

**UMPQUA COMMUNITY COLLEGE**

*Umpqua Community College provides accessible and affordable quality college education; life-long learning opportunities; workforce training, and cultural programs for our communities.*

**UCC Board of Trustees Goals, 2011-12**

- **Develop and Implement a new president assessment process**
- **Complete a climate assessment for campus**
- **Increase Board engagement in setting budget priorities**
- **Ensure approval of capital bond**
- **Move toward paperless board meetings**
- **Begin 2013-18 Strategic Planning process**

**VOL. XLVI, No. 10 BOARD OF TRUSTEES MEETING 7:00 P.M. Board Room, April 11, 2012  
Board Dinner/Work Session re Pool Discussion, 5:30 p.m.**

**A G E N D A**

**MEMBERS:**

**Vanessa Becker, Chair** \_\_\_\_\_  
**Betty Tamm V. Chr.** \_\_\_\_\_  
**Bob Bell** \_\_\_\_\_  
**Elin Miller** \_\_\_\_\_

**Sharon Rice** \_\_\_\_\_  
**Wendy Weikum** \_\_\_\_\_  
**Joe Yetter** \_\_\_\_\_

**ADMINISTRATION:**

**Joe Olson** \_\_\_\_\_  
**Lynn Moore** \_\_\_\_\_

- I. CALL TO ORDER** **Chair Becker**
- II. ATTENDANCE** **Chair Becker**
- III. PLEDGE OF ALLEGIANCE** **Trustee**
- IV. CONSENT AGENDA** **pp 1- 5**

All matters listed under Consent Agenda are considered by the Board of Directors to be routine or sufficiently supported by information as to not require additional discussion. Consent Agenda items will be enacted by one motion. There will be no separate discussion of these items prior to the time the Board votes on them, unless a Board member requests a specific item be removed from the Consent Agenda for discussion and a separate vote.

- V. CHANGES TO THE AGENDA** **Chair Becker**

**VI. CITIZEN COMMENTS**

Each citizen wishing to address the Board will, prior to speaking, fill in his or her name and city of residence on the sign-in sheet. At the time specified in the agenda, the citizen will begin by stating his or her name and city of residence. Comments will be limited to three to five minutes per individual, at the discretion of the Board Chair. At the conclusion of public comment, Board members may respond to the comments, may ask

staff to review a matter, may ask that a matter be put on a future agenda, or may move directly to the next item on the agenda.

**VII. INTRODUCTIONS AND PRESENTATIONS**

- |   |                          |                 |
|---|--------------------------|-----------------|
| <b>VIII. ASUCC REPORT</b>                       | <b>Ethan Snyder</b>      |                 |
| <b>IX. ACEUCC REPORT</b>                        | <b>Victoria Sawyer</b>   |                 |
| <b>X. UCCFA REPORT</b>                          | <b>Honora NiAodagain</b> |                 |
| <b>XI. PRESIDENT'S REPORT</b>                   | <b>Dr. Olson</b>         | <b>pp 6-28</b>  |
| <b>XII. OCCA REP. REPORT</b>                    | <b>Dir. Bell</b>         |                 |
| <b>XIII. OLD BUSINESS</b>                       |                          |                 |
| <b>A. Second Reading – Tuition Increase</b>     | <b>Lynn Moore</b>        | <b>p 29</b>     |
| <b>XIV. NEW BUSINESS</b>                        |                          |                 |
| <b>A. Quarterly Financial Report</b>            | <b>Natalya Brown</b>     | <b>pp 30-44</b> |
| <b>B. Res. No. 13 – Approval to Spend Funds</b> | <b>Lynn Moore</b>        | <b>pp 45-46</b> |
| <b>C. Early Retirement Request</b>              | <b>Joanne Hayes</b>      | <b>p 47</b>     |
| <b>XV. BOARD COMMENTS</b>                       | <b>Chair</b>             |                 |
| <b>XVI. ADJOURNMENT</b>                         | <b>Chair</b>             |                 |

**IMPORTANT DATES:**

- Tuesday, April 24, 2012, 5:30 p.m., Advisory Committee Recognition Dinner, Lang Center
- Wednesday, April 25, 2012, 6 p.m., Budget Committee Dinner/Meeting, Lang Center
- Saturday, May 12, 2012, UCC Athletic Fund-Raiser, Lang Center
- Saturday, May 19, 2012, Cow Creek Scholars Dinner, 6:30 p.m., 7 Feathers
- Wednesday, May 30, 2012, Outstanding Student Reception, 3 p.m., Dining Room

**NEXT BOARD MEETING:**

- Wednesday, May 9, 7 p.m., Board Room

Lee Salter, Board Assistant, 541-440-4622 voice or 541-440-4626 TDD (Human Resource Office). The UCC Board will provide, upon request, reasonable accommodation during Board meetings for individuals with disabilities.

BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Informational Item  
 Action Item

Subject: Consent Agenda	Date: April 11, 2012
<p>Recommendation:</p> <p>Recommend approval of:</p> <p>Minutes of College Board Meeting of March 14, 2012      pp 1-4</p> <p>Personnel Actions      p 5</p>	
<p>Recommended by:</p> <p><i>He Saltis</i></p>	<p>Approved for Consideration:</p> <p><i>Joe Alton</i> U.C.C. President</p>

**UMPQUA COMMUNITY COLLEGE  
BOARD MINUTES  
March 14, 2012**

The Umpqua Community College Board of Trustees met on Wednesday, March 14, 2012 in the UCC Administration Building, Roseburg, Oregon. Board Chair Becker called the meeting to order at 6:58 p.m., and the pledge of allegiance was given.

**Directors present:** Vanessa Becker, Bob Bell, Sharon Rice, Betty Tamm, Joe Yetter, Wendy Weikum and Elin Miller

**Others in attendance:**

Joe Olson	Ethan Snyder	Natalya Brown
Joanne Hayes	Honora NiAodagain	Rebecca Redell
Dennis O'Neill	Teri Wichman	Marjan Coester
Lee Salter	Victoria Sawyer	Lorrie Ranck
Ellen Brown	David Hutchison	Pete Bober
Katie Cunnion	Linda Spaccarotelli	Cam Preus, CCWD
Joe Tate	Corrie Sommerfeld	Jesse Morrow
Ali Mageehon	Jason Aase	

**Consent Agenda:**

- A. Board Minutes of February 8, 2012
- B. Board Minutes of February 22, 2012
- C. Personnel Actions

**Motion:** ~~I move for approval of the consent agenda as mailed out.~~ Motion by Dir. Tamm, seconded by Dir. Miller and carried unanimously.

**Citizen Comment**

Joe Tate, community member, expressed concerns about the CMGC Process action item on the agenda this evening. He said he did not understand the reasoning behind going this route rather than open bidding. President Olson said he felt this process gives the College more control over quality maintenance. The process allows us to work with the contractor throughout the process. When you do an open bid, and accept the lowest bid, you are at the mercy of the contractor for how they figured the bid. We will also be using a Bond Oversight Committee, comprised of Douglas County citizens to ensure quality. This will help to assure the use of local subcontractors wherever possible. Mr. Tate said he felt the College was using this process to pick the contractor they wanted, not who is the best. Dr. Olson said that is not the case, and the Oversight Committee ensures this is not a biased process.

Board Chair Becker said she hoped Mr. Tate could stay for the whole meeting so he could hear the Board's discussion prior to making their decision. He said he would. Dr. Olson asked him to leave his phone number so they could discuss further apart from this meeting.

**Focus Presentation:**

David Hutchison, Dir. Of UCC Library, and Katie Cunnion, Reference Librarian, made a presentation on library services available to students, outside partnerships with Douglas County Library and a van delivery service to outlying areas and a public book borrowing program, partnered with Orbis Cascade Alliance and are a participant in Oregon State Library Database licensing. Other services include laptop checkout (over 500 in February), use of a computer lab, a small meeting room, projector usage, group study, private study carrels, and an IT Help desk. The hope is to move to a Learning Commons Model, which would be modular study areas, tutoring, student technology support, teaching space for class visits and small groups.

Dir. Yetter asked about teaching research skills to high school students. Ms. Cunnion said sometimes high school classes come in and she shows them how to use the library material. It was asked if some of the out-dated reference materials would be removed and clear some area for expansion. The answer is yes, some of that will happen.

**ASUCC Report**

ASUCC President, Ethan Snyder, reported on several activities of this last month. He noted how offering the student club grants has opened up activities that have brought great turnouts to their events. He welcomed two new senators

### March 14, 2012 College Board Minutes

Janelle and Carrie; a successful Valentine's Day fund-raiser; commended Rebecca Redell and Dr. Moore for sponsoring student forums on the tuition increase; great time at a student success conference in Portland; voter education fair on March 7, along with a candidate forum; a medical van for students, which will be offered each term; a study-in this Saturday in the library prior to next week's finals; PTK induction ceremony; movie night by the French club; a service award to the Mainstream student newspaper.

#### ACEUCC Report

Victoria Sawyer, Chair of ACEUCC, noted the challenge for the blood drive doubled donations. The Classified salary survey should soon reach closure. Several classified and faculty members attended a workshop with the Administrative/Exempt staff on Labor Law. The next Classified meeting will be sometime during spring break to get information about the bond measure.

#### UCCFA Report

Honora NiAodagain, Chair of UCCFA, noted faculty participation in hiring committees is a positive change from past practice. Emery Smith, faculty member, attended the "Achieving the Dream" conference. Also thanked Administration for the opportunity to attend the Labor Law workshop held today. Faculty will be meeting tomorrow evening about the bond measure. Faculty are sorry to say goodbye to Dean Teri Wichman, but wish her well. They welcome Dr. Jason Aase, who will serve as interim Dean for the next year.

#### President's Report

- Spoke about a campus climate survey and a presidential evaluation tool that will be put together by Rich Gross, consultant
- Pool discussions continue
- Press noted in the last few days regarding tuition and bond measure has been good.

#### OCCA Board Report

OCCA Board representative, Bob Bell, reported on the final impact of the legislative session. The OEIB has been approved and now are in talks about Achievement Compacts. The final forms for the compacts will be coming in April. We will have until July to put together the requested data. Capital Construction funds were approved in the amount of \$9.6 million for the State. These must be used for projects of at least 20 years in duration. UCC's portion will be somewhere around \$400,000. Once we are awarded our allotment, we will have six years to spend the funds. Budget cuts of 3.5% were made by the legislature. For UCC that is an amount of \$476,309.

#### New Business:

Cam Preus, Commissioner, Oregon Community College Workforce and Development, made her annual visit to the Board with a report on the Oregon Community College Budget Picture. She provided a handout which gave the highlights of three major bills passed that have an impact on community colleges: SB 909 (Investment Board); SB 242 (Higher Ed Coordinating Commission); HB 3418 (Student Success). Also included in the handout is data regarding the GAPS - additional certificates and degrees needed by 2025 to meet the 40-40-20 goal; State Appropriations and State Support for community colleges; what it means for educational attainment in Oregon with statistics specific to UCC as well as statewide; how this affects enrollments; the impact on community college tuition; and, what's going on with capital construction.

Rebecca Redell, Budget Coordinator, presented first reading approval from the Board for a tuition increase of \$3/credit. This will bring UCC's tuition to \$75 per credit hour effective Summer term 2012. A draft of the tuition and proposed tuition at all Oregon Community Colleges, along with fees, was provided. UCC will remain the lowest tuition in the State, even after a \$3 increase. Ms. Redell said the College did meet with students at three different open forums. Several students attended. While there were a few who were not supportive of the increase, all seemed to understand the need and wanted to be sure the classes they needed continued to be offered. She also noted that at this point in the budgeting process, we are not cutting anything, we are using our fund balance. There is a Board policy that states we maintain an 8% total fund balance in case of emergency. The internal budget committee has been meeting weekly and working very hard to bring about a balanced budget for next year. Currently, we are about \$200,000 different between what we will have for resources and what are requested for funds by departments. With regard to tuition, discussions have included the possibility of annual increases based on cost of living index. Dr. Olson also said a discussion needs to occur with regard to philosophy on where we want to be with respect to the other community colleges. . .do we want to remain the lowest, or be in the middle of what other colleges our size are?

### March 14, 2012 College Board Minutes

**Motion:** I move for approval of the first reading \$3/credit tuition increase, as presented. Motion by Dir. Yetter, seconded by Dir. Tamm and carried unanimously.

Dr. Teri Wichman, representing the Instructional Leadership Team, introduced all the members of the ILT, who have been working collectively to come up with the best way to improve opportunities for student success, presented a \$2/credit student success fee. Success (Students at UCC Engaged in Strategies for Success) program will provide a platform for accreditation, the UCC strategic plan, the budget process and many state initiatives such as Achievement Compact, Win-Win project, CCWD 27 Best Practices, Achieving the Dream. SUCCESS was initiated as a means to address the critical need of students for a more comprehensive approach to tutoring services at UCC, and then expanded to include non-academic strategies for a more holistic approach toward addressing student success.

It was asked what the total fees for students are now. That is dependent on the program the student is in. Fees vary.

**Motion:** I move for approval of the \$2/credit student fee for the purpose of supporting SUCCESS, as presented. Motion by Dir. Miller, seconded by Dir. Weikum and carried unanimously.

Dr. Wichman also presented the instructional fee adjustment requests with some changes based on the previous motion.

Dir. Tamm asked which of the proposed fees would go away with the passage of the previous motion for the \$2/credit SUCCESS fee. Accounting, Engineering/Surveying fees would go away. A majority of the remaining proposed fees are pass-through fees, due to the increase of supplies and costs of the courses. A correct listing of course fees requested will be attached to the permanent minutes of this meeting.

**Motion:** I move for approval of the instructional fees, minus the Accounting, Engineering/Surveying fees, as presented. Motion by Dir. Bell, seconded by Dir. Rice and carried unanimously.

Dr. Olson took this opportunity to note this is Teri Wichman's last official Board meeting. He thanked her for her service and wished her well in Portland, where she is relocating.

Joanne Hayes, Dir. Of Human Resources, presented for Board approval the annual Personnel Employment Agreements for Administrative/Exempt/Confidential and Faculty staff. (Attached to permanent minutes)

**Motion:** I move for approval of the Personnel Employment Agreements as presented. Motion by Dir. Weikum, seconded by Dir. Yetter and carried unanimously.

Ms. Hayes also presented for Board approval an early retirement request from Dean Remick, Theater Instructor, effective January 1, 2013. His full-time employment with UCC began on September 1, 1986, serving over 26 years in his position, qualified by the UCCFA collective bargaining agreement, article XIX, Employee Benefits, section F, Early Retirement.

**Motion:** I move for approval of the early retirement request from Mr. Remick as presented. Motion by Dir. Miller, seconded by Dir. Bell and carried unanimously.

Linda Spaccarotelli, Purchasing Coordinator, presented for Board approval a recommendation to Exempt the College from the Competitive Bidding Process in favor of utilizing a Construction Management-General Contractor method with a Guaranteed Maximum Price as the recommended method to be used for the Allied Health & Science Center Building project.

Dir. Tamm asked how the College would ask for contractors to respond to the RFP. Ms. Spaccarotelli said an oversight committee made up of staff and community members will read all proposals for qualifications (which are advertised in advance) and interview those who qualify. Dir. Tamm also asked what the bonding level will be for this project. Ms. Spaccarotelli said it is \$22 million.

Audience member, Joe Tate, asked if he could say something. Chair Becker said she wanted to the Board to finish their discussion first. She then asked Dr. Olson who is serving on the oversight committee. He said invitations have been sent, but not many have responded yet. He will send out a second round of invitations next week. This group will

## March 14, 2012 College Board Minutes

follow through the entire process of the bond to review expenditures and procedures. There will be seven citizens asked to serve with College staff on this committee.

Dir. Miller asked if there is a weighting factor to be considered to costs such as "overhead and profit". Ms. Spaccarotelli said yes. Dir. Bell said it seemed that this project requires specialized people on the committee that will know the technical needs of the building. This should ensure cost effectiveness in the project.

Chair Becker asked citizen, Mr. Tate if he had any other questions or comments he wanted to make before the Board makes a decision. Mr. Tate said his concerns lie with the oversight committee. He does not have a problem with the CMGC process, only concerns about the committee's ability to evaluate the proposals.

**Motion:** I move for approval of exemption from the competitive bidding process as presented. Motion by Dir. Weikum, seconded by Dir. Rice and carried unanimously.

### Board Comments:

- Chair Becker said she was excited to meet the new Vice President for Instruction, Roxanne Kelley.
- Dir. Rice said she appreciated all the detail in the reports this evening.
- Chair Becker also thanked Dennis O'Neill, Neil Hummel and Dr. Olson for their presentation to the Roseburg Chamber on the Bond Measure and encouraged board members to advocate for the bond.
- Dir. Bell thanked the instructional team and student services for putting together the SUCCESS ideas together.
- Chair Becker thanked Susan Taylor and the pool committee for all their work on this important project.

Meeting adjourned at 9:05 p.m.

Respectfully submitted,

Approved,

Joe Olson  
Clerk of the Board

Vanessa Becker  
Chair of the Board

Recorded by Lee Salter

Attachments to Permanent Minutes:  
Employment Agreements  
Instructional Fees Approved

TO: UCC Board of Directors

FROM: Joanne Hayes, Director of Human Resources

SUBJECT: Personnel Actions

DATE: April 11, 2012

**Administrative/Confidential-Exempt Contract:**

Jason Aase, Interim Dean of Arts & Sciences, effective 04-02-12.

**Faculty Contract:**

Lawrence Davis, Physics Instructor, effective 09-11-12.

John Orcutt, Temporary Geology Instructor, effective 04-02-12.

**Faculty Resignation:**

Mary Hart, WCJC Instructor, retiring effective 06-30-12.




BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Informational Item  
 Action Item

Subject: Reports Date: April 11, 2012

ASUCC Report	Ethan Snyder
ACEUCC Report	Victoria Sawyer
UCCFA Report	Honora NiAodagain
President's Report	Dr. Joe Olson
OCCA Board Report	Dir. Bob Bell

Recommended by:  _____	Approved for Consideration:   U.C.C. President
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**April Board Report**  
**Joe Olson, President**

Significant Meetings:

Mondays each week, the OCCA conference calls, with topics covering, Budget, Achieving the Dream and Achievement Compact

- Mar. 15: Met with Kelly Morgan at Mercy  
         - Foundation Scholarship meeting – wonderful event
- Mar. 16: Lunch mtg with South County leaders  
         - Sutherlin Rotary at the Lang Center – wonderful event
- Mar. 17: Breakfast mtg with Canyonville leaders
- Mar. 20: Communities for Healthy Forests mtg at Elmers
- Mar. 25: Mtg in Eugene with consultant
- Mar. 26: Strategy mtg with DTO
- Mar. 28: Mtg. with DC Child Welfare Dir.  
         - Bond information mtg with Classified Assoc.
- Mar. 29: Met with Debbie Fromdahl, Roseburg Chamber Director, Jess Miller and architects
- Mar. 30: Met with Marissa Fink, YMCA  
         - Wolf Creek Job Corps building dedication
- Mar. 31: Canyonville Mtgs.
- Apr. 3: Whipple Foundation mtg.
- Apr. 5: UCC/Phoenix School partnership mtg.

Achievement Compacts: Trustee Bell may present a more detailed report from the OCCA Board meeting, but I have included the approved compact and outcome measures from the OEIB. These criteria have gone to Dan Yoder, the Instructional Team and Executive Cabinet for specific UCC targets. Action will be taken to blend the compact with budget processes.

Organizational Climate Survey: Completion of this process is a goal for the Board and for the President. Dan Yoder, Beverly Jensen and others have met with me to identify possible instruments including a recent proposal from a consultant. I have also talked with outside consultants, including a meeting on Sunday, May 25. Dan, Trustee Miller and I will try to meet before our Board meeting to assess a formal proposal and an internal draft which is attached. Dan has worked hard on this draft and to assemble a work team. He has my compliments!

Oregon Presidents Council Meeting: The agenda is attached for Board review. Andrea Henderson referred to the upcoming state budget process as perhaps the “most murky in history!” Some state projections are flat, others project an 11.5% increase in revenue. The Presidents are evaluating the next OCCA budget request; it will be a request for a significant “restorative” increase.

In terms of enrollment other than UCC, only two colleges are down significantly; Linn-Benton (-10%) and Mt. Hood (-2 – 8%). All others are up 2% or flat, except Portland, which is up over 10%.

In terms of tuition, everyone reported increases from \$2 - \$10/credit. SWOCC uses a CPI, UCC will remain the lowest.

Chamber Meeting: On Thursday, March 29, Joe and Jess, with the help of Steve Nelsen of OPSIS architecture, met with Debbie Fromdahl and Toby Luther, CEO of Lone Rock Timber. It was a very positive meeting where UCC expressed our position on LEED. We all left with a better understanding of each other's position(s) and a commitment to collaborate.

Community College Achievement Compact for 2012-13

Outcome Measures	2010-11 Actual		2011-12 Projected		2012-13 Target	
<b>Are students completing their courses of study and earning certificates and degrees?</b>						
Number of students completing:	All	Disadvantaged	All	Disadvantaged	All	Disadvantaged
Adult HS diplomas/GEDs						
Certificates/Oregon Transfer Modules						
Associate degrees						
Transfers to four-year institutions						
Programs of study (under development)						
<b>Are students making progress at the college?</b>						
Number ( &/or % where indicated) of students:	All	Disadvantaged	All	Disadvantaged	All	Disadvantaged
Enrolled Dev. Ed. Writing who complete (%)						
Enrolled in Dev. Ed. Math who complete (%)						
Who earn 15/30 college credits in the year (#)						
Who pass a national licensure exam (#/%)						
<b>Are students making connections to and from the college?</b>						
Number of students who:	All	Disadvantaged	All	Disadvantaged	All	Disadvantaged
Are dual enrolled in Oregon high schools						
Are dual enrolled in OUS						
Who transfer to OUS						
Employment (under development)						
<b>Local Priorities (Optional for each district)</b>						
Number and/or percentage of students who:	All	Disadvantaged	All	Disadvantaged	All	Disadvantaged
<b>What is the level of public investment in the district?</b>						
	2010-11 Actual		2011-12 Projected		2012-13 Target	
State funds						
Local Property tax revenue						
Total state and local operating funds						

## Community College Compacts

Outcome Measures	Definitions
<b>Completion</b>	
Adult HS diplomas/GEDs	The total number of adult high school diplomas as reported to <i>OCCURS</i> for each community college added to the total number of GEDs awarded at each of the GED testing centers associated with the specific community college as reported to TOPSPRO.
Certificates/Oregon Transfer Modules	The total number of certificates and modules reported to the <i>Completions</i> data collection in <i>OCCURS</i> for each community college including: <ol style="list-style-type: none"> <li>1. Oregon Transfer Module</li> <li>2. CTE certificates requiring less than a year of course work to more than 2 years of course work</li> <li>3. Certificates associated with apprenticeships</li> <li>4. Career Pathway Certificates of Completion</li> </ol>
Associate degrees	The total number of associate degrees reported to the <i>Completions</i> data collection in <i>OCCURS</i> for each community college including: <ol style="list-style-type: none"> <li>1. Associate of Arts Oregon Transfer</li> <li>2. Associate of General Studies</li> <li>3. Associate of Science</li> <li>4. Career and Technical Education Associate of Science</li> <li>5. Career and Technical Education Associate of Applied Science</li> <li>6. Associate of Applied Science: Apprentice</li> </ol>
Transfers to four-year institutions	The total number of students who took courses during the <i>2009-10</i> academic year at the associated community college and then took at least 1 course for credit as an undergraduate at any 4-year institution in the <i>2010-11</i> academic year as determined by the National Student Clearing House Database and OUS data match.
Programs of study (under development)	(Not required in 2012-13)
<b>Progress</b>	
Percentage of students enrolled Dev. Ed. Writing who complete and number enrolled in Dev. Ed. Math who complete	The total number of remedial writing or math courses each student passed (a grade of C or better) divided by the total number of remedial writing or math courses each student took during the 2010-11 academic year as reported directly to <i>OCCURS</i> .
Number of students who earn 15/30 college credits in the year	The total number of students who reached the 15 or 30 college-level credit threshold during the academic year was determined by counting all credits earned by a student during the 2010-11 academic year.

Who pass a national licensure exam	The total number of students passing a licensure exam divided by the total number taking a national licensure exam for each community college, as reported in <i>KPM #11: Licensure Certification Rates</i> for the Department of Community Colleges and Workforce Development.
<b>Connections</b>	
Are dual enrolled in Oregon high schools	The total number of students enrolled in dual credit programs, two-plus-two programs, advanced placement programs and International Baccalaureate programs during the 2010-11 academic year.
Are dual enrolled in OUS	The total number of students was determined as a count of students reported by the associated community college in OCCURS as being "Dual Enrolled".
Who transfer to OUS	The total number of students who took courses during the 2009-10 academic year at the associated community college and then took at least 1 course for credit as an undergraduate at an OUS institution in the 2010-11 academic year. Calculations were completed on match data with the Oregon University System's database.
Employment (under development)	(Not required in 2012-13)
<b>Local Priorities</b>	
<b>Disadvantaged student population</b>	<p>To be determined by each district. For each such local priority, provide a description that includes a research-based rationale for its use and what is to be accomplished with the use of such outcome measure.</p> <p>The aggregate number of students in the following groups:</p> <ol style="list-style-type: none"> <li>1. African American students;</li> <li>2. Hispanic/Latino students;</li> <li>3. Native American or Alaska native students;</li> <li>4. Pacific Islander students;</li> <li>5. Multi-racial or multi-ethnic students; and,</li> <li>6. Economically disadvantaged students based on Pell Grant eligibility.</li> </ol> <p>Racial and ethnicity sub-populations are determined by the race or ethnicity submitted to the student file in OCCURS for each community college. Pell recipient status is determined by submissions by each community college to OCCURS. A student is considered a Pell Grant recipient for the entire year if he/she received a Pell Grant for at least one academic term during the 2010-11 school year.</p>

# Oregon Presidents Council

March 22-23, 2012  
Peter Angstadt, OPC Vice Chairman

**AGENDA**  
**Thursday, March 22, 2012**

## Meeting Location

Southwestern Oregon Community College – Coos Bay  
Empire Hall E/F – 2<sup>nd</sup> Floor

<b>Noon – 1:00 p.m.</b>	<b>Lunch and prep time</b>	
<b>1:00– 2:00 p.m.</b>	<b>OCCA Updates</b>	Andrea Henderson
<b>2:00– 2:15 p.m.</b>	<b>Break</b>	All
<b>2:15 – 3:15p.m.</b>	<b>CCWD Updates</b>	Cam Preus
<b>3:15 – 4:15 p.m.</b>	<b>Achievement Compacts</b>	Andrea Henderson
<b>4:15 – 5:00 p.m.</b>	<b>Review of Draft DoD MOU</b>	Alicia Moore and Karen Smith
<b>5:00 p.m.</b>	<b>Adjourn</b>	
<b>6:00 p.m.</b>	<b>DINNER: Ciccarelli's Restaurant</b> 2076 Sherman Ave. North Bend, OR 97459	

# Oregon Presidents Council

March 22-23, 2012

Peter Angstadt, OPC Vice Chairman

## AGENDA

Friday, March 23, 2012

### Meeting Location

Southwestern Oregon Community College – Coos Bay  
Empire Hall E/F – 2<sup>nd</sup> Floor

<b>8:00 – 8:30 a.m.</b>	<b>Breakfast</b>	All
<b>8:30 – 9:30 a.m.</b>	<b>Miller Foundation Grants</b>	Preston Pulliams
<b>9:30 – 10:45 a.m.</b>	<b>Workgroup Reports</b> <ul style="list-style-type: none"> <li>• Achievement Compacts</li> <li>• Governance</li> <li>• Data Systems Work Group</li> <li>• Financial Data</li> <li>• Outcome Based Model</li> </ul>	Andrea Henderson
<b>10:45 – 11:00 a.m.</b>	<b>Break</b>	
<b>11:00 – 11:30 a.m.</b>	<b>Open Forum</b> <ul style="list-style-type: none"> <li>• Enrollment</li> <li>• Tuition</li> <li>• Contract Negotiations</li> <li>• Other</li> </ul>	All
	<b>Other Items and Updates</b> <ul style="list-style-type: none"> <li>• <b>Next OPC Meeting</b> <ul style="list-style-type: none"> <li>○ April 11 OCCA Office</li> </ul> </li> <li>• <b>Next OCCA Board Meeting</b> <ul style="list-style-type: none"> <li>○ May 11 Noon – 4:00 p.m. Central Oregon Community College</li> </ul> </li> </ul>	
<b>Noon</b>	<b>Adjourn</b>	



**Board Report  
Instructional Services  
April 2012**

**Dr. Ali Mageehon, Director of ABSD:**

- Attended Elkton High School board meeting to discuss Career Pathways certificates in general and the Microsoft Office Technologist pathway certificate in detail. Elkton is on board to try an online cohort of students through the EOP process in fall.
- National Adult Education Honor Society induction ceremony will be June 12 from 6 – 8 p.m. in TC119. This will be the first time we have had an induction/pinning ceremony for students in ABSD in this organization.
- Smarthinking.com tutoring service is now available to students through Angel and also through individual login/passwords available in the tutoring center for direct access.
- I have been working with all ABS sites to begin discussions about upcoming changes to the GED. The 2002 GED test will be offered as a computer based test as early as July, 2012. In 2014, there will be a new edition of the GED test that will be computer based and will have substantial changes from the 2002 version. ABSD is working with all sites to ensure students have computer access, that computer literacy is integrated in the curriculum, and those students who start the sequence of tests between now and 2014 are able to complete before the test changes.
- I will be serving on the state GED CBT Project Taskforce, along with Dawn DeWolf from Lane.
- 13 students from our winter OPABS (Oregon Pathways for Adult Basic Skills) cohort will start taking credit classes in spring term, along with their OPABS coursework.

**Lorrie Ranck, Director of Curriculum Support:**

The end of February and the first few weeks in March have kept us all busy with work on the instructional budgets, catalog production, VPI forums, and state meetings. These are exhilarating efforts in that there is increased visibility and participation that allows for constructive dialogue, creative problem solving, and collaboration within and outside our respective departments and areas.

The following are information points from the three major curriculum support areas:

**College Now/Perkins:**

Due to the fiscal agency transition of the Perkins Reserve and Perkins Secondary Basic Grants to the Douglas ESD, the College Now/Perkins Office will have several changes in the coming months. We have worked diligently to align resources and prepare for a transition to an Academic Partnerships Office. The Academic Partnership Office will coordinate academic agreements with the secondary schools as well as institutions of higher education (4 year baccalaureate). This includes articulation agreements as well as instructional memoranda of understanding. The office will continue to coordinate the Carl D. Perkins Grant.

Douglas County High Schools have begun online registration for Dual Credit classes spring term. Spring term has 74 course sections of Dual Credit at the high schools. This is up from 55 courses in the spring 2011 term.

The first week of March, Jasmine Filley participated in the National Policy Seminar in Washington D.C. This event, developed by the Association of Career and Technical Education, provides an opportunity for selected representatives to talk with our state Legislators about the importance of Career and Technical Education in our schools and request support for the local, state and national CTE efforts to provide quality Programs of Study, restore funding levels through telling the story of CTE. The Oregon delegation was successful in meeting with staff from each of the Representative and Senate Offices of Oregon Legislators. In response we have received notification that CTE will be supported, in terms of funding and alignment with other workforce and education related legislation, by Senators and Representatives. In response to the Umpqua CTE story, Representative DeFazio's Office responded with "keep up the great work Umpqua is doing." We should all be proud of our campus faculty and staff efforts to support CTE programs and students.

Recent projects funded through Perkins and developed/implemented by CTE faculty include:

- Server racks and fiber optic equipment were purchased and installed in Computer Information Systems;
- Engineering is partnering with the Career and Advising Center to develop an industry connection database;
- Viticulture and local high school Agriculture programs are partnering to develop articulated coursework; and
- Several UCC staff attended the Student Success and Retention Conference in Portland in February 2012.

#### Library:

- 442 students participated in Information literacy instruction & orientation for the winter 2012 quarter.
- The library providing a display space to highlight books and DVDs related to the new Women & Gender Studies program and Sexual Assault Awareness Month for April.
- The library has nearly completed a comprehensive effort to withdraw outdated or unused materials from the collection, as we move forward to provide more study spaces for students and continue working towards a Learning Commons model.
- During the month of February, the library checked out 571 laptop computers, more than double the number of last February (217).
- Students checked out Reserve materials 849 times, compared to 640 last February.
- Library staff presented the Learning Commons concept at the March board meeting and will continue to meet with students, faculty, and staff to discuss this direction for the library.

#### UCCOnline and the Educational Technology Center

Two (2) have been developed (or significantly re-developed) and reached UCC Quality Matters process and will be offered next term.

- VC134 Introduction to Dreamweaver

- CIS125W Microcomputer Applications Word Processing Software

Two courses (and their developers) have been selected to go through an official national Quality Matters review. The following courses will be nationally recognized as having met Quality Matters standards once it completes the process by June. This is funded by a grant from the Oregon Community College Distance Learning Association.

- CIS120 Introduction to Computer Information Systems (John Blackwood)
- LA100 Legal Terminology (Crystal Sullivan)

Over spring break, an exciting transformation will occur in the UCCOnline and Educational Technology Office as new furniture and a remodel of the space takes place. This will create a more professional work environment by providing secure storage, a dedicated workspace for interns and more defined space for the instructional support team.

As you may recall, the hosted course system will no longer be available after June 1, 2012. The state initially moved forward to replicate the system but due to work by the Oregon Community College Distance Learning Association and the Council of Instructional Administrators, the direction has changed and a broader discussion of the digital learning in Oregon is on the horizon. UCC remains committed to developing the courses we need to support our students and even expand our online catalog to other institutions.

### **Mark Williams, Dean of Career Technical Education:**

#### Division News:

The Advisory Reception will be held on April 24<sup>th</sup> in the Danny Lang Center. Formal invitations will be sent out during the first week of April. A planning committee has been assembled and the CTE office is currently accepting nominations for awards.


#### Apprenticeship:

The Apprenticeship program has enrolled five new millwrights and two new electricians this last quarter. Additionally, five apprentices completed their programs and fourteen were terminated due to long periods of unemployment (said unemployment resulted in relocation and/or occupational changes that ultimately lead to termination).

Work continues regarding the improvement of class broadcasts from the UCC Construction Technology Center (Starlight) to Southwestern Oregon Community College campuses at Brookings and Coos Bay (bandwidth issues are a concern; however, an up-grade to fiber-optics may not be feasible).

#### Automotive:

The Toyota rack storage system is in place. Work continues to inventory associated equipment and supplies. UCC Toyota certification training, worth one FTE (184 hours/tech), started in March. This training is offered to Toyota dealership employees and will continue for eleven weeks.

Aviation:

As the weather is improving, Western Oregon School of Aviation instructors and students are hopeful that they will get more flight time (allowing more opportunity for CWE hours) at the Roseburg Airport.

Business:

Screening is under way for the full-time Business Instructor position. We anticipate interviewing in mid-April and hiring by May 1<sup>st</sup>.

The Office Technology program held its annual networking reception on March 15<sup>th</sup>. The reception, which was organized by adjunct faculty member Stephanie Munsey, was for students slated to graduate this June with an AAS in Administrative Assistant or Administrative Assistant-Medical Option. Local employers were invited to attend and network with our soon-to-be graduates.

The WAFC Retail Management Certificate is starting to see increased enrollments. Eight students are expected to enroll this term.

CDL:

Meetings continue concerning CDL class population and funding options. A cost analysis for instruction and class size has been determined. The program continues to pursue student loan options and nine students have been awarded UCC Foundation scholarships to-date (\$1800/student).

Construction:

UCC Construction students are currently working on the Danny Lang Center gate foundation and columns. Project work in the community continues.

Criminal Justice:

The Police Reserve Academy Class 16 will graduate in May and would like to request that both the President and new Vice President of Instruction attend the graduation and speak to the class.

Culinary Arts:

The River Rush Bistro had its post-remodel grand opening on February 15<sup>th</sup>. Approximately seventy-five guests attended.

The Café has added several new options to the menu, including stir-fry bowls, pizza, and Paninis. These have been very well-received by the student population.

The Culinary Arts department has catered nine events to-date in the Danny Lang Center ranging in size from 50 to 250 guests. Feedback from surveys managed by Ellen Brown indicate that 85.7% of our customers found the food service "Excellent", while the other 14.3% gave us a "Good" rating.

Chris VanDyke has been working with Douglas County Mental Health to offer bi-monthly workshops for patients and their families that focus on cooking healthy meals with unprocessed foods. The first two workshops have been a success and we look forward to offering four more workshops this year!

Dental Assisting:

Dental Assisting faculty will be attending the Oregon Dental Conference in Portland from April 12-14. The conference includes members of the Oregon Dental Association (ODA), the Oregon Society of Oral and Maxillofacial Surgeons (OSOMS), the Oregon State Association of Endodontic (OSAE), the Oregon Society of Periodontists (OSP), the Oregon Academy of General Dentistry (OAGD), the Oregon Academy of Pediatric Dentistry (OAPD), the Oregon Dental Assistants Association (ODAA), and The Oregon Dental Executives' Association (ODEA), as well as hygienists and laboratory technicians from throughout the northwest.

EMS:

The state exam for EMT Basic Practical will be held at UCC at the end of April.

Fire Science:

Fire Science students continue to apply for the Fire Related Skills class at Fire District Number 2. All students must fill out an application, pass a pre-exam, take a physical exam, and interview before the district will accept them.

Green Technology:

A 5<sup>th</sup> Green Technology Cohort may be possible and, if so, will start this summer.

Nursing Science Resource Center (NSRC):

The NSRC offered the following courses in March: Pediatric Advanced Life Support (PALS) Training, Trauma Nurses Core Courses (TNCC) Training, and Advanced Cardiac Life Support (ACLS) Training.

Project Leadership, including many local Chamber of Commerce members and business owners, toured the NSRC on March 8<sup>th</sup>. The tour included a presentation by UCC Director of Allied Health Occupations, Arthur Brown, who shared information related to the Allied Health program including the many different careers that are available in healthcare through UCC. The tour ended with a live simulation conducted by Marissa Nichols and Kevin Snyder, two second-year nursing students. The students did exceptionally well during the simulation and were fine examples of the power of simulation in healthcare education.

Jacqui Richardson, RN, BSN, CWOCN (Certified Wound, Ostomy, and Continence Nurse) from Mercy Medical Center Home Health and Hospice guest-lectured first-year RN and LPN students regarding wound care and pressure ulcer staging and prevention on March 6<sup>th</sup> and 7<sup>th</sup>. She supplied wonderful hands on activities for the students, including bandaging a wounded potato and learning to stage pressure ulcers with a demonstration using grapes. Students were very receptive to her education style and we hope to have Jacqui join us again soon.

UCC Nursing staff, student nurses, and Mercy Medical Center security staff are currently working together to implement a pilot program that will extend the available tutoring and study hours at the NSRC. The new hours will begin 04/02/2012.

#### Nursing:

The nursing department would like to extend a warm welcome to Kelly Willis, who has joined our staff as a part-time clinical instructor for the RN program. He also works as a staff nurse at Mercy Medical Center in the intensive care department.

This month marks the end of the sub grant-supported funding for Health Informatics Training (HIT) at UCC. The Office of the National Coordinator for Health Information Technology (ONC) awarded \$10 million in grants to five institutions of higher education to develop curriculum and instructional materials to enhance work-force training programs primarily at the community college level. UCC received approximately \$50,000.00 of this to develop HIT curriculum and provide training for our nursing students and local community partners. Although the grant has ended, the funding provided allowed the RN program to place HIT education within the curriculum, which will have long-lasting implications.

#### Welding:

Project work continues for the hand-rail and the SOWI gate systems.

### **Pete Bober, Director of Small Business Development Center and Workforce:**

#### Small Business Development Center (SBDC):

None- Out with Umpqua Singers in Ukraine

#### Workforce Development:

None- Out with Umpqua Singers in Ukraine

#### Community Education – Robin VanWinkle, Director:

Community Education staff are expanding partnerships with many community agencies, employers and associations. Engineering and Community Education personnel have been working with the Umpqua Basin Operators Section (UBOS) to host a successful first time Wastewater Exam Preparation Course during Spring Break. Thirty one students from southwest Oregon attended and a follow-up evaluation survey will be conducted later this spring to gauge the effectiveness of the course. Department staff are working with UBOS representatives to facilitate the statewide Oregon Operators Conference in Douglas County later this summer. With the opening of the Lang Center, Community Education has the ability to increase our partnerships to bring in high quality seminars and trainings. UCC will co-host Dr. Marianne Neifert to speak to those in the health care and public health fields on the topic of breastfeeding June 2<sup>nd</sup>. In addition, UCC will host the third annual Early Childhood Care and Education Conference next October. Spring term courses with the strongest enrollment trends include Driver Education, Computer, Electrician Continuing Education, Home and Garden and Pharmacy Technician.

## **Jason Aase, Interim Dean of Arts and Sciences:**

### Art

The exhibit in the Art Gallery for April is “Celebrating Spring” Floral Watercolor Paintings by Judy Waller

### Music

Jason Heald and the Umpqua Singers completed a tour of Ukraine, performing in several cities, including singing in Ukrainian, to the delight of the audience. They were great ambassadors from UCC and met with mayors, were interviewed on TV and performed many concerts. See [http://www.youtube.com/watch?v=T8sJxXERcEA&feature=player\\_embedded](http://www.youtube.com/watch?v=T8sJxXERcEA&feature=player_embedded) for a video of a performance in Ukraine.

### Science

Science is happy to add John Orcutt to the faculty for one year. He will be teaching Geology while Jason is interim dean. We are also very pleased to add Lawrence “Mick” Davis to the faculty starting in September. He will be teaching Physics, as Steve Mackey heads into retirement.

### Women’s and Gender Studies

There will be a faculty panel, featuring several of the faculty who will be teaching the introductory class, on April 6 in the Center Stage Theatre from 12:00 until 1:00 pm. April is Women and Gender Studies month at UCC, as well as Sexual Assault Awareness Month. Watch for additional events, including Poetry readings by UCC Women Writers. The library will also have a display.

Humanities—April is poetry month. In addition to poetry readings by UCC writers, Poet Sia Figiel will be reading at the Lang Center on April 9.

Viticulture and Enology—SOWI will be cosponsoring a course on “Effective Spraying of Vineyards” with Oregon State University and the Northwest Viticulture Center at Chemeketa Community College in April.

**Umpqua Community College  
Vice President for Administrative Services and Student Development  
Board Report – April 11, 2012**

**STUDENT DEVELOPMENT**

**Advising and Career Service Center – Mandie Pritchard, Director**

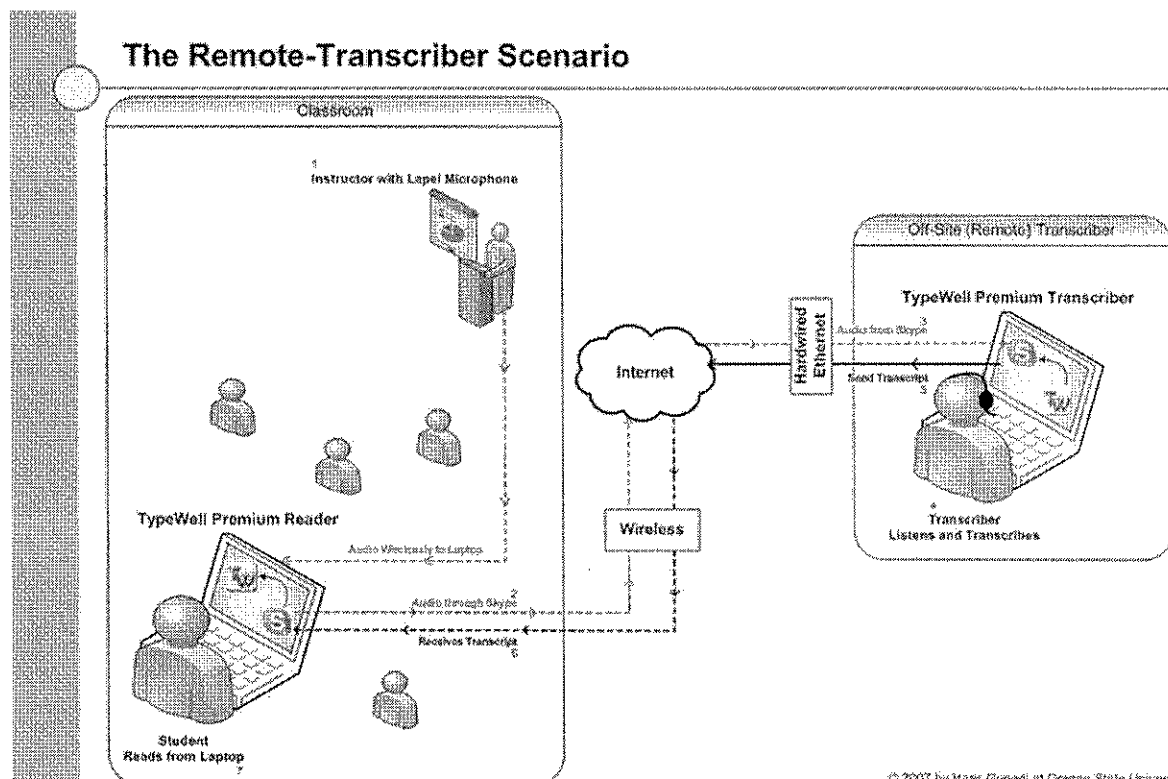
**Academic Advising, Counseling, Testing, Disability and Career Services**

Staff had over 4,200 direct student contacts during the Winter Term, 2012 ranging from questions related to selection of classes, challenges addressing personal and life barriers, scheduling and completing proctored exams, accessing multi-media for registered course and trying to find out what their passion in life is to study.

Over winter break, our GED Testing Room was fitted with 20 computers, monitor and keyboards in anticipation of conversion of the computer based testing to be expected this coming academic year. As a result, testing services has been able to expand the number of testing sessions for on-line testers and placement test have been filling in the extra stations in preparation of attending UCC Spring Term. A big thank you goes out to the IT and Facilities Department, especially to Mark Worthington and Rick Burson.

**Disabilities Services**

Spring term will be a very exciting time in Disability Services as TYPEWELL will be coming to campus. A Typewell transcriber provides communication access for visually and hearing impaired students by listening to what is said by teachers and students, and typing a meaning-for-meaning transcript of what is heard. In order to keep up with the speed of normal speech (between 150 and 200 wpm), the transcriber uses a set of abbreviation and condensing techniques. After class, the transcriber edits the file and distributes notes of the day's class/meeting (see Remote-Transcriber Scenario below).





During Winter Term 2012, 114 students served. The top three requested services provided include:

- 82% Alternate Testing (Extended time/Distracted environment)
- 22% Alternate format (Books on CD)
- 17% Note-taking

**Student Life Office - Marjan Coester, Director**

**ASUCC Student Government**

- ASUCC Student Government has received a Campus Enrichment Grant from Renee Barlow on behalf of the Social Science department, who requested funds of \$1,500 for a Native American speaker series, to be held in Spring quarter.
- Over one-hundred twenty-five students participated in the quarterly Study-In, held March 17.
- The annual elections process for new officers commenced in Spring quarter; applications for positions were available the first week of the quarter.
- Club Fair will be held on April 18.
- A two hour event titled "Be The One", to address issues of diversity, will be held on May 9.
- ASUCC will be sponsoring Medical Teams International Dental Van for two visits in May.

**Student Clubs**

- Fourteen Skills USA students will be participating in the Oregon Skills Conference in April. The students represent Automotive, Welding and Culinary Arts.

**Student Life Office**

- Student Life and ASUCC held a Stress Free Zone event on the Monday and Tuesday of finals week; the event included board games, healthy snacks and free massages.
- Four sessions of New Student Orientation for new Spring students were held March 21 and 22.
- The quarterly Red Cross Blood Drive will be held on April 25 and 26
- Plans are underway for Sexual Assault Awareness Month activities, which is recognized in the month of April.
- In May, Marjan Coester and Ethan Snyder are scheduled to present leadership workshops to students in two Adult Basic Skills classes.

**Financial Aid Office - Michelle Bergmann, Interim Director**

**Financial Aid Applications**

3058 - Total applications to date for 2012-13

6460 - Total applications to date for 2011-12

### Financial Aid Awards

3181- Total awards packaged to date for 2011-12

Disbursements for the 2011-2012 award year through 03/30/2012 total over \$25.8 million in Grants, Loans and Federal Work-Study. This does not include outside sources such as veteran's benefits or UT&E.

- All staff actively involved in the intensive training of the Interim Financial Aid Director
- Working on the 12/13 Financial Aid year set up with roll out expected for second week in April
- Four members of the Financial Aid staff attended the annual the Oregon Association of Student Financial Aid Administrators – OASFAA conference in February
- Two members of the staff attended a FA 201 – Support Staff workshop in February
- Interim Director attended her first Community College Financial Aid Directors meeting in March
- Extensively redesigned the Satisfactory Academic Progress appeal approval letter in an effort to clearly communicate with students and aid in their future decision making – see attached
- Working on the development of new packaging policies for 12/13 concerning the offering of loans in an attempt to assist with default management
- With an increase in UCC's default rate from 11.5 to 17.5 our Default Management Specialist is in the process of developing a comprehensive default management program which addresses past, current and incoming students
- Hired a part time Default Management Assistant
- Working on updating the charts for 5 year growth comparison
- Long term staff member Mellony Stratton applied for early retirement

### **Ford Childhood Enrichment Center – Ronda Stearns, Director**

Spring break is always a busy time here at the Ford Childhood Enrichment Center. While the children are enjoying some time at home with their parents, we tend to the busy work that gets little, or no, attention with busy bodies in the classrooms. There has been the addition of some bark chips to the playground, scrubbing of the sidewalk chalk from the walls outside, and a deep cleanse of the kitchen.

We would like to congratulate our own Chef Jason for his accomplishment at this year's Greatest of the Grape! The food judges awarded Chef Jason first runner up for his entries in the event. We've always known just how great a chef he is and now so does Douglas County! Congratulations, Chef!

And to keep things in perspective, it's time for our administrative review of the Oregon Department of Education's Child and Adult Care Food Program. Our auditor will be here at the center April 11<sup>th</sup> and 12<sup>th</sup>. This audit comes around every three years and our last was in May of 2009. Chef does a great job of running the food program so we have nothing to worry about.

## **ADMINISTRATIVE SERVICES**

### **Purchasing – Linda Spaccarotelli, Purchasing Manager**

A recommendation was presented to the Board for the final approval for the exemption of competitive bidding requirements, utilizing alternative contracting methods. This exemption will enable the college to use an RFP in the solicitation process for a CM/GC in the award for the Allied Health Center building. Work has been ongoing for the revision and preparation of the RFP for the CM/GC. The RFP will be advertised on May 21<sup>st</sup> in the Daily Journal of Commerce and the college purchasing website. The part time clerical position has been filled and help has been much appreciated.

### **Finance Office – Natalya Brown, Director**

Finance office is preparing for the start of the spring term: we are setting third party contracts on student accounts and processing payments. From March 30<sup>th</sup> to April 6<sup>th</sup> cashiers are scheduled to work at Jacoby Lobby together with the Registrar's and Financial aid to provide services to students in one location. IRS field trip took place on March 20<sup>th</sup>-22<sup>rd</sup>, 2012 and we continue working with the IRS auditor. We will provide an update once the audit is completed. Even though it seems early, we are also starting to prepare for the upcoming annual financial audit. This year we are scheduled for another GASB 45 valuation reporting and we are gathering information for the actuarial analysis. We keep updating Finance Office website and recently added Student Accounts information. Staff is going to participate in the SunGard Virtual summit and learn about new features that Banner has to offer.

### **Budget Office – Rebecca Redell, Director**

Reporting and reimbursement requests were submitted for the following grants over the last couple of months:

- Small Business Development – Federal
- Small Business Development – State
- Small Business Portability
- Small Business Jobs Act
- Green Lead
- Green Tech
- Case
- HITPCC
- HRSA
- Perkins
- Educational Talent Search
- Upward Bound
- Title II
- Rural
- Wolf Creek Job Corp

The Budget Process Team was integrated with the Internal Budget Committee from last year for the first time in January. The Team agreed on a process change. In order to better facilitate communication when changes happen to our funding, the team decided to accelerate the timeline in order to leave time to re-distribute budget worksheets in case adjustments were needed. We had a draft budget by March 1<sup>st</sup> which was reviewed by the Internal Budget Committee. The

committee reviewed the budget in detail and made several recommendations. These recommendations were discussed with the respective directors and several were subsequently adopted. The committee decided to not send budget worksheets back out to the campus community as they felt that the administration could continue to work to reduce the gap between resources and expenditures without the additional paperwork.

At this time, we have a balanced budget that will be presented to the External Budget Committee on April 25<sup>th</sup>. I would like to take this opportunity to thank all of the members of the internal committee. They spent many, many hours reviewing the budget and it was very helpful having the insights from people from so many different areas of the campus community.

**Bookstore – Cathy Vaughn, Manager**

- March was “getting ready for Spring” month.
- We ordered and received in our Spring Textbooks and Supplies.
- Our Buy Back was held on March 21, 22 & 23.
- Book information went on line March 19 and we started selling March 26 after our buy back.
- We are ready for Rush and looking forward to the students and faculty coming back after Spring Break.

**Research & Planning – Dan Yoder, Institutional Researcher**

- Campus Technology Oversight Committee launched with David Hutchison and Kathy Thomason as co-chairs.
- Bond Election support
- Budget development support
- Enrollment class size optimization support
- Drafted the organizational climate survey
- Proposed the schedule and make up of our next strategic planning process
- Attended the Achieve the Dream Conference
- Assisted Financial Aid with the Gainful Reporting data
- Provided data analysis for non-credit to credit students in support of the Student Retention committee
- Completed a National Student Clearinghouse data match for TOP compliance reporting
- Completed data in support of the National Science Foundation STEP grant compliance reporting
- Resolved compliance reporting for Bureau of Indian Affairs scholarship data and Pell grant data as relates to the state Perkins funding allocation
- IPEDS –
  - Graduation Rate Survey and supplemental data reported
  - Finance Report completed by Natalya Brown
- All program review data is drafted or complete with summary reports out to the Deans

**Vice President of Administrative Services and Student Development, Lynn Moore**

The best part of my vacation to Texas was returning home to a balanced budget. *It is amazing what hard working staff can get accomplished when you go out of town and leave them alone!* “Thank you” to everyone for coming together in the development of a (draft) budget for 12-13. During the past eight months, many people have greatly increased their knowledge of finance in general, of Oregon budgeting process requirements, and of the specific intricacies of our UCC Budget.

We have made exceptional progress in making the entire budgetary process more transparent and inclusive. It is my hope that we continue in this effort, and once the 12-13 budget has been reviewed and approved, we move forward with monthly budgetary meetings focused on continued management and review of our current budget, forecasting and operational planning for the 13-14 budget, and re-alignment and review of our procedures to ensure that we are providing the best programs possible for our students in ways that expedite their progress and ensure success.

In addition to budget development, the Student Development Team and the Instructional Leadership Team continue their collective efforts working every Friday morning on the state-mandated Achievement Compact, the Win-Win Project, Achieving the Dream, Title 3 Grant Application, and the design and development of the SUCCESS Program. All their efforts will pay off as we align all of these elements with our Strategic Planning process, the budget, and our Accreditation reporting. *Countdown: 45 days until Roxanne arrives! ☺*

**Board Report – April 11, 2012**  
**Joanne Hayes, Director of Human Resources**

Recruitment began or continues for the following positions:

- Chief Information Officer
- Director of Human Resources
- Director of Financial Aid
- Web Programmer/Web Master
- Nursing Instructor
- Business Instructor

Part-time:

- SBDC Business Counselor/Advisor
- Women's Head Volley Ball Coach
- Machine Shop Instructor
- Writing Instructor

Positions Filled:

- Vice President of Instruction
- Physics Instructor

Personnel:

The HR staff continues to be involved in ongoing projects:

- Continue preparation for implementation, testing, and training on PeopleAdmin recruitment software.
- Recruiting for a number of full and part-time positions including Vice President for Instruction, Director of Financial Aid, Chief Information Officer & Director of Human Resources.
- Working with ACEUCC and LGPI to finalize the classified salary study.
- Prepared letters of intent to full-time regular faculty and notice of renewal for probationary faculty for fiscal year 2012-13.



**BOARD OF  
DIRECTORS**

Lee Paterson

*President*

*Vice President*

Dick Baltus

Neal Brown

Bev Brandt

Ronnie Bruce

Elaine Cheney

Jerold Cochran

Renee Coen

Brent Eichmann

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Chris Goodwin

Roberta Hall

Greg Henderson

Scott Henry, III

Neil Hummel

Greg Johnson

Tom Keel

Don Laird

Danny Lang

Jean Loosley

Mo Nichols

Tom Nelson

Kathleen Nickel

Joe Olson, Ph.D.

Brian Pargeter

Bob Ragon

Alanson Randol, DDS

Dale Ritter

Dave Sabala

Sue Shaffer

Charley Thompson

Liz Watkins

Gary Wayman

**DIRECTOR**

Dennis O'Neill

**Foundation Director's Report  
April 11, 2012**

**Foundation Board Meeting**

A special Foundation Board meeting will be held on April 24<sup>th</sup> to choose a replacement for Mark Raymond as the Vice-President of the Foundation and to handle other pressing Foundation business.

The Foundation's General Board meeting is scheduled for May 8<sup>th</sup>. Both meetings will be held in the Lang Center from 11:30 – 1:00 p.m.

**Grant Department Update**

**Grant applications submitted**

- Dr. John and Betty Long Unruh Fund of the Oregon Community Foundation: \$2,298 for art department supplies (PI: Susan Rochester)
- Combined Federal Campaign: \$1,000 to the Foundation (PI: Susan Taylor)
- Betty Gray Foundation of OCF: \$3,684 for Early Childhood Education scholarships (PI: Gwen Soderberg-Chase)
- Betty Gray Foundation of OCF: \$2,679 in supplemental funds for additional student scholarships (PI: Gwen Soderberg-Chase)
- Bessie Minor Charitable Fund: \$1,750 for the FCEC Pre-K Literacy in Action Program (PI: Ronda Stearns)

**Grant evaluations submitted**

- The Ford Family Foundation
- Mildred Wilcox Whipple Fund of OCF

**Additionally -**

We have grant teams working on several larger federal grants that will be due in April and May, including:

Department of Education Title III, Strengthening Institutions (\$2,000,000)

Department of Education, Undergraduate International Studies and Foreign Language (UISFL), \$180,000

HRSA Scholarships for Disadvantaged Students (Nursing), \$80,000

National Science Foundation (NSF) Transforming Undergraduate Education in Science (TUES), \$200,000

Susan was awarded her Certified Fund Raising Executive (CFRE) credential this month

BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

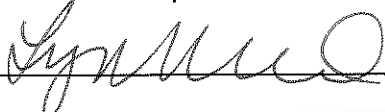
Subject:  
 Second Reading of Tuition Increase Proposal

Date: April 11, 2012


Whereas, there is an expectation at the state level that each community college will close part of the budget gap through all available means before advocating for additional state resources, and;

Therefore, approval is requested to increase Tuition by \$3, this will bring tuition to \$75 per credit hour effective Summer term 2012.

Recommendation by: Lynn Moore,  
 Vice President for Administrative Services and  
 Student Development

  
 \_\_\_\_\_

Approved for Consideration:

  
 \_\_\_\_\_  
 U.C.C. President



BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

Informational Item  
 Action Item

Subject:  
 Financial Reports for FY 2011-12

Date: 04/11/12

Natalya Brown, Director of Accounting and Finance, will present financial reports for fiscal year 2011-12, ending March 30, 2012.

Recommended by: Lynn Moore,  
 Vice President for Administrative Services &  
 Student Development

  
 \_\_\_\_\_

Approved for Consideration:

  
 U.C.C. President

## Financial Highlights

### March 2012

Financial reports summarize financial information for the College as of March 31, 2012. The reports are prepared on the budgetary basis and reflect 9 months of operations. Overall, the College continues to prudently manage its fiscal resources and monitor the funding formula fluctuations.

**The statement of current net assets** summarizes financial position of the College as of March 31, 2012.

*Current assets* consist of cash and investments, receivables, inventories and prepared expenses. The college current assets of \$18.5 M are sufficient to cover current liabilities in the amount of \$4.3 M. The most significant current assets are split between cash and investments in the amount of \$12.5 million and receivables in the amount of \$5.4 M, consisting of property taxes, student accounts, agency receivables, grants and other misc. receivable accounts. Accounts Receivable – due from foundation is \$1.3M that largely consists of contributions receivables for the construction of the Danny Lang Teaching, Learning and Event Center.

*Current liabilities* of \$4.3 million consist primarily of payroll in the amount of \$2.8 M and unearned revenue of \$1,050,168.

*Net assets* are presented by fund groups. General fund net assets account for most of the net assets - \$9,349,594. Not surprisingly, financial aid as well as grants and contracts funds reflect a temporary negative balance because both operate on a reimbursement basis. Capital project fund also has a temporary negative balance of \$166,868. Once the College books all of the budgeted transfers in to Capital Project fund, the fund balance should change into a positive fund balance.

**Statement of Revenues, Expenses and Changes in Current Net Assets** summarizes revenues earned and expenses incurred during this period.

Revenues and expenses are reported as either operating or non-operating, with operating revenues primarily coming from tuition and fees, grants and contracts, and enterprise revenues coming from bookstore and food services. State appropriations and property taxes are classified as non-operating revenues. Because of the dependency on state aid and property tax revenue, it is very typical for all community colleges to reflect an operating loss, although overall change in net assets remains positive.

Tuition and fees as well as federal financial aid remain the main source of operating revenues. Tuition and fees account for tuition revenue for summer through spring terms. Operating expenses, on the other hand, do not include expenses for spring term operations. The difference between the recognition of almost 100% of the tuition and fees revenues and only 75% of annual expenses results in the temporary increase in the ending net assets.

State community college support reflects 3 allocations from the state that we received at this time. We should be receiving the 4th quarter payment in April of this year. According to the last state allocation through the formula that was received in January, we are anticipating an insignificant decrease in the state community college support in the amount of \$22,000. Fluctuations in the funding formula are very common.

The College received about 97% of estimated property taxes.

Schedules of Revenues, Expenditures and Changes in Fund Balance-Budget and Actual highlight operations for all of the funds starting with the **General Fund**. The original budget column reflects the adopted budget information. The final column reflects the adjustments to the budget as adopted by the board as of the last board meeting. Budget resolutions have been reflected in that column. We have booked 50% of the total for all of the transfers. The College recorded about 96.5% of the estimated tuition revenue by March 31, 2012. At this time, we are \$288,937 short of the budgeted tuition and fees revenues (or 3.5%).

Expenditures represent roughly about 67% of the budget as the operating activities for spring term are not reflected yet.

**Capital Projects Fund** accounts for construction, repairs and maintenance activities, including expenditures for Danny Lang Teaching and Learning Center. The College recorded \$2.5M in Accounts Receivable for the anticipated donations from the Foundation for the construction of the Danny Lang Center. As of today, Foundation paid \$1,358,774.23.

**Debt Service Fund** accounts for the payment of the principal and interest of the long-term debt, including repayment of full-faith and credit obligations and pension bonds.

**Financial Aid** fund reflects financial aid disbursed to the students as of March 31<sup>st</sup>, 2012.

**Special Projects Fund – Grants and Contracts** is dependent on grant and contract awards received throughout the fiscal year. The fund operates mostly on a reimbursement basis. Quarterly billings for activities are processed during April.

**Administratively Restricted Fund** accounts for specific programs that generate revenues primarily through specifically assessed fees.

**Insurance Fund** 36 reflects activities for the retiree and unemployment insurance.

**Agency Fund** highlights student club activities. Primary sources of revenues consist of club revenue generated by the students. General fund supports operations of this fund by providing \$31,000 for ASUCC administration, Phi Theta Kappa and Skills USA travel.

**Internal Service Fund** accounts for operations of the motor pool and copiers funds that generate revenues by providing services on cost reimbursement basis to College's operating funds.

**Enterprise Funds** reflects operation of the bookstore and food services.

UMPQUA COMMUNITY COLLEGE

ROSEBURG, OREGON

Statement of Net Assets

As of March 31, 2012 ( Budget Basis)

Assets

Current assets:

Cash and investments	\$ 12,505,826
Receivables, net of allowance for uncollectibles:	
Property Taxes	396,308
Accounts/grants	3,653,912
Accounts Receivable - Due from Foundation	1,322,909
Inventories	472,606
Prepaid expenses	97,436
	<hr/>
Total current assets	18,448,996
	<hr/>

Liabilities

Current liabilities

Accounts payable	356,254
Accounts payable - Due To Foundation	-
Payroll liabilities	2,853,373
Unearned revenue	1,050,168
	<hr/>
Total current liabilities	4,259,795
	<hr/>

Net Assets

Net Assets by Fund Groups

General Fund	9,349,594
Capital Project Fund	(166,868)
Debt Service Fund	1,960,225
Financial Aid Fund	(100,805)
Grants & Contracts	(595,359)
Administratively Restricted Funds	1,931,258
Insurance Fund	239,175
Agency Funds	21,422
Internal Service Funds	113,350
Enterprise Funds ( Bookstore & Cafeteria)	1,437,208
Total net assets	<hr/> 14,189,201

Total current liabilities and net assets as of March 31, 2012	<hr/> <hr/> \$ 18,448,996
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**UMPQUA COMMUNITY COLLEGE**  
**ROSEBURG, OREGON**

**Statement of Revenues, Expenses, and Changes in Net Assets**  
**As of March 31, 2012 ( Budget Basis)**

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Operating revenues:	
Tuition and fees	\$ 10,248,984
Federal student financial aid grants	16,613,534
Intergovernmental grants and contracts	1,589,977
Nongovernmental grants and contracts	883,922
Bookstore & food service sales	2,118,002
Other operating revenue	<u>3,113,798</u>
Total operating revenue	<u>34,568,217</u>
 Operating expenses:	
Instruction	7,876,460
Instructional support	1,740,657
Student services	2,586,900
College support services	3,522,048
Auxiliary and Community services	1,954,134
Student financial aid	18,128,425
Plant operations	1,405,501
Debt Service	411,775
Facilities acquisition / construction	<u>3,856,956</u>
Total operating expenses	<u>41,482,856</u>
Operating gain / (loss)	<u>(6,914,639)</u>
 Non-operating Revenues-(expenses)	
State community college support	7,982,667
Property taxes	2,926,681
Investment Income	<u>36,565</u>
Total non-operating revenues-(expenses)	<u>10,945,912</u>
 Change in net assets	4,031,273
 Net assets - beginning of year	<u>10,157,927</u>
 Net assets -March 31, 2012	<u>\$ 14,189,201</u>

**UMPQUA COMMUNITY COLLEGE**

**Roseburg, Oregon**

**Schedule of Revenues, Expenditures and Changes in  
Fund Balance-Budget and Actual  
GENERAL FUND**

**For period ending March 31, 2012**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget
	Original	Final		Positive (Negative)
<b>Revenue:</b>				
Property taxes	\$ 3,025,470	\$ 3,025,470	\$ 2,926,681	\$ (98,789)
Tuition and fees	8,369,268	8,369,268	8,080,331	(288,937)
Intergovernmental-state and federal	10,647,656	10,647,656	7,982,667	(2,664,989)
Interest income	35,000	35,000	35,108	108
Other	309,473	309,473	102,813	(206,660)
<b>Total revenues</b>	<b>22,386,867</b>	<b>22,386,867</b>	<b>19,127,601</b>	<b>(3,259,266)</b>
<b>Expenditures:</b>				
Instruction	8,829,728	8,923,939 (1)	6,289,861	2,634,078
Support Services	10,211,009	10,211,008 (1)	6,634,647	3,576,361
Enterprise & Community Services	-	- (1)	-	-
Financial Aid	556,197	556,197 (1)	225,935	330,263
Contingency	2,153,445	2,059,234 (1)	-	2,059,234
<b>Total expenditures</b>	<b>21,750,379</b>	<b>21,750,378</b>	<b>13,150,442</b>	<b>8,599,936</b>
<b>Revenues over-(under) expenditures</b>	<b>636,488</b>	<b>636,489</b>	<b>5,977,158</b>	<b>5,340,669</b>
<b>Other financing sources-(uses)</b>				
Transfers in	200,100	200,100	100,000	(100,100)
Transfer out	(3,066,589)	(3,066,589) (1)	(1,533,292)	1,533,297
<b>Total other financing sources-(uses)</b>	<b>(2,866,489)</b>	<b>(2,866,489)</b>	<b>(1,433,292)</b>	<b>1,433,197</b>
<b>Net change in fund balance</b>	<b>(2,230,001)</b>	<b>(2,230,000)</b>	<b>4,543,866</b>	<b>6,773,866</b>
<b>Fund balance - July 1, 2011</b>	<b>3,600,000</b>	<b>3,600,000</b>	<b>4,805,727</b>	<b>1,205,727</b>
<b>Fund Balance - March 31, 2012</b>	<b>\$ 1,370,000</b>	<b>\$ 1,370,001</b>	<b>\$ 9,349,594</b>	<b>\$ 7,979,593</b>

(1) Appropriation level

**UMPQUA COMMUNITY COLLEGE**  
**Roseburg, Oregon**  
**Schedule of Revenues, Expenditures and Changes in**  
**Fund Balance-Budget and Actual**  
**CAPITAL PROJECTS FUND**  
**For period ending March 31, 2012**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Interest income	\$ 500	\$ 500	\$ 307	\$ (193)
Other	-	-	2,503,651	2,503,651
Total revenues	<u>500</u>	<u>500</u>	<u>2,503,958</u>	<u>2,503,458</u>
Expenditures:				
Facilities acquisition / construction	6,971,588	6,971,588 (1)	3,856,956	3,114,632
Debt Service	-	-	-	-
Total expenditures	<u>6,971,588</u>	<u>6,971,588</u>	<u>3,856,956</u>	<u>3,114,632</u>
Revenues over-(under) expenditures	<u>(6,971,088)</u>	<u>(6,971,088)</u>	<u>(1,352,997)</u>	<u>5,618,091</u>
Other financing sources-(uses)				
Transfers in	1,140,000	1,140,000	570,000	(570,000)
Transfer out	(100)	(100) (1)	-	100
Proceeds from Full Faith and Credit Obligations	-	-	-	-
Total other financing sources-(uses)	<u>1,139,900</u>	<u>1,139,900</u>	<u>570,000</u>	<u>(569,900)</u>
Net change in fund balance	<u>(5,831,188)</u>	<u>(5,831,188)</u>	<u>(782,997)</u>	<u>5,048,191</u>
Fund balance - July 1, 2011	<u>5,831,188</u>	<u>5,831,188</u>	<u>616,130</u>	<u>(5,215,058)</u>
Fund Balance - March 31, 2012	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (166,868)</u>	<u>\$ (166,868)</u>

(1) Appropriation level

**UMPQUA COMMUNITY COLLEGE**

**Roseburg, Oregon**

**Schedule of Revenues, Expenditures and Changes in  
Fund Balance-Budget and Actual  
DEBT SERVICE FUND**

**For period ending March 31, 2012**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Intergovernmental-state and federal	88,137	88,137	44,382	(43,755)
Interest income	30,000	30,000	1,149	(28,851)
	<u>118,137</u>	<u>118,137</u>	45,531	(72,606)
Expenditures:				
Debt service:				
Principal	315,000	315,000 (1)	-	315,000
Interest	823,381	823,381 (1)	411,775	411,606
	<u>1,138,381</u>	<u>1,138,381</u>	411,775	726,606
Total expenditures	1,138,381	1,138,381	411,775	726,606
Revenues over-(under) expenditures	<u>(1,020,244)</u>	<u>(1,020,244)</u>	<u>(366,244)</u>	<u>654,000</u>
Other financing sources-(uses)				
Transfers in	1,344,244	1,344,244	672,121	(672,123)
Net change in fund balance	324,000	324,000	305,877	(18,123)
Fund balance - July 1, 2011	1,722,051	1,722,051	1,654,348	(67,703)
Fund Balance - March 31, 2012	<u>\$ 2,046,051</u>	<u>\$ 2,046,051</u>	<u>\$ 1,960,225</u>	<u>\$ (85,826)</u>

(1) Appropriation level



**UMPQUA COMMUNITY COLLEGE**

**Roseburg, Oregon**

**Schedule of Revenues, Expenditures and Changes in  
Fund Balance-Budget and Actual  
FINANCIAL AID FUND  
For period ending March 31, 2012**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Intergovernmental - federal	\$ 40,419,158	\$ 40,419,158	\$ 16,613,534	\$ (23,805,624)
Intergovernmental - state	365,000	365,000	545,500	180,500
Local & Private Grants	2,015,000	2,015,000	602,793	(1,412,207)
Other Operating Revenue	-	-	-	-
Total revenues	<u>42,799,158</u>	<u>42,799,158</u>	<u>17,761,827</u>	<u>(25,037,331)</u>
Expenditures:				
Student Financial Aid	<u>42,878,878</u>	<u>42,878,878 (1)</u>	<u>17,902,491</u>	<u>24,976,387</u>
Revenues over-(under) expenditures	<u>(79,720)</u>	<u>(79,720)</u>	<u>(140,664)</u>	<u>(60,944)</u>
Other financing sources-(uses)				
Transfers in	<u>79,720</u>	<u>79,720</u>	<u>39,859</u>	<u>39,861</u>
Net change in fund balance	<u>-</u>	<u>-</u>	<u>(100,805)</u>	<u>(100,805)</u>
Fund balance - July 1, 2011	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - March 31, 2012	<u>\$ -</u>	<u>\$ -</u>	<u>(100,805)</u>	<u>\$ (100,805)</u>

(1) Appropriation level

**UMPQUA COMMUNITY COLLEGE**  
**Roseburg, Oregon**  
**Schedule of Revenues, Expenditures and Changes in**  
**Fund Balance-Budget and Actual**  
**SPECIAL PROJECTS FUND - GRANTS & CONTRACTS**  
**For period ending March 31, 2012**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Intergovernmental-state and federal	\$ 3,615,656	\$ 5,027,513	\$ 1,000,095	\$ (4,027,418)
Nongovernmental grants and contracts	863,206	863,206	270,444	(592,762)
Other	-	-	1,500	1,500
Total revenues	4,478,861	5,890,718	1,272,039	(4,618,680)
Expenditures:				
Instruction	1,165,930	2,526,371 (1)	710,947	1,815,423
Enterprise & Community Services	61,104	61,104 (1)	-	61,104
Support Services	3,251,827	3,303,244 (1)	1,157,360	2,145,884
Total expenditures	4,478,861	5,890,718	1,868,307	4,022,411
Revenues over-(under) expenditures	-	-	(596,269)	(596,269)
Fund balance - July 1, 2011	-	-	910	910
Fund Balance - March 31, 2012	\$ -	\$ -	\$ (595,359)	\$ (595,359)

(1) Appropriation level

Roseburg, Oregon

Schedule of Revenues, Expenditures and Changes in  
Fund Balance-Budget and Actual  
**ADMINISTRATIVELY RESTRICTED FUND**  
For period ending March 31, 2012

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Tuition and fees	\$ 2,384,133	\$ 2,384,254	\$ 2,168,490	\$ (215,764)
Intergovernmental - state and federal	-	-	-	-
Local/Private Grants & Contracts	45,000	45,000	10,686	(34,314)
Interest income	-	-	-	-
Other	1,276,469	1,220,261	375,727	(844,534)
Total revenues	3,705,602	3,649,515	2,554,902	(1,094,613)
Expenditures:				
Instruction	2,159,626	2,105,539 (1)	875,652	1,229,887
Support Services	2,501,943	2,531,943 (1)	1,051,217	1,480,726
Enterprise & Community Services	193,317	163,317 (1)	103,338	59,979
Contingency	306,245	306,245 (1)	-	306,245
Total expenditures	5,161,131	5,107,044	2,030,208	3,076,836
Revenues over-(under) expenditures	(1,455,529)	(1,457,529)	524,695	1,982,224
Other financing sources-(uses)				
Transfers in	116,000	116,000	58,000	(58,000)
Transfers Out	-	- (1)	-	-
Total other financing sources-(uses)	116,000	116,000	58,000	(58,000)
Net change in fund balance	(1,339,529)	(1,341,529)	582,695	1,924,224
Fund balance - July 1, 2011	1,339,529	1,341,529	1,348,563	7,034
Fund Balance - March 31, 2012	\$ -	\$ -	\$ 1,931,258	\$ 1,931,258

(1) Appropriation level

Roseburg, Oregon

Schedule of Revenues, Expenditures and Changes in  
Fund Balance-Budget and Actual  
INSURANCE FUND

For period ending March 31, 2012

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Interest	\$ 1,400	\$ 1,400	\$ -	\$ (1,400)
Expenditures:				
Support Services	470,446	470,446 (1)	209,224	261,222
Contingency	169,975	169,975 (1)	-	169,975
Total expenditures	640,421	640,421	209,224	431,197
Revenues over-(under) expenditures	(639,021)	(639,021)	(209,224)	429,797
Other financing sources-(uses)				
Transfers in	355,625	355,625	177,812	(177,813)
Net change in fund balance	(283,396)	(283,396)	(31,412)	251,984
Fund balance - July 1, 2011	283,396	283,396	270,587	(12,809)
Fund Balance - March 31, 2012	\$ -	\$ -	\$ 239,175	\$ 239,175

(1) Appropriation level

**UMPQUA COMMUNITY COLLEGE**  
**Roseburg, Oregon**  
**Schedule of Revenues, Expenditures and Changes in**  
**Fund Balance-Budget and Actual**  
**AGENCY FUNDS**  
**For period ending March 31, 2012**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Other	\$ 57,051	\$ 57,051	\$ 8,306	\$ (48,745)
Expenditures:				
Support Services	112,095	112,095 (1)	23,133	88,962
Contingency	-	- (1)	-	-
Total expenditures	112,095	112,095	23,133	88,962
Revenues over-(under) expenditures	(55,044)	(55,044)	(14,827)	40,217
Other financing sources-(uses)				
Transfers in	31,000	31,000	15,500	(15,500)
Net change in fund balance	(24,044)	(24,044)	673	24,717
Fund balance - July 1, 2011	24,044	24,044	20,749	(3,295)
Fund Balance - March 31, 2012	\$ -	\$ -	\$ 21,422	\$ 21,422

(1) Appropriation level

**UMPQUA COMMUNITY COLLEGE**

**Roseburg, Oregon**

**Schedule of Revenues, Expenditures and Changes in  
Fund Balance-Budget and Actual  
INTERNAL SERVICE FUND  
For period ending March 31, 2012**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Tuition and Fees	\$ -	\$ -	\$ 163	\$ 163
Interest income	1,200	1,200	-	(1,200)
Other	137,000	137,000	121,801	(15,199)
Total revenues	138,200	138,200	121,964	(16,236)
Expenditures:				
Support Services	237,200	237,200 (1)	179,525	57,675
Contingency	21,000	21,000 (1)	-	21,000
Total expenditures	258,200	258,200	179,525	78,675
Revenues over-(under expenditures)	(120,000)	(120,000)	(57,562)	62,438
Other financing sources-(uses)				
Transfers in	-	-	-	-
Transfer out	(25,000)	(25,000) (1)	(12,500)	12,500
Total other financing sources-(uses)	(25,000)	(25,000)	(12,500)	12,500
Net change in fund balance	(145,000)	(145,000)	(70,062)	74,938
Fund balance - July 1, 2011	145,000	145,000	183,411	38,411
Fund Balance - March 31, 2012	\$ -	\$ -	\$ 113,350	\$ 113,350

(1) Appropriation level

**UMPQUA COMMUNITY COLLEGE**

**Roseburg, Oregon**

**Schedule of Revenues, Expenditures and Changes in  
Fund Balance-Budget and Actual  
ENTERPRISE FUNDS**

**For period ending March 31, 2012**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Sales	\$ 4,870,216	\$ 4,870,216	2,118,002	\$ (2,752,214)
Interest income	-	-	-	-
Total revenues	4,870,216	4,870,216	2,118,002	(2,752,214)
Expenditures:				
Enterprise & Community Services	5,400,973	5,400,973 (1)	1,850,796	3,550,177
Contingency	200,000	200,000 (1)	-	200,000
Total expenditures	5,600,973	5,600,973	1,850,796	3,750,177
Revenues over-(under) expenditures	(730,757)	(730,757)	267,206	997,963
Other financing sources-(uses)				
Transfer out	(175,000)	(175,000) (1)	(87,500)	87,500
Total other financing sources-(uses)	(175,000)	(175,000)	(87,500)	87,500
Net change in fund balance	(905,757)	(905,757)	179,706	1,085,463
Fund balance - July 1, 2011	905,757	905,757	1,257,502	351,745
Fund Balance - March 31, 2012	\$ -	\$ -	\$ 1,437,208	\$ 1,437,208

(1) Appropriation level

BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

Informational Item

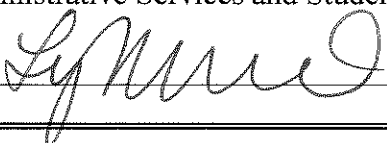
Action Item

Subject:  
 Resolution #13, Approval to Spend Funds

Date: 04/11/12

This is a resolution to increase appropriations in the Special Revenue Fund – Grants and Contracts. Chris Lake was awarded \$34,640 from the VESTA Grant to aid in the development of the Viticulture and Enology program.

Recommended by: Lynn Moore, Vice President for  
 Administrative Services and Student Development

  
 \_\_\_\_\_

Approved for Consideration:

  
 \_\_\_\_\_  
 U.C.C. President



UMPQUA COMMUNITY COLLEGE  
Resolution No. 13 - FY 11-12  
Approval to Spend Funds

WHEREAS, Umpqua Community College has been awarded a VESTA grant for \$34,640 to assist in implementing the Viticulture and Enology program and;

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

WHEREAS, the provisions of ORS 294.326 (3) allow for the expenditure of specific purpose grants in the year of receipts;

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Umpqua Community College hereby adopts this resolution for the grant expenditures of \$34,640 for the implementation of these projects.

SPECIAL REVENUE FUND - GRANTS AND CONTRACTS

	11-12 Budget Through Resolution 12	Adjustment	11-12 Budget Through Resolution 13
REVENUES:	\$ 5,890,719	\$ 34,640	\$ 5,925,359
EXPENDITURES:			
Instruction	\$ 2,526,371	\$ 34,640	\$ 2,561,011
Support Services	3,303,244		3,303,244
Enterprise & Comm. Services	61,104		61,104
TOTAL	<u>\$ 5,890,719</u>	<u>\$ 34,640</u>	<u>\$ 5,925,359</u>

ADOPTED this 11th day of April, 2012

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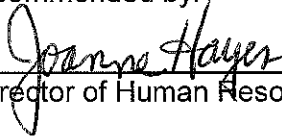
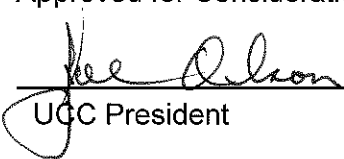
Clerk of the Board

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Chairman of the Board

BOARD OF DIRECTORS UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON
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<input checked="" type="checkbox"/>	Informational Item Action Item
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Subject: Early Retirement Request	Date: April 11, 2012
<p><b>Recommendation:</b></p> <p>Mellony Stratton, Financial Aid Coordinator, is requesting early retirement to be effective July 1, 2012. She began full-time employment on February 23, 1989, serving over 23 years in the business and financial aid offices. Mellony qualifies for Early Retirement according to the ACEUCC collective bargaining agreement, Article XV, Employee Benefits, Section F, Early Retirement.</p>	
Recommended by:  Director of Human Resources	Approved for Consideration:  UCC President