

**UMPQUA COMMUNITY COLLEGE**

*Umpqua Community College transforms lives and enriches communities.*

**Work Session - 3:30 P.M., HNSC 100:**

**Accreditation - Emily Fiocco; Board Self Evaluation**

**VOL. LIV, No. 3 BOARD OF EDUCATION MEETING**

**October 2, 2019; 4:30 P.M., HNSC 100**

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**AGENDA - REVISED**

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**MEMBERS:**

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

Randy Richardson \_\_\_\_\_  
Erica Mills \_\_\_\_\_  
Twila McDonald \_\_\_\_\_

**ADMINISTRATION:**

Debra Thatcher \_\_\_\_\_  
Kacy Crabtree \_\_\_\_\_

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**I. CALL TO ORDER**

**Chair Loosley**

**II. ATTENDANCE**

**Chair Loosley**

**III. PLEDGE OF ALLEGIANCE**

**Chair Loosley**

**IV. 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.

**V. CONSENT AGENDA**

**Chair Loosley**

**pp 1-8**

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.

**VI. CHANGES TO THE AGENDA**



**Chair Loosley**

<b>VII.</b>	<b>REPORTS</b>		<b>pp 9-11</b>
	<b>A. Standing Reports</b>		
	i. ASUCC Report	Jesika Barnes	
	ii. ACEUCC Report	Susan Neeman	
	iii. UCCFA Report	John Blackwood	
	iv. UCCPTFA Report	Jeri Frank	
	v. OCCA Report	Doris Lathrop	
	vi. President’s Report	Debra Thatcher, President	
	vii. Chair’s Report	Chair Loosley	
	<b>B. Informational Reports</b>		<b>p 12</b>
	i. Accreditation Update	Emily Fiocco	
	ii. Strategic Plan	Emily Fiocco	
	iii. Governance Assessment	Jesika Barnes	
	iv. Enrollment Management Update	Missy Olson	
<b>VIII.</b>	<b>OLD BUSINESS</b>		
	<b>A. Second Reading: Policy 6250 Budget Management</b>	Natalya Brown	<b>pp 13-16</b>
<b>IX.</b>	<b>NEW BUSINESS</b>		
	<b>A. Res. No. 7 – Refunding of FFCO 2010</b>	Natalya Brown	<b>pp 17-19</b>
	<b>B. Academic Calendars 2020-21 through 2023-24</b>	Brenna Hobbs	<b>pp 20-24</b>
<b>X.</b>	<b>BOARD COMMENTS</b>	Chair Loosley	
<b>XI.</b>	<b>ADJOURNMENT</b>	Chair Loosley	

**NEXT BOARD MEETING:**

- Board Meeting, November 13, 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.

<p><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Consent Agenda</p>	<p>Date: Oct. 2, 2019</p>
<p>Recommend approval of:</p> <ol style="list-style-type: none"><li>1. Minutes of College Board Meeting of Sept. 11, 2019 <span style="float: right;">pp 1-3</span></li><li>2. Notes of College Board Retreat of Aug. 28, 2019 <span style="float: right;">pp 4-5</span></li><li>3. Budget Committee Appointment <span style="float: right;">p 6</span></li><li>4. Resolution #6 – Increase Appropriation <span style="float: right;">pp 7-8</span></li></ol>	
<p>Recommendation by:</p> 	<p>Approved for Consideration:</p> 

**UMPQUA COMMUNITY COLLEGE  
BOARD MINUTES  
September 11, 2019**

The Umpqua Community College Board of Education met on Wednesday, September 11, 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 4:35 p.m. and the pledge of allegiance was given. A moment of silence was held in recognition of September 11, 2001. The meeting opened with a formal budget hearing. There was no one who wished to comment on the budget, so the regular meeting began.

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

**Others present:**

Debra Thatcher	Sanne Godfrey	April Hamlin	Cathy Chapman
Robynne Wilgus	Tim Hill	Emily Fiocco	Tiffany Coleman
Natalya Brown	Kelly Wyatt	Becky Kipperman	Katie Workman
Joy Yori	Jeri Frank	Karen Carroll	Craig Jackson

**Citizen Comments** – There were none.

**Oath of Office** - Chair Loosley administered the oath of office to Erica Mills.

**Consent Agenda**

1. Minutes of College Board Meeting of July 10, 2019
2. Personnel Actions
3. Resolution No. 5 – Increase Appropriation
4. The following policies came to the Board for a second reading:

Old #	New #	Title
703	5130	Financial Aid (was Financial Aid Eligibility in Jointly Sponsored Programs)
N/A	5570	Student Credit Card Solicitations
N/A	5700	Intercollegiate Athletics
600.06	6320	Investments
N/A	6540	Insurance
615	6900	College Store (previously Bookstore Operation)

5. Sabbatical Request – Susan Rochester, spring term of 2020

Chair Loosley brought attention to Policy 5570 on page 12; the responsibility will be changed from “Provost” to “Chief Financial Officer”. The Consent Agenda was approved by general consent and the items are attached to the permanent minutes.

**Changes to the Agenda** – There were none.

## REPORTS

**ASUCC, ACEUCC, UCCFA, OCCA, and Chair** – There were no reports.

**UCCPTFA – Jeri Frank, President:** The association is grateful to the administration for spending their time and effort in negotiating the contract.

**President – Dr. Debra Thatcher:** Highlights from the written report were reviewed.

**OLD BUSINESS** - There was none.

## NEW BUSINESS

Chair Loosley recognized Ms. Brown and her department for receiving their second Certificate of Achievement for Financial Reporting by the Government Finance Officers Association (GFOA).

Natalya Brown, Chief Financial Officer, requested Board approval to ratify the UCC Part-Time Faculty Association (UCCPTFA) Collective Bargaining Agreement (CBA) effective the first day of fall term 2019 to the last day of summer term 2022. The “green sheet” incorrectly referenced the bargaining agreement section as “Article XVIII-Salary”; the correct section is “Article 7 – Compensation”. Ms. Brown shared that language throughout the contract has been updated.

**MOTION:** **I move to approve the UCCPTFA CBA effective fall term 2019 to the end of summer term 2022, as presented. Motion by Dir. Littlejohn, seconded by Dir. McDonald and carried unanimously.**

### **Resolution #4 – Adopting the Supplemental Budget**

Board approval was requested by Ms. Brown to adopt the supplemental budget and make appropriations for the 2019-2020 year as presented in the Special Revenue Fund – Grants and Contract, General Fund, an increased state allocation, and Special Revenue Fund – Administratively Restricted.

**MOTION:** **I move to approve the adoption of the supplemental budget and to make appropriations for the 2019-20 year, as presented. Motion by Dir. Littlejohn, seconded by Dir. Richardson and carried unanimously.**

The proposed Budget Calendar for Fiscal Year 2020-21 was reviewed. Dates relating to the Board were highlighted.

Ms. Brown requested Board approval to the proposed increase in Special Events fees. The fees will be effective at the beginning of the academic year commencing in the summer term 2019. The fee proposal is attached to the permanent minutes. Discussion included UCC’s lean structure for supporting special events, the expenses that need to be covered, and community access to the use of facilities.

**MOTION:** **I move to approve the proposed increase in Special Events fees effective summer term 2019, as presented. Motion by Dir. Littlejohn and seconded by Dir. Richardson. Directors McDonald, Mills, Richardson, and Loosley were in favor and Director Littlejohn was opposed. The motion was approved.**

Dir. Littlejohn shared his reasoning for a negative vote. The fee structure makes accessing the college facilities more difficult and he would like to see fees handled in a different way, possibly with a refundable deposit option. Although Dir. McDonald voted favorably, she was also concerned about the appearance of many hoops to jump through. Chair Loosley would like to have a more formal discussion about the concerns.

Ms. Brown presented the first reading of policy 6250, Budget Management. There was discussion regarding the reserve practice of other community colleges and how much is needed for UCC. Ms. Brown explained GFOA recommendation for best practice. The policy will be revised and presented under Old Business at the next Board meeting.

A four-year financial forecast was presented by Ms. Brown. The supplemental budget just approved at the current meeting is included in the 2019-20 figures. The chart will continue to be revised as further information is received.

The 2019-20 Board Priorities were reviewed. The Evergreen Priorities are as discussed at the Retreat; there was a slight rewording of the Current Priorities. The priorities are attached to the permanent minutes.

**MOTION:**        **I move to approve the Evergreen Priorities and Current Priorities for the 2019-20 year, as presented. Motion by Dir. Littlejohn, seconded by Dir. Mills and carried unanimously.**

The Board participated in a broad discussion regarding a potential bond campaign. Some of the points considered were the timing of bond requests from local school districts, availability of matching funds from the state, an upcoming facilities assessment report, and the amount and allocation of a potential bond. There was consensus in taking steps forward towards requesting a bond in November 2020.

**Board Comments** – There were none.

Meeting adjourned at 6:28 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; Res. Nos. 4, 5; Policies: 5130, 5570, 5700, 6320, 6540, 6900  
UCCPTFA CBA; Special Events Fees Proposal; UCC 2019-20 Board Priorities

## UCC Board of Education 2019-20 Summer Retreat Notes

August 28, 2019

9:00 a.m. to Noon, TAP 15

### Attendees

Steve Loosley	Twila McDonald	Randy Richardson	Natalya Brown
Guy Kennerly	David Littlejohn	Debra Thatcher	Emily Fiocco
Erica Mills	Doris Lathrop	Robynne Wilgus	Brian Prawitz

### Report from President Thatcher

President Thatcher reviewed an update on several campus topics; the update is attached to the notes. Responding to a question, she indicated that about \$145,000 would be going towards deferred maintenance. The improvements will be noticeable to students.

There was a brief discussion about the nursing program and George Fox University (GFU). UCC told Sen. Heard that the nursing program would grow as long as there are clinical spaces and students can find jobs. There was discussion about national accreditation and the VA requirements. Various comments were shared:

- National accreditation will require the hiring of an additional faculty member
- National accreditation will qualify UCC to have clinicals at the VA
- National accreditation will allow the VA to hire UCC graduates right after graduation
- Federal funds are available to VA employees desiring to become a nurse through a national accredited institution
- There is a movement across the country for requiring BSN degrees
- National accreditation would be a gesture towards a good community partner
- Support from Foundation board members is needed for community influence and advocating
- Ask the hospital for support

### Intro to UCC

*Budget.* Natalya reviewed UCC's budget development process and the associated timeline. At the December meeting, Board input will be requested for reviewing assumptions, financial environment guidelines, tuition and fees, etc. President Thatcher indicated the importance, for accreditation purposes, of showing a stronger connection between the strategic plan and creating the budget. Long-term financial projections will be shared at the September Board meeting.

*Accreditation.* Emily shared a presentation that included an overview on accreditation and the efforts accomplished this summer. The current focus areas are Academic Assessment, Institutional Effectiveness, and Governance.

*Industrial Technology Building.* Brian Prawitz of BP Media shared information about a potential bond campaign to raise funding for the Industrial Technology Center. The campaign would probably also include funding for critical maintenance projects. A unified Board is crucial.

### **Board Meetings**

- *Meeting time.* Remain with 4:30 p.m. start time. There will be consideration for work sessions to last for one hour.
- *Special Rules.* Discussion, motion, and then a vote.
- *Voting.* If the vote is split, then how each person voted will be recorded

**Guiding Principles** – They will be left as is.

### **Board Priorities**


The priorities were reviewed and discussed; there were also recommendations for changes to be made. Chair Loosley will bring the revision to the September board meeting.

**Board Annual Evaluation** - Will be followed up at a Board work session.

### **Concluding Discussion Topics**

- *Policies.* The OCCA policy service was explained. After an initial review, the policies applicable to the Board will be brought forward.
  - *October Board Meeting.* The Board will meet on Oct. 2.
  - *“Tailgater.”* Thursday, September 19<sup>th</sup> from noon to 2:00 pm
  - *Foundation Annual Giving Campaign.* Can we count on everyone to pledge? Yes. For those interested, there are seats available at Guy’s table for the Legacy Ball.



<p><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Budget Committee Appointment</p>	<p>Date: Oct. 2, 2019</p>
<p>Board approval of the appointment of the following Budget Committee member is requested. Term of appointment is July 2019 through June 2020 (completing the term previously held by Randy Richardson).</p> <p>Zone 6: Dir. Richardson recommends the appointment of Joelle McGrorty</p>	
<p>Recommendation by:</p>	<p>Approved for Consideration:</p> 

<p><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Resolution #6, Increase Appropriation</p>	<p>Date: October 2, 2019</p>
<p>This is a resolution to increase appropriation in the Special Revenue Fund-Grants &amp; Contracts.</p> <p>UCC was awarded an additional \$56,283 for the operation of the Job Opportunity and Basic Skills program.</p> <p>The goal of the program is to enable individuals to make the transition from public assistance to self-sufficiency. Students are referred by the Oregon Department of Human Services and work with JOBS Career Advisors to develop individual programs that help prepare them for full-time, unsubsidized employment.</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. 6 - FY 19-20  
Increase Appropriation and Approval to Spend

WHEREAS, Umpqua Community College has been awarded an additional \$56,283 from The Oregon Department of Human Services, and;

WHEREAS, funds have been awarded, which could not have been anticipated in the budget process, and;

WHEREAS, the provisions of ORS 294.338 (2) allow for the expenditure of specific purpose grants in the year of receipts;

NOW, THEREFORE BE IT RESOLVED, that the Board of Education at Umpqua Community College hereby adopts this resolution for the grant expenditures in the amount of \$56,283 for support Job Opportunities and Basic Skills program.


Special Revenue Fund - Grants and Contracts

	19-20 Budget Through Resolution 5	Adjustment	19-20 Budget Through Resolution 6
REVENUES:	<u>\$ 7,122,057</u>	<u>\$ 56,283</u>	<u>\$ 7,178,340</u>
EXPENDITURES:			
Instruction	\$ 1,117,139	\$ -	\$ 1,117,139
Instruction Support	1,012,324	-	1,012,324
Student Services	1,965,983	56,283	2,022,266
College Support Services	1,912,406	-	1,912,406
Community Services	920,975	-	920,975
Contingency	193,230		193,230
TOTAL	<u>\$ 7,122,057</u>	<u>\$ 56,283</u>	<u>\$ 7,178,340</u>

ADOPTED: OCTOBER 2, 2019

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
UCC Board Chair

<p><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p><u>  X  </u> Information Item <u>      </u> Action Item</p>														
<p>Subject: Standing Reports</p>	<p>Date: October 2, 2019</p>														
<table><tr><td>ASUCC Report</td><td>Jesika Barnes</td></tr><tr><td>ACEUCC Report</td><td>Susan Neeman</td></tr><tr><td>UCCFA Report</td><td>John Blackwood</td></tr><tr><td>UCCPTFA Report</td><td>Jeri Frank</td></tr><tr><td>President's Report</td><td>Debra Thatcher, President</td></tr><tr><td>OCCA Report</td><td>Doris Lathrop</td></tr><tr><td>Chair Report</td><td>Steve Loosley</td></tr></table>		ASUCC Report	Jesika Barnes	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
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<p>Recommendation by:</p>	<p>Approved for Consideration:</p> 														

## **UCCPTFA Board Report**

**October 2019**

**Jeri Frank, President, UCCPTFA**

- The Board of Education voted to ratify our new bargaining agreement at their September 11 meeting. The new three-year agreement will be in effect from September 2019 through August 2022. We are pleased to have reached an agreement that is beneficial to the part-time instructors and the college.
- The new bargaining agreement can be viewed on the UCC website on the Human Resources page.
- 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.
- We hold monthly union meetings during each term to continue our important work on behalf of part-time instructors.

OCCA Report  
October, 2019  
Doris Lathrop, Trustee

There have been no OCCA Board meetings since my last report. The next meeting will be held October 11, at Blue Mountain CC in Pendleton.


National News:


## **Senate Releases FY 2020 Labor-HHS-Education Funding Bill**

September 18<sup>th</sup>, Senate subcommittee chairman, Roy Blunt (R-MO) released a proposed fiscal year (FY) 2020 funding bill for the Departments of Labor, Health and Human Services, and Education (LHHS-ED). The bill is being released following last week's indefinite postponement of a scheduled committee markup of the bill. This LHHS-ED bill has come under scrutiny over its funding allocation, which would freeze FY 2020 funding for LHHS-ED at FY 2019 levels. In July, Congress passed a budget deal which provided a \$24.5 billion increase for non-defense spending, including higher education spending. Yet, the Senate's LHHS-ED bill sees very little of that increase. The Senate appropriations chairman opted to allocate increased funds to other subcommittee bills while providing LHHS-ED a 0.1% increase.

The Senate bill proposes level funding for community college priority programs, including: Federal Work Study; Supplemental Educational Opportunity Grants; TRIO; GEAR UP; Child Care Access Means Parents In School; discretionary funding supporting Minority Serving Institutions, Tribal Colleges, and Historically Black Colleges and Universities; Perkins Career and Technical Education state grants; adult basic education state grants; and state grants for workforce programs. The bill includes a \$135 increase to the Pell Grant maximum award for the 2020 – 2021 academic year. This would bring the maximum award to \$6,330 and would be paid for using Pell Grant surplus funds that were previously appropriated. The Senate's bill also rescinds \$1.3 billion from the Pell Grant surplus to increase the pool of funding available to pay for other programs in the bill.

Funding for the current fiscal year expires on September 30th. With few legislative days remaining, it is doubtful that both chambers will be able to conference and pass all 12 subcommittee spending bills by the 30th. In the near-term, both chambers are looking to pass a short-term continuing resolution to keep government agencies funded and avoid a shut down.

<p><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p><u>  X  </u> Information Item <u>      </u> Action Item</p>								
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<p>Recommendation by:</p>	<p>Approved for Consideration:</p> 								

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<p>Subject: Second Reading of Policy</p>	<p>Date: Oct. 2, 2019</p>												
<p>The following policy is coming to the Board for a second reading:</p> <table border="1" data-bbox="256 678 1214 747"> <thead> <tr> <th><u>Old #</u></th> <th><u>New #</u></th> <th><u>Title</u></th> </tr> </thead> <tbody> <tr> <td>N/A</td> <td>6250</td> <td>Budget Management</td> </tr> </tbody> </table> <p>The associated administrative procedure is being shared as an information item:</p> <table border="1" data-bbox="256 856 1214 926"> <thead> <tr> <th><u>Old #</u></th> <th><u>New #</u></th> <th><u>Title</u></th> </tr> </thead> <tbody> <tr> <td>N/A</td> <td>6250</td> <td>Budget Management</td> </tr> </tbody> </table>		<u>Old #</u>	<u>New #</u>	<u>Title</u>	N/A	6250	Budget Management	<u>Old #</u>	<u>New #</u>	<u>Title</u>	N/A	6250	Budget Management
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<p>Recommendation by:</p>	<p>Approved for Consideration:</p> 												





## BOARD POLICY

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**TITLE: BUDGET MANAGEMENT**

**BOARD POLICY # 6250**

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**Policy:**

The budget shall be managed in accordance with Oregon Local Budget Law. Budget revisions shall be made only in accordance with these policies and as provided by law.

The College's unrestricted general fund reserve shall be a minimum of 10% with a target of 18% of budgeted expenditures and transfers. If the reserve reaches as low as 12%, the College will develop a plan to restore the reserve to greater than 12% within two years.

Revenues accruing to the College in excess of amounts budgeted are available for appropriation only upon a resolution of the Board of Education that sets forth the need according to major budget classifications in accordance with applicable law.

**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).

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**References: NWCCU Standard 2.A.30  
ORS 294.305 to ORS 294.565 (Local Budget Law)**

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



## ADMINISTRATIVE PROCEDURE

**TITLE: Budget Management**

**ADMINISTRATIVE PROCEDURE # 6250**

**RELATED TO POLICY # 6250 BUDGET MANAGEMENT**

Budgetary control is essential to ensure the College meets its fiduciary responsibilities and strategic goals. An operating budget does not stand alone, it is closely related to other college planning efforts; and as a result, operational budget management is essential to the long-term financial stability of the college.

The Chief Financial Officer with the help of budget manager provides oversight and monitoring of the annual operating budget and related expenditure of funds. Budget monitoring and management trainings and documentation will be provided to all employees with budget responsibility. An in depth review of budget to actuals information will be conducted quarterly with any concerns being addressed with responsible chair, director, dean or Senior Leadership Team (SLT) member.

Each member of the Senior Leadership Team (SLT) is responsible for managing their division's budget.

- Expenditures must be within budgeted limits.
- Account deficits will be cleared monthly by the responsible department/division. Funds may be transferred within each division to meet program needs, with the exception of funding from salary and related benefit accounts.

### 1. Chairs and Directors/Managers

- A. Chairs and directors/managers with budget responsibility have the discretion to use budgets, within their cost center(s) of responsibility, to meet program needs identified during the budget development process with the exception of funding from salary and related benefit object codes.
- B. Account deficits are the responsibility of the chair/director/manager and the respective Dean. Any account deficit should be cleared monthly with all efforts made to not close any budget with a negative balance at the end of the fiscal year.

### 2. College Operational Budget Guidelines

- A. Funding provided to meet legal requirements, contractual obligations or mandates, salary and related benefits object codes are restricted for that specific

purpose. With the exception of the Grant and Contract Fund, any surplus funding not used for these purposes may be returned to the college central accounts, managed by Chief Financial Officer.

- B. The College retains budget contingency for necessitated spending during the year on items that cannot be specifically identified at the time the budget is being prepared. Funds would be transferred to appropriated categories with the approval of Senior Leadership Team (SLT) and Board of Education when the need arises.
- C. Official functions (ex. Instruction, Instructional Support, College Support Services, Student Services, Community Services, etc.) must be in balance each month.
- D. All operational requests for the current fiscal year must be requested annually if operational funding is required.
- E. Employees must first exhaust professional growth opportunities before expending department funds for travel expense except for specifically designated or required activities approved by the Senior Leadership Team member.
- F. Utility expenses are fully encumbered on July 1<sup>st</sup> to ensure funding availability.
- G. Transfers of appropriations and resources can be made within any given fund or between any two funds when authorized by resolution of the Board of Education. The resolution will state the need for the transfer, the purpose for the authorized expenditure, and the amount of appropriation transferred.
- H. Each year, as part of the budget development, appropriation is budgeted in the Grants and Contracts fund to cover unanticipated funding and carryover in current awards. In order to maintain efficient operations, including the timeliness of ability to spend funds, the appropriation can be used to load budgets for new and additional awards less than \$50,000. Once the additional appropriation is depleted, all new and additional awards will be presented to the Board of Education for approval to spend.
- I. Increases to expenditures in any fund in excess of 10%, and not covered under an exception of Oregon Budget Law will require a supplemental budget and will be completed at the discretion of the Chief Financial Officer.

**References:**

NWCCU Standard 2.A.30  
 ORS 294.305 – 294.565  
 OAR 150, Division 294  
 Oregon Department of Revenue “Local Budgeting Manual” (150-504-420)

**RESPONSIBILITY:**

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

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**NEXT REVIEW DATE:**

**DATE(S) OF REVISION:**

**DATE OF ADOPTION: 5/21/2019 by CC**

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

<p style="text-align: center;"><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p style="text-align: center;"><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Resolution #7, Refunding of FFCO 2010</p>	<p>Date: 10/02/2019</p>
<p>The Board of Education is requested to authorize Umpqua Community College to refund Full Faith and Credit Obligations, Series 2010 and pay costs of issuance.</p>	
<p>Recommendation by:</p> <p><i>N. Brown</i></p>	<p>Approved for Consideration:</p> <p><i>Debra Hatcher</i></p>



## Debt Service Schedule

	Dates Due	Interest Rates	Original Amount	Outstanding July 1, 2018	Additions	Deletions	Outstanding June 30, 2019	Due within One Year
Limited Tax Pension Bonds 2004	6/30/2028	3.35% - 5.53%	\$ 11,910,000	\$ 9,215,000	\$ -	\$ 570,000	\$ 8,645,000	\$ 650,000
Full Faith and Credit Obligations 2010	6/1/2035	1.02% - 5.80%	4,250,000	3,130,000	-	145,000	2,985,000	150,000
Full Faith and Credit Obligations 2014, Series A	6/1/2024	4%	5,500,000	5,500,000	-	-	5,500,000	-
Full Faith and Credit Obligations 2014, Series B	6/1/2034	2% - 4%	2,405,000	2,295,000	-	110,000	2,185,000	115,000
			<u>\$ 24,065,000</u>	<u>\$ 20,140,000</u>	<u>\$ -</u>	<u>\$ 825,000</u>	<u>\$ 19,315,000</u>	<u>\$ 915,000</u>
Premium - FFCO 2014, Series A				294,690	-	49,115	245,575	
Premium - FFCO 2014, Series B				157,195	-	9,825	147,370	
Total Outstanding June 30, 2019				<u>20,591,885</u>	<u>-</u>	<u>883,940</u>	<u>19,707,945</u>	
Due Within One Year								<u>915,000</u>
Total Long-term Obligations							<u>\$ 18,792,945</u>	

## Proposal to Refund FFCO 2010

The current low interest rates available in the bond market create an opportunity for the college to reduce its future debt service costs.



In 2010 the college issued \$4,250,000 of Full Faith and Credit Obligations as Federally Taxable Recovery Zone Economic Development Obligations. Under the Recovery Zone program the college was to receive a subsidy from the Federal Treasury equal to 45% of the interest cost of the obligations. However, due to federal budget sequestration, the college has received less than the 45% subsidy the last several years. For this current fiscal year the college is expecting to receive a subsidy payment equal to 42.35% of the obligation interest payments.

For the 2010 RZEDO issue, the College has the option to prepay principal either by exercising its **extraordinary redemption option** related to the subsidy cut or **to prepay any principal due after 6/1/2020**.

The "refunding" involves issuing new obligations at a lower interest rate than the outstanding obligations (net of the subsidy) and using the money from the new obligations sale to pay off the existing obligations. The new lower interest rate on the obligations translates to a reduction in future debt service payments.

The table below shows certain statistics of the refunding under both options.

	<b>Option 1</b>	<b>Option 2</b>
	<b>Tax-Exempt Refunding of 2010 RZEDO</b>	<b>Tax-Exempt Refunding of 2010 RZEDO</b>
Closing Date of New Bonds	11/7/2019	11/7/2019
New Bond Par Amount	\$ 2,760,000	\$ 2,690,000
All-in True Interest Cost	2.61%	2.62%
Par amount of refunded bonds	\$ 2,985,000	\$ 2,835,000
Avg interest rate of refunded bonds	3.29%	3.29%
Net Savings (Present Value)	\$ 157,272	\$ 60,660
% savings of refunding proceeds	5.05%	1.99%

<p><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Academic Calendars: 2020-21, 2021-22, 2022-23, and 2023-24</p>	<p>Date: Oct. 2, 2019</p>
<p>Board approval is requested for academic calendars in the following years:</p> <ul style="list-style-type: none"><li>• 2020-2021</li><li>• 2021-2022</li><li>• 2022-2023</li><li>• 2023-2024</li></ul>	
<p>Recommendation by:</p> 	<p>Approved for Consideration:</p> 

# Umpqua Community College

## 2020-2021 College Calendar

July 2020						
Su	M	Tu	W	Th	F	Sa
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August 2020						
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September 2020						
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October 2020						
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November 2020						
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December 2020						
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January 2021						
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February 2021						
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



March 2021						
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April 2021						
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May 2021						
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June 2021						
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	Campus Closed
	Campus Open (Non-Contractual Faculty Days)
	Paid Faculty Holiday
	Convocation - All FT Employee Meeting
	Campus Services Closed
	Summer Courses

	Faculty Instructional Days
	Faculty Non-Instructional Contractual days
	Faculty Retreat: Teaching & Learning
	**See note below
	Faculty Prep Days

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\*\*These dates are set aside for the following activities to occur: Close down the academic year; hold end-of-year celebrations; engage in strategic planning; complete and/or start assessment work; finish staffing summer school; hold division, department and program meetings to plan for the next academic year.

Summer School recruitment, advising, registration, and student textbook purchasing will take place June 14-July 2, 2021.

Faculty: 156 instructional days, 6 holidays, 3 prep days, 7 non-instructional days, 2 convocation days = 174 contractual days



# Umpqua Community College

## 2021-2022 College Calendar

July 2021						
Su	M	Tu	W	Th	F	Sa
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August 2021						
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September 2021						
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October 2021						
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November 2021						
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December 2021						
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January 2022						
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February 2022						
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



March 2022						
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April 2022						
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May 2022						
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June 2022						
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# Umpqua Community College

## 2022-2023 College Calendar

July 2022						
Su	M	Tu	W	Th	F	Sa
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August 2022						
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September 2022						
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October 2022						
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November 2022						
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December 2022						
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January 2023						
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February 2023						
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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# Umpqua Community College

## 2023-2024 College Calendar

July 2023						
Su	M	Tu	W	Th	F	Sa
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August 2023						
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September 2023						
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October 2023						
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November 2023						
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December 2023						
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January 2024						
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February 2024						
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March 2024						
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April 2024						
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May 2024						
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June 2024						
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