

UMPQUA COMMUNITY COLLEGE

ROSEBURG, OREGON

BOARD OF DIRECTORS ♦ BUDGET HEARING

May 8, 2019 ♦ 4:30 PM ♦ HNSC 100

MEMBERS:

___ Steve Loosley, Chair
___ Guy Kennerly, Vice-Chair
___ Doris Lathrop
___ David Littlejohn

___ Joelle McGrorty
___ Betty Tamm
___ Wendy Weikum

ADMINISTRATION:

___ Debra Thatcher, President
___ Kacy Crabtree, Provost

AGENDA

I. Call to Order -- record attendance -- Pledge of Allegiance

II. HEARING OF INTERESTED PERSONS ON BUDGET

As Published on April 29, 2018

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

III. Close Hearing/Adjournment

**Robynne Wilgus, Board Secretary, 541-440-4622 voice or 541-440-4646 TDD (Human Resource Office).
The UCC Board will provide, upon request, reasonable accommodation during Board meetings for
individuals with disabilities.**

UMPQUA COMMUNITY COLLEGE

Umpqua Community College transforms lives and enriches communities.

Executive Session per ORS 192.660(2)(i); 4:00 P.M., HNSC 100
VOL. LIII, No. 10 BOARD OF EDUCATION MEETING
May 8, 2019; 4:30 P.M., HNSC 100

AGENDA - REVISED

MEMBERS:

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

Joelle McGrorty _____
Betty Tamm _____
Wendy Weikum _____

ADMINISTRATION:

Debra Thatcher _____
Kacy Crabtree _____

- I. CALL TO ORDER** Chair Loosley
- II. ATTENDANCE** Chair Loosley
- III. PLEDGE OF ALLEGIANCE** Chair Loosley
- IV. CONSENT AGENDA** Chair Loosley pp 1-17
All matters listed under Consent Agenda are considered by the Board of Directors to be routine or sufficiently supported by information as to not require additional discussion. Consent Agenda items will be enacted by one motion. There will be no separate discussion of these items prior to the time the Board votes on them, unless a Board member requests a specific item be removed from the Consent Agenda for discussion and a separate vote.
- V. CHANGES TO THE AGENDA** Chair Loosley
- VI. CITIZEN COMMENTS**
The Board values inputs from citizens of the Umpqua Community College District. Citizens wishing to speak shall sign-in on the Public Comment sheet prior to the start of the meeting. At the time specified on the agenda, the citizen shall state their name, address, and city of residence. Comments will be limited to three to five minutes, at the discretion of the Board Chair. The Board may not respond directly to any issues raised but refer those issues to the President for appropriate action.
- VII. INFORMATION**
- A. Introduction: SkillsUSA** Kevin Mathweg p 18

VIII. REPORTS – Discussion of report for future meetings		pp 19-23
A. ASUCC Report	Katherine Hicks	
B. ACEUCC Report	Susan Neeman	
C. UCCFA Report	John Blackwood	
D. UCCPTFA Report	Jeri Frank	
E. OCCA Report	Doris Lathrop	
F. President’s Report	Debra Thatcher, President	
G. Chair Report	Steve Loosley	
IX. OLD BUSINESS		
X. NEW BUSINESS		
A. Policies – first reading	Debra Thatcher	pp 24-33
B. Cafeteria Recommendation <i>(revised)</i>	Natalya Brown	p 34
C. Catering Services Recommendation	Natalya Brown	p 35
D. Student Fee for Success	April Hamlin	pp 36-37
E. Rogue Credit Union Campus Branch	April Hamlin	p 38
F. UCCFA Collective Bargaining Agreement	Lynn Johnson	p 39
G. President’s Annual Review and Contract Renewal <i>(added)</i>	Chair Loosley	
XI. BOARD COMMENTS	Chair Loosley	
XII. ADJOURNMENT	Chair Loosley	

NEXT BOARD MEETING:

- Board Meeting, June 12, 2019, 4:30 pm, HNSC 100

Robynne Wilgus, Board Assistant, 541-440-4622 voice, Oregon Relay TTY: 711. The UCC Board will provide, upon request, reasonable accommodation during Board meetings for individuals with disabilities.

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

Information Item

Action Item

Subject: Consent Agenda

Date: May 8, 2019

Recommend approval of:

- 1. Minutes of College Board Meeting of April 10, 2019 pp 1-4
- 2. Minutes of College Budget Meeting of April 11, 2019 pp 5-8
- 3. Personnel Actions p 9
- 4. Resolution #8, Transfer of Appropriation pp 10-11
- 5. Resolution #9, Transfer of Appropriation pp 12-13
- 6. Second reading of policies:

Old #	New #	Title	
N/A	6100	Delegation of Authority	p 14
N/A	6150	Designation of Authorized Signers	p 16

Administrative procedures are being shared as an information item:

Old #	New #	Title	
N/A	6100	Delegation of Authority	p 15
N/A	6150	Designation of Authorized Signers	p 17

Recommendation by:



Approved for Consideration:



**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
April 10, 2019**

The Umpqua Community College Board of Education met on Wednesday, April 10, 2019, in Room 100 of the Bonnie J. Ford Health, Nursing, & Science Center at Umpqua Community College in Roseburg, Oregon. Board Chair Loosley called the meeting to order at 4:30 p.m. and the pledge of allegiance was given.

Directors present: Guy Kennerly, Doris Lathrop, David Littlejohn, Steve Loosley, Betty Tamm, and Wendy Weikum

Director excused: Joelle McGrorty

Others present:

Debra Thatcher	Addison Sullivan	Anita Van Osden	Brian Proctor
Robynne Wilgus	Danielle Teichner	Patricia Standley	John Blackwood
Kacy Crabtree	Twila McDonald	Mick Davis	Marjan Coester
Natalya Brown	Carsen Fromdahl	Kimberly Kuntz	Susan Neeman
Keri Pratt	Tamela Nichols	Madison Ashcraft	Cathy Chapman
Erica Mills	Julie Pearson	Taytam Trauthwein	Tiffany Coleman
Sanne Godfrey	Theresa Songer-Tuckey	Jeri Frank	Karen Carroll
Crystal Sullivan	Cassandra Welding	Katie Workman	

Consent agenda:

1. Minutes of College Board Meeting of March 13, 2019
2. Personnel Actions
3. Personnel Employment Agreements
4. Resolution #5, Increase Appropriation
5. Resolution #6, Approval to Spend Funds
6. Resolution #7, Transfer of Appropriation
7. Budget Committee Term Correction
8. Second reading of policy:

Old #	New #	Title
N/A	4106	Distance Education – Regular and Substantive Interaction

The Consent Agenda was approved by general consent and the items will be attached to the permanent minutes.

Changes to the agenda: Chair Loosley brought attention to the revised agenda posting. Marjan Coester, Director of Student Life, and President Thatcher shared announcements after the All-Oregon Academic Team was announced.

Citizen comments:

Heather Freilienger, Interim Director of Childcare Connections Resource & Referral Services, was in support of the Ford Childhood Enrichment Center (FCEC) remaining open; additionally, she encouraged

partnership in problem solving. If the college is considering other entities running FCEC, Mick Davis asked that details be included in the agreement to help insure the quality and age ranges of current care remain at the same level. Patricia Standley, current FCEC staff member, asked that consideration be given to current staff for decisions regarding a new agency and stressed the importance of having qualified teachers.

Information

Ms. Coester introduced Danielle Teichner and Emily Warren as this year's All-Oregon Academic Scholars. Ms. Teichner is also a Coca Cola Gold Scholar and Ms. Warren is also Miss Douglas County. The students will be honored at a reception in Salem later in the month.

Jesika Barnes and Monica Botwinick have been selected to participate in New Leadership Oregon 2019. It is a six-day residential leadership development program that educates and encourages outstanding college women to develop paths toward leadership.

Monica Botwinick was interviewed last week for the Jack Kent Cooke Foundation Undergraduate Scholarship. Notification is expected within a week. If awarded, she will be UCC's fifth scholar to receive this recognition.

President Thatcher introduced Shawn Clark as the new Director of Advancement. Mr. Clark has a background in communications, community relations, and project management. He will bring energy and insight to his area.

REPORTS

ASUCC – Katherine Hicks, President: A welcome back event was held on April 2 & 3 followed by Spirit Day on April 5. The student commencement team will announce the student speaker for the event very soon. ASUCC is awarding gift cards to the Bookstore and cafeteria. Phi Theta Kappa students recently went to a conference in Florida.

ACEUCC – Susan Neeman, President: A reopener for Classified benefits began last month. An agreement has been placed on the meeting agenda for Board consideration.

UCCFA – John Blackwood, President: No report

UCCPTFA – Jeri Frank, President: No report

President – Dr. Debra Thatcher:

- The Oregon State Board of Nursing (OSBN) conducted a review of the Nursing program the past few days. The preliminary results show all previous recommendations have been well addressed and multiple commendations will be included. The reviewer, faculty, and students all pointed to the leadership provided from April Myler as being instrumental for ensuring the program meets standards and is a model program. The report will be presented to OSBN at their June meeting; because there were no deficiencies reported, there is expectation for the next review to be in eight years. There are incredible things going on in the Nursing program.
- Changes are being made in the Commencement program to include adult basic skills diploma and GED recipients along with UCC graduates in one event.
- The continuance of cafeteria service is being reviewed; no decisions have been made.

- There was a discussion on the frequency of staff Board reports. President Thatcher will bring a proposed reporting schedule to the next Board meeting. Staff reports will be dismissed for May.

OCCA – Doris Lathrop: A written report was submitted.

Chair – Steve Loosley: A recording was viewed of President Thatcher’s testimony before the Joint Committee on Ways and Means Subcommittee on Education on March 26. Advocacy was encouraged for the state funding of community colleges.

OLD BUSINESS

President Thatcher reviewed results of the FCEC operations analysis and made a recommendation to the Board:

- Transition the FCEC’s operation to a community partner. The transition means the College is no longer responsible for running the center and no longer employs the staff.
- Solicit a community partner through an RFP process. A mutually beneficial agreement will provide preferential enrollment for children of UCC students, allow use of the center for our practicum students, and maintain the Ford name in some capacity. Additional details regarding utilities, custodial services, maintenance, and so forth will be negotiated.

After discussion, the Board suggested the administration include the following information in the RFP:

- Preference for UCC student’s children
- Encourage the hiring of existing staff
- Keeping facility costs low so as to not outprice a potential partner
- The matter be brought back to the Board should the RFP be unsuccessful; then the Board will make a decision about future options
- The Board will approve the RFP

MOTION: **I move to accept the recommendation of transitioning the operation of the Ford Childhood Enrichment Center to a community partner, as presented. Motion by Dir. Littlejohn, seconded by Dir. Kennerly and carried unanimously.**

NEW BUSINESS

Natalya Brown, Chief Financial Officer, presented two policies for a first reading: 6100 Delegation of Authority and 6150 Designation of Authorized Signers. Ms. Brown explained both policies describe current practice and are suggested by OCCA and legal counsel.

Ms. Brown requested Board approval to ratify the agreement between the College and the Association of Classified Employees of Umpqua Community College (ACEUCC); Article XV – Employee Benefits effective July 1, 2019 – June 30, 2020: Increase in the College contribution towards employee benefits from \$1,280 to \$1,330 (additional \$50 per person per month).

MOTION: **I move to ratify the agreement between UCC and ACEUCC Article XV, as presented. Motion by Dir. Tamm, seconded by Dir. Lathrop and carried unanimously.**

Ms. Brown presented a review of the financial reports for fiscal year 2018-19, ending March 31, 2019.

- Significant differences compared to the previous year are due to the payroll lag and construction completion for Tap^hòyt^ha' Hall.
- The General Fund comparison of budget to actual is very similar to last year and shows the current year is right on target for budget to actual expenditures.
- When looking at projecting the budget ending June 30 the end result is close to the projected revenue due; this is due to receiving a little more than estimated in property taxes and a little less than projected in tuition and fees.
- It is becoming more difficult to estimate the underutilizations of Materials & Services because of the cuts in recent years.
- Currently, there is a negative amount in Transfer Out; a related adjustment request is anticipated in May for Capital and Food Services.
- The Enterprise Fund, which mainly comprises the Bookstore, Catering, Cafeteria, and Food Services/Special Events operations, shows some sales revenue is lagging. On the expense side, Bookstore sales are incurring later than in previous years.
- The Transfer In is from Special Events moving from Administratively Restricted to this fund.
- The Enterprise ending fund balance has been declining significantly over the years; this issue must be addressed. The Bookstore can no longer absorb the negative deficits incurred in the two operations. Solutions are being sought and will be brought to the Board in May.
- There is potential room to reach close to an ending fund balance of \$4.5 million between now and the end of June. Having two months of operation expenses, \$3.9 million, is recommended as best practice; this allows for emergency funds and also for the College to make it through the summer without state allocations.

Board Comments

- There is a Budget Committee meeting on April 11, at 6 p.m. in the Lang Center.
- The Board desires to remain as transparent as possible during Budget preparations. An opportunity for public comments on the Budget will be available at the May Board meeting.

Meeting adjourned at 6:07 p.m.

Respectfully submitted,

Approved,

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

Steve Loosley
 Chair of the Board

Recorded by Robynne Wilgus

Attachments to Permanent Minutes:

Personnel Actions; Personnel Employment Agreements; Resolutions 5, 6, & 7; Budget Committee Term Correction

**UMPQUA COMMUNITY COLLEGE
BUDGET COMMITTEE MINUTES**

On Thursday, April 11, 2019, the Umpqua Community College Budget Committee met on campus at the Danny Lang Teaching, Learning, and Event Center in Roseburg, Oregon. The meeting was called to order at 6:04 p.m. by Sally Dunn, 2018 Chair, and the pledge of allegiance was given.

Budget Directors Present: Sally Dunn, Matt Fullerton, Hop Jackson, Sandy Henry, Tom Davidson, Randy Richardson, Rex Stevens, Steve Loosley, Guy Kennerly, Betty Tamm, David Littlejohn, Wendy Weikum, Doris Lathrop, and Joelle McGrorty

Others Present: Debra Thatcher, Robynne Wilgus, Natalya Brown, Katie Workman, and Michelle Bergmann

Changes to the Agenda: There were none.

Organization for 2019-2020:

Chair: Chair Loosley nominated BC Dunn, Dir. Kennerly seconded the nomination and a unanimous vote was cast.

Vice Chair: BC Stevens nominated BC Jackson, BC Davidson seconded the nomination and a unanimous vote was cast.

Secretary: Dir. Kennerly nominated BC Stevens, BC Richardson seconded the nomination and a unanimous vote was cast.

BC Dunn said Robert's Rules of Order with a quorum to consist of eight is recognized for the meeting.

Motion: **I move for an adjournment time of 8:00 p.m. Motion by Dir. Tamm, seconded by Dir. Weikum and carried unanimously.**

President's Message

President Thatcher appreciated the involvement from the Board and Committee members. This has been another tough year that has included reductions. We are being resilient and working hard to keep students at the forefront. Natalya Brown, Chief Financial Officer, was introduced and led the remainder of the meeting.

Ms. Brown welcomed the continuing and new members of the Budget Committee. The responsibilities of the Budget Committee, the budget process, and the budget principles were reviewed.

Budget Structure: An overview was provided of the 10 different funds: General Fund, Grants and Contracts, Administratively Restricted, Financial Aid, Capital Project, Debt Service, Insurance, Enterprise, Internal Service, and Agency.

Budget Highlights: The proposed budget includes contractual labor increases for staff; investments in Enrollment Management, tutoring services, Distance Education, and funding for an Adult Basic Education director position; and support of instructional computer labs and AdvisorTrac software.

General Fund Highlights: Strategies used to cover an initial \$953,000 gap included a reduction in materials, contracts services, travel, freezing positions, and holding vacancies.

General Fund Resources are budgeted at \$27.9 million which includes \$12 million in state funding (51%), \$7.1 million in tuition and fees (31%), and an anticipated \$3.7 million from taxes (16%). General Fund Requirements have increased by 9.5% from the previous year. Personnel costs remain the largest piece of operations and increased by 6.5%.

General Fund Operating: Personnel Services and Fringe Benefits are 83% of the total expenditures. A 10-year history of labor and fringe expenses were shown. Fringe benefits have increased more than labor due to the increase in PERS and insurance costs.

General Fund Transfers: The Capital Fund and Debt Service increases will only be used if there is a strong beginning fund balance. The Ford Childhood Enrichment Center (FCEC) transfer is typically \$145,000; depending upon a transition partner it may change. At least \$64,000 needs to be transferred to cover a deficit; additional funding may be designated for unemployment. If there is no partner, the amount will go to support FCEC.

General Fund Total: The contingency is for emergencies. The reserve represents about two months of expenses as a recommended best practice. Reserves are not appropriated within the budget. Ms. Brown explained interest income, how the state allocation formula involves an enrollment and property tax component, and the salary differential between coaches was based on longevity.

In discussion after the motion for approval of the general operating fund, BC Davidson shared concern that transfers out of the general fund may affect the special funds. A 10-minute recess was taken after the motion.

Motion: **I move for approval of the general operating fund for 2019-2020 as presented to include the College permanent tax rate of \$.4551/\$1000 of ad valorem property taxes to be certified for collection. Motion by Dir. Loosley, seconded by BC Jackson; the motion was defeated unanimously.**

Grants & Contracts Fund: The account is for proceeds of revenue sources that are legally restricted to expenditures for special purposes such as grants and contracts. The major grants and contracts include Childcare Resource and Referral, Title II, TRiO grants, Wolf Creek Job Corp, and JOBS. The fund has a budget of \$4,829,786. The fund includes a holding account that is used for internal processing of grants up to \$50,000. If the grant exceeds that amount then Board approval is requested. Childcare Resource & Referral has two accounts since the awarded funds cross over two budget years.

Special Revenue Fund - Administratively Restricted: The fund is self-sustaining and the majority of the funds come from fees. Transfers Out can go to different cost centers; examples were given. The auxiliary revenue program is a holding fund. During budget preparations, IT anticipated a savings with the introduction of the GoPrint program; therefore they projected less funds will be needed. Ms. Brown thinks the fund may be a little low and expects that a budget adjustment will be brought to the Board.

Financial Aid Fund: The fund is a pass-through from the revenue source to the student. The college budgets very generously because of potential timing issues with loans and grants. There are very tight controls for the expenditures.

Capital Projects Fund: The main source of revenue is a transfer from the general fund. This year it includes funding for the planning and preparation of the Industrial Technology Center. There are no large construction projects going on now or anticipated for next year. A portion of the transfers in, \$145,000, is contingent upon the ending fund balance.

Debt Service Fund: The revenue sources are the general fund and the legacy fee. Ms. Brown is anticipating a \$1.1 million savings with an early payment for the FFCO, Series A. The Debt Service Fund consists of three smaller funds: Pension Obligation Bonds, FFCO 2010, and FFCO 2014. Dir. Tamm indicated the Board will reassess the continuance of the legacy fee once the bond has been paid; it is scheduled for a review next year.

Insurance Fund: The fund accounts for self-funded unemployment insurance and early retirement health insurance provided to employees meeting specific service criteria requirements. Depending upon what happens with the Ford Childhood Enrichment Center, the unemployment insurance amount may need to increase. There is a decline in the retiree insurance because it is a closed pool.

Enterprise Fund: The fund accounts for the Bookstore, Food Service, Catering, Incubator Program, Special Events, and Wine Sales programs. The Director of Food Services/Events administrative position has been restructured to a Director of Special Events. Catering services will be closing out and self-sustainable solutions are being sought for food services. Data showing the rapid decline of the account ending fund balance and transfers from the Bookstore were reviewed.

Motion: I move for an adjustment of the adjournment time to 8:15 p.m. Motion by Dir. Tamm, seconded by BC Davidson and carried unanimously.

Internal Service Fund: The account is used for revenue and expenses for activities where departments are charged back for services provides such as the motor pool and copy machines. Additionally, the fund accounts for PERS Reserves funds established in anticipation for PERS rate increases. The PERS Reserves fund is an unappropriated ending fund balance. Future increases are anticipated for PERS and the fund will be used for subsidizing those expenses.

Agency Fund: Student government and club accounts are managed through this fund. Revenue is derived from a variety of sources such as student club activities and a \$35,000 transfer from the General Fund. Travel expenses for SkillsUSA and PTK are covered through this account.

Motion: I move for approval of the general operating fund for 2019-2020 as presented to include the College permanent tax rate of \$.4551/\$1000 of ad valorem property taxes to be certified for collection. Motion by Dir. Tamm, seconded by BC Stevens; the motion was carried unanimously.

After the initial motion to approve the special revenue funds, BC Davidson expressed concern that the motion only mentioned one fund, Special Revenue. There was agreement, in discussion, to name each fund separately.

Motion: I move for approval of the proposed Grants & Contract Fund, Special Revenue Fund – Administratively Restricted, Financial Aid Fund, Capital Projects Fund, Debt Service Fund, Insurance Fund, Enterprise Fund, Internal Service Fund, and Agency Fund as presented. Motion by Dir. Weikum, seconded by BC Stevens and carried unanimously.

Citizen Comments – there were none.

Meeting adjourned at 8:11 p.m.

Respectfully submitted,

Approved,

Rex Stevens
Secretary

Sally Dunn
Chair

Recorded by Robynne Wilgus



Serving Douglas County Since 1964

TO: UCC Board of Education
FROM: Lynn Johnson, Director of Human Resources
SUBJECT: Personnel Actions
DATE: May 8, 2019

Board approval is requested on the following personnel action:

Administrative/Confidential-Exempt Contracts:

N/A

Faculty Contract:

N/A

Resignation/Separations:

Vincent Rose, Director of Information Technology – Effective April 17, 2019

<p style="text-align: center;">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p style="text-align: center;"><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Resolution #8, Transfer of Appropriation</p>	<p>Date: May 8, 2019</p>
<p>This is a resolution to transfer appropriation from the Administratively Restricted Fund Student Services to Agency Fund Student Services in the amount of \$3,600.</p> <p>A transfer of appropriation from Administratively Restricted Fund Student Services to Agency Fund Student Services is necessary in order to ensure sufficient budget for unanticipated revenues and unforeseen expenses from increased student club activity and participation.</p>	
<p>Recommendation by:</p> <p><i>N. Brown</i></p>	<p>Approved for Consideration:</p> <p><i>Debra Hatcher</i></p>

UMPQUA COMMUNITY COLLEGE
Resolution No. 8 - FY 18-19
Transfer between categories

WHEREAS,

the provisions of ORS 294.463 (1) allows for the transfer from one existing appropriation category to another;

NOW, THEREFORE BE IT RESOLVED, that the Board of Education at Umpqua Community College hereby adopts this resolution to transfer appropriations from Administratively Restricted Fund Student Services to Agency Fund Student Services in the amount of \$3,600.

Special Revenue Fund - Administratively Restricted

	18-19 Budget Through Resolution 7	Adjustment	18-19 Budget Through Resolution 8
EXPENDITURES:			
Instruction	\$ 2,305,297		\$ 2,305,297
Instruction Support	714,707		714,707
Student Services	1,034,393	(3,600)	\$ 1,030,793
Community Services	65,495		\$ 65,495
College Support Services	390,094		\$ 390,094
Transfers	29,743	3,600	33,343
Contingency	70,000		70,000
TOTAL	<u>\$ 4,609,729</u>	<u>\$ -</u>	<u>\$ 4,609,729</u>

Agency Fund

RESOURCES			
Beginning Fund Balance	\$ 26,197		\$ 26,197
Local Revenue	15,950		15,950
Transfers	39,000	3,600	42,600
TOTAL	<u>\$ 81,147</u>	<u>\$ 3,600</u>	<u>\$ 84,747</u>

EXPENDITURES:

Student Services	81,147	3,600	84,747
TOTAL	<u>\$ 81,147</u>	<u>\$ 3,600</u>	<u>\$ 84,747</u>

ADOPTED: May 8, 2019

Clerk of the Board

UCC Board Chair

<p style="text-align: center;">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p style="text-align: center;"><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Resolution #9, Transfer of Appropriation</p>	<p>Date: May 8, 2019</p>
<p>This is a resolution to increase transfer out from the General Fund to Capital Projects Fund Facilities Acquisition/Construction in the amount of \$150,000.</p> <p>A transfer of appropriation from General Fund to Capital Projects Fund Facilities Acquisition/Construction is needed to ensure sufficient budget for the expense of replacing the Bookstore roof.</p>	
<p>Recommendation by:</p> <p><i>N. Brown</i></p>	<p>Approved for Consideration:</p> <p><i>Debra Hatcher</i></p>

UMPQUA COMMUNITY COLLEGE
Resolution No. 9 - FY 18-19
Transfer between categories

WHEREAS,

the provisions of ORS 294.463 (1) allows for the transfer from one existing appropriation category to another;

NOW, THEREFORE BE IT RESOLVED,

that the Board of Education at Umpqua Community College hereby adopts this resolution to increase transfer out from General Fund and reduce General Fund Contingency in the amount of \$150,000 and increase Capital Projects fund Facilities Acquisition/Construction in the amount of \$150,000.

General Fund			
	18-19 Budget Through Resolution 8	Adjustment	18-19 Budget Through Resolution 9
EXPENDITURES:			
Instruction	\$ 8,615,071		\$ 8,615,071
Instruction Support	1,343,953		1,343,953
Student Services	2,534,302		2,534,302
College Support Services	6,797,191		\$ 6,797,191
Financial Aid	937,566		\$ 937,566
Transfers	2,107,844	\$ 150,000	\$ 2,257,844
Operating Contingency	563,094	\$ (150,000)	\$ 413,094
Reserves	2,516,313		\$ 2,516,313
TOTAL	\$ 25,415,334	\$ -	\$ 25,415,334

Capital Projects			
RESOURCES:			
Beginning Fund Balance	\$ 346,142		\$ 346,142
Transfers	210,000	\$ 150,000	360,000
TOTAL	\$ 556,142	\$ 150,000	\$ 706,142

EXPENDITURES:			
Facilities Acquisitions/Construction	\$ 556,142	\$ 150,000	\$ 706,142
TOTAL	\$ 556,142	\$ 150,000	\$ 706,142

ADOPTED: May 8, 2019

Clerk of the Board

UCC Board Chair



BOARD POLICY

TITLE: Delegation of Authority, Business and Fiscal Affairs

BOARD POLICY # 6100

Policy:

The Board of Education delegates to the President the authority to supervise: the general business procedures of the College to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations.

The President shall make appropriate, periodic reports to the Board of Education and shall keep the Board of Education fully advised regarding the financial status of the College.

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Delegation of Authority, Business and Fiscal Affairs

ADMINISTRATIVE PROCEDURE # 6100

RELATED TO POLICY # 6100 Delegation of Authority, Business and Fiscal Affairs

The Chief Financial Officer is delegated authority from the President to supervise: budget preparation and management; oversee fiscal management of the College; and contract for, purchase, sell, lease, or license real and personal property, in accordance with board policy and law. Responsibility for the development of internal policies and procedures consistent with the provision of this regulation remains with the Chief Financial Officer. This delegated authority is subject to the condition that certain of these transactions be submitted to the President for review and approval from time to time as determined by the President.

When transactions do not exceed the dollar limits established pertaining to the taking of competitive bids, the Chief Financial Officer may contract for goods, services, equipment, and rental of facilities so long as the transactions comply with law and any limitations or requirements set forth therein. Furthermore, the Chief Financial Officer may amend the terms and conditions of any contractual arrangement so long as the total expenditure of funds and period of contract do not exceed the limitations set forth in applicable law or regulation.

RESPONSIBILITY:

The President is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: Designation of Authorized Signatures

BOARD POLICY # 6150

Policy:

Authority to sign orders and other transactions on behalf of the Board of Education is delegated to the President and other officers appointed by the President.

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Designation of Authorized Signatures

ADMINISTRATIVE PROCEDURE # 6150

RELATED TO POLICY # 6150 Designation of Authorized Signatures

The Chief Financial Officer is hereby designated as the College officer authorized to sign warrants on behalf of the College.

The Chief Financial Officer will withhold approval of college warrants when:

- Disbursement of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.
- Established procedures have not been followed to permit verification of authenticity of the expenditure.

RESPONSIBILITY:

The President is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

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

Information Item

Action Item

Subject: Introduction of SkillsUSA Students

Date: May 8, 2019

Kevin Mathweg, Automotive Instructor, will introduce students who participated in the recent SkillsUSA competition.

Recommendation by:

Approved for Consideration:



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

Information Item

Action Item

Subject: Reports

Date: May 8, 2019

- | | |
|--------------------|---------------------------|
| ASUCC Report | Katherine Hicks |
| ACEUCC Report | Susan Neeman |
| UCCFA Report | John Blackwood |
| UCCPTFA Report | Jeri Frank |
| President's Report | Debra Thatcher, President |
| OCCA Report | Doris Lathrop |
| Chair Report | Steve Loosley |

Recommendation by:

Approved for Consideration:



Full-Time Faculty Association Update
May 2019
John Blackwood, UCCFA President

- The leadership team of the UCC full-time faculty association (FA) met a number of times the past two weeks to work through an action plan related to Accreditation Standard(s) regarding assessment to be performed by faculty.
- John Blackwood and Crystal Sullivan met with Emily Fiocco and Danielle Haskett to determine the status of forms and processes necessary for assessment. The processes seem to be in place and any required forms should be ready for process testing on May 6, 2019.
- Crystal Sullivan will present and request creation of a new sub-committee to Academic Council (AC) at their next meeting. This new committee will be responsible for interaction with faculty regarding assessment. Details regarding this new committee, assuming it is adopted by AC will be available soon.
- Faculty anticipates that we will be asking for resources to assist in data collection and other tasks related to assessment. We expect a more detailed report on this item in May, 2019.

UCCPTFA Board Report

May 2019

Jeri Frank, President, UCCPTFA

- We are pleased to be recognized by the administration and the Board of Education for our vital role at UCC in providing quality instruction for our students across many curriculum areas.
- There are currently 108 part-time instructors teaching classes in spring term.
- We hold monthly union meetings during each term to continue our important work on behalf of part-time instructors.
- Starting this spring we will initiate the bargaining process covering the entire bargaining agreement which expires in August 2019.

OCCA Report
 May, 2019
 Doris Lathrop, Trustee

2019 All-Oregon Academic Team Luncheon

The 2019 All-Oregon Academic Team (AOAT) Luncheon took place April 26.

The event program began at the State Capitol where the students met Governor Kate Brown and joined her for a photo. Other legislators were there to also offer their congratulations.

The program then moved to Chemeketa, Eola Northwest Wine Studies Center, which was a new location for the luncheon and awards presentation. During the luncheon, selected students told of their journey prior to and during their education process. I was honored to present UCC's outstanding students, Danielle Teichner and Emily Warren, with their medallion of excellence.

Legislative Update

We have not had an OCCA Board meeting since I last reported. All of the focus has been on lobbying the legislature for funding and watching bills that could have an effect on community colleges, if passed. Dr. Thatcher and Chair Loosley have been instrumental in lobbying on our behalf, averaging at least one day per week in Salem during the legislative session.

Since there is little to report about our state funding, I'm opting to refresh your memory about our legislative ask. This is basic information that you should be referring to in your conversations with legislators as well as the community.

COMMUNITY COLLEGE SUPPORT FUND ASK TALKING POINTS

Community colleges are asking for \$787 million in the 2019 session.

HOLD THE LINE BUDGET

Currently the Community College Support Fund Receives \$570 million from the state. Colleges will need at least an additional \$77 million to meet their true current service level and balance their budgets without further program cuts or steep tuition hikes.

This additional funding to the Community College Support Fund would specifically allow:

- Holding tuition increases to roughly 3.5 percent statewide. (Community college tuition is set by locally elected boards each year and rates will also vary based on local needs.)
- Balancing college budgets without additional deep cuts to programs and services
- Continue progress on student success efforts like guided pathways
- End deficit spending. Statewide, colleges are covering a \$31 million funding gap by dipping into critical reserves and other temporary solutions.

INVESTMENT BUDGET

An additional investment of \$140 million dollars (\$70m for CTE and \$70m for student success efforts,) would go toward dramatically increasing output of career and technical education programs and significantly increasing completion rates overall.

An additional \$70 million for CTE programs would allow colleges to double the number of graduates (an additional 7,900 graduates per year) in programs such as:

- Welding
- Respiratory Care

- Dental Assisting
- Manufacturing and Industrial Tech
- Computer Applications
- Aviation
- Electronics
- Advanced Manufacturing
- Fire Science

An additional \$70 million for student success efforts would go toward dramatic increases in completion rates targeted toward first-generation and under-represented students.


Using models like PCC's Future Connect program or those at other colleges modeled after federal TRIO* programs, colleges have seen completion rates roughly double among participating students. The additional investment would mean such programs can reach an additional 17,500 students per year.

** The Federal TRIO Programs (TRIO) are Federal outreach and student services programs designed to identify and provide services for individuals from disadvantaged backgrounds. TRIO includes eight programs targeted to serve and assist low-income individuals, first-generation college students, and individuals with disabilities to progress through the academic pipeline from middle school to post-baccalaureate programs. TRIO also includes a training program for directors and staff of TRIO projects.*

Next OCCA Meeting

The next meeting of the OCCA Board of Directors will be held on May 17th in Salem at Chemeketa Community College.

Thank you for the opportunity to represent UCC and the UCC Board of Education at OCCA.

BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON	___X___ Information Item ___ Action Item																								
Subject: First Reading of Policies	Date: May 8, 2019																								
<p>The following policies are coming to the Board for a first reading:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Old #</u></th> <th style="text-align: left;"><u>New #</u></th> <th style="text-align: left;"><u>Title</u></th> </tr> </thead> <tbody> <tr> <td>200</td> <td>XXX</td> <td>Communications & Marketing</td> </tr> <tr> <td>N/A</td> <td>6200</td> <td>Budget Preparation</td> </tr> <tr> <td>N/A</td> <td>6400</td> <td>Financial Audits</td> </tr> </tbody> </table> <p>The associated administrative procedures are being shared as an information item:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Old #</u></th> <th style="text-align: left;"><u>New #</u></th> <th style="text-align: left;"><u>Title</u></th> </tr> </thead> <tbody> <tr> <td>200</td> <td>XXX</td> <td>Communications & Marketing</td> </tr> <tr> <td>N/A</td> <td>6200</td> <td>Budget Preparation</td> </tr> <tr> <td>N/A</td> <td>6400</td> <td>Financial Audits</td> </tr> </tbody> </table>		<u>Old #</u>	<u>New #</u>	<u>Title</u>	200	XXX	Communications & Marketing	N/A	6200	Budget Preparation	N/A	6400	Financial Audits	<u>Old #</u>	<u>New #</u>	<u>Title</u>	200	XXX	Communications & Marketing	N/A	6200	Budget Preparation	N/A	6400	Financial Audits
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Recommendation by:	Approved for Consideration: 																								

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE: Communications and Marketing	
New BP #:	Old BP # & Title: BP 200 – Community Relations
New AP #:	Old AP # & Title:
Revision Date:	2/12/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>The Community Relations Office is responsible for creating and maintaining a professional image for Umpqua Community College to the public. All media contacts by college staff should be initiated from or coordinated with this office. The public information officer is the primary contact for media and may act as the college spokesperson or direct the media to the appropriate college representative. All press releases and marketing advertisements are prepared by the Community Relations Office staff.</p> <p>To track the messages going to the public and to ensure all UCC publications enhance the college’s marketing effort, all printed materials for external distribution must be created by or coordinated with and reviewed by the Community Relations Office. Official publications include the college catalog, class schedule, program brochures, viewbook/CD,</p>	<p>N/A</p>	<p>The Office of Communications and Marketing is the center of all promotional efforts that involve the College brand. The office coordinates and manages the College’s visual identity, news media interaction, College publications, websites, social media channels, and print & electronic communications.</p> <p>The College supports two official logos (UCC and RiverHawks) that present a consistent and clear identity. Logo guidelines and graphics standards are developed and implemented to maintain and enhance the College’s visual brand recognition.</p> <p>Responsibility</p> <p>The Office of Communications and Marketing is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s)</p>

<p>newspaper inserts, web site, social media and annual reports.</p> <p>The college web site content and design and social media content are maintained by Community Relations with technical support from Information Technology.</p> <p>UCC has one official college logo that ensures a consistent and clear image representing the college in the community. The logo guidelines and graphic standards for the campus are the responsibility of Community Relations.</p>		
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ADMINISTRATIVE PROCEDURE

TITLE: Communications and Marketing

ADMINISTRATIVE PROCEDURE # XXXX

RELATED TO POLICY # XXXX (previously 200)

Visual Identity

Graphic standards are developed and revised to stay current with best practices and changing technology. The [graphics standards document](#) is located on the UCC Intranet (MyUCC) in the Communications and Marketing section. The College supports two official logos (UCC and RiverHawks) that present a consistent and clear identity. Logo guidelines and graphics standards are developed and implemented to maintain and enhance the College's visual brand recognition.

News Media

Interactions involving official College representation, such as interviews and tours, with news reporters must be coordinated by the Office of Communications and Marketing. Staff must direct all inquiries by news reporters to this office before any interaction occurs. Staff may not represent the College in any way unless designated to do so by the Office of Marketing and Communications or the College President.

Staff members with newsworthy information who would like to reach out to news outlets and/or the community should fill out a [work order](#).

Marketing Materials

All marketing materials must be developed by, or in cooperation with, the Office of Communications and Marketing. [Work orders](#) must be submitted with clear and complete information. A lead time of two weeks must be accounted for but quick turn-around times can be accomplished in cases that involve important and unexpected College business such as: events, accreditation, federal mandates, dignitary visits, etc.

Templates have been developed for staff use in order to create a variety of promotional materials. Templates are published on the [College Intranet](#).

Website

The Office of Communications and Marketing is responsible for designing and creating pages on the College website, and for the website's overall maintenance and security. Through a shared effort, web editors are identified and trained to help support individual department and programs to maintain and update content on respective webpages.

Social Media Channels

Official social media channels are managed by the Office of Communications and Marketing. In most cases, it is not necessary for College departments, programs, clubs, and groups to create their own social media presence. Official social media channels should be used to promote the College. College departments, programs, clubs, and groups must consult the Office of Communications and Marketing before creating any social media presence that represents the College.

Video Production

To maintain a high level of professionalism and compliance with individual permissions and federal copyright laws, any video that represents the College must be produced in conjunction with the Office of Communications and Marketing.

Mass Electronic Communications

Electronic communications for College marketing purposes such as email newsletters and promotions must be coordinated with the Office of Communications and Marketing. Mass electronic communications related to ongoing College business (e.g. bill payments, financial aid application, class registration) do not have to be coordinated with this office; it can be consulted for editorial and creative purposes.

Training

Periodic training during fall in-service, employee orientation, and other times will be provided to help staff represent the College in a professional manner. Training will cover topics such as logo usage, graphic standards, web editing, and social media. Department supervisors will determine who should be trained.

RESPONSIBILITY:

The Office of Communications and Marketing is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: BUDGET PREPARATION

BOARD POLICY # BP 6200

Policy:

Each year, the Chief Financial Officer shall present a budget to the Board of Education. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board of Education study.

The Board of Education may devise specific criteria as they wish, as long as they comply with any state laws or regulations.

Budget development shall meet the following criteria:

- The annual budget shall support the college's strategic plan.
- Assumptions upon which the budget is based are presented to the Board of Education for review.
- A schedule is provided to the Board of Education that includes dates for presentation of the tentative budget, public hearing(s), Board of Education study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board of Education regarding the proposed budget or any item in the proposed budget.
- Changes in the assumptions upon which the budget was based shall be reported to the Board of Education in a timely manner.
- Budget projections address long-term goals and commitments.

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: BUDGET PREPARATION

ADMINISTRATIVE PROCEDURE # 6200

RELATED TO POLICY # 6200

The budget is the primary method of fiscal control and contains all projected revenues and expenditures of Umpqua Community College. The budget preparation process facilitates the translation of Board recommendations and the academic and administrative plans into budgets utilized for state funding requests, internal allocations and utilization, and execution of the College's strategic goals and objectives. Budget planning at UCC is a transparent and participative process that involves representatives of all campus constituencies.

Timeline

The budget process begins in fall each year with revenue projections, estimated expenditures, and enrollment projections for the next fiscal year. A detailed timeline is drafted and reviewed by Senior Leadership Team (SLT) before being posted to the UCC Budget website and is presented to the Board of Education no later than February meeting.

Deadlines in order to comply with Oregon Local Budget Law are:

- Required publications are made 5-30 days before meetings are held
- April: External Budget Committee Meeting with public comment
- May: Public hearing at regularly scheduled Board of Education meeting
- June: Adoption of budget, appropriation of funds, and imposing of permanent tax rate at regularly scheduled Board of Education meeting
- July: Required documents sent to County Assessor, County Clerk, and Higher Education Coordinating Commission (HECC)

Phase 1: Preparation of the proposed budget

Historical data, revenue and enrollment projections are reviewed.

Staff, faculty, and department coordinators and chairs submit their requests to Directors and Deans who revise those requests and forward them to SLT.

The SLT reviews and prioritizes addition and reduction recommendations, aligns requests with strategic directions and shares priorities with the Institutional Effectiveness Council. SLT provides guidance to the work of the Budget Committee (External) and communicates budget information to campus constituencies.

Phase 2: Approval of proposed budget by Budget Committee

The Budget Committee consists of the 7 members of the Board of Education and an equal number of community members. The Budget Committee reviews the budget message and document, takes public comment, suggests revisions and approves the budget.

Phase 3: Adoption of the budget

The Budget Manager publishes a summary of the approved budget and a Notice of Budget Hearing is advertised in a newspaper. The hearing is held by the Board of Education.

The Board of Education enacts a resolution to formally adopt the budget, make appropriations, and, if needed, levy and categorize taxes.

The resolution is adopted no later than June 30. A copy of the complete budget is sent to the Douglas County Clerk. Notice of property tax levy, categorization certification and resolutions is submitted to the County Assessor's office by July 15.

RESPONSIBILITY:

The CFO is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 4/23/2019 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: Financial Audits

BOARD POLICY # BP 6400

Policy:

There shall be an annual outside audit of all funds, books and accounts of the College. The Chief Financial Officer shall assure that an annual outside audit is completed consistent with the requirements of Oregon Municipal Audit Law. The Chief Financial Officer shall recommend a certified public accountancy firm to the Board of Education with which to contract for the annual audit.

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Financial Audits

ADMINISTRATIVE PROCEDURE # AP 6400

RELATED TO POLICY # BP 6400

The Board of Education shall approve the selection of an auditor who shall be a licensed certified public accountant.

An auditing firm's contract shall be for no longer than seven years. The audit shall include all funds under the control or jurisdiction of the College. The audit shall identify all expenditures by source of funds and shall contain:

A statement that the audit was conducted pursuant to appropriate standards and procedures, and a summary of audit exceptions and management recommendations.

Audit reports for the preceding fiscal year must be presented to the Board of Education. The annual audit statements must be filed with college administrative records on or before December 31 of the year in which the audit is conducted.

RESPONSIBILITY:

The CFO is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

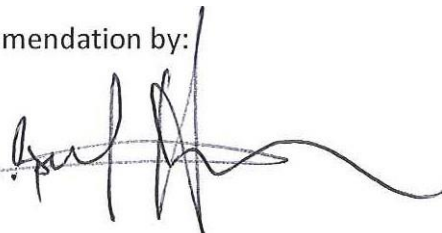

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

<p style="text-align: center;">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p>___ Information Item</p> <p><u> x </u> Action Item</p>
<p>Subject: Cafeteria</p>	<p>Date: May 8, 2019</p>
<p>The College administration will present recommendation about the operations of cafeteria to include possible reduction in force .</p>	
<p>Recommendation by:</p> <p><i>N. Brown</i></p>	<p>Approved for Consideration:</p> <p><i>Debra Hatcher</i></p>

<p style="text-align: center;">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p style="text-align: center;"><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Catering services</p>	<p>Date: May 8, 2019</p>
<p>The College administration makes the following recommendation to the Board of Education:</p> <ul style="list-style-type: none"> • Transition the operation of Catering services to outside caterers effective July 1, 2019. The transition means the College no longer provides catering services. The College will enter into the agreements with outside caterers to establish a preferred caterer list published on UCC's Special Events website. 	
<p>Recommendation by:</p> <p><i>N. Brown</i></p>	<p>Approved for Consideration:</p> <p><i>Debra Hatcher</i></p>

<p align="center">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p align="center">___ Information Item <u> X </u> Action Item</p>
<p>Subject: Student Fee for SUCCESS Program</p>	<p>Date: May 8, 2019</p>
<p>Board approval requested to authorize uses of the student fee for SUCCESS, which funds services and programs that support student learning.</p> <p>USES APPROVED IN 2012 THAT ARE STILL IN EFFECT</p> <ul style="list-style-type: none"> • Success Center Initiatives Coordinator Salary (85%; originally approved as an administrative position and now is a classified position) • Academic Coaches (student tutors) • Library Desk Clerk P/T • Peer Tutors • Peer Mentors <p>EXPANDED USES THAT ARE ALIGNED WITH THE ORIGINAL PURPOSE</p> <ul style="list-style-type: none"> • 24/7 Online Tutoring Service • Online Test Proctoring • Certification of student tutors • Information Desk • Student Ambassadors • UCC Scholars' service projects and training • Veterans Student Center <p>ELIMINATED USE</p> <ul style="list-style-type: none"> • Part-time Faculty Position 	
<p>Recommendation by:</p> 	<p>Approved for Consideration:</p> 

Student SUCCESS Fee

In 2012, the *Students at UCC Engaged in Strategies for Success* (SUCCESS) fee was approved by the UCC Board of Education. When initially implemented, Board authorization was for the support of tutoring and peer mentoring.

The following year, UCC was awarded the Title III grant for student success; the Title III grant concludes in June 2019. Through the grant, the definition of student success support strategies became better defined and the two components of the SUCCESS fee were elaborated.

Since the Board approves specific uses of fees, we are requesting that the Board authorize spending of the fees for student success under this elaborated definition of SUCCESS activities.


The fee is split, with half going toward tutoring services and half going towards peer mentoring.


1. **Tutoring (rebranded as Academic Coaching):** Prior to the Title III grant, this portion of the budget supported a full-time administrator position, part-time classified position, part-time faculty position, and peer tutors.

As a result of work done through Title III, the PT faculty position was eliminated and tutoring series were expanded to include an online 24/7 tutoring service, certification by the College and Reading Learning Association (CRLA) for student tutors (peer academic coaches), online test proctoring, and additional tutoring (academic coaching) hours since relocating the service to the library.

2. **Peer Mentor Program:** Peer mentoring continues to be supported by this portion of the budget. Peer mentors are students who help other students access campus and community resources. As a result of Title III, peer mentoring has expanded to include student staffing of the Information Desk, Student Ambassadors (student first points of contact for faculty, staff, students, community members, and guests), oversight of UCC Scholars' service projects and training, and the Veterans Student Center. (NOTE: Approximately 75% of the annual budget is payroll expense, entirely for student positions; the remaining 25% is utilized for program operations.

At the March 5, 2019 ASUCC Leadership Board meeting, students endorsed the expanded use of the fees since they continue to support student success initiatives. They also endorsed the \$1 SUCCESS fee increase that was approved at the April 2019 Board meeting.

<p align="center">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p><u> X </u> Information Item _____ Action Item</p>
<p>Subject: Rogue Credit Union – Campus Branch Opening for Fall 2019</p>	<p>Date: 5/8/2019</p>
<p>UCC is partnering with Rogue Credit Union (RCU) to create a branch office at the College as part of RCU’s Campus Branch Program. The branch will be fully student run, providing multiple benefits to campus:</p> <ul style="list-style-type: none"> • UCC students will gain meaningful employment and experience in the not-for-profit financial services industry. • UCC students hired to work at the branch as RCU employees will be supervised and mentored by an RCU employee. • The branch will provide internship opportunities for students desiring a Cooperative Work Experience location. • Rogue will offer scholarships to UCC students who are also RCU employees. • The RCU campus branch will give students access to financial literacy materials and on-campus banking. <p>RCU is paying for the renovation of a small space in the Bookstore and will have hours similar to those of the Bookstore. Renovation will occur in the summer, and opening is anticipated for start of Fall term.</p>	
<p>Recommendation by:</p>	<p>Approved for Consideration:</p> 

<p style="text-align: center;">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p>___ Information Item</p> <p><u>X</u> Action Item</p>
<p>Subject: Umpqua Community College Faculty Association Collective Bargaining Agreement</p>	<p>Date: May 8, 2019</p>
<p>Board approval is requested to ratify the following articles in the UCC Faculty Association Collective Bargaining Agreement effective July 1, 2019 – June 30, 2020:</p> <p>Article XVIII – Salary</p> <ul style="list-style-type: none">• For the 2019-2020, the salary schedule includes a 1% increase in base salary, in addition to the maintenance of 3.4% step and the 1% longevity increase.• For the 2020-2021, the salary schedule includes a 1% increase in base salary, in addition to the maintenance of 3.4% step and the 1% longevity increase. <p>Article XIX – Employee Benefits</p> <ul style="list-style-type: none">• Increase of \$50 in the College contribution towards employee benefits from \$1,280 to \$1,330. <p>Article XX – Paid Leaves of Absence</p> <ul style="list-style-type: none">• Effective with the 2019-2020 academic year, each employee is eligible for three (3) days of personal leave per academic year effective 2019-2020 Academic Year.	
<p>Recommendation by:</p> 	<p>Approved for Consideration:</p> 