

UMPQUA COMMUNITY COLLEGE

Umpqua Community College transforms lives and enriches communities.

Work Session: Accreditation Presentation by Emily Fiocco; 3:30 P.M., HNSC 100

VOL. LIV, No. 2 BOARD OF EDUCATION MEETING

September 11, 2019; 4:30 P.M., HNSC 100

AGENDA

MEMBERS:

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

Randy Richardson _____
Erica Mills _____
Twila McDonald _____

ADMINISTRATION:

Debra Thatcher _____
Kacy Crabtree _____

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 1-20

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

VII. REPORTS

pp 21-34

A. ASUCC Report
B. ACEUCC Report
C. UCCFA Report
D. UCCPTFA Report
E. OCCA Report
F. President's Report
G. Chair's Report

Jesika Barnes
Susan Neeman
John Blackwood
Jeri Frank
Doris Lathrop
Debra Thatcher, President
Chair Loosley

VIII. OLD BUSINESS

IX. NEW BUSINESS

A. UCC Part Time Faculty Association Contract	Natalya Brown	p 35
B. Resolution No. 4 – Adopting Supplemental Budget	Natalya Brown	pp 36-38
C. Proposed Budget Calendar for FY 2020-21	Natalya Brown	pp 39-41
D. Special Events Fee Increase Proposal	Natalya Brown	pp 42-47
E. Policy – First Reading	Natalya Brown	pp 48-52
F. Four Year Financial Forecast	Natalya Brown	p 53
G. Approve Board Priorities 2019-2020	Chair Loosley	p 54
H. Discussion of Bond Campaign	Chair Loosley	

X. BOARD COMMENTS

Chair Loosley

XI. ADJOURNMENT

Chair Loosley

NEXT BOARD MEETING:

- Board Meeting, October 2, 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: Sept. 11, 2019

Recommend approval of:

- 1. Minutes of College Board Meeting of July 10, 2019 pp 1-2
- 2. Personnel Actions p 3
- 3. Resolution No. 5 – Increase Appropriation pp 4-5
- 4. The following policies are coming to the Board for a second reading: pp 6-20

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)

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

Old #	New #	Title
N/A	5130	Financial Aid
N/A	5570	Student Credit Card Solicitations
N/A	5700	Intercollegiate Athletics
N/A	6540	Insurance

- 5. Sabbatical Request
Susan Rochester requests a sabbatical leave during spring term 2020 to focus on her project, Remendando la Frontera/Mending the Border. Her work interrogates issues surrounding the artificiality of borders and the ways in which socio-political lines define economic possibilities and life potential for those on either side. The project has evolved from a two-decade study of issues surrounding the US border with enough size and detail to help her comprehend the true scale of the region. She will travel the US-Mexico border, compiling photographs, sketches, and paintings that will be used to complete a monograph exploring the landscape fragmented by the US-Mexico border. This will be a continuation and refinement of a series of related works previously begun. Her goal is to create a body of 15-25 images, accompanied by short essays and observations about the areas depicted in each image. The monograph will be a small edition artist’s book – an artwork conceived in its own right. Her sabbatical report will be accompanied by an annotated bibliography, a route map of her border travel, and images of the completed artwork. A copy of the monograph will be provided upon its completion.

Recommendation by:

Approved for Consideration:

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

The Umpqua Community College Board of Education met on Wednesday, July 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 4:36 p.m. and the pledge of allegiance was given.

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

Others present:

Debra Thatcher	Joy Yori	Cathy Chapman	April Hamlin
Robynne Wilgus	Sanne Godfrey	Vyla Grindberg	Katie Workman
Natalya Brown	Susan Neeman	Emily Fiocco	

Oath of Office

Chair Loosley administered the oath of office to Twila McDonald and Randy Richardson.

Organization

The Board held their election of officers for the FY 2019-20.

- **Chair of the Board:** Dir. Littlejohn nominated Dir. Loosley, seconded by Dir. Richardson and a unanimous vote was cast.
- **Vice Chair:** Dir. McDonald nominated Dir. Kennerly, seconded by Dir. Richardson and a unanimous vote was cast.
- **OCCA Board Representative:** Chair Loosley nominated Dir. Lathrop, seconded by Dir. McDonald and a unanimous vote was cast.

Consent Agenda:

1. Minutes of College Board Meeting of June 12, 2019
2. Personnel Actions
3. Resolution No. 1, Interfund Borrowing
4. Resolution No. 2, Establishing Clerk, Deputy Clerk, and Budget Officer
5. Resolution No. 3, Increase Appropriation
6. Sabbatical Request: Dr. Lawrence (Mick) Davis requests a sabbatical during spring term 2020 for working on his project, *Quantitative Assessment of Open Educational Resource (OER) Materials and Pedagogy Effectiveness*.

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

Changes to the Agenda – There were none.

Citizen Comments – There were none.

President's Report - A new UCC promotional video was shown. The Office of Business Services was awarded an excellence in financial reporting award. The legislative session ended with community college state funding higher than expected. This means UCC should receive an additional \$700,000 in the current fiscal year and \$600,000 the following year; the amount is subject to change. SLT will have an upcoming meeting to decide upon fund allocation for the current year; next year's additional funding will be used for increasing operational costs. The state allocated \$10 million for establishing an allied medical college in Roseburg. Maple Corner Montessori School had an open house on campus. A wide variety of summer camps are going on this summer at UCC. Summer enrollment is pretty good although it is down slightly from this point last year.

NEW BUSINESS

Policies were reviewed for a first reading. Ms. Brown provided a more in-depth explanation of the student credit card solicitation policy and current practice. The second paragraph of Policy #6900, Bookstore Operation, will be revised for the second reading.

Old #	New #	Title
703	5130	Financial Aid (previously titled 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	Bookstore Operation

Board Comments

- A Board Retreat will be held during the last week of August. Robynne will send a Doodle Poll to determine the best date.
- Chair Loosley extended another welcome to Directors McDonald, Richardson, and Mills.

Meeting adjourned at 5:19 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

Resolutions No. 1, 2, & 3

Policies 1st Reading: 5130, 5570, 5700, 6320, 6540, 6900



Serving Douglas County Since 1964

TO: UCC Board of Education
FROM: Sue Cooper, HR Systems & Benefits Coordinator
SUBJECT: Personnel Actions
DATE: September 11, 2019

Board approval is requested on the following personnel actions:

Administrative Contracts:

Bonnie Ankle, part-time Director of Special Events – Effective July 16, 2019
Daniella Bivens, Director of Woolley Adult Education Center – Effective September 3, 2019
Tim Hill, Director of IT – Effective September 1, 2019
Whitney Pitalo, Assistant Director of Athletics – Effective November 18, 2019

Faculty Contracts:

N/A

Resignations/Separations:

Lynn Johnson, Director of Human Resources – Effective July 15, 2019

<p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Resolution #5, Increase Appropriation</p>	<p>Date: 9/11/2019</p>
<p>This is a resolution to increase appropriation in the Special Revenue Fund – Grants & Contracts.</p> <p>UCC has unspent funds available from FY2019 Pre-K Network grant in the amount of \$34,509 and the Childcare and Development Fund in the amount of \$59,825.</p> <p>The PRE-K Network grant was awarded to UCC effective October 1, 2018 for the operation of 2 early learning cohorts for interested school districts. It terms on September 30, 2020. The Childcare and Development fund was awarded as an extension of the Childcare Resource and Referral program to promote health, safety and development of young children in Oregon’s Early Learning System.</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. 5 - FY 19-20
Increase Appropriation and Approval to Spend

WHEREAS, Umpqua Community College has unspent funds available from FY2019 Pre-K Network grant in the amount of \$34,509 and the Childcare and Development Fund in the amount of \$59,825, which could not have been reasonably foreseen, and

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

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 \$94,334 for the continued operations of the Childcare Resource and Referral Program.

Special Revenue Fund - Grants and Contracts

	19-20 Budget Through Resolution 4	Adjustment	19-20 Budget Through Resolution 5
REVENUES:	\$ 7,027,723	\$ 94,334	\$ 7,122,057
EXPENDITURES:			
Instruction	\$ 1,117,139	\$ -	\$ 1,117,139
Instruction Support	1,012,324	-	1,012,324
Student Services	1,965,983	-	1,965,983
College Support Services	1,912,406	-	1,912,406
Community Services	826,641	94,334	920,975
Contingency	193,230	-	193,230
TOTAL	<u>\$ 7,027,723</u>	<u>\$ 94,334</u>	<u>\$ 7,122,057</u>

ADOPTED: SEPTEMBER 11, 2019

Clerk of the Board

UCC Board Chair



BOARD POLICY

TITLE: FINANCIAL AID

BOARD POLICY # 5130 *(previously 703)*

A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans and work and employment programs.

All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.

The Financial Aid Director shall establish, publicize, and apply satisfactory academic standards for participants in Title IV student aid programs.

Misrepresentation

- A. Consistent with the applicable federal regulations for federal financial aid, the college shall not engage in “substantial misrepresentation” of:
- 1) the nature of its educational program,
 - 2) the nature of its financial charges, or
 - 3) the employability of its graduates.
- B. The Financial Aid Director shall establish procedures for regularly reviewing the college’s website and other informational materials for accuracy and completeness and for training the college’s employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the college’s education programs, financial charges, and employment of graduates to assure compliance with this policy.
- C. The Financial Aid Director shall establish procedures wherein the college shall periodically monitor employees’ and vendors’ communications with prospective students and members of the public and take corrective action where needed.
- D. This policy does not create a private cause of action against the college or any of its representatives or service providers. The college and its Board of Education do not waive any defenses or governmental immunities by enacting this policy.

References:

20 U.S. Code Sections 1070 et seq.;

34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

NWCCU Standards 2.D.5, 2.D.e, and 2.D.9

ORS 348.015 to 348.017 (Third party financial firms)

RESPONSIBILITY:

The Provost 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 Aid

ADMINISTRATIVE PROCEDURE # 5130

RELATED TO POLICY # 5130 (was 703)

The Financial Aid Office at Umpqua Community College is committed to helping students obtain funding for their education. Although the primary responsibility for meeting college costs rests with students and their families UCC recognizes that many individuals cannot assume the full financial burden of the cost of a college education. For this reason, financial aid is available to help bridge the gap between the cost of an education and the available student and family resources.

To help accommodate the gap, the college provides a variety of financial assistance through the Financial Aid Office.

A. UCC financial assistance programs include:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant
- Federal Work Study
- Oregon Opportunity Grant
- Oregon Promise Grant
- Chafee Grant for Foster Youth
- Scholarships: Foundation and outside donors

1. Application procedures:

Students interested in financial aid are encouraged to complete the Free Application for Federal Student Aid (FAFSA) or the Oregon Student Aid Application (ORSAA) for undocumented students.

Refer to the Financial Aid web page for the full Financial Aid Process checklist and the Financial Aid Calendar for priority deadlines.

2. **Student Eligibility:**

- Be a U.S. citizen or eligible non-citizen
- Have a valid Social Security Number
- Register with Selective Service if you are male and 18 to 25 years of age (go to www.sss.gov for more information)
- Have a high school diploma or a recognized equivalent such as a GED certificate or completing a high school education in a home-school setting approved under state law
- Be admitted and enrolled in an eligible degree or certificate program at UCC
- Not have a drug conviction for an offense that occurred while you were receiving federal student aid (such as grants, loans, or work-study)
- Not owe an overpayment on a federal grant or be in a default on a federal student loan
- Demonstrate financial need (A Stafford Unsubsidized Loan is the exception)
- Maintain satisfactory academic progress
- Not be enrolled simultaneously in a high school diploma completion program

3. **Payment procedures:**

On the second Friday of each term (with the exception of Summer term) a student's financial aid funds in excess of institutional charges will be mailed in the form of a paper check by US Postal Service or Direct Deposited into the students account. Funds will continue to be mailed or direct deposited Fridays, throughout the term.

4. **Return to Title IV Funds:**

As a result of the Higher Education Act of 1998, a student who withdraws from classes, receives all F's, or a combination of both during the term may be required to repay a percentage of the Title IV Financial Aid funds received.

The Financial Aid office will calculate the amount of federal financial aid a student has earned in accordance with federal law. Refer to the Financial Aid web page for the full Return to Title IV policy.

5. **Accounting/Disbursement of Funds:**

Umpqua Community College ensures internal checks and balances by separating the functions of authorizing payment and disbursing or delivering funds so that no single person or office exercises both functions of any student receiving Federal Student Aid (FSA) funds or State funds.

There is a clear delineation of responsibilities for administering financial programs which are divided between the Financial Aid Office which authorizes payment of funds and the Student Accounts Office that disburses or delivers funds.

6. Satisfactory Academic Progress:

Federal regulations require that schools establish SAP standards for students applying for and receiving federal aid. These regulations require the Financial Aid Office review all terms of enrollment history, regardless of whether financial aid was received, to determine if a student is making SAP towards an educational goal. All students who receive financial aid must maintain SAP and work towards an eligible degree or certificate within the maximum time frame, or PACE of progression, allowed. Students are expected to pass the classes that they register for at UCC each term.

Refer to the Financial Aid web page for UCC's full Satisfactory Academic Progress Policy.

7. Misrepresentation

Misrepresentation is defined as any false, erroneous, or misleading statement that the Financial Aid Director, a representative of the college, or a service provider with which the college has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

References:

- 20 U.S. Code Sections 1070 et seq.;
- 34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
- NWCCU Standards 2.D.5, 2.D.e, and 2.D.9

RESPONSIBILITY:

The Director of Financial Aid is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:**DATE OF ADOPTION: 5/28/2019 by CC****DATE(S) OF REVISION:****DATE(S) OF PRIOR REVIEW:**



BOARD POLICY

TITLE: STUDENT CREDIT CARD SOLICITATIONS

BOARD POLICY # 5570

The Chief Financial Officer shall establish procedures that regulate the solicitation of student credit cards on campus.

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Student Credit Card Solicitations

ADMINISTRATIVE PROCEDURE # 5570

RELATED TO POLICY # 5570

Marketing of student credit cards is limited to the Student Center, must be registered through the Special Events Office, and must be approved by the Director for Student Engagement.

Marketers of student credit cards are prohibited from offering gifts to students for filling out credit card applications.

Credit card and debit card education is made available to all students enrolled for any given academic term through the Student Engagement office.

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION: 6/4/2019 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: INTERCOLLEGIATE ATHLETICS

BOARD POLICY # 5700

The Umpqua Community College Department of Athletics shall maintain an organized program for men and women in intercollegiate athletics. The Department of Athletics will offer opportunities for participation in athletics equally to male and female students consistent with state and federal law.

The Director of Athletics and President shall assure that the athletics program complies with state law and the Northwest Athletic Conference, National Junior College Athletic Association, and the Women's Collegiate Wrestling Association regarding student athlete participation.

References: 20 U.S. Code Sections 1681 et seq.; NWCCU Standard 2.D.13

RESPONSIBILITY:

The Director of Athletics 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: Intercollegiate Athletics

ADMINISTRATIVE PROCEDURE # 5700

RELATED TO POLICY # 5700

- A. Umpqua Community College is a member of the Northwest Athletic Conference (NWAC), the National Junior College Athletic Association (NJCAA), and the Women's Collegiate Wrestling Association (WCWA) and is governed by the rules of the constitution and bylaws of these organizations. The college will provide an athletics program and physical education curriculum based on the most recent constitution and bylaws of the governing bodies in which the College is a member.
- B. The Department of Athletics is committed to student-athlete academic success and shall monitor and track student-athlete academic performance.
- C. The Department of Athletics is committed to nondiscrimination and providing equitable opportunities, benefits, and resources to all students. This commitment promotes an atmosphere that is free from harassment or discrimination within all athletic program activities and classes.
- D. Changes to the Intercollegiate Athletics program curriculum will follow current institutional procedures for Establishing, Modifying, or Discontinuing Programs. Athletic programmatic procedures are contained in the Standard Operating Procedure handbooks within the codebook of each governing body and information is kept in the Director of Athletics' Office.
- E. The Department of Athletics shall submit conference, state, and federal compliance reports as required.
- F. Any fundraising activities conducted by a member of the Department of Athletics shall follow approval procedures prior to the proposed event as outlined in the Athletics Department's policies and procedures handbook. All fundraising and foundation account activities shall follow the procedures established by the Office of Finance and the Office of Advancement.

Reference: Title IX, Education Amendments of 1972; NWCCU Standard 2.D.13

RESPONSIBILITY:

The Director of Athletics is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 5/7/2019 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: INVESTMENTS

BOARD POLICY # 6320 *(previously 600.06)*

The President shall appoint an Investment Officer to be responsible for ensuring funds not required for the immediate needs of the College be invested in accordance with state and federal law.

The Investment Officer shall perform the investment functions for the College based on the investment policy approved by the Board of Education pursuant to Oregon Revised Statutes (ORS) 294.805-294.895 and in accordance with the primary objectives in the following priority order:

1. Preserve the investment capital and principal.
2. Maintain sufficient liquidity to enable the College to meet all anticipated operating requirements, including construction draws of bond proceeds.
3. Diversify to reduce unnecessary risk by avoiding over concentration in specific security types, issuance, issuer, industries, and, to the extent permitted by cash requirements, maturity ranges.
4. Strive to maintain the maximum rate of return throughout budgetary and economic cycles given the constraints and spirit of this policy.
5. Establish guidelines and procedures for investments pursuant to ORS Chapter 294.

Legal Reference(s):

ORS Chapter 294.805 TO 294.895 (Local Government Investment Pool)

RESPONSIBILITY:

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

NEXT REVIEW DATE:
DATE OF ADOPTION:

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



BOARD POLICY

TITLE: Insurance

BOARD POLICY # 6540

The Chief Financial Officer shall be responsible to secure insurance for various college liabilities.

The College may participate in a joint powers arrangements, or may engage in a course of self-insurance for the purposes described in this policy.

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Insurance

ADMINISTRATIVE PROCEDURE # 6540

RELATED TO POLICY # 6540 Insurance

The Chief Financial Officer will work with insurance agents to secure the following liability coverages on an annual basis, aligned with the College's fiscal year.

- Liability for damages for death, injury to persons, or damage or loss of property;
- Fire insurance
- Real property damage
- Personal property loss or damage
- Insurance against "other perils"
- Workers compensation insurance
- Actuarial evaluation of the future annual costs of health and welfare benefits
- Student/Athlete accident liability
- Professional liability for Nursing, Emergency Medical Services, Phlebotomy, and Dental students
- Automotive liability for College owned and operated vehicles
- Liquor liability for Southern Oregon Wine Institute

References: ORS 30.282
 ORS 341.290(22)

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: COLLEGE STORE

BOARD POLICY # 6900 *(previously 615 Bookstore Operations)*

The College Store shall be established and operated by Umpqua Community College.

Operational costs of the college store shall be paid from revenue earned from the store unless otherwise provided in the College's general fund budget to ensure continued operations of the college store.

Fiscal management of the store shall be in accordance with accounting practices as required by state law.

References: NWCCU Standard 2.D.12

RESPONSIBILITY:


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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

<p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p><u> X </u> Information Item <u> </u> Action Item</p>														
<p>Subject: Reports</p>	<p>Date: September 11, 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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OCCA Report	Doris Lathrop														
Chair Report	Steve Loosley														
<p>Recommendation by:</p>	<p>Approved for Consideration:</p> 														



**Office of the Provost
Report to the Board of Education
September 2019**

ARTS & SCIENCES

(Karen Carroll, dean)

1. Nine full-time faculty and classified staff from A&S have participated in recruitment activities that include events and making phone calls to students to encourage registration for fall term.
2. Faculty Department Chairs have been involved in Strategic Planning throughout the summer.
3. Melinda Benton has been invited by Southern Oregon University media studies adviser Jennifer Moody to speak to SOU media staffs (student newspaper, magazines, TV, radio) on emergency and disaster reporting preparedness.

CAREER & TECHNICAL EDUCATION

(Jason Aase, dean)

4. WinCo Foods is participating in our Retail Management Certificate adding over 50 new students for fall 2019.
5. UCC and the Douglas County Library are collaborating to bring a College in the Community lecture series to the Douglas County Library. The lecture series will run every third Thursday evening starting in September at the Douglas County Library and feature a mix of community member and UCC staff and faculty.
6. The EMS program accepted the donation of a non-operable Ambulance from Umpqua Valley Ambulance, which will serve as valuable lab space for students. The ambulance is parked behind the Tech Center.
7. UCC Automotive was recognized by Toyota for excellence at a national level by the invitation for faculty member Dave Wolf to help write curriculum for the national T-TEN network
8. The Charlie's Place vineyard expansion is now planted, and we look forward to increased productivity.
9. Fire District #2 is working with the reinvigorated UCC Fire Science advisory committee in planning an updated Winchester Fire Station and training facility. I.E. Engineering is providing conceptual drawings in the near future.
10. Activities made possible by a generous grant from The Ford Family Foundation resulted in 255 torque certifications being awarded to 85 professionals in the wood products industry, as well as our UCC automotive students. These certifications were taught by UCC staff and certified through the National Coalition of Certification Centers (nc3).
11. Early indications (and pending official word from the OSBN) show 30/31 of our 2019 cohort of Registered Nursing graduates that have tested, have passed the NCLEX exam, making them eligible for RN licensure through the OSBN.

DISTANCE EDUCATION

(Crystal Sullivan, coordinator)

12. A pilot of our quality check process has been launched for 120 online courses which includes making sure courses are using similar framework. This process ensures quality courses and alignment of outcomes to assignments.

13. UCConline is working with faculty to link course outcomes within Canvas so that data reporting can be generated for course assessments.
14. During June, four faculty and staff attended the Canvas Conference in Long Beach: Crystal Sullivan, Dan Wright, Jeanine Lum and Danielle Haskett.
15. Two policies on the quality check process and new course development that will be forthcoming this fall after Academic Council has approved them.
16. Nine (9) faculty participated in Quality Matters training on alignment of outcomes to start helping with our Quality Check process at UCC. Faculty include Marie Gambill, Gary Gray, Sheryl Lehi, Amy Fair, Martha Joyce, Jennifer Lantrip, John Blackwood, Crystal Sullivan and Danielle Haskett. This engagement ensures quality classes and ultimately quality programs.

ENROLLMENT MANAGEMENT

(Missy Olson, dean)

17. The admissions numbers have been leveling off each week, which is likely due to being fully staffed this year. Last year, we were setting up the Enrollment Management office, short-staffed until August, and training new employees. This year, we have been steadily processing applications each week.

Fall Admissions through August 26, 2019:

- 18-19: 1,585
- 17-18: 1,591

Summer Outreach: 6/03/2019 - 8/26/2019

Student Appointments	499
Phone calls made/received	1263
Admission Applications Processed	944
E-mail outreach	998

18. To help with effectively converting new admits, the Enrollment Advisors and Recruitment Coordinator have been reaching out through email and phone calls to over 1,400 students, split by academic major.
19. Seventeen (17) faculty members have been assisting in making over 600 calls to potential and former students
20. Academic Advisors are emailing and calling 397 students who were registered spring term but are not yet registered for fall.

Recruitment Initiatives:

21. UCC returned to the Douglas County Fair with a booth. Over 240 community members stopped by to ask specific information about UCC; 65 detailed response cards were submitted indicating more information about enrolling for classes.
22. Enrollment Events
 - a. Fall Term Orientations Attendees, 439 through August 26
 - b. August 27 Become a RiverHawk event had six faculty members in attendance and 33 students

Institutional Effectiveness

(Emily Fiocco, director of assessment and accreditation)

23. UCC has moved forward in several key areas related to necessary accreditation progress. Accomplishments include:
- A. *Strategic Plan workshops advanced Mission Fulfillment Work*
 - Two (2) workshops held with the Strategic Plan Oversight Committee (SLT, PC, Academic Chairs, Community Workforce and Training) to refine strategic priorities and review Student Achievement and Mission Fulfillment Indicators for meaningfulness and Measurability
 - B. *Institutional Effectiveness planning systematized IE Practices*
 - One (1) Workshop and a series of follow up meetings held with the Institutional Effectiveness Committee to finalize systematic processes of Institutional Effectiveness areas including Planning, Assessment, and Resource Allocation
 - C. *Assessment Training increased campus knowledge of data and outcome-driven assessment*
 - Academic and Curriculum Standards Committee has continued to review and approve academic assessment systems and forms and prepare for 10 hours of In Service educational presentations
 - Administrators received training in planning and data-oriented assessment in order to submit an outcome-focused Tactical or Operational Plan with an informed plan of assessment this fall.

STUDENT SERVICES

(April Hamlin, dean)

24. *Mental Health & Wellness:* Hanna Culbertson was hired as UCC's Life Coach and started her position on June 17, 2019.
25. *Student Engagement:* Marjan Coester has fully transitioned all Student Leadership training for the ASUCC team to CANVAS. Student Leaders also participated in 40 hours of face-to-face training that prepares them for their leadership responsibilities this academic year.
26. *Registration & Records:* In June 2019, 276 students applied and were awarded degrees and certificates. An additional 160 Career Pathways certificates were automatically awarded; and 70 Oregon Transfer Modules were awarded. 217 students were recognized on the President's List; and 99 students were recognized on the Dean's List.
27. *UCC's TRIO Programs:* The Student Support Services - Transfer Opportunity Program doubled the number of Summer Bridge participants this year, an event that prepares students for a successful college career through a Bachelor's degree. The Upward Bound Summer Academy successfully increased student participation numbers this year by nearly 300% – This is a program that helps to foster a college-going attitude with a college-like experience for students from three local high schools. ETS Advisors have recruited 98% of the students required for the program during this summer's registration period.
28. *Advising and Career Services:* Led by Dr. Mitch Mitchell, the Advising & Career Services, Records & Registration, and Information Technology Departments coordinated in a year-long project, which concluded in August, to create new Banner categories to place students into specific majors and programs of study. This major project now allows students to be more effectively assigned to professional and faculty advisors, and allows academic leaders to better track program participation, evaluation, and cost, all of which impacts retention.

COMMUNICATIONS & MARKETING PRESIDENT'S REPORT
September 2019
Tiffany Coleman, Director

- Strategic Plan Progress
 - Created the first phase of a major website overhaul.
 - A new software as a service called Siteimprove is running on the site that will help us improve accessibility, search engine optimization, fix broken links and spelling errors, and help create policies to ensure uniformity within the site.
 - Created contact forms for all academic programs.
 - This means all 66 CTE and all 17 transfer programs have lead forms.
 - These leads are all sent to the program chairs, coordinators, and recruitment coordinator for follow up.

- Headline News
 - Represented UCC at the National Conference for Marketing and Public Relations (NCMPR) Leadership Institute in June.
 - Hosted Fan Appreciation Night at the Douglas County Speedway in July.
 - Revamped UCC's former class schedule to become UCC's Community Connections; focused on Wolf Creek Job Corps for the inaugural edition. This publication now primarily contains non-credit class information, but is highlighted with academically-driven program stories. 49,902 households in Douglas County received this new publication at the end of July.
 - Represented UCC at a two-day retreat in Bend for Campus Advocacy Coordinators and members of the Oregon community college communicators group. We were able to set an agenda for the legislative short session in February. Details will come soon.
 - Currently collaborating with the "new" College Store and Rogue Credit Union to create a dual grand opening event on Friday, Sept. 20, from 11 a.m. to 1 p.m.

FACILITIES & SECURITY PRESIDENT'S REPORT

September 2019

Jess Miller, Director

Seismic Update

Progress Report

- West Coast Construction Solutions will perform Project management consulting services
 - WCCS has performed 45 seismic projects specializing in local projects from Roseburg High School, Sutherlin, Grants Pass, and many others in our area.
 - WCCS from Sutherlin Oregon is familiar with local contractor, engineer and architect firms and understands how important this project is to our community.
- WCCS will work with our Facilities Council to develop a reasonable timeline for summer of 2020.
 - It is anticipated we will take WFA offline for 10 weeks for construction and have the building ready for Fall term.

Theater Update

Centrestage Theater has reached completion. Some sound and lighting details will need to be worked out with internal stakeholders.

Roof Update

The Laverne Murphy Student Center Roof has reached completion.

Damage mitigation, finished product.



Bookstore Update

The Bookstore project have been completed.

With a concerted effort between Micque and the Bookstore staff, Rosario and Custodial Services, Jim Epley and the Grounds and Maintenance teams, Kathy Thomason and the IT staff, and external contractors we were able to renovate the bookstore expediently with beautiful results.

Upgrades include:

- removal of dated tile ceiling
- upgraded flooring
- new refrigeration systems,
- Upgraded counters and displays
- Fresh paint
- Upgraded office space and breakroom spaces
- Concealment of years of added surface mounted wiring throughout.



New Rogue Credit Union Partners

Facilitation of construction project with Rogue Credit Union has been completed.



Facilities Condition Assessment and Capital Outlay project

Agreement has been made with Dude Solutions to perform our Facilities Conditions Assessment

The purpose of the facility condition assessment is to assess the facilities based on the following scope, provide narratives that summarize assessment observations and comments, and to import the data into the client's DudeSolutions capital forecasting & maintenance solutions.

Deliverables-

All condition assessments will include a bound deliverable containing:

- Narrative report with description of systems and corresponding conditions.
- Digital photos of key components and deficiencies as an Appendix in the narrative.
- 20 year capital Reserve table with systems and component replacement costs and dates.
- Import of systems level detail into client’s capital forecasting solution.
- Import major equipment level detail into client’s DudeSolutions maintenance solution.

Evaluation–

At the conclusion of the assessment(s), Certified DSI partner will prepare reports as described above that include:

- A general description of the property and improvements and comment generally on observed conditions.
- Comments for components that are exhibiting deferred maintenance issues and provide estimates for “immediate” and “capital repair” costs based on observed conditions, available maintenance history and industry-standard useful life estimates. If applicable, this analysis will include the review of any available documents pertaining to capital improvements completed within the last three years, or currently under contract. Certified DSI partner shall also inquire about available maintenance records and procedures and interview current available on-site maintenance staff.
- A schedule for recommended replacement or repairs (schedule of priorities).
- Address critical repairs separately from repairs anticipated over the term of the analysis.
- A FCI index number for each building.
- A twenty year capital plan with an Executive Summary with graphic presentation of results to provide a quick, “user-friendly” summary of the property’s observed condition and estimated costs assigned by category.

C. Cost Estimating–

Each single building report will include an estimated cost for each system or component repair or replacement anticipated during the evaluation term. The capital needs analysis will be presented as an Excel-based cost table that includes a summary of the description of each component, the age and estimated remaining useful life, the

anticipated year of repair or replacement, quantity, unit cost and total cost for the repair of each line item. A consolidated Capital Needs Analysis will be presented that includes all anticipated capital needs for all buildings.

In addition to the detailed description of the deficiencies, we will provide cost estimates for the deficiencies noted. The cost estimate for capital deficiencies will be based on the estimate for maintenance and repair. Project management costs, construction fees, and design fees will be derived using actual costs from previous projects, if available.

DSI partners use the Unifomat system and the Whitestone Research model for cost estimating. Dude Solutions also maintains and updates our cost estimating system with information received from the field. Through our construction monitoring work, we have current cost data from hundreds of in-progress construction and rehabilitation projects. This allows us to project costs based on local conditions and to maintain a cost database that in most cases is more current than published models.

Rock Wall Caps

Quotes have been reviewed, awaiting a drawing detail from to approve design. Estimate has come in under budget and we'll begin project in the month of September.

Building Automation System (BAS) Upgrade Continues

The PE Project was completed in June. We continue phasing the BAS project but adding Jacoby Auditorium to be completed in the 19/20 FY.

Emergency Management Drill

Brian Sanders has worked with Douglas County Board of Commissioners and Authorities with Jurisdiction to provide the annual (proposed) scenario training at UCC. (Note: No active shooter scenario training will take place at this event.)

1. UCC will set up our incident command center and with the assistance of Douglas County Sheriff's Department for a real life scenario training.
2. Douglas County Fire District #2 will set up scenario based training with smoke machines to train their staff as well as our Security team for evacuation and containment. The fire department will conduct drills with their fire fighters.
3. Douglas County Maintenance are providing a roadside portable reader board for notification to our students, staff and neighbors.

OFFICE OF BUSINESS SERVICES PRESIDENT'S REPORT

September, 2019

Natalya Brown, Chief Financial Officer

Tactical Goals:

1. Assure financial integrity of the college
 - Through this goal, the Office of Business Services acts as a fiduciary and a steward to ensure that the College is fiscally sound and complies with federal, state, and college operating guidelines in support of the College mission and vision.
2. Provide quality services and delivery
 - Through this goal, the Office of Business Services acts to continuously review and improve work methods, policies, practices, and procedures to optimize value to our customers.
3. Promote a positive institutional climate and culture
 - Through this goal, the Office of Business Services acts to develop and promote a positive campus culture that welcomes and respects all students, employees, and visitors.
4. Integrate college offerings with the community
 - Through this goal, the Office of Business Services helps establish UCC as the top Douglas County venue for cultural events.

Accounting and Finance; Ina Jackson, Director of Accounting and Finance

- Department received Certificate of Achievement for Excellence in Financial Reporting from Government Finance Officers Association for fiscal year ended June 30, 2018 and it is a second award.

Budget; Katie Workman, Budget Manager

- Budget overview and training provided to ASUCC officers on July 30, 2019

Campus Store; Micque Shoemaker, Campus Store Manager

- Rogue Credit Union has finished the branch construction and a soft opening is scheduled for September 9th.
- The renovations to the campus store have been completed and we are open for business again. Feedback has been very positive and we are beginning to sample out new food options. The survey results overwhelmingly came back with a vote for a new name for the store, with The Hawk Shop being the overall winner. We will be moving forward with marketing and branding to reflect this change. The store renovations were featured in The News Review and KPIC news did a feature as well.
- Food services in the store is being expanded for Fall Term. Samples of potential items are being tested in the store so that we are confident in what our customers will like.

Purchasing; Jules DeGiulio, Purchasing Manager

- Managed Transition Project: RFP through Executed Contract with Maple Corner Montessori School to Lease the Ford Family Center in order to operate a K-4 elementary school and provide infant and toddler care for our Student's and Staff's young children. MCM School open 9/3/19.
- Following closure of Campus Catering Services, worked with Special Events to develop an Approved Food Provider List for Campus Events, complete with executed agreements from six local Food Providers.

Special Events; Bonnie Ankle, Director of Special Events

- Following closure of catering services, revised operational procedures and contracts to incorporate the change.
- Review and recommend fee structure for facility rentals.

OFFICE OF INFORMATION TECHNOLOGY
QUARTERLY BOARD REPORT
September 2019
Kathy Thomason, Interim Director of Information Technology

- Moved Bookstore Point-of-Sale (POS) system into Cafeteria space (Booketeria) and then back to remodeled College Store
- Started and almost completed eTranscripts project (might be completed by end of next week)
- Migrated SOWI's POS system to VinNOW including providing upgraded POS stations and rewiring tasting bar
- Worked with Rogue Credit Union and Spectrum Business and provided fiber infrastructure for their new branch
- Transitioned from CollegeNet's legacy interface to their modern LYNX platform for instructional facility scheduling
- We are excited to welcome our new IT Director Tim Hill!
- Jesse Bjornsen is successfully transitioning to his new role as VoIP (phones) technician.

UCCPTFA Board Report

September 2019

Jeri Frank, President, UCCPTFA

- We completed negotiations for our new bargaining agreement on July 15. 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 Board of Education vote for ratification is on the September 11 meeting agenda.
- UCCPTFA held membership meetings on August 13 and 14 and received the members' vote of approval for our new agreement.
- 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
September, 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.

Please, especially new board members, acquaint yourselves with the OCCA website at <http://www.occa17.com>. It's an excellent source of information for you. Also, please read the attached summary of the last legislative session, which can also be found on the website.

If you have not received a link to the OCCA training for new board members, please check with Robynne.

The annual OCCA conference will be held November 6-8 at Salishan. You are encouraged to attend.

<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: Umpqua Community College Part-Time Faculty Association Collective Bargaining Agreement</p>	<p>Date: September 11, 2019</p>
<p>Board approval is requested to ratify the UCC Part-Time Faculty Association Collective Bargaining Agreement effective the first day of Fall Term 2019 to the last day of Summer Term 2022.</p> <p>Article XVIII – Salary</p> <ul style="list-style-type: none"> For the 2019-2020, the salary schedule includes a 1.25% increase in base salary, in addition to the maintenance of 4% step increase for credit faculty and 5% step increase for hourly faculty. For the 2020-2021, the salary schedule includes a 1.25% increase in base salary, in addition to the maintenance of 4% step increase for credit faculty and 5% step increase for hourly faculty. For the 2021-2022, the salary schedule includes a 1.25% increase in base salary, in addition to the maintenance of 4% step increase for credit faculty and 5% step increase for hourly faculty. <p>Professional Development</p> <ul style="list-style-type: none"> The College will set aside \$4000 to be used exclusively for the professional development for part-time faculty for courses, workshops, seminars and conferences which an employee is not required to take by the College. 	
<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: Resolution #4, Adopting the Supplemental Budget</p>	<p>Date: September 11, 2019</p>
<p>The Board is requested to adopt the supplemental budget and make appropriations for the 2019-2020 year as presented.</p> <p>Special Revenue Fund – Grants and Contracts Umpqua Community College was awarded a seismic rehabilitation grant for the Whipple Fine and Performing Arts Building to bring the building to life-safety standards.</p> <p>General Fund Increase Beginning Fund Balance by unanticipated amount to provide transfer to Administratively Restricted, Student Services function for athletic housing.</p> <p>Increase State Allocation by unanticipated amount to provide funding for additional necessary positions, Banner module and increased contingency to cover expected costs in FY21.</p> <p>Special Revenue Fund – Administratively Restricted Establish appropriation for housing for athletes using revenue generation and transfer in from general fund.</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. 4 - FY 19-20
Adopting Supplemental Budget and Making Appropriations

WHEREAS, the provisions of ORS 294.471 allow for a supplemental budget when a condition which had not been ascertained at the time of the preparation of the budget requires a change in financial planning.

NOW, THEREFORE BE IT RESOLVED that the Board of Education of Umpqua Community College hereby adopts the Supplemental Budget as follows:

Special Revenue Fund - Grants & Contracts

	19-20 Budget Through Resolution 3	Adjustment	19-20 Budget Through Resolution 4
REVENUES:	\$ 5,159,993	\$ 1,867,730	\$ 7,027,723
EXPENDITURES:			
Instruction	1,117,139		1,117,139
Instruction Support	1,012,324	-	1,012,324
Student Services	1,965,983	-	1,965,983
College Support Services	237,906	1,674,500	1,912,406
Community Services	826,641	-	826,641
Contingency	-	193,230	193,230
TOTAL	\$ 5,159,993	\$ 1,867,730	\$ 7,027,723

General Fund

	19-20 Budget Through Resolution 3	Adjustment	19-20 Budget Through Resolution 4
REVENUES:	\$ 27,893,035	\$ 980,719	\$ 28,873,754
EXPENDITURES:			
Instruction	9,066,334		9,066,334
Instruction Support	1,440,234	90,611	1,530,845
Student Services	2,891,061	18,435	2,909,496
College Support Services	4,928,010	45,000	4,973,010
Financial Aid	861,183	-	861,183
Plant Operations	1,981,354	-	1,981,354
Transfers	2,408,776	275,000	2,683,776
Operating Contingency	386,591	551,673	938,264
Reserves	3,929,492	-	3,929,492
TOTAL	\$ 27,893,035	\$ 980,719	\$ 28,873,754



Special Revenue Fund - Administratively Restricted

	19-20 Budget Through Resolution 3	Adjustment	19-20 Budget Through Resolution 4
REVENUES:	\$ 5,255,912	\$ 403,250	\$ 5,659,162
EXPENDITURES:			
Instruction	2,483,752		2,483,752
Instruction Support	859,409	-	859,409
Community Services	122,000	-	122,000
Student Services	1,197,938	403,250	1,601,188
College Support Services	549,618	-	549,618
Transfers	18,195	-	18,195
Contingencies	25,000		25,000
TOTAL	<u>\$ 5,255,912</u>	<u>\$ 403,250</u>	<u>\$ 5,659,162</u>

ADOPTED: September 11, 2019

Clerk of the Board

UCC Board Chair

<p align="center">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p align="center"><u> X </u> Information Item <u> </u> Action Item</p>
<p>Subject: Proposed Budget Calendar for Fiscal Year 2020-21</p>	<p>Date: September 11, 2019</p>
<p>Sun., February 23 Publish 1st "Notice of Budget Committee Meeting" (ORS 294.426 – published in News Review, not more than 30 days before the meeting date)</p> <p>Mon., March 2 Publish 2nd "Notice of Budget Committee Meeting" (ORS 294.426 - published on UCC's website, in a prominent manner and maintained on the website for at least 10 days before the meeting date)</p> <p>Thurs., March 12 First Budget Committee Meeting, 6:00 PM</p> <p>Thurs., March 26 Second Budget Committee Meeting (<i>if needed</i>), 6:00 PM</p> <p>Sun., March 29 Publish "Notice of Budget Hearing" (ORS 294.438 – Not more than 30 days and not less than five day before the meeting of the governing body)</p> <p>Wed., April 8 Hold budget hearing</p> <p>Wed., May 13 Regular College Board of Education Meeting: Adopt resolutions, adopt budget, and make appropriations.</p>	
<p>Recommendation by:</p> <p align="center"></p>	<p>Approved for Consideration:</p> <p align="center"></p>

Budget Process Timeline

Fiscal Year 2020 – 2021

August

- Develop criteria and fiscal indicators
- Request Board discussion at retreat of parameters

September

- **September 11 (W)**: Board to give parameters
- Adjust criteria if needed
- Follow up with IEC if needed
- **September 16-20 (M-F)**: Provide budget development training and information to campus

October

- **October 2-8 (W-T)**: Provide additional training/information sessions to campus
- First revenue and enrollment projections established
- **October 9-11 (TH-F)**: Send budget worksheets
- **October 21-25 (M-F)**: Schedule meetings with all level I budget managers to go over budget development

November

- **November 3 (SU)**: All level I budgets due to level II
- **November 11-15 (M-F)**: Schedule meetings with all level II budget managers to go over budget development
- **November 24 (SU)**: All level II budgets due to level III
- Review revenue and enrollment projections

December

- **December 4-10 (W-T)**: Schedule meetings with all level III budget managers as needed to go over budget development
- Review budget development data elements and criteria
- Review budget execution from prior year process
- **December 11 (W)**: Confirm budget committee appointments and resent tuition and fee increases to the Board
- **December 15 (SU)**: ALL budgets due from level III to Budget Manager (no extensions)

January

- Strategic priorities identified
- Review revenue and enrollment projections
- **January 8 (W)**: Draft budget document complete and to SLT for review
- Balancing budget options by Senior Leadership Team to ensure support of strategic priorities
- Discuss with Institutional Effectiveness Committee (IEC) to ensure we are matching up with college priorities

February

- Finalize proposed budget
- **February 17 (M)**: Send 1st “Notice of Budget Committee Meeting” for publication in newspaper on February 23

March

- Continue monitoring revenue and enrollment projections
- **March 2 (M):** Publish 2nd “Notice of Budget Committee Meeting” on UCC Website
- **March 12 (TH):** Hold first External Budget Committee Meeting
- **March 23 (M):** Send “Notice of Budget Hearing” (Via Newspaper and website) for publication on March 29
- **March 26 (TH):** Hold second External Budget Committee Meeting if needed
- Provide budget update to campus

April

- **April 8 (W):** Hold Public Budget Hearing

May

- **May 13 (W):** The Board adopts the budget
- **May 13 (W):** Appoint Budget Office and budget committee for next budget year

June

- Budget data is loaded into management system
- Budget is made available on the Web
- Budget is posted as required by law
- Hold budget process debriefing

July

- Submit tax certification documents to the assessor by July 15
- Submit copy of complete budget document to county clerk by July 15

<p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: 2019-20 Special Events Fee Increase Proposal</p>	<p>Date: September 11, 2019</p>
<p>The approval is requested to increase fees as presented by the attached proposal effective at the beginning of the academic year commencing in the summer term 2019.</p>	
<p>Recommendation by:</p> <p><i>N. Brown</i></p>	<p>Approved for Consideration:</p> <p><i>Debra Hatcher</i></p>

Attachment A - FACILITY RENTAL FEES Effective July 1, 2019

25%

Personnel (2-hour minimum unless otherwise specified)

Description	Proposed Rate Per Hour	Current Rate Per Hour
Event/House Manager (REQUIRED)	\$ 35	\$ 27
Stage Manager	\$ 35	\$ 27
Stage Support Staff (Stagehands, follow-spotlight operators)	\$ 35	\$ 27
Technical Support Staff (Light, sound, equipment)	\$ 35	\$ 27
Facilities Support Staff- Security	\$ 35	\$ 27
Facilities Support Staff- Custodial/Maintenance (Required)	\$ 35	\$ 27
Set Up/ Reset (Required with all Room Layout Changes)	\$ 35	-
Life Guard (Required)	\$ 35	\$ 30

Campus Center

Space Name/Capacity	Proposed Profit Rate				Current Profit Rate				Proposed Nonprofit Rate				Current Nonprofit Rate			
	4-Hour Per Day	7-Hour Per Day	10-Hour Per Day	After 10 Per Hour, Per Day	4-Hour	7-Hour	10-Hour	After 10 Per Hour	4-Hour Per Hour	7-Hour Per Hour	10-Hour Per Hour	After 10 Per Hour, Per Day	4-Hour	7-Hour	10-Hour	After 10 Per Hour
Campus Center- Dining Room Capacity: 192	\$306	\$459	\$612	\$77	\$306	\$386	\$466	\$56	\$ 230	\$ 344	\$ 459	\$ 57	\$ 252	\$ 321	\$ 391	\$ 48
Campus Center- Bistro Capacity: 48	\$140	\$210	\$280	\$35	\$140	\$176	\$214	\$27	\$ 105	\$ 158	\$ 210	\$ 26	\$ 112	\$ 139	\$ 165	\$ 21
Campus Center- Student Lounge Capacity: 65	\$112	\$168	\$224	\$28	\$112	\$145	\$176	\$21	\$ 84	\$ 126	\$ 168	\$ 21	\$ 88	\$ 112	\$ 139	\$ 16
Campus Center- Multi-Rooms Use Per Day Per Use (Dining Room, Bistro, Lobby, Lounge)	\$836				\$617				\$627				\$481			
Campus Center- Information Table Per Table Per Hour (in Campus Center Lobby) Cap: 65	\$11				\$11				\$8				\$11			

Classrooms/Meeting Rooms

Space Name/Capacity	Proposed Profit Rate				Current Profit Rate				Proposed Nonprofit Rate				Current Nonprofit Rate			
	4-Hour Per Day	7-Hour Per Day	10-Hour Per Day	After 10 Per Hour, Per Day	4-Hour	7-Hour	10-Hour	After 10 Per Hour	4-Hour Per Day	7-Hour Per Day	10-Hour Per Day	After 10 Per Hour, Per Day	4-Hour	7-Hour	10-Hour	After 10 Per Hour
Classrooms/Meeting Rooms Capacity: Varies from 10-60	\$112	\$168	\$224	\$28	\$112	\$144	\$176	\$21	\$84	\$126	\$168	\$21	\$ 86	\$ 112	\$ 139	\$ 16

Jacoby Auditorium

Space Name/Capacity	Proposed Profit Rate				Current Profit Rate				Proposed Nonprofit Rate				Current Nonprofit Rate			
	4-Hour Per Day	7-Hour Per Day	10-Hour Per Day	After 10 Per Hour Per Day	4-Hour	7-Hour	10-Hour	After 10 Per Hour	4-Hour Per Hour	7-Hour Per Hour	10-Hour Per Hour	After 10 Per Hour Per Day	4-Hour	7-Hour	10-Hour	After 10
Jacoby Auditorium Capacity: 1,010	\$668	\$1,002	\$1,336	\$167	\$ 669	\$ 851	\$ 1,033	129	\$501	\$751.50	\$1,002	\$125	\$ 557	\$ 707	\$ 857	\$ 107
Jacoby Lobby Capacity: 60	\$140	\$210	\$280	\$35	\$ 139	\$ 176	\$ 214	27	\$105	\$158	\$210	\$26	\$ 118	\$ 150	\$ 183	\$ 21
Jacoby Terrace and Lobby Capacity: 120	\$204	\$306	\$408	\$51	\$ 204	\$ 262	\$ 321	38	\$153	\$230	\$306	\$38	\$ 171	\$ 214	\$ 257	\$ 27

Jacoby Auditorium Dance and Music Recital

Space only not including Technical staff

Space Name/Capacity	Proposed Profit Rate				Current Profit Rate				Proposed Nonprofit Rate				Current Nonprofit Rate			
	4-Hour Per Day	7-Hour Per Day	10-Hour Per Day	After 10 Per Hour Per Day	4-Hour	7-Hour	10-Hour	After 10 Per Hour	4-Hour Per Hour	7-Hour Per Hour	10-Hour Per Hour	After 10 Per Hour Per Day	4-Hour	7-Hour	10-Hour	After 10 Per Hour
Jacoby Auditorium, Balcony, Lobby and Terrace (Performance) Capacity: 1,010	\$480	\$720	\$960	\$120	\$ 669	\$ 851	\$ 1,033	129	\$360	\$540	\$720	\$90	\$ 557	\$ 707	\$ 857	\$ 107
Jacoby Auditorium Rehearsal Per day, Capacity: 1,010 (Not including the Balcony Area)	\$260	\$390	\$520	\$65	\$ 139	\$ 176	\$ 214	27	\$195	\$293	\$390	\$49	\$ 118	\$ 150	\$ 183	\$ 21

Jacoby Media & More

Description	Proposed Profit Rate Per Performance	Current Profit Rate Per Performance	Proposed Nonprofit Rate Per Performance	Current Nonprofit Rate Per Performance
9' Steinway Concert Grand Piano (1 Performance and 1 Rehearsal) Paid to Roseburg Community Concert Association.	\$129	\$ 129	\$ 97	\$ 129
9' Mason and Hamlin Lynn McDonald Concert Grand Piano (1 Performance and 1 Rehearsal)	\$117	\$ 117	\$ 88	\$ 96
Choir/Chair Risers, Choral Shell (5 panels with 3 row available)	\$21	\$ 21	\$ 16	\$ 15
DVD/Data Projector Per day	\$95	\$ 80	\$71	\$ 64
Fog Machine (Plus cost of liquid)	\$63	\$ 58	\$47	\$ 48
Follow Spotlights (HMI) (2 available) Not including staff	\$80	\$ 74	\$60	\$ 64
In-House PA System	\$160	\$ 160	\$120	\$ 134
Light Plot Reset Fee (Setting and hanging of outside venues light plot design) 8 hr of stage lighting and staff, this is not including the Gells for the lights	\$1,616	\$ 514	\$1,212	\$ 428
Orchestra Pit Modification (12 man hours) Required to have inhouse Tech staff modify	\$420	\$ 535	\$315	\$ 455
Piano Tuning (1 Performance and 1 Rehearsal) Responsibility of the client.		(Quoted per tuning)		
Rehearsal Boom Box (half day- up to 5 hours) per use (Includes house manager, stage, & dressing rms. NO tech support)	\$267/Use (up to 5 hours) \$69/Hour for every hour after 5 hours \$40/Hour Stage Manager fee after 5pm	\$267/Use (up to 5 hours) \$69/Hour for every hour after 5 hours \$27/Hour Stage Manager fee after 5pm	\$200/Use (up to 5 hours) \$52/Hour for every hour after 5 hours \$30/Hour Stage Manager fee after 5pm	\$267/Use (up to 5 hours) \$69/Hour for every hour after 5 hours \$27/Hour Stage Manager fee after 5pm
Stage Lighting - Not including the labor fee (this is the cost of all of the current lights and bulb usage for stage and house lighting per hour)	\$167	\$ 69	\$125	\$ 58

Swanson Amphitheatre

Space Name/Capacity	Proposed Profit Fees				Current Profit Fees				Proposed Nonprofit Fees				Current Nonprofit Fees			
	4-Hour Per Day	7-Hour Per Day	10-Hour Per Day	After 10 Per Hour Per Day	4-Hour	7-Hour	10-Hour	After 10 Per Hour	4-Hour Per Day	7-Hour Per Day	10-Hour Per Day	After 10 Per Hour Per Day	4-Hour	7-Hour	10-Hour	After 10 Per Hour
Swanson Amphitheatre 1-250 people	\$321	\$482	\$642	\$80	\$ 321	\$ 374	\$ 428	\$ 43	\$241	\$361	\$482	\$60	\$ 161	\$ 214	\$ 267	\$ 21
Swanson Amphitheatre 251-500 people	\$375	\$563	\$750	\$94	\$ 375	\$ 539	\$ 481	\$ 48	\$281	\$422	\$563	\$70	\$ 214	\$ 267	\$ 321	\$ 32
Swanson Amphitheatre 501-750 people	\$428	\$642	\$856	\$107	\$ 428	\$ 482	\$ 536	\$ 53	\$321	\$482	\$642	\$80	\$ 268	\$ 321	\$ 375	\$ 37
Swanson Amphitheatre 751-1,000	\$481	\$722	\$962	\$120	\$ 481	\$ 536	\$ 589	\$ 59	\$361	\$541	\$722	\$90	\$ 306	\$ 357	\$ 408	\$ 43
Swanson Amphitheatre 1,001 + people	\$536	\$804	\$1,072	\$134	\$ 536	\$ 590	\$ 643	\$ 64	\$402	\$603	\$804	\$101	\$ 375	\$ 428	\$ 482	\$ 48

Swanson Media & More

Description	Proposed Profit Per Use or Performance	Current Profit Rate Per Use or Performance	Proposed Nonprofit Rate Per Use or Performance	Current Nonprofit Rate Per Use or Performance
Distribution Box (Additional multi-outlet power supply)	\$60	\$ 53	\$45	\$ 43
Sound System (Tech support not included)	\$698	\$ 214	\$524	\$ 160
Stage Lighting (Tech support not included)	\$214	\$ 53	\$161	\$ 43

Whipple Fine Arts

Space	Proposed Profit Rate				Current Profit Rate				Proposed Nonprofit Rate				Current Nonprofit Rate			
	4-Hour Per Day	7-Hour Per Day	10-Hour Per Day	After 10 Per Hour Per Day	4-Hour	7-Hour	10-Hour	After 10 Per Hour	4-Hour Per Day	7-Hour Per Day	10-Hour Per Day	After 10 Per Hour Per Day	4-Hour	7-Hour	10-Hour	After 10 Per Hour
Whipple Fine Arts- Centerstage Theatre Capacity: 182	\$251	\$377	\$502	\$63	\$ 251	\$ 321	\$ 391	\$ 48	\$188	\$282	\$377	\$47	\$ 193	\$ 246	\$ 300	\$ 37
Whipple Fine Arts- Gallery Capacity: 100 (includes Lobby)	\$165	\$248	\$330	\$41	\$ 165	\$ 214	\$ 262	\$ 32	\$124	\$186	\$248	\$31	\$ 139	\$ 176	\$ 214	\$ 27

yards are not included in the hourly rate of the pool)

Group Size	Proposed Profit Rate Per Hour	Current Profit Rate Per Hour	Proposed Nonprofit Rate Per Hour	Current Nonprofit Rate Per Hour
1-25 Swimmers (2 Lifeguards Required)	\$112	\$112	\$84	\$96
26-50 Swimmers (3 Lifeguards Required)	\$155	\$155	\$116	\$129
51-75 Swimmers (4 Lifeguards Required)	\$193	\$193	\$145	\$160
76-100 Swimmers (5 Lifeguards Required)	\$208	\$208	\$156	\$176
101-125 Swimmers (6 Lifeguards Required)	\$230	\$230	\$173	\$193
126-150 Swimmers (7 Lifeguards Required)	\$245	\$245	\$184	\$208
151-300 Swimmers (8 Lifeguards Required)	\$267	\$267	\$200	\$224

Athletic Facilities


Space Name/Capacity	Proposed Profit Rate				Current Profit Rate				Proposed Nonprofit Rate				Current Nonprofit Rate			
	4-Hour Per Day	7-Hour Per Day	10-Hour Per Day	After 10 Per Hour Per Day	4-Hour	7-Hour	10-Hour	After 10 Per Hour	4-Hour	7-Hour	10-Hour	After 10 Per Hour Per Day	4-Hour	7-Hour	10-Hour	After 10 Per Hour
Gym (Users provide own equipment) Capacity: 1500	\$165	\$248	\$330	\$41	\$165	\$291	\$272	\$32	\$124	\$186	\$248	\$31	\$139	\$182	\$224	\$27
Grass Fields (Users provide own equipment)	\$139	\$209	\$278	\$35	\$139	\$176	\$214	\$27	\$104	\$156	\$209	\$26	\$112	\$144	\$176	\$21

Danny Lang Center

Space Name/Capacity	Proposed Profit Rate				Current Profit Rate				Proposed Nonprofit Rate				Current Nonprofit Rate			
	4-Hour Per Day	7-Hour Per Day	10-Hour Per Day	After 10 Per Hour, Per Day	4-Hour	7-Hour	10-Hour	After 10 Per Hour	4-Hour Per Day	7-Hour Per Day	10-Hour Per Day	After 10 Per Hour, Per Day	4-Hour	7-Hour	10-Hour	After 10 Per Hour
Full Event Facility (Rms 201-204, Lobby, Patio, Courtyard) Capacity: 250	\$643	\$965	\$1,286	\$161	\$643	\$857	\$1,071	\$122	\$482	\$723	\$965	\$121	\$481	\$643	\$803	\$107
Tasting Room Capacity: 28	\$321	\$482	\$642	\$80	\$321	\$401	\$481	\$48	\$241	\$361	\$482	\$60	\$267	\$321	\$357	\$37
Upstairs Classroom/Conf. Room (Room 203, 204 or 209) Cap: 48/16	\$193	\$290	\$386	\$48	\$193	\$251	\$310	\$31	\$145	\$217	\$290	\$36	\$157	\$193	\$224	\$21
Combined Classrooms (Room 203 and 204) Cap: 96	\$353	\$530	\$706	\$88	\$353	\$471	\$589	\$58	\$265	\$397	\$530	\$66	\$267	\$348	\$428	\$43
Tasting Room and One Classroom (Tasting Room and Room 203 or 204) Capacity: 110	\$417	\$626	\$834	\$104	\$417	\$557	\$696	\$69	\$313	\$469	\$626	\$78	\$310	\$417	\$500	\$53
Wine Library Capacity: 16	\$91	\$137	\$182	\$23	\$91	\$122	\$150	\$21	\$68	\$102	\$137	\$17	\$75	\$97	\$112	\$15
Form	\$268	\$402	\$536	\$67	\$268	\$332	\$428	\$42	\$201	\$302	\$402	\$50	\$203	\$262	\$306	\$32
Piano Tuning - Responsibility of the client.	(Quoted per tuning)															

Miscellaneous

Description	Proposed Profit Rate	Current Profit Rate	Proposed Nonprofit Rate	Current Nonprofit Rate
Chairs each (When added to a layout)	\$2	\$1.79	\$2	\$1.53
Data Projector & Screen Per Use	\$80	\$79.56	\$60	\$64.26
Laptop (per hour or per use, whichever is more)			\$25 Fee	
Shuttle Bus (2-hour minimum, includes driver)			\$25/Hour per Driver + \$25 Flat Fee	
Shuttle Cart (2-hour minimum, includes driver)			\$25/Hour per Driver	
Staging (4x4 sections)			Call for pricing (541)440-4705	
Tables- 4-FT Rounds Each when added to a layout	\$6	\$4	\$5	\$3
Tables- 3'x6' Rectangles (folding) Each	\$6	\$4	\$5	\$3
Tent- 10' x 20' Each	\$85	\$80	\$64	\$80
Tent- 20' x 30' (2 available) Each	\$107	\$107	\$80	\$107
Move Fireplace Furniture Each	\$65	\$53	\$49	\$53
Use of Grand Piano			\$51 (Tuning is the responsibility of the renter).	
Podium	\$30	\$0	\$23	\$0
Stage 4' x 8'	\$22	\$0	\$17	\$0
Flags Us and Oregon	\$10	\$0	\$8	\$0
Microphone (cord, cordless, lapel) (outside of Jacoby)	\$45	\$0	\$34	\$0
CD Player (outside of Jacoby)	\$23	\$0	\$17	\$0
Projector/multi medial projector (outside of Jacoby)	\$48	\$0	\$36	\$0
PA System (outside of Jacoby)	\$58	\$0	\$44	\$0
Per Place fee for catered events Min \$25 for 50 People Plus .50 cents per additional person.	per number of people	\$0	per number of people	\$0
Truck - Food Vendor 5% on Gross sales per day	5% Gross	\$0	5% Gross sales	\$0

<p style="text-align: center;">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p style="text-align: center;"><u> X </u> Information Item <u> </u> Action Item</p>												
<p>Subject: First Reading of Policies</p>	<p>Date: Sept. 11, 2019</p>												
<p>The following policy is coming to the Board for a first reading:</p> <table border="0" style="width: 100%;"> <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>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="0" style="width: 100%;"> <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>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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<u>Old #</u>	<u>New #</u>	<u>Title</u>											
N/A	6250	Budget Management											
<p>Recommendation by:</p>	<p>Approved for Consideration:</p> <p style="text-align: center;"></p>												



BOARD POLICY

TITLE: BUDGET MANAGEMENT

BOARD POLICY # 6250

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 two months General Fund operating expenditures including transfers.

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.

References:

NWCCU Standard 2.A.30

ORS 294.305 to ORS 294.565 (Local Budget 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).

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

OREGON COMMUNITY COLLEGE POLICIES FOR GENERAL FUND MINIMUM BALANCE			
College	As of	General Fund fund balance is to be:	General Fund budget contingency is to be:
Blue Mountain	Oct-14	Fixed \$1.5 million (currently 10%,GF revenue is \$15m)	
Central OR	Jan-19	at least 10% of expenditures	No policy, budget practice to budget \$800k with no intent of spending.
Chemeketa	Jan-19	target range of 10-15% of expenditures plus transfers out	
Clackamas	Jan-19	at least 10% of revenue	10% of budget revenues
Clatsop	Jan-19	Target 15% of revenue	
Columbia Gorge	Oct-14		
Klamath	Jan-19	have 90 days cash within the General Fund (25% = 90/365)	
Lane	Jan-19	10% of budgeted revenues; if it falls below 9% plan to restore	0.5% of budgeted revenues
Linn-Benton	Jan-19	at least 10% of revenue	
Mt. Hood	Oct-14	at least 5% of expenditures, with a target range of 6-10%	
Oregon Coast	Jan-19	at least 15% of revenue	15% of budgeted revenue
Portland	Jan-19	Target range between 8 and 18% of revenue; if falls below 12% - replenish it.	
Rogue	Oct-14	at least 10% of revenue	
Southwestern OR	Oct-14	at least 10% of expenditures plus transfers	
Tillamook Bay	Jan-19	at least 15% of budgeted expenditures and transfers, 2% contingency	
Treasure Valley	Jan-19	\$1.25 million; fixed amount received annually as part of the budget process. (Currently that is about 7% of General Fund revenues.)	no policy
Umpqua	Jan-19	at least 10% of budgeted expenditures (trying to update as GFOA recommends to have at least 2 months of revenues or expenditures)	
Natalya Brown			
Sept. 5, 2019			



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 1st 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.

NEXT REVIEW DATE:

DATE(S) OF REVISION:

DATE OF ADOPTION: 5/21/2019 by CC

DATE(S) OF PRIOR REVIEW:

<p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p><u> X </u> Information Item <u> </u> Action Item</p>
<p>Subject: Four Year Forecast</p>	<p>Date: 9/11/2019</p>
<p>Chief Financial Officer will present a four-year budget forecast for review.</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 2019-2020 Board Priorities

The Umpqua Community College Board of Education recognizes two types of priorities—evergreen and current. Evergreen Priorities are a consistent and ongoing commitment for the Board. Current Priorities represent priorities of specific focus for the current academic year.

Evergreen Priorities

1. Ensure an environment of success that encourages access, support, and timely completion of academic programs.
2. Prioritize Umpqua Community College's commitment to the creation of a culture for diversity, equity, and inclusion.
3. Track and evaluate Umpqua Community College operations and execution of the Strategic Plan by data reviews.
4. Advocate for Umpqua Community College.
5. Cultivate and maintain clear and consistent communication between the Board of Education and the President.

Current Priorities

1. Develop a robust understanding of the Board's role in accreditation and actively engage to support the College.
2. Support the College to secure the financial resources to grow the nursing program.
3. Support the College in the financial analyses and cost/benefit analyses of academic programs to inform allocation of resources in ways that will sustain institutional integrity.
4. Support the College in the development of both construction and financial plans to build the new the Industrial Technology Building and renovate Lockwood Hall.