

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

 X Information Item

 Action Item

Subject: First Reading of Policies

Date: Sept. 8, 2021

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

Old #	New #	Title	Addendum Page #
N/A	2345	Public Participation at Board of Education Meetings	1 – 2
N/A	3620	Citizens / Community Advisory Committees	3
N/A	4023	Program Advisory Committees	4
716	4234	Final Examination	5 – 6
N/A	6660	New Construction, Renovation, and Building Improvement Energy Policy/Guidelines	7
610	6750	Parking	8 – 10
407	6850	Hazardous Materials	11 – 12

The following policies were reviewed as a part of the annual review process and no changes were recommended. The policies may be viewed at www.umpqua.edu/board--policies.

POLICY #	TITLE	POLICY #	TITLE
1100	The College	2360	Minutes
1200	College Mission	2410	Board Policies and Administrative Procedures
2000	Organization and Authority	2430	Delegation of Authority to the President
2010	Board of Education Membership	2431	Selection of the President
2100	Board of Education Elections	2432	Designation of Acting President
2110	Vacancies on the Board of Education	2435	Evaluation of the President
2200	Board of Education Duties and Responsibilities	2510	College Governance
2210	Board of Education Officers	2610	Presentation of Initial Collective Bargaining Proposals
2220	Committees of the Board of Education	2710	Conflict of Interest
2305	Board of Education Annual Organizational Meeting	2715	Code of Ethics / Standards of Practice
2310	Regular Meetings of the Board of Education	2716	Board of Education Political Activity
2315	Closed Executive Sessions	2717	Personal Use of Public Resources - Board of Education
2320	Special Meetings	2720	Communications Among Board of Education Members
2330	Quorum and Voting	2725	Board of Education Member Compensation
2340	Agendas	2735	Board of Education Member Travel
2350	Speakers	2745	Board of Education Self Evaluation
2355	Decorum	2800	Separation of College and Foundation

Recommendation by:

Approved for Consideration:





BOARD POLICY

TITLE: PUBLIC PARTICIPATION AT BOARD OF EDUCATION MEETINGS

BOARD POLICY # 2345 *(was 103.05 AP)*

There will be a time at each regularly scheduled Board of Education meeting for the general public to address the Board of Education.

Members of the public also may submit written communications to the Board of Education.

Written communication should reach the office of the President no later than one working day prior to the meeting. 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. The board chair shall read the written communications at the beginning of the time for the general public to address the Board of Education.

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

Reference:

ORS 192.630

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION: 3/11/2020

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



POLICY / ADMINISTRATIVE PROCEDURE REVISION TEMPLATE

TITLE: PUBLIC PARTICIPATION AT BOARD OF EDUCATION MEETINGS	AREAS OF COLLABORATION: <i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i>
BP #: 2345	
AP #: N/A	
Date: 9/8/2021	

EXISTING POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>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.</p> <p>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.</p> <p>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.</p> <p>Claims for damages are not considered communications to the Board of Education under this rule, but shall be submitted to the College.</p> <p>References: ORS 192.630</p> <p>RESPONSIBILITY: The Board Chair is responsible for implementing and updating this policy.</p>	<p>There will be a time at each regularly scheduled Board of Education meeting for the general public to address the Board of Education.</p> <p>Members of the public also may submit written communications to the Board of Education.</p> <p>Written communication should reach the office of the President no later than one working day prior to the meeting. 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. The board chair shall read the written communications at the beginning of the time for the general public to address the Board of Education.</p> <p>Claims for damages are not considered communications to the Board of Education under this rule but shall be submitted to the College.</p> <p>Reference: ORS 192.630</p> <p>RESPONSIBILITY: The Board Chair is responsible for implementing and updating this policy.</p>



BOARD POLICY

TITLE: CITIZENS / COMMUNITY ADVISORY COMMITTEES

BOARD POLICY # 3620

District citizens may be invited to serve on task forces and selected advisory committees formed to improve College programs and services, conduct work for a seasonal event, or ensure community engagement in special initiatives. Examples include, but are not limited to, Remembrance Committee, SOWI Advisory Committee, fundraising events and galas, future Homecoming Committee, and so forth.

Citizens designated to committee work that is engaged with students may be subject to a background check per BP 361 Background Investigations.

RESPONSIBILITY:

The Chief Advancement Officer is responsible for implementing and updating this policy.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: PROGRAM ADVISORY COMMITTEES

BOARD POLICY # 4023

Leaders of academic programs and content areas may have advisory committees. Career and Technical Education programs are required by the Higher Education Coordinating Commission to have advisory committees. In either situation, these committees will act in an advisory capacity only, providing input on select agenda items to College administrative staff, program coordinators / directors, and or content area faculty.

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: FINAL EXAMINATION

BOARD POLICY # 4234 *(was 716)*

The Office of Registration and Records, working with Academic Council, will institute procedures providing for consistency in the scheduling of final examinations among faculty and departments to ensure fairness to both students and faculty.

RESPONSIBILITY:

The Director of Registration and Records 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

<p>TITLE: Final Examination</p> <p>New BP #: 4234 Old BP # & Title: 716</p> <p>New AP #: Old AP # & Title: No AP</p> <p>Revision</p> <p>Date: 3/22/2021</p>	<p>AREAS OF COLLABORATION</p> <p><i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i></p>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>The Instructional Council will institute procedures providing for consistency in the scheduling of final examinations among faculty and departments to ensure fairness to both students and faculty.</p> <p>DATE OF ADOPTION: DATE(S) OF REVISION(S): DATE OF LAST REVIEW: 02/22/11 by CC</p>	<p>No matches to OCCA</p>	<p>The Instructional Council will institute procedures providing for consistency in the scheduling of final examinations among faculty and departments to ensure fairness to both students and faculty.</p>



BOARD POLICY

TITLE: New Construction, Renovation, and Building Improvement Energy Policy/Guidelines

BOARD POLICY # 6660

All capital construction or capital remodels of campus structures require a written recommendation to the President by the Senior Leadership Team. All recommendations should align with the strategic planning goals of the College.

Construction of all new campus building structures shall be approved by the UCC Board of Education.

The Strategic Energy Management Committee will play a role in promoting energy efficiency and sustainable design in all capital project construction and remodels. See *Policy #6650 Strategic Energy Management*.

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: PARKING

BOARD POLICY # 6750 *(was 610)*

This policy is intended to promote safe and orderly movement of traffic within College property for the safe and orderly parking of vehicles.

All applicable provisions of state law governing the operation of motor vehicles are expressly applicable both on and off paved roadways.

Parking of motor vehicles is limited to specially designated areas. Fees and permits for parking privileges are not required.

Parking of motor vehicles on College property outside of business hours is prohibited unless a request is provided to the office of Facilities and Security and approved.

REFERENCES: ORS 341.300

RESPONSIBILITY:

The Director of Facilities 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

<p>TITLE: Parking</p> <p>New BP #: 6750 Old BP # & Title: Traffic and Parking</p> <p>New AP #: 6750 Old AP # & Title: Traffic and Parking</p> <p>Revision Date: 4/28/2021</p>	<p>AREAS OF COLLABORATION</p> <p><i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i></p>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>The Board of Education of the Umpqua Community College District hereby adopts the Traffic and Parking regulations which apply to all property owned by or under the jurisdiction of this Board, pursuant to its authority, under ORS 341.300, to policy, control and regulate vehicular traffic and parking.</p> <p>DATE OF ADOPTION: DATE(S) OF REVISION(S): DATE OF LAST REVIEW: 05/14/09 by Board</p>	<p>References: ORS 341.300</p> <p>NOTE: <i>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. Local practice may be inserted. The following is an illustrative example.</i></p> <p>These procedures are intended to promote safe and orderly movement of traffic within [entity] property for the safe and orderly parking of vehicles and bicycles.</p> <p>All applicable provisions of state law governing the operation of motor vehicles are expressly applicable both on and off paved roadways.</p>	<p>This policy is intended to promote safe and orderly movement of traffic within College property for the safe and orderly parking of vehicles.</p> <p>All applicable provisions of state law governing the operation of motor vehicles are expressly applicable both on and off paved roadways.</p> <p>Parking of motor vehicles is limited to specially designated areas. Fees and permits for parking privileges are not required.</p> <p>Parking of motor vehicles on College property outside of business hours is prohibited unless a request and provided to the office of Facilities and Security and approved.</p> <p>RESPONSIBILITY:</p>

	<p>Parking of motor vehicles and bicycles is limited to specially designated areas. Fees and permits are required. Vehicles or bicycles parked in violation of the provisions of these procedures or state law are subject to fines, towing, or impoundment.</p> <p>All persons who enter on [entity] are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.</p> <p>NOTE: <i>Insert provisions for charging and collecting parking fees.</i></p> <p>Approved:</p>	<p>The Director of Facilities is responsible for implementing and updating this administrative procedure.</p> <p>References: ORS 341.300</p>
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BOARD POLICY

TITLE: HAZARDOUS MATERIALS

BOARD POLICY # 6850 *(was 407)*

The College is responsible for the proper handling and disposal of all hazardous materials utilized and generated by any College department.

The College shall develop and implement a plan for the handling of hazardous materials.

In accordance with local, state, and federal regulations, the College works with licensed vendors to appropriately and responsibly recycle (when possible) or safely and legally dispose of hazardous materials.

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

<p>TITLE: Hazardous Materials</p> <p>New BP #: 6850 Old BP # & Title: 407 Hazardous Waste Disposal</p> <p>New AP #: Old AP # & Title:</p> <p>Revision</p> <p>Date: 2/18/2021</p>	<p>AREAS OF COLLABORATION</p> <p><i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i></p>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>Umpqua Community College is responsible for the proper disposal of all hazardous materials generated by any college department. In accordance with local, state, and federal regulations, the college works with licensed vendors to 1) appropriately and responsibly recycle (when possible), or 2) safely and legally dispose of hazardous materials.</p> <p>DATE OF ADOPTION: 10/19/2016 by Board DATE(S) OF REVISION(S): DATE OF LAST REVIEW:</p>	<p>N/A</p>	<p>The College is responsible for the proper handling and disposal of all hazardous materials utilized and generated by any College department.</p> <p>The College shall develop and implement a plan for the handling of hazardous materials.</p> <p>In accordance with local, state, and federal regulations, the College works with licensed vendors to appropriately and responsibly recycle (when possible) or safely and legally dispose of hazardous materials.</p> <p>RESPONSIBILITY:</p> <p>The Director of Facilities is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p> <p>DATE OF ADOPTION: 10/19/2016 by Board DATE(S) OF REVISION(S): DATE OF LAST REVIEW:</p>