secretary of the Board will keep minutes of all meetings of the Board of Education. The minutes shall record all actions of the Board of Education. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability. The minutes shall record all actions taken by the Board of Education.

Pursuant to Oregon law, the minutes shall also include at least the following information:

A. All members of the governing body present;
B. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
C. The results of all votes, and the vote of each member by name if the vote is divided;
D. The substance of any discussion on any matter; and
E. Subject to ORS 192.311 to 192.478 relating to public records, a reference to any document discussed at the meeting.

Minutes of executive sessions shall comply with ORS Chapter 192, ORS Chapter 341, and other applicable laws, including a statement of the reason or section under which the executive session was called.

Official minutes of meetings are to be approved and signed by the Chair of the Board and the Secretary of the Board

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References:
ORS 192.650

RESPONSIBILITY:
The Board Chair 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:

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

BOARD POLICY # 2410

The Board of Education may adopt such policies as are authorized by law or determined by the Board of Education to be necessary for the efficient operation of Umpqua Community College. Board policies are intended to be statements of intent by the Board of Education on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law but do not encompass all laws relating to The College's activities. All college employees are expected to know and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board of Education may be adopted, revised, added to, or amended at any regular Board of Education meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board of Education shall regularly assess its policies for effectiveness in fulfilling Umpqua Community College's mission.

Administrative procedures are to be issued by the President as statements of method to be used in implementing Board of Education policy. Such administrative procedures shall be consistent with the intent of Board of Education Policy. Administrative procedures may be revised as deemed necessary by the President.

The Board of Education reserves the right to direct revisions of the administrative procedures should they, in the Board of Education's judgment, be inconsistent with the Board of Education's own policies.

Copies of all Board of Education policies and administrative procedures shall be readily available to the college employees through the intranet.

References:
NWCCU Standards 2.A.2 and 2.A.6

RESPONSIBILITY:
The Board Chair is responsible for implementing and updating this policy.

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

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: DELEGATION OF AUTHORITY TO THE PRESIDENT

BOARD POLICY # 2430

The Board of Education delegates to the President the executive responsibility for administering the policies adopted by the Board of Education and executing all decisions of the Board of Education requiring administrative action.

The President may delegate any powers and duties entrusted to him/her by the Board of Education, but will be specifically responsible to the Board of Education for the execution of such delegated powers and duties.

The President is empowered to reasonably interpret Board of Education policy. In situations where there is no Board of Education policy direction, the President shall have the power to act, but such decisions shall be subject to review by the Board of Education. It is the duty of the President to inform the Board of Education of such action and to recommend written Board of Education policy if one is required.

The President is expected to perform the duties contained in the President job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board of Education in consultation with the President.

The President shall ensure that the Umpqua Community College complies with all relevant laws and regulations, and submit required reports in timely fashion.

All requests about College operations and related information by individual board members will be submitted to the Board Chair, who will in turn make the request to the President. The President will attempt to obtain the information in a timely manner. In the event the requested information proves to be unduly burdensome or disruptive to the College operations, the President will inform the Board. The Board will advise the President after weighing the costs and benefits to obtaining the information. This does not restrict casual conversations, general information questions, or relaying a constituent concern.

Information provided to any Board of Education member shall be provided to all Board of Education members.

The President shall act as the professional advisor to the Board of Education in policy formation.

References:
NWCCU Standard 2.A.7
ORS 341.290

RESPONSIBILITY:
The Board Chair is responsible for implementing and updating this policy.

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

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: SELECTION OF THE PRESIDENT

BOARD POLICY # 2431

In the case of a Presidential vacancy, the Board of Education shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

References:
NWCCU Standards 2.A.7 and 2.A.10

RESPONSIBILITY:
The Board Chair is responsible for implementing and updating this policy.

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

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: DESIGNATION OF ACTING PRESIDENT

BOARD POLICY # 2432

The Board of Education shall appoint an acting President to serve in the President's absence for short periods of time when the President is not able to perform the duties of his/her position. Such appointments will generally not exceed 30 calendar days at a time; the Board of Education shall have the option to appoint an acting President for periods exceeding 30 calendar days.

The Board will generally appoint a senior level administrator as an acting President, giving the chief academic officer and the chief financial officer first consideration for such an appointment.

RESPONSIBILITY:
The Board Chair is responsible for implementing and updating this policy.

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

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: EVALUATION OF THE PRESIDENT

BOARD POLICY # 2435

The Board of Education shall conduct an evaluation of the President at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the President as well as this policy.

The Board of Education shall evaluate the President using an evaluation process the Board of Education and the President jointly agree to and develop.

The criteria for evaluation shall be based on Board of Education policy, the President's job description, and performance goals/objectives developed in accordance with BP 2430 Delegation of Authority to the President.

References:
NWCCU Standard 2.A.7

RESPONSIBILITY:
The Board Chair is responsible for implementing and updating this policy.

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

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: PRESENTATION OF INITIAL COLLECTIVE BARGAINING PROPOSALS

BOARD POLICY # 2610

Prior to College representatives meeting with the representatives of an association bargaining unit to begin all labor contract negotiations, including but not limited to amendments, revisions, or new contracts, the President shall meet with the Board of Education.

References:
ORS 243 – Oregon Public Employee Collective Bargaining Act (PECBA)
ORS 192.660(2)(d) (Executive session – labor negotiators)

RESPONSIBILITY:
The Board Chair 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:

UMPQUA COMMUNITY COLLEGE

BOARD PROCEDURE

TITLE: PRESENTATION OF INITIAL COLLECTIVE BARGAINING PROPOSALS

BOARD PROCEDURE # 2610

RELATED TO POLICY # 2610 PRESENTATION OF INITIAL COLLECTIVE BARGAINING PROPOSALS

Prior to the College engaging in any contract negotiations, the President shall meet with the Board of Education. The President shall inform the Board fully on all matters concerning the forthcoming negotiation. Topics of interest to the Board may include but are not limited to the following: anticipated difficulties and obstacles, negotiating strategy, initial proposals, key objectives and outcomes, anticipated outcomes, anticipated budget considerations, and any other matters that the Board deems of interest. The Board of Education shall be given the opportunity to provide direction and guidance on all matters related to the upcoming negotiation.

References:
ORS 243 – Oregon Public Employee Collective Bargaining Act (PECBA)
ORS 192.660(2)(d) (Executive session – labor negotiators)

RESPONSIBILITY:
The Board Chair is responsible for implementing and updating this procedure.

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

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: CONFLICT OF INTEREST

BOARD POLICY # 2710

Board of Education members shall adhere to state laws relating to financial conflict of interest and government ethics. Board of Education members shall declare actual and potential conflict of interest on the record prior to taking any action when an actual or potential conflict of interest exists.

Board of Education members are encouraged to seek counsel from the college's legal advisor or the Oregon Government Ethics Commission in any case where a question arises.

References:
NWCCU Standards 2.A.4 and 2.A.23
ORS 244.010 to ORS 244.047

RESPONSIBILITY:
The Board Chair 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:

UMPQUA COMMUNITY COLLEGE

BOARD PROCEDURE

TITLE: CONFLICT OF INTEREST

BOARD PROCEDURE # 2710

RELATED TO POLICY # 2710 CONFLICT OF INTEREST

Board of Education members shall publicly announce the nature of a financial conflict of interest on the record prior to taking action on the issue before the Board as required by Oregon law. The type and nature of the conflict shall be recorded in the official minutes of the meeting.

Board of Education members may participate in discussion and may vote on an issue after announcing a **potential** conflict of interest publicly prior to taking action. If a Board of Education member announces an **actual** conflict of interest, the Board of Education member must refrain from any discussion or debate on the issue out of which the actual conflict arises and may not vote on the issue.

A. "**Potential Conflict of Interest**" – means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which ***could*** be to the private financial benefit or detriment of the person or the person's relative, or a business with which the person or the person's relative is associated, unless the financial benefit or detriment arises out of the following:

1. An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.
2. Any action in the person's official capacity which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged.
3. 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**" – means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which ***would*** be to the private financial benefit or detriment of the person or the person's relative or any business with which the person or a relative of the person is associated unless the financial benefit or detriment arises out of circumstances described above.

C. "**Relative**" – means spouse, parents, step-parents, children, siblings, step-siblings, sons-in-laws, daughters-in-laws, individuals for whom the board member has a legal support obligation, or anyone for whom the board member provides benefits arising from their service.

D. "**Business**" – means 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 a public official or a relative of the public official is associated only as a member or board director or in a nonremunerative capacity.

E. Gifts

Board of Education members 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 in a decision before the Board of Education. Meals (food and beverage) and entertainment are considered gifts and are subject to the annual limitation.

1. The following are not considered gifts:
2. Campaign contributions.
3. Gifts from relatives or members of the public official's household.
4. Unsolicited tokens or awards of appreciation if value is less than $25.
5. 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."
6. Informational material, publications or subscriptions related to the public official's position.
7. 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.

a. “Representing” the college means that the public official is participating in an event on behalf of the college in their capacity as a public official.

8. 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.

    a. “Officially sanctioned” means 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.

9. 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.

10. Food and beverage provided at a reception (e.g. social gathering) where the food and beverage are an incidental part of the reception.

11. 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).

12. 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.

F. “Gift” means something of economic value that is offered to a public official or to relatives or members of the household of a public official or candidate without cost or at a discount or as forgiven debt and the same offer is not made or available to the general public who are not public officials.

G. “**Legislative or administrative interest**” means an economic interest, distinct from that of the general public, in any matter subject to the decision or vote of the public official acting in the public official’s capacity as a public official.

H. Nepotism

A Board of Education member is prohibited from participating in any personnel action taken by Umpqua Community College that would impact the employment of a relative or member of the public official’s household, and must follow the conflict of interest requirements above. A Board of Education member may not participate in the following personnel actions: appointing, employing or promoting; discharging, firing or demoting; interviewing; discussing or debating the appointment, employment, promotion, discharge, firing or demotion of a relative or member of the household. This prohibition does not apply to relatives or members of the household who serve Umpqua Community College as an unpaid volunteer.

I. Contracts Supported by Federal Funds (2 Code of Federal Regulations Part 200.318(c)(1))

J. No Board of Education member or agent of Umpqua Community 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 Board member, or 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 Board members and agents of Umpqua Community 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 Board members or agents of Umpqua Community 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)
Oregon Government Ethics Commission “Guide for Public Officials”

RESPONSIBILITY:
The Board Chair is responsible for implementing and updating this procedure.

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

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: CODE OF ETHICS / STANDARDS OF PRACTICE

BOARD POLICY # 2715

The Board of Education maintains high standards of ethical conduct for its members. Members of the Board of Education are responsible to:

A. Act only in the best interests of the entire community.

B. Ensure public input into board deliberations; adhering to the law and spirit of the open meeting laws and regulations.

C. Prevent conflicts of interest and the perception of conflicts of interest.

D. Exercise authority only as a Board.

E. Use appropriate channels of communication.

F. Respect others; act with civility.

G. Be informed about the College's educational issues and responsibilities of board membership.

H. Devote adequate time to board work, including preparing for board deliberations by reviewing the agenda and materials prior to meetings.

I. Maintain confidentiality of executive sessions.

All Board of Education members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the Board's Code of Ethics. The Board of Education will be prepared to investigate the factual basis behind any charge or complaint of board member misconduct. A Board of Education member may be subject to a resolution of censure by the Board of Education should it be determined that trustee misconduct has occurred. Censure is an official expression of disapproval passed by the Board.

A complaint of Board of Education member misconduct will be referred to an ad hoc committee composed of three Board of Education members not subject to the complaint. In a manner deemed appropriate by the committee, a fact-finding process shall be initiated and completed within a reasonable period of time to determine the validity of the

complaint. The committee shall be guided in its inquiry by the standards set forth in the Board of Education's Code of Ethics as defined in policy. The Board of Education member subject to the charge of misconduct shall not be precluded from presenting information to the committee.

The committee shall, within a reasonable period of time, make a report of its findings to the Board of Education for action.

References:
NWCCU Standard 2.A.23
ORS 244.010 to ORS 244.400

RESPONSIBILITY:
The Board Chair is responsible for implementing and updating this policy.

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

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: BOARD OF EDUCATION POLITICAL ACTIVITY

BOARD POLICY # 2716

Members of the Board of Education and employees shall not use the college's funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure, initiative petition or candidate, including, but not limited to, any candidate for election to the Board of Education.

References:
ORS 260.432

RESPONSIBILITY:
The Board Chair is responsible for implementing and updating this policy.

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

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: PERSONAL USE OF PUBLIC RESOURCES – BOARD OF EDUCATION

BOARD POLICY # 2717

Board of Education members, as public officials, may not use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public official's holding of the official position or office.

This prohibition does not apply to:

A. Any part of an official compensation package as determined by the public body that the public official serves.

B. The receipt by a public official or a relative or member of the household of the public official of an honorarium or any other item allowed under ORS 244.042.

C. Reimbursement of expenses.

D. An unsolicited award for professional achievement.

E. Gifts that do not exceed the limits specified in ORS 244.025 received by a public official or a relative or member of the household of the public official from a source that could reasonably be known to have a legislative or administrative interest.

F. Gifts received by a public official or a relative or member of the household of the public official from a source that could not reasonably be known to have a legislative or administrative interest.

G. The receipt by a public official or a relative or member of the household of the public official of any item, regardless of value, that is expressly excluded from the definition of "gift" in ORS 244.020.

H. Contributions made to a legal expense trust fund established under ORS 244.209 for the benefit of the public official.

Reference:
ORS 244.040

RESPONSIBILITY:
The Board Chair is responsible for implementing and updating this policy.

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

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: COMMUNICATIONS AMONG BOARD OF EDUCATION MEMBERS

BOARD POLICY # 2720

The Board of Education may take action on matters properly before it only in public at a regular, special, or emergency meeting, except in those instances where action is permitted by law in executive session. The authority of the Board of Education may be exercised only as a Board and only at such meetings or closed sessions as are duly and legally constituted. Individual members acting in their individual capacities have no authority to commit the Board of Education or the President to any policy determination or course of action.

A quorum of members of the Board of Education shall not communicate among themselves by the use of any form of communication, such as personal intermediaries, e-mail, texting, or other technological device, in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board of Education. In addition, Board of Education members may not use a series of communications by any means or through any person to discuss, deliberate, or take action on any item of business within the subject matter jurisdiction of the Board.

References:
ORS 192.610 to ORS 192.690, ORS 341.283(5)

RESPONSIBILITY:
The Board Chair is responsible for implementing and updating this policy.

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

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: BOARD OF EDUCATION MEMBER COMPENSATION

BOARD POLICY # 2725

Members of the Board of Education shall receive no compensation for their services, but they shall be allowed the actual and necessary expenses incurred by them in the performance of their duties.

Reference:
ORS 341.283(6)

RESPONSIBILITY:
The Board Chair is responsible for implementing and updating this policy.

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

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: BOARD OF EDUCATION MEMBER TRAVEL

BOARD POLICY # 2735

Umpqua Community College shall reimburse Board of Education members for travel when they are acting as representatives of the entity or performing services directed by the College.

References:
ORS 341.283(6), ORS 244.040

RESPONSIBILITY:
The Board Chair is responsible for implementing and updating this policy.

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

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

TITLE: BOARD OF EDUCATION SELF EVALUATION

BOARD POLICY # 2745

The Board of Education is committed to assessing its own performance as a Board of Education in order to identify its strengths and areas in which it may improve its functioning.

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

A. The completion of a self-assessment instrument by each member of the Board;
B. A discussion of the compilation of the results; and
C. The development of specific actions the Board will take to improve how it functions to serve the College and community.

References:
NWCCU Standards 2.A.8 and 2.A.23
There is no Oregon statutory requirement.

RESPONSIBILITY:
The Board Chair is responsible for implementing and updating this policy.

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

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

BOARD POLICY SERIES NUMBER: 100.15

TITLE: LEGAL COUNSEL

Legal Counsel may be appointed by the Board on a continuing basis, with the rate of compensation to be agreed upon yearly. The Board may appoint more than one Legal Counsel for the purpose of obtaining assistance in specialized legal areas. It shall be the duty of the legal counsel to advise the Board and College President on specific legal problems submitted and to make recommendations. If the Board needs legal counsel for official Board issues, the Chair may seek the services of legal counsel.

DATE OF ADOPTION:
DATE(S) OF REVISION(S): 10/12/10 by Board
DATE OF LAST REVIEW:

UMPQUA COMMUNITY COLLEGE

BOARD POLICY

BOARD POLICY SERIES NUMBER: 106

TITLE: ASSOCIATION MEMBERSHIPS

The President shall be given discretionary authority regarding College memberships and staff participation in appropriate professional associations and councils, so long as these memberships are kept within budgetary provisions.

The following may be included:

A. NORTHWEST ASSOCIATION OF SCHOOLS AND COLLEGES
The Board shall annually join the Northwest Association of Schools and Colleges and shall make every effort to maintain full accreditation by this organization.

C. ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES

D. AMERICAN ASSOCIATION OF COMMUNITY COLLEGES.

DATE OF ADOPTION:
DATE(S) OF REVISION(S): 10/12/10 By Board
DATE OF LAST REVIEW: