

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. 6 BOARD OF TRUSTEES MEETING 7:00 P.M. Board Room, January 11, 2012

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 1-4 |

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.

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| V. | CHANGES TO THE AGENDA | Chair Becker |
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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

A. Focus Presentation – Allied Health & Science Bldg **Jess Miller/
Art Brown** **p 5**

VIII. ASUCC REPORT **Ethan Snyder**

IX. ACEUCC REPORT **Victoria Sawyer**

X. UCCFA REPORT **Honora NiAodagain**

XI. PRESIDENT’S REPORT **Dr. Olson** **pp 6-23**

XII. OCCA REP. REPORT **Dir. Bell**

XIII. OLD BUSINESS

XIV. NEW BUSINESS

A. Academic Calendar	Teri Wichman	pp 24-25
B. Proposed Budget Calendar FY 2012-13	Lynn Moore	p 26
C. Financial Report	Natalya Brown	pp 27-39
D. Res. No. 10 – Approval to Spend Funds	Lynn Moore	pp 40-41
E. Res. No. 11 – Declaration of Intent to Reimburse	Lynn Moore	pp 42-44
F. Rec. for Exemption from Competitive Bidding	Lynn Moore	pp 45-52

XV. BOARD COMMENTS **Chair**

XVI. ADJOURNMENT **Chair**

IMPORTANT DATES:

- Roseburg Chamber First Citizen’s Banquet: January 19, 6 p.m. DC Fairgrounds
- GED/ABSD Graduation: January 20, 7 p.m. Jacoby Auditorium

NEXT BOARD MEETING: Wednesday, February 8, 2012, 7 p.m.

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: January 9, 2012
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Recommendation:

Recommend approval of:

Minutes of College Board Meeting of December 14, 2011 pp 1-3

Personnel Actions p 4

Recommended by:

Lee Salter

Approved for Consideration:

Joel

U.C.C. President

UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
December 14, 2011

The Umpqua Community College Board of Trustees met on Wednesday, December 14, 2011 in the Administration Building Board Room, Roseburg, Oregon. Board Chair Becker called the meeting to order at 7:00 p.m., and the pledge of allegiance was given.

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

Others in attendance:

Joe Olson	Chris Lake	Allison Priestley
Lynn Moore	Honora NiAodagain	Bentley Gilbert
Dennis O'Neill	Teri Wichman	Lorrie Ranck
Joanne Hayes	Victoria Sawyer	Marjan Coester
Lee Salter	Mark Williams	Dwayne Bershaw
Ellen Brown		

Consent Agenda:

- A. Board Minutes of November 9, 2011
- B. Personnel

Motion: ~~Remove for approval of the consent agenda as mailed out.~~ Motion by Dir. Tamm, seconded by Dir. Rice and carried unanimously.

Citizen Comment

Marjan Coester, Dir. Student Life, announced this year's All-USA Academic PTK candidates and this year's Jack Kent Cooke candidates. The students selected for All-USA are Eleanor Degeneffe and Tammy Stever, and the Jack Kent Cooke nominees are Miguel Carreon and Donnie Evans. All will be asked to come to a Board meeting for introduction in the Spring.

Rich Robles, UCC Men's Basketball Coach introduced this year's team. Each player introduced himself, his major and where he came to UCC from. The Board and all were encouraged to attend a game this year and support the team. Conference season begins in January.

Some of the members of the UCC Softball Club were introduced and they spoke of their first season as a club. They took first place in the city league and presented their awards to their College. They were congratulated and asked by board members to let them know when next year's season begins.

Focus Presentation:

Chris Lake, Dir. Of Southern Oregon Wine Institute, presented the Board with an update report on the program which was included in the Board packet. He stated his excitement for the program and the upcoming opening of the Southern Oregon Wine Institute. Complimenting this, Dwayne Bershaw and Honora NiAodagain made a short powerpoint presentation of their trip to Spain this summer as part of the Aranda de Duero/Roseburg Sister City program. They toured spanish vineyards and wineries and shared information and spoke of possible internship opportunities to begin as early as next Fall. They thanked the Board and Dean, Teri Wichman for their support in making this trip happen.

ASUCC Report

ASUCC President, Ethan Snyder, was ill so there was no report this evening.

ACEUCC Report

Victoria Sawyer, Chair of ACEUCC reported that the classified staff had unanimously passed a modification to the bargaining agreement that will be presented to the Board this evening. She also noted a great number of classified staff who had contributed to the employee giving campaign. Also a large number of UCC women recently attended the AAWCC conference in Portland where Debbie Hill was presented with the College campus recognition of excellence award. She said work continues on the re-classification survey.

December 14, 2011 Board Minutes

UCCFA Report

Honora NiAodagain, Chair of UCCFA, said she had submitted a written report this month, so only wanted to acknowledge the recent loss of a faculty member in the business department. She also said faculty had a good fall term and are now on holiday break.

President's Report

- Spoke of attending a retirement home this afternoon where the UCC Singers were performing and seeing the joy their performance brought to the residents.
- After a meeting with our bond consultant, we are considering forming a bond oversight committee and would like Board endorsement to proceed with this idea. Dirs. Miller and Becker stated this idea goes a long way toward establishing transparency with what we do, and that the Board is not a rubber stamp. The Board without an official vote, agreed.

OCCA Board Report

OCCA Board representative, Bob Bell, reported on the recent OCCA board meeting held in McMinnville last week. He spoke of the new higher education coordinating council as formed by the Governor. He explained the hoped for process by which this new governance will operate. Board members discussed the possibilities under this governance and the achievement compacts being formed which are crucial in how we defend what we do at our institutions. Dr. Olson spoke of the discussion held by the presidents at their meeting. The Board Chair stated her appreciation for Dir. Bell serving on the OCCA Board and the Executive Committee, and for all the work he is doing.

Old Business:

Joanne Hayes, HR Director, presented one policy revision for second reading approval by the Board, 347, Working Conditions and one recommended policy deletion, Policy 340, Classified Personnel Performance Appraisal. Also, two Board policies which relate specifically to the Board were presented for first reading approval by Board Chair Becker. Those are Policy 100.08, Duties & Responsibilities of Board of Directors: Code of Conduct, and Policy 104.07, Restrictions on Receiving Gifts. These changes were suggested by Karen Smith, OCCA attorney, to be in compliance with state ethics.

Motion: ~~I move for approval to delete policy 340 as presented.~~ Motion by Dir. Tamm, seconded by Dir. Rice and carried unanimously.

Motion: ~~I move for approval of the second reading of revised policies 100.08 and 104.07 as presented.~~ Motion by Dir. Weikum, seconded by Dir. Yetter and carried unanimously.

Motion: ~~I move for approval of the first reading of revised policy 347 as presented.~~ Motion by Dir. Bell, seconded by Dir. Weikum and carried unanimously.

Mark Williams, Dean of Career and Technical Training, presented for Board discussion a draft of the Year One Self-Evaluation Report. He reviewed each section of the report and asked for feedback from the Board regarding the section that pertains to Board goals, self-assessment and president's evaluation as was noted in our last visitation (Fall 2010 Regular Interim Evaluation - Recommendation 3. Board members responded that they had done a self-assessment using an on-line survey tool (Board Source) last April. They also set goals last academic year which they evaluated completion of at their Summer retreat. They set new goals for this academic year which are posted on the Board agenda each month. Mr. Williams also presented the College Mission, Core Themes and Values, and asked the Board for their endorsement of the report. They did so, and thanked Mark and the Accreditation Committee for all the good work they are doing.

Joanne Hayes, HR Director, presented for Board information a change to the collective bargaining agreement between UCC and the ACEUCC (classified staff). The classified staff voted unanimously to accept these changes to the agreement. The memorandum of agreement was to Article XVII, Work Hours and Overtime. New language regarding the "regular work day and week" and revised language to "overtime".

Dir. Bell asked for clarification of flex time and who tracks it. It was explained that time earned had to be used within the same work week and is tracked by the supervisor.

Resolution No. 9 - Approval to Spend Funds

Lynn Moore, Vice President for Administration-Student Development, presented resolution 9 (Attached to permanent minutes) requesting Board approval to increase appropriations in the Special Revenue Fund - Grants and Contracts. Ali Mageehon, Dir. For ABSD, was awarded a Title II grant for \$9000 to implement Learning Standards.

Motion: I move for approval of Res. No. 9 - Approval to Spend Funds of \$9000, as presented. Motion by Dir. Miller, seconded by Dir. Weikum and carried unanimously.

Board Comments:

Dir. Weikum thanked Ellen Brown from the Foundation for the nice e-mail report today.

Dir. Bell noted that at a recent OCCA Board meeting, one of the staff members said it was fun to meet with the UCC Board.

Chair Becker wished all a great holiday and adjourned the meeting.

Meeting adjourned at 8:45 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:

Res. No. 9
Policies 340, 347, 100.08 and 104.07

TO: UCC Board of Directors
FROM: Joanne Hayes, Director of Human Resources
SUBJECT: Personnel Actions
DATE: January 11, 2012

Full-Time Faculty Contract:

Deborah Boyles, Business Instructor (temporary), effective January 9, 2012.

Administrative/Confidential-Exempt Retirement:

Joanne Hayes, Director of Human Resources, effective June 30, 2012.

Administrative/Confidential-Exempt Resignation:

Laurie Spangenberg, Director of Financial Aid, effective January 20, 2012.

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON


Informational Item
 Action Item

Subject: Focus Presentation: Allied Health and Science Building Design Update
Date: January 9, 2012

Jess Miller, Dir. Of Facilities, and Art Brown, Dir. Of Health Occupations, will be present to update the Board on the progress of the Allied Health and Science Building both from a design perspective and instructional plans and opportunities.

Recommended by:

Approved for Consideration:



U.C.C. President

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item

Action Item

Subject: Reports

Date: January 9, 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

January Board Report
Joe Olson, President

Significant Meetings:

Mondays each week, the OCCA conference calls, with topics covering 40-40-20, Budget, Achieving the Dream and Achievement Compact

Dec. 7: Dennis O. & I met with Commissioner Doug Robertson

Dec. 7: Dinner meeting and tour of Lang Center with Danny Lang

Dec. 8-9: OPC meeting in Salem

Dec. 12: Douglas County Partnership meeting

Dec. 13: Monthly Douglas County ESD Superintendents meeting.

Dec. 13: Dennis, Neil and I met with Roseburg Chamber Government Affairs Committee

Dec. 15: Dennis, Ellen and I met with Rich Gross

Dec. 15: Faculty Labor Management Committee meeting

Dec. 20: Dennis, Neil and I met with Commissioner Susan Morgan

Legislative: On Monday, January 23, the College will be the site for a town hall meeting for Speaker Hanna and Senator Prozanski at 6:30 p.m. Prior to that, we will be having an informal meeting with our elected officials in the Lang Center.

**Board Report
Instructional Services
January 2012**

Dr. Ali Mageehon, Director of ABSD:

- Oregon was notified by Jobs for the Future that we did not receive the Accelerated Opportunities Implementation Grant funded through Lumina Foundation. Though the implementation grant developed by Oregon remained competitive until the very end of the selection process, the ABS directors of the eight community colleges, which included Umpqua, could not foresee committing to a very high number of 3600 of ABS students becoming credentialed in degrees or certificates in the time span directed by the grant. However, the directors of the ABS programs are committed to continuing the work started during the design phase to develop systems change that encourages students to transition between ABS and college with ample support to help students persist and complete.
- Four students of our first-term OPABS cohort will start credit classes in winter term as co-enrolled students between college classes and ABS coursework. While the process of making sure the systems are in place to accomplish this have not been without some minor bumps, this has served as a good learning experience for us all so that the transition for our second OPABS cohort of students from ABS to college credit courses should proceed more smoothly in the spring.
- Orientations for winter classes are ongoing through December. Orientation is now mandatory for all of our non-partner sites in Roseburg and our Tri-City site. Though an orientation was offered for the Drain site at North Douglas High School, no students attended, so we will continue to work on recruitment for this site.
- Lisa Davis was selected for the Career Pathways Liaison position funded through the CASE and Career Pathways grants and started work on December 12th. We are very excited to have her on the ABS/Career Pathways team. We continue to move forward on implementation of the CASE grant deliverables.
- ABSD graduation is January 20 at 7 p.m. in Jacoby Auditorium.

Lorrie Ranck, Director of Curriculum Support:

This term, I took on the responsibilities of chairing the Instructional Tech /Student Tech fee committee, Curriculum Committee and Instructional Council. In doing so, we have started to review current processes and develop clear information regarding roles and logistics for these committees. This review also coincides with the work to identify and align campus committees. A faculty co-chair has been identified for Instructional Council: Paula Usrey and I will work together for the remainder of the academic year. The curriculum support office continues efforts to collect, review and archive important curricular documents like articulation agreements and course outlines.

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

College Now/Perkins:

- Visits to the high schools for dual-credit registration for winter term have been well-received. In addition, continuing dual-credit students who took a class in the fall have been issued a letter from UCC reminding them of dates and deadlines for registration and instructions on how to register online.
- Perkins 11-12 approved projects continue to rollout at UCC and in the consortium high schools. We are also working closely with the UCC finance office on new ways to track Perkins expenditures for state reporting purposes.

Library:

- The library served as the space for the popular “Study-In” on a Saturday just before finals.
- The library staff continues to work on a comprehensive strategic plan with a “Learning Commons” model approach. This is a significant and much-needed effort as we continually look at ways to provide learning opportunities for students now and in the future.

Center for Innovative Learning:

- The CIL staff is busy preparing courses for winter term as well as training new faculty and closing out the fall term.
- The interns have been a wonderful addition to the CIL office. At six months in the department, they have been able to take on several key projects like developing and managing an equipment check out/return system, managing the iPad station, and developing a UCC application for smart phones. This hands-on, practical experience is fundamental to learning and operating in a work environment.
- In early January, the CIL will say farewell to Julia Mendiguren, who is leaving UCC and Roseburg for a new position and graduate work in Duluth, Minnesota. She will be greatly missed by her colleagues and we wish her well in this next adventure.

Mark Williams, Dean of Career Technical Education:

- The AAS-RN program has evaluated applications for the HRSA Scholarships for Disadvantaged Students. The scholarships, based on financial need, will be awarded to 8 first year and 8 second year students in the winter term. The award amount is \$1200.00 to each recipient.
- Enrollment for the RN program for winter term is projected to be 60 students in the first year cohort and 63 in the second year cohort. Capacity is 64 for each year cohort. These enrollment figures represent some of the largest RN classes to enter winter term.
- The NSRC is currently working in conjunction with Rose Zoellner, Youth Program and Education Coordinator for MMC & AHECSW regarding a Healthcare Career Panel for High-School Students on Jan. 19, 2012 from 5:00 to 7:30.
- Amedisys Home Health Care uses the facility to educate and evaluate staff
- Chris performed a cooking demonstration in conjunction with Douglas county mental health AmeriCorps volunteer program. The premise of the demonstration was to provide a learning environment for families to come in and learn to cook raw foods found in the grocery stores. The hope is to improve the health of the families by breaking the reliance

on fast foods and prepared foods. The process of moving the catering supplies into the DLTLEC began on 12/15/11.

- Phil and Chris have three current and former students helping with the moving and unpacking.
- Bistro renovations is scheduled to begin 12/19/11. ASUCC has provided for renovation of the Bistro to enhance the overall look. It will have a glass wall installed and regular restaurant style furniture in place to give it a real restaurant feel. We are very appreciative of the generosity of the Student Government.

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

Small Business Development Center (SBDC):

The SBDC is launching a new program called Profit Mastery in conjunction with Business Resources Services, a Seattle-based company. The program which has been offered in SBDC's throughout the nation provides business owners and managers with several new approaches to analyzing and interpreting critical financial information in order to maximize their business' success.

SBDC staff is eagerly anticipating the relocation of the SBDC to the new Umpqua Business Data Center after the first of the year. The new location will greatly increase visibility for the SBDC and provide the opportunity to work even closer with area economic development partners.

Workforce Development:

The department was recently informed that they have been selected as a host-site for the 2012 Open World Program. The College will once again be hosting a delegation from Ukraine.

The department has spent a great deal of time this past month contacting area health-care providers to discuss opportunities to provide training to incumbent healthcare workers on electronic medical records via a federal grant. Reception from the local medical community has been very favorable.

Community Education -- Robin VanWinkle, Director:

Aaron Larsen, Community Education Marketing Assistant, recently completed the requirements to become a Certified eMarketing Professional. Certification is bestowed by LERN, a national education association, and requires completion of an eMarketing course, exam, and submission of 3 reports on different marketing projects. Aaron will receive a medal and the right to use the designation CeP after his name.

JOBS -- Carla Bee, Director:

JOBS staff have been working diligently to inform local employers of the recent changes in the JOBS Work Experience Program that extends the amount of training time. Response has been positive and staff is expecting an increase in placements as a result.

Dr. Teri Wichman, Dean of Arts and Sciences:

Since the last board meeting was after the fall term was over, and this meeting is during the first week of classes for spring term, there has not been a lot of activity. Faculty and students have been on their winter break. But there are a few noteworthy things to report.

Fine and Performing Arts:

- The Glass Menagerie will finish its run January 13-15. We hope you have had the opportunity to see it.
- The January show in the Art Gallery is the UCC Fine Art Faculty Showcase. We are very proud of our Fine Art Faculty and their talents.
- January 6-7 the Vintage Singers participate in 12th Night at the Presbyterian Church. January 24th the Douglas County Youth Orchestra will perform at Jacoby at 7:00. February 9 is Jazz in Jacoby at 7:30.

Viticulture and Enology:

- At the time this report was due, we are anxiously awaiting the Certificate of Occupancy for the Danny Lang Center. Enology classes will be offered in the new building Winter Term.

Happy New Year!

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

STUDENT DEVELOPMENT

Recruiting Department – Richard Robles, Recruiter

During the months of November and December, the Recruiter organized and hosted three large middle school groups from North Douglas, Coquille, and Glendale. With the help of the Applied Science, Automotive, Culinary Arts, CIS, Fine Arts, and Science departments, over 150 students were provided with great information about preparing to attend college and the key characteristics of Umpqua Community College. More activities are being prepared for the spring term.

The Recruiter is also working on plans to produce the “Traveling Road Shows” at the local high schools, highlighting various campus programs and career fields. The local high schools’ administrative and counseling offices are very receptive to the idea and provided valuable feedback as to which programs their students would be most interested in learning more about. The Culinary Arts, Nursing and Emergency Services programs were the three most popular so far. The tours are being planned for late February through early March.

School visits in December, to talk to over 100 interested students, included the high schools of Roseburg, Oakland, and Glide. Other visits to Sutherlin, Douglas, Glendale, and North Douglas are planned for January along with continued visits to Roseburg and South Umpqua.

The Recruiter will also be selecting a Student Ambassador during the first couple weeks of the winter term to help organize events and provide tours to interested individuals and groups. Applications will be accepted as soon as students return on January 9th.

Side-note: The Men’s Basketball team visited the Boys & Girls Club of Roseburg on November 8th to promote physical activity, teamwork and the game of basketball for daily school-aged members. The team entertained approximately 50-60 students and represented UCC very well. Also, on December 19-22, the Men’s Basketball staff organized and ran a two-day basketball camp for girls and a two-day camp for boys in the 3rd through 6th grades, who participate in the Boys & Girls Club recreational basketball league. More than 45 girls and 60 boys attended the camp, had a lot of fun, and learned some new basketball skills. After Christmas, the Men’s team will be traveling to Vancouver, WA, for a 3-day tournament.

ASUCC Student Government & Student Life Office – Marjan Coester, Director

ASUCC Student Government

Student Government hosted the quarterly Study-In on Saturday, December 3. There were well over 150 students present, making this one of the largest Study-In events held.

Student Government took a break for the winter holidays and reconvened its first meeting of the new quarter on January 9.

Student Life Office

Four New Student Orientation sessions were held the first week of January for new winter quarter students.

The Student Life Office is partnering with the Social Sciences Department to host the film “For Once in My Life” as a part of our recognition of Dr. Martin Luther King Jr.’s birthday. The award-winning film shatters preconceived notions about what people with disabilities are capable of, revealing the humor, hope and greatness within us all. The film will be shown Wednesday, January 18 from 3-5pm at Whipple Centerstage and discussion will follow the viewing.

The Student Life Office is partnering with Neighborhood Works to bring two consumer advocacy workshops to campus in late January.

SSS / Transfer Opportunity Program – Corrie Sommerfeld, Director

The Transfer Opportunity Program – Student Support Services/TRiO operates on an annual cycle that begins September 1 – August 31. SSS / TOP is funded to serve 160 participants with an annual budget of \$269,486. TOP objectives are related to student persistence, good academic standing, 2-year graduation rate, and 2 year transfer rates.

Activities related to meeting grant objectives:

Good Academic Standing/ Persistence/Graduation/Transfer:

The small groups and first year experience groups will be meeting weekly to go over topics related to college success, planning college finances, and career planning.

- 17 TOP students made the President’s list. All 17 students earned a 4.0 GPA. 10 TOP students made the Dean’s list.
- The first year experience group had an end of term celebration at Ten Down Bowling with TOP staff and their peer mentors. It was a great time for all.
- First year experience group will be completing a volunteer project this winter break. Assisted living home; the VA; and also collecting items for the homeless.
- Two TOP students were selected for the All USA scholarship representatives for UCC; Tammy Stever and Eleanor Degeneffe. Another TOP student, Donnie Evans was

selected as one of the two students to represent UCC for the Jack Kent Cooke Scholarship.

- Robert Johnson, TOP alumni, and Juris Doctor Candidate has started a project on campus entitled “The Krista Project”. A total of \$800 was collected this year. Eight children of TOP students will be able to spend \$100 each on Christmas gifts this year. Robert Johnson, TOP staff, UCC Foundation staff, TOP students and their children will be shopping Wednesday, December 21st at Wal-Mart.

Education Talent Search/Upward Bound- Missy Olson, Director

Educational Talent Search (ETS)

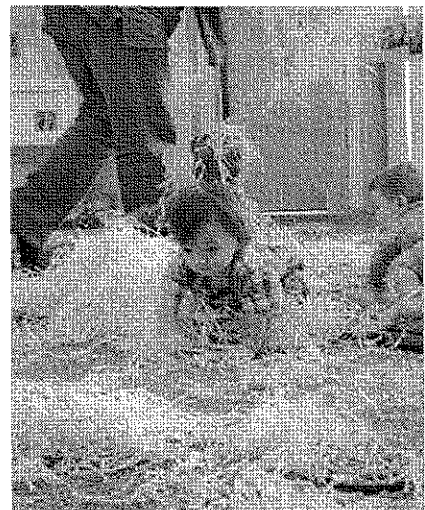
- ETS has filled all 600 spots. We have started a waiting list for other participants.
- Since September 1, the program has signed up and covered the costs of 233 PSAT’s and SAT’s.
- We have assisted in processing 130 college applications.
- The staff did a campus visit to Western Oregon and Oregon State and are planning four additional campus tours for the remainder of the year.
- Our annual performance report was due December 9, and it revealed the following:
 - 96% of our seniors last year graduated with a high school diploma
 - 90.6% applied for admission at one or more colleges
 - 88.4% applied for some sort of financial aid
 - 68% actually enrolled in an institution of postsecondary education fall term

Upward Bound (UB)

- We held a Parent Night on Monday, December 12, and over 40 students and parents came to find about what is needed for successful college admission, financial aid, and to learn more about the program.
- Two of our nine seniors have already been admitted to a four-year university. The others are busy applying to OIT, OSU, UO, SOCC, and WOU.
- Underclassmen continue to work on activities around career exploration.
- We will be taking all students to a writing retreat in January to work on writing development and scholarships, as well as attend a UO basketball game.
- As the grant application writing process continues, Missy met with the principals from Roseburg, Douglas and South Umpqua. All three are very supportive of having the program in their schools. They were helpful in gathering necessary information for the need and objective section of the grant, as well as promised additional data as necessary.

Ford Childhood Enrichment Center – Ronda Stearns, Director

December was relatively calm at the Ford Childhood Enrichment Center. At least it was for a while. Most of our attention focused on the end of fall term and pre-registration for



winter term. With that comes a lot of good-byes to those leaving, hellos to those joining us for the first time, and paperwork that goes along with it all. Leave it to the babies to offer to “help” us out with the paperwork. The following pictures demonstrate just how much “help” the babies were.



When all was said and done, enrollment for winter term looks to be down a bit. We are seeing a full room in the infant/toddler room, slightly lower enrollment in the preschool room, and a larger reduction in enrollment for the two year olds.

The staff of the FCEC would like to welcome two new additions to our infant classroom. Brayden Lee and Grayson James were born December 9th to two of our own staff!! Lead Teacher Kara Wick and Asst. Teacher Tamela Nichols delivered their boys on the same day, within 29 minutes of each other! The boys will be joining us when their moms return to work. We'd like to wish both families all our best!!

ADMINISTRATIVE SERVICES

Purchasing – Linda Spaccarotelli, Manager

The Allied Health & Science Center RFP has been cancelled and the solicitation will be published when the bond passes in May.

I have been in contact with our copier vendor, IKON, who we lease the copiers from, to track our quarterly costs. I am expecting a report with more information from them soon.

The weekly construction meetings for the Danny Lang Center have ended and the building is soon to be complete. We should have the Certificate of Occupancy soon. The large kitchen prep equipment has been moved from the large warehouse into the Center. I helped coordinate the move with our vendor Curtis Kitchen Supply. Office, conference room and lab furniture has been delivered and is in the center. January will be a busy moving in month with the classroom, event center and tasting room furniture.

The Instructional Technology Committee had several approvals for departments' requests. I have been working with each department and the committee to order these items.

The Umpqua Valley Wine, Music & Art Festival Committee met and is going to break into a few subcommittees to manage and improve the festival for the coming year.

Finance Office – Natalya Brown, Director

The Finance office is preparing for the start of the winter term: coordinating with registration, financial aid and IT to provide registration, cashiering services in Jacoby Lobby for the first couple of weeks of the term. We are still very short-handed in processing payables and payroll as we continue search for AP/Payroll Assistant.

During December month Finance office participated in the following projects:

- Development of the indirect cost proposal with cognizant agency;
- Electronic filing of the financial document to Federal Audit Clearinghouse;
- Purchasing/credit card processes review;
- Finalizing monthly mileage reimbursement and petty cash forms for College Council review;
- Preparing SOIL tape for Oregon Department of Revenue;
- Foundation and College quarterly financial reporting;
- Preparation for CCWD reporting;
- Revision of refund to credit card process;
- RegOnline system update;
- Unclaimed property filing.

Budget Office – Rebecca Redell, Director

We are slowly moving forward with the details of the Allied Health building and related bond campaign. Huon Quach from Francis C. Berg, consultant for the CCWD, visited with us to discuss our progress on the building to date and our plans for the future. There have also been multiple meetings with Javier Fernandez from D.A. Davidson & Co. Javier has helped us gain a better understanding of the timeline and all of the intricate details on how the college will receive the proceeds and make payments.

The budget process team met twice in December before the winter break. Mark Williams attended the meeting on December 1st and Teri Wichman attended on December 8th. The deans discussed with the team the budget process from their perspectives last year and discussed possible changes they would like to see happen with the process in the future. The team very much enjoyed hearing the dean's perspectives as it added another layer to their understanding.

The team is looking forward to the first meeting in January which will combine the process team and the internal budget committee. Goals for this first meeting include: reviewing the budget process timeline, developing an initial budget message, and finalizing any process changes for the current budget year. In light of the probable reduced funding from the state, the committee will also be working on a priority list of items available to cut if necessary.

Safety, Security & Custodial – Steve Buchko, Director

Here are a few things going on in the Security/Custodial ranks:

- Justan Poole went to Locksmith training in Eugene.

- Kelley Griffith attended the Crisis Management Institute at Chemeketa Community College.
- The Fire and Security system at the Lang Center is being worked on.
- Renewed Executive Manager training at Florence for Department of Public Safety Standards and Training certificate.
- Fine tuning is continuing on the recycle program.
- The custodial crew is deep cleaning the campus during the holidays.

Vice President – Lynn Moore

As we close out the fall 2011 term, the staff is busy preparing for students to return to class in January 2012. Some of the close-out activities include; closing out fall term grades and reporting, preparing quarterly financial reports, making those Return to Title IV calculations, spending those final few dollars towards the opening of the Danny Lang Center, conducting the UCC Bookstore inventory process, calculating and reporting final enrollment figures for the term, running the drop for non-payment (DFNP) process and setting up combined registration/pay processes for Jacoby Lobby, and of course closely monitoring the 2011-12 budget while beginning the 2012-13 budgetary process.

Soon 2012 will be off to an exciting start. Some of our goals for the new year are; to get the ASUCC funded Bistro Entry completed, have the installation of the Reception Desk in the Campus Center completed, purchase an Informational Monitor for the Advising and Career Services Center and Financial Aid area, complete the upfitting of the GED Testing room to PearsonVue specs so that UCC will be one of the first community colleges in Oregon to offer the computer-based version of the GED, roll-out the Spring term pilot of UCC mandatory new student orientation, implement the recommendations of the Purchasing Process Review Team, continue the amazing work the Budget Team has accomplished so far in specifically increasing the transparency of the institutional budget management and development process, and to continue the collaboration with our instructional deans and directors through the budget management and development processes.

The year ends with much to be thankful for, and with great anticipation of the exciting New Year to come! *Happy New Year! Go Riverhawks!*

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

Recruitment began or continues for the following positions:

- Director of Financial Aid
- Vice President of Instruction
- Instructional Support Specialist
- Physics Instructor
- Database Administrator
- Accounting Specialist – Accounts Payable/Payroll

Part-time:

- Clerical Assistant – Purchasing
- Disabilities Services Accommodations Coordinator
- Viticulture & Enology Program Coordinator
- Adult High School Diploma Instructor
- Adult Basic Skills GED Instructor
- Machine Shop Instructor
- Math Instructor
- Writing Instructor

Positions filled/closed:

- Career Pathways Liaison

Personnel:

Due to time off for the holidays, there is very little to report since the December Board meeting.

The HR staff continues to be involved in ongoing projects:

- Continuing preparation for implementation of the PeopleAdmin recruitment software.
- Working on HR portion of the annual IPEDS report.
- Recruiting for a number of full and part-time positions including Vice President for Instruction and Director of Financial Aid.
- Processing routine paperwork for new hires and adjunct faculty contracts for Winter term.



**BOARD OF
DIRECTORS**

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Vice President

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Tom Nelson

Kathleen Nickel

Joe Olson, Ph.D.

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Bob Ragon

Alanson Randol, DDS

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Dave Sabala

Sue Shaffer

Charley Thompson

Liz Watkins

Gary Wayman

DIRECTOR

Dennis O'Neill

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

Bond Levy Campaign

Rich Gross's latest visit was December 15th. Rich will return on January 19th and 20th.

The Bond Levy Campaign Committee should have the larger format version of the Case for Support and the promotional video available for your review by your Board meeting. Fundraising for the bond campaign will commence soon afterwards and should be initialized by contributions from the President and the Board of Trustees. Contributions from the Foundation Board and staff would follow and then the committee will seek donations from the community.

The next community survey will be conducted in late January by TMS Call Center.

Lang Center Donor Recognition Dinner

A Recognition Dinner will be held by the Foundation for those who donated to the capital campaign for the Southern Oregon Wine Institute on January 27th. The capital campaign for SOWI set a record for Douglas County for the most money raised locally excluding grants. We are looking forward to thanking those who supported this important economic and workforce development initiative.

New Endowment for Engineering

A new endowment has been established by Paul and Lory Utz for the Engineering Program. Two significant scholarships will be available when we post our scholarships this month. Funds were added to the Marion J. Utz Memorial Nursing Scholarship which will make it the second largest scholarship program available to nursing students each year. We extend our gratitude to Mr. & Mrs. Utz for their continued support of our students.

Pool Committee

Susan Taylor has been meeting with community members interested in helping develop a proposal for replacement of the pool. A pool blog post will be launched this month to inform the community of what we are doing for the swimming pool. Two more community meetings, an online survey to all committee members, and the group to decide on a final recommendation to the Board of Trustees are all on the agenda for January.

UCC Grant Status Report FY 2011 Wrap-Up: September 26, 2011
Susan Taylor, Grant Development Coordinator

Green=internal deadline	<i>Amounts in italics = monetary value</i>
Blue boxes = estimates	Bold = requests over \$500,000

Submitted, waiting to hear back

Green = Submitted internally

Funding agency	PI	Submitted	Amount	Project	Should hear	Notes
Combined Federal Campaign	Susan Taylor	3/30/2011	\$ 1,000	Foundation	2/1/2012	
TOTAL			\$ 1,000			

Awarded - FY 2010-2011 grants

Funding agency	PI	Awarded	Amount	Project	Report due
DOL: TAACCCT grant	Ali Mageehon	4/21/2011	\$ 240,000	CASE project with state consortium	
Economic Development Administration: revised application	Chris Lake	6/9/2011	\$ 1,250,000	SOWI Equipment	Annually
TRiO Talent Search	Missy Olson	12/21/2010	\$ 1,150,000	Ed. Talent Search	Annually
Dr. Unruh Advised Fund, OCF	Fine Arts Department	3/1/2011	\$ 2,000	Fine Arts support: OMTF	2/1/2012
HRSA Scholarships for Disadvantaged Students Phase II	Arthur Brown	3/10/2011	\$ 19,234	Nursing scholarships	6/30/2012
HRSA Scholarships for Disadvantaged Students Phase I	Arthur Brown	2/23/2011		Nursing scholarships	N/A
James F. and Marion L. Miller Foundation	Dennis O'Neill	5/17/2011	\$ 50,000	Scholarships	
UCAN Corporation for National Service	Mandie Pritchard	4/15/2011	\$ 45,000	AmeriCorps member	Transition specialist
Community Grants, OCF	Chris Lake	1/31/2011	\$ 32,147	SOWI Equipment	2/3/2012
Douglas Community Fund, OCF	Art Brown	1/31/2011	\$ 9,923	Dental equipment	2/6/2012
Knife River Materials	Dennis O'Neill	2/1/2011	\$ 5,000	SOWI Capital	N/A
CCWD	Javier Ayala		\$ 15,000	Student Success	
Bessie Minor Charitable Fund	Ronda Stearns	3/15/2011	\$ 2,000	FCEC library	10/11/2011
Juan Young Trust	Dennis O'Neill	12/2/2010	\$ 4,000	Scholarships	
Crane Creek Foundation	Dennis O'Neill	11/1/2010	\$ 100,000	SOWI Capital	8/15/11
Autzen Foundation	Susan Taylor	8/15/2010	\$ 10,000	SOWI Capital	11/15/2010
Perkins Basic Formula - Sub Grant Reauth	Jasmine Filley	N/A	\$ 361,263	Perkins	Defer to Jasmine
Dr. John Wm and Betty Long Unruh UCC Performing Arts Fund of OCF	Dennis O'Neill	N/A	\$ 2,832	Fine Arts Dept.	3/1/2011 (Done)
Mildred Wilcox Whipple Fund of the OCF	Dennis O'Neill	N/A	\$ 28,390	Scholarships	3/1/2011 (Done)
TOTAL			\$ 3,326,789		

UCC Grant Status Report FY 2011 Wrap-Up: September 26, 2011
Susan Taylor, Grant Development Coordinator

Not Awarded

Funding agency	PI	Submitted	Amount	Project/Notes
DOL: TAACCCT grant	Chris Lake	4/21/2011	\$ 789,732	SOWI Project
DOL: TAACCCT grant	Ali Mageehon	4/21/2011	\$ 602,348	State consortium math project
Target Corporation	Ronda Stearns	4/29/2011	\$ 2,000	Nook Books
Avista Foundation	Dennis O'Neill	8/11/2010	\$ 25,000	SOWI Capital
OR State Board of Education Community College Strategic Fund	Blaine Nisson	9/30/2010	\$ 721,938	SOWI Equipment
Barbara Bush Foundation for Family Literacy	Ali Mageehon	9/10/2010	\$ 64,369	Family Literacy Project
USDA Rural Business Enterprise Grant Concept Paper	Chris Lake	3/4/2011	\$ 27,000	SOWI Equipment
Economic Development Administration: revised application	Susan Taylor	3/10/2011	\$ 685,975	SOWI Equipment
National Science Foundation	C. Haws, J. Ayala	10/21/2010	\$ 849,150	Wildlife Tech Program
Title III, Department of Education	L. Moore, J. Ayala	8/5/2010	\$ 2,000,000	Instruction/Stud. Serv
Nobel Goettel Trust	Dennis O'Neill	11/30/2010	\$ 25,000	SOWI Capital

Total GRNT Annual Budget \$ 71,515.00

TOTAL UCC external funding applied in FY 2011	30	\$ 6,887,914
TOTAL UCC external funding rec'vd so far, FY 2011	17	\$ 3,326,789
Success Rate (TOTAL % awarded)	0.59	59%
Return on Investment (ROI) (total raised / total spent)	46.518758	46.5

Waiting	1
Awarded	18
Not awarded	11
Total	30

Quote from the 2009 American Association of Grant Professionals Survey of 583 grant professionals in the U.S.: "A typical grant professional... writes about 21 grant proposals a year, of which 12 are funded... and states that s/he has a funding success rate of 60%."

UCC Grant Status Report FY 2012 Projections (December 21, 2011)

Susan Taylor, Grant Development Coordinator

Green=internal deadline	<i>Amounts in italics = monetary value</i>
Blue boxes = estimates	Bold = requests over \$500,000

In the Pipeline for FY 2012

Funding agency	PI	Deadline	Amount	Project	Notes
Title III eligibility	Susan Taylor	2/10/2012	\$ -	Eligibility only	
Dept. of Ed TRiO Upward Bound	Missy Olson	1/30/2012	\$ 1,200,000	Upward Bound	
HRSA Scholarships for Disadvantaged Students	Art Brown	2/20/2012	\$ 80,000	Scholarships	
Oregon Community Foundation (Community Grants)	Cheryl Yoder	1/31/2012	\$ 50,000	Swimming pool	
Douglas Community Fund, OCF	Art Brown	2/1/2012	\$ 4,000	Allied health equip.	
Unruh Fund, OCF	Fine Arts	2/1/2012	\$ 2,500	Fine arts events	
Ford Family Foundation	Cheryl Yoder	2/9/2012	\$ 250,000	Swimming pool	
Mercy Foundation	Cheryl Yoder	2/16/2012	\$ 50,000	Swimming pool	
Whipple Foundation Fund of OCF	Cheryl Yoder	2/23/2012	\$ 50,000	Swimming pool	
John and Betty Gray Foundation Fund, OCF	Gwen Soderburg-Chase	2/28/2012	\$ 5,000	ECE scholarships	
C. Giles Hunt Charitable Trust	Cheryl Yoder	2/28/2012	\$ 10,000	Swimming pool	
Cow Creek Foundation	Cheryl Yoder	3/1/2012	\$ 10,000	Swimming pool	
Whipple Foundation Fund of OCF	Cheryl Yoder	3/8/2012	\$ 50,000	Swimming pool	
M.J. Murdock Charitable Trust	Cheryl Yoder	3/8/2012	\$ 75,000	Swimming pool	
Collins Foundation	Cheryl Yoder	3/15/2012	\$ 50,000	Swimming pool	
Meyer Memorial Trust	Cheryl Yoder	3/15/2012	\$ 200,000	Swimming pool	
Pacificorp Foundation	Cheryl Yoder	3/15/2012	\$ 10,000	Swimming pool	
Kresge Foundation	Cheryl Yoder	3/22/2012	\$ 500,000	Swimming pool	
City of Roseburg	Cheryl Yoder	3/22/2012	\$ 50,000	Swimming pool	
DCIPA	Cheryl Yoder	3/29/2012	\$ 100,000	Swimming pool	
Bessie Minor Charitable Trust	Ronda Stearns	4/1/2012	\$ 2,000	FCEC Library	
UCAN/Corporation for National Service	Mandie Pritchard	4/1/2012	\$ 45,000	AmeriCorps member	
Rose E. Tucker Charitable Trust	Cheryl Yoder	4/5/2012	\$ 15,000	Swimming pool	
PGE Foundation	Cheryl Yoder	4/6/2012	\$ 10,000	Swimming pool	
Combined Federal Campaign - United Way	Susan Taylor	4/15/2012	\$ 1,000	Campaign giving	

UCC Grant Status Report FY 2012 Projections (December 21, 2011)

Susan Taylor, Grant Development Coordinator

NSF Transforming Undergraduate Education in Science (TUES) equipment grant	Sean Breslin	5/29/2012	\$ 200,000	Chemistry equipment	
Three Rivers Foundation	Teri Wichman	5/31/2012	\$ 5,000	STEM event	
Dept. of Ed Title III Strengthening Institutions	???	6/30/2012?	\$ 2,000,000	Don't know focus yet	
TOTAL FY12 Pipeline			\$ 5,024,500		
Swimming pool pipeline			\$ 1,480,000		

Submitted, waiting to hear back

Green = Submitted internally

Funding agency	PI	Submitted	Amount	Project	Should hear	Notes
CACFP, State of Oregon	Ronda Stearns	11/30/2011	\$ 5,000	Wellness program		
Juan Young Trust	Rebecca Robinson	11/16/2011	\$ 4,000	Scholarships	1/31/2012	
James F. & Marion L. Miller Foundation	Ali Mageehon	10/31/2011	\$ 50,000	Retention project	12/20/2011	
TOTAL			\$ 59,000			

Awarded - FY 2012 grants

Funding agency	PI	Awarded	Amount	Project	Report due
NSF ATE National Center for Excellence	Chris Lake	8/2/2011	\$ 152,645	VESTA: SOWI	
Gordon H. and Patricia A. Gerretsen Fund of OCF	Dennis O'Neill	11/30/2011	\$ 1,000	PEO Scholarship	
TOTAL			\$ 153,645		

Not Awarded

Funding agency	PI	Submitted	Amount	Project/Notes

Total GRNT Annual Budget \$ 71,515.00

TOTAL UCC external funding applied in FY 2012	5	\$ 212,645
TOTAL UCC external funding rec'vd so far, FY 2012	2	\$ 153,645
Success Rate (TOTAL % awarded)	1.00	100%
Return on Investment (ROI) (total raised / total spent)	2.148	2.1

Waiting	3
Awarded	2
Not awarded	0
Total	5

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject:

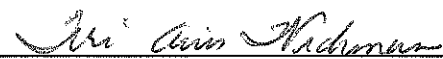
Academic Calendar 2012-2013

Date:

January 3, 2012

The Academic Calendar for 2012-2013 is presented for acceptance.

Recommendation by:



U.C.C. Vice President/Instructional Services

Approved for Consideration:



U.C.C. President

**UMPQUA COMMUNITY COLLEGE
ACADEMIC CALENDAR 2012-2013**

SUMMER TERM 2012

Summer Term Registration for Continuing Students Begins.....	Monday, May 14
Summer Term Registration for New and Returning Students Begins	Tuesday, May 29
College closed on Fridays	June 18-Sept. 2
Classes Begin.....	Monday, June 25
Last Day to Register or Add Classes - First 5-Week Session	Thursday, June 28
Independence Day Holiday – College Closed	Wednesday, July 4
Last Day to Withdraw - First 5-Week Session.....	Thursday, July 19
End of First 5-Week Session.....	Thursday, July 26
Beginning of Second 5-Week Session	Monday, July 30
Last Day to Register or Add Classes - Second 5-Week Session.....	Thursday, August 2
Last Day to Withdraw - Second 5-Week Session	Thursday, August 23
End of Second 5-Week Session	Thursday, August 30
Labor Day Holiday -Campus Closed.....	Friday- Monday, August 31-September 3

FALL TERM 2012

Fall Term Registration for Continuing Students Begins	Monday, May 14
Fall Term Registration for New and Returning Students Begins	Tuesday, May 29
Faculty In-service	Tuesday- Friday, September 11-21
All Staff In-service (Campus Closed).....	Tuesday, September 11
Classes Begin.....	Monday, September 24
Last Day to Register or Add Classes.....	Friday, October 5
Last Day to Drop (via web only on weekends).....	Sunday, September 30
Veteran's Day (Observed).....	Monday, November 12
Last Day to Withdraw	Wednesday, November 21
Thanksgiving Holiday.....	Thursday-Sunday, November 22-25
Final Exam Week	Monday-Saturday, December 3-8
End of Fall Term Classes.....	Saturday, December 8
Winter Break.....	Sunday–Sunday, December 9-January 6
Campus Closed	Saturday-Wednesday, December 22-Tuesday, January 1

WINTER TERM 2013

Winter Term Registration for Continuing Students Begins	Tuesday, November 13
Winter Term Registration for New and Returning Students Begins	Monday, November 26
Classes Begin.....	Monday, January 7, 2013
Last Day to Register or Add Classes.....	Friday, January 18
Martin Luther King Holiday	Monday, January 21
ABSD Graduation	Friday, January 25
Presidents' Day Holiday	Monday, February 18
Last Day to Drop (via web only on weekends).....	Sunday, January 13
Last Day to Withdraw	Friday, March 8
Final Exam Week.....	Monday-Saturday, March 18-23
End of Winter Term.....	Saturday, March 23
Spring Break	Sunday-Sunday, March 24-31

SPRING TERM 2013

Spring Term Registration for Continuing Students Begins	Tuesday, February 19
Spring Term Registration for New and Returning Students Begins	Monday, March 4
Classes Begin.....	Monday, April 1
Last Day to Register or Add Classes.....	Friday, April 12
Last Day to Drop (via web only on weekends).....	Sunday, April 7
Last Day to Withdraw	Friday, May 31
Memorial Day Holiday	Monday, May 27
Final Exam Week.....	Saturday-Friday, June 8-14
ABSD Graduation.....	Thursday, June 13
End of Spring Term	Friday, June 14
Commencement	Friday, June 14

*Saturday final exams will be held June 8. Saturday classes during spring term will meet longer to ensure the appropriate contact hours are met.

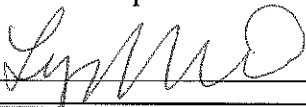
BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON


Informational Item
 Action Item

Subject: Proposed Budget Calendar for Fiscal Year 2012-2013
Date: 01/11/2012

Board Approval is requested for the Budget Calendar as follows:

- Sun., April 1 Publish 1st "Notice of Budget Committee Meeting"
(ORS 294.401 – not earlier than 30 days prior to the meeting)
- Sun., April 15 Publish 2nd "Notice of Budget Committee Meeting"
(ORS 294.401 – at least 5 days after the 1st publication and not later than 5 days prior to the meeting)
- Wed., April 25 First Budget Committee Meeting, 6:00 pm
- Wed., May 09 Second Budget Committee Meeting, (if needed), 6:00 pm
- Sun., May 27 Publish "Notice of Budget Hearing"
(ORS 294.421 – 5 to 30 days prior to the hearing)
- Wed., June 13 Regular College Board Meeting: Budget Hearing, adopt Resolutions, adopt budget and make appropriations

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


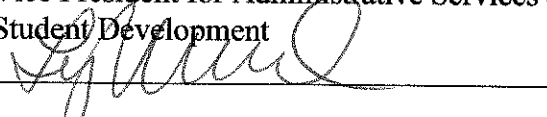
Approved for Consideration:

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: 01/11/12
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Natalya Brown, Director of Accounting and Finance, will present financial reports for fiscal year 2011-12, ending December 31, 2011.

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


Approved for Consideration:

U.C.C. President

ROSEBURG, OREGON

Statement of Net Assets

As of December 31, 2011 (Budget Basis)

Assets

Current assets:

Cash and investments	\$ 10,734,540
Receivables, net of allowance for uncollectibles:	
Property Taxes	396,308
Accounts/grants	3,948,511
Accounts Receivable - Due from Foundation	351,638
Inventories	472,606
Prepaid expenses	45,270
	<u>15,948,872</u>
Total current assets	<u>15,948,872</u>

Liabilities

Current liabilities

Accounts payable	308,329
Accounts payable - Due To Foundation	-
Payroll liabilities	1,700,121
Unearned revenue	1,048,557
	<u>3,057,007</u>
Total current liabilities	<u>3,057,007</u>

Net Assets

Net Assets by Fund Groups

General Fund	8,740,918
Capital Project Fund	(563,349)
Debt Service Fund	2,271,963
Financial Aid Fund	(791,392)
Grants & Contracts	(440,981)
Administratively Restricted Funds	1,956,414
Insurance Fund	307,608
Agency Funds	26,308
Internal Service Funds	124,611
Enterprise Funds (Bookstore & Cafeteria)	1,259,766
Total net assets	<u>12,891,865</u>

Total current liabilities and net assets as of December 31, 2011

\$ 15,948,872

UMPQUA COMMUNITY COLLEGE
ROSEBURG, OREGON

Statement of Revenues, Expenses, and Changes in Net Assets
As of December 31, 2011 (Budget Basis)

Operating revenues:	
Tuition and fees	\$ 7,343,963
Federal student financial aid grants	9,108,800
Intergovernmental grants and contracts	970,901
Nongovernmental grants and contracts	555,969
Bookstore & food service sales	1,271,947
Other operating revenue	<u>1,748,642</u>
Total operating revenue	<u>21,000,222</u>
Operating expenses:	
Instruction	4,926,414
Instructional support	1,180,975
Student services	1,680,053
College support services	2,305,320
Auxiliary and Community services	1,265,194
Student financial aid	10,842,677
Plant operations	948,799
Debt Service	99,454
Facilities acquisition / construction	<u>3,112,211</u>
Total operating expenses	<u>26,361,098</u>
Operating gain / (loss)	<u>(5,360,875)</u>
Non-operating Revenues-(expenses)	
State community college support	5,338,993
Property taxes	2,735,260
Investment Income	<u>20,561</u>
Total non-operating revenues-(expenses)	<u>8,094,813</u>
Change in net assets	2,733,938
Net assets - beginning of year	<u>10,157,927</u>
Net assets -December 31, 2011	<u>\$ 12,891,865</u>

UMPQUA COMMUNITY COLLEGE

Roseburg, Oregon

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

For period ending December 31, 2011

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Property taxes	\$ 3,025,470	\$ 3,025,470	\$ 2,735,260	\$ (290,210)
Tuition and fees	8,369,268	8,369,268	5,815,128	(2,554,140)
Intergovernmental-state and federal	10,647,656	10,647,656	5,338,993	(5,308,663)
Interest income	35,000	35,000	19,688	(15,312)
Other	309,473	309,473	70,158	(239,315)
Total revenues	<u>22,386,867</u>	<u>22,386,867</u>	<u>13,979,227</u>	<u>(8,407,640)</u>
Expenditures:				
Instruction	8,829,728	8,923,939 (1)	3,934,265	4,989,674
Support Services	10,211,009	10,211,008 (1)	4,519,379	5,691,629
Enterprise & Community Services	-	- (1)	-	-
Financial Aid	556,197	556,197 (1)	157,099	399,098
Contingency	2,153,445	2,059,234 (1)	-	2,059,234
Total expenditures	<u>21,750,379</u>	<u>21,750,378</u>	<u>8,610,743</u>	<u>13,139,635</u>
Revenues over-(under) expenditures	<u>636,488</u>	<u>636,489</u>	<u>5,368,483</u>	<u>4,731,994</u>
Other financing sources-(uses)				
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
Total other financing sources-(uses)	<u>(2,866,489)</u>	<u>(2,866,489)</u>	<u>(1,433,292)</u>	<u>1,433,197</u>
Net change in fund balance	(2,230,001)	(2,230,000)	3,935,191	6,165,191
Fund balance - July 1, 2011	<u>3,600,000</u>	<u>3,600,000</u>	<u>4,805,727</u>	<u>1,205,727</u>
Fund Balance - December 31, 2011	<u>\$ 1,370,000</u>	<u>\$ 1,370,001</u>	<u>\$ 8,740,918</u>	<u>\$ 7,370,917</u>

(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 December 31, 2011

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Interest income	\$ 500	\$ 500	\$ 307	\$ (193)
Other	-	-	1,362,425	1,362,425
Total revenues	500	500	1,362,732	1,362,232
Expenditures:				
Facilities acquisition / construction	6,971,588	6,971,588 (1)	3,112,211	3,859,377
Debt Service	-	-	-	-
Total expenditures	6,971,588	6,971,588	3,112,211	3,859,377
Revenues over-(under) expenditures	(6,971,088)	(6,971,088)	(1,749,479)	5,221,609
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)	1,139,900	1,139,900	570,000	(569,900)
Net change in fund balance	(5,831,188)	(5,831,188)	(1,179,479)	4,651,709
Fund balance - July 1, 2011	5,831,188	5,831,188	616,130	(5,215,058)
Fund Balance - December 31, 2011	\$ -	\$ -	\$ (563,349)	\$ (563,349)

(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 December 31, 2011

	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	566	(29,434)
	<u>118,137</u>	<u>118,137</u>	<u>44,948</u>	<u>(73,189)</u>
Expenditures:				
Debt service:				
Principal	315,000	315,000 (1)	-	315,000
Interest	823,381	823,381 (1)	99,454	723,927
	<u>1,138,381</u>	<u>1,138,381</u>	<u>99,454</u>	<u>1,038,927</u>
Revenues over-(under) expenditures	<u>(1,020,244)</u>	<u>(1,020,244)</u>	<u>(54,506)</u>	<u>965,738</u>
Other financing sources-(uses)				
Transfers in	<u>1,344,244</u>	<u>1,344,244</u>	<u>672,121</u>	<u>(672,123)</u>
Net change in fund balance	324,000	324,000	617,615	293,615
Fund balance - July 1, 2011	<u>1,722,051</u>	<u>1,722,051</u>	<u>1,654,348</u>	<u>(67,703)</u>
Fund Balance - December 31, 2011	<u>\$ 2,046,051</u>	<u>\$ 2,046,051</u>	<u>\$ 2,271,963</u>	<u>\$ 225,912</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 December 31, 2011

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Intergovernmental - federal	\$ 40,419,158	\$ 40,419,158	\$ 9,108,800	\$ (31,310,358)
Intergovernmental - state	365,000	365,000	322,500	(42,500)
Local & Private Grants	2,015,000	2,015,000	423,027	(1,591,974)
Other Operating Revenue	-	-	-	-
Total revenues	42,799,158	42,799,158	9,854,327	(32,944,832)
Expenditures:				
Student Financial Aid	42,878,878	42,878,878 (1)	10,685,577	32,193,301
Revenues over-(under) expenditures	(79,720)	(79,720)	(831,251)	(751,531)
Other financing sources-(uses)				
Transfers in	79,720	79,720	39,859	39,861
Net change in fund balance	-	-	(791,392)	(791,392)
Fund balance - July 1, 2011	-	-	-	-
Fund Balance - December 31, 2011	<u>\$ -</u>	<u>\$ -</u>	<u>(791,392)</u>	<u>\$ (791,392)</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 December 31, 2011

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Intergovernmental-state and federal	\$ 3,615,656	\$ 5,027,513	\$ 604,019	\$ (4,423,494)
Nongovernmental grants and contracts	863,206	863,206	132,943	(730,263)
Other	-	-	1,500	1,500
Total revenues	4,478,861	5,890,718	738,462	(5,152,257)
Expenditures:				
Instruction	1,165,930	2,526,371 (1)	434,624	2,091,747
Enterprise & Community Services	61,104	61,104 (1)	-	61,104
Support Services	3,251,827	3,303,244 (1)	745,729	2,557,515
Total expenditures	4,478,861	5,890,718	1,180,353	4,710,366
Revenues over-(under) expenditures	-	-	(441,891)	(441,891)
Fund balance - July 1, 2011	-	-	910	910
Fund Balance - December 31, 2011	\$ -	\$ -	\$ (440,981)	\$ (440,981)

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE

Roseburg, Oregon

Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
ADMINISTRATIVELY RESTRICTED FUND
For period ending December 31, 2011

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Tuition and fees	\$ 2,384,133	\$ 2,384,133	\$ 1,528,722	\$ (855,411)
Intergovernmental - state and federal	-	-	-	-
Local/Private Grants & Contracts	45,000	45,000	-	(45,000)
Interest income	-	-	-	-
Other	1,276,469	1,276,469	249,493	(1,026,976)
Total revenues	3,705,602	3,705,602	1,778,214	(1,927,388)
Expenditures:				
Instruction	2,159,626	2,105,539 (1)	557,525	1,548,014
Support Services	2,501,943	2,531,943 (1)	587,826	1,944,117
Enterprise & Community Services	193,317	163,317 (1)	83,012	80,305
Contingency	306,245	306,245 (1)	-	306,245
Total expenditures	5,161,131	5,107,044	1,228,363	3,878,681
Revenues over-(under) expenditures	(1,455,529)	(1,401,442)	549,851	1,951,293
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)	(1,285,442)	607,851	1,893,293
Fund balance - July 1, 2011	1,339,529	1,339,529	1,348,563	9,034
Fund Balance - December 31, 2011	\$ -	\$ 54,087	\$ 1,956,414	\$ 1,902,327

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE

Roseburg, Oregon

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

For period ending December 31, 2011

	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)	140,792	329,654
Contingency	169,975	169,975 (1)	-	169,975
Total expenditures	640,421	640,421	140,792	499,629
Revenues over-(under) expenditures	(639,021)	(639,021)	(140,792)	498,229
Other financing sources-(uses)				
Transfers in	355,625	355,625	177,812	(177,813)
Net change in fund balance	(283,396)	(283,396)	37,020	320,416
Fund balance - July 1, 2011	283,396	283,396	270,587	(12,809)
Fund Balance - December 31, 2011	\$ -	\$ -	\$ 307,608	\$ 307,608

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE

Roseburg, OregonSchedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
AGENCY FUNDS

For period ending December 31, 2011

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Other	\$ 57,051	\$ 57,051	\$ 4,298	\$ (52,753)
Expenditures:				
Support Services	112,095	112,095 (1)	14,240	97,855
Contingency	-	- (1)	-	-
Total expenditures	112,095	112,095	14,240	97,855
Revenues over-(under) expenditures	(55,044)	(55,044)	(9,942)	45,102
Other financing sources-(uses)				
Transfers in	31,000	31,000	15,500	(15,500)
Net change in fund balance	(24,044)	(24,044)	5,558	29,602
Fund balance - July 1, 2011	24,044	24,044	20,749	(3,295)
Fund Balance - December 31, 2011	\$ -	\$ -	\$ 26,308	\$ 26,308

(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 December 31, 2011

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Tuition and Fees	\$ -	\$ -	\$ 113	\$ 113
Interest income	1,200	1,200	-	(1,200)
Other	137,000	137,000	60,768	(76,232)
Total revenues	138,200	138,200	60,881	(77,319)
Expenditures:				
Support Services	237,200	237,200 (1)	107,182	130,018
Contingency	21,000	21,000 (1)	-	21,000
Total expenditures	258,200	258,200	107,182	151,018
Revenues over-(under expenditures)	(120,000)	(120,000)	(46,300)	73,700
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)	(58,800)	86,200
Fund balance - July 1, 2011	145,000	145,000	183,411	38,411
Fund Balance - December 31, 2011	\$ -	\$ -	\$ 124,611	\$ 124,611

(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 December 31, 2011

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Sales	\$ 4,870,216	\$ 4,870,216	1,271,947	\$ (3,598,269)
Interest income	-	-	-	-
Total revenues	4,870,216	4,870,216	1,271,947	(3,598,269)
Expenditures:				
Enterprise & Community Services	5,400,973	5,400,973 (1)	1,182,182	4,218,791
Contingency	200,000	200,000 (1)	-	200,000
Total expenditures	5,600,973	5,600,973	1,182,182	4,418,791
Revenues over-(under) expenditures	(730,757)	(730,757)	89,765	820,522
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)	2,265	908,022
Fund balance - July 1, 2011	905,757	905,757	1,257,502	351,745
Fund Balance - December 31, 2011	\$ -	\$ -	\$ 1,259,766	\$ 1,259,766

(1) Appropriation level

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Informational Item

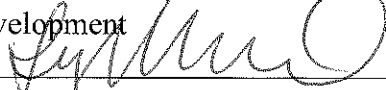
Action Item

Subject:
 Resolution #10, Approval to Spend Funds

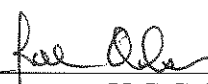
Date: 1/11/12

This is a resolution to make a transfer within the Special Revenue, Grants and Contracts Fund in the amount of \$59,631 for the SBA Incubator Grant.

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



Approved for Consideration:



U.C.C. President

UMPQUA COMMUNITY COLLEGE
Resolution No:10 - FY 11-12
Approval to Spend Funds

WHEREAS, Resolution No 7 increased appropriation in the Special Revenue Fund, Grants and Contracts, in the support services category for the Small Business Development group for \$59,631 to assist incubator businesses and;

WHEREAS, the incubator classes will generate FTE, therefore, the increase in appropriations should be in Instruction rather than Support Services and;

WHEREAS, the provisions of ORS 294.450 allow for the transfer of appropriations from one existing category to another ,

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Umpqua Community College hereby adopts this resolution for the transfer of \$59,631 from Support Services to Instruction to correct this error.

SPECIAL REVENUE FUND - GRANTS AND CONTRACTS

	11-12 Budget Through Resolution 9	Adjustment	11-12 Budget Through Resolution 10
REVENUES:	\$ 5,890,719		\$ 5,890,719
EXPENDITURES:			
Instruction	\$ 2,466,740	\$ 59,631	\$ 2,526,371
Support Services	3,362,875	\$ (59,631)	3,303,244
Enterprise & Comm. Services	61,104		61,104
TOTAL	<u>\$ 5,890,719</u>	<u>\$ -</u>	<u>\$ 5,890,719</u>

ADOPTED this 11th day of January, 2012

Clerk of the Board

Chairman of the Board

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

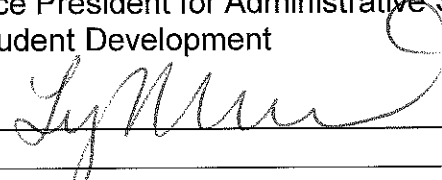
Information Item
 Action Item

Subject:
Resolution #11 Declaring the District's Intent to Reimburse Expenditures


Date: January 11, 2012

This is a resolution to declare Umpqua Community College District's intent to reimburse expenditures from the proceeds of debt obligations.

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



Approved for Consideration:



U.C.C. President

REIMBURSEMENT RESOLUTION NO. 11**RESOLUTION OF UMPQUA COMMUNITY COLLEGE DISTRICT, DOUGLAS COUNTY, OREGON DECLARING INTENT TO REIMBURSE EXPENDITURES FROM THE PROCEEDS OF DEBT OBLIGATIONS.**

WHEREAS, the Board of Directors (the "Board") of Umpqua Community College District, Douglas County, Oregon (the "District") is authorized to enter into borrowings to finance authorized projects and to pay costs incidental thereto; and

WHEREAS, the District expects to finance the construction of a Regional Allied Health and Science Training Center, an Industrial Arts and Technology Training Center, instructional facilities in South County and repurpose vacated spaces, including the infrastructure (the "Project") from the proceeds of debt obligations (the "Obligations"); and

WHEREAS, the District anticipates incurring expenditures (the "Expenditures") for costs of the Project prior to issuing the Obligations and wishes to declare its official intent to reimburse itself for any Expenditures it may make on the Project from the proceeds of the Obligations; and

WHEREAS, the cost of the Project, including costs incidental thereto, are estimated to be not more than \$40,000,000; and

WHEREAS, the District understands that the use of proceeds of the Obligations to reimburse an Expenditure may occur no later than the later of (a) eighteen (18) months after the date of such Expenditure or (b) eighteen (18) months after completion of the projects to which such Expenditure relates, and the proceeds of the Obligations may not be used to reimburse an Expenditure paid earlier than sixty (60) days prior to the date of the adoption of this resolution; except for preliminary expenditures in an amount not exceeding twenty (20%) percent of the Obligation proceeds or expenditures which do not exceed the lesser of \$100,000 or five (5%) percent of the Obligation proceeds. Preliminary expenditures include: architectural, engineering, surveying, soil testing and similar costs incurred prior to commencement of acquisition, construction or rehabilitation of the projects, other than land acquisition, site preparation and similar costs incident to commencement of construction;

NOW, THEREFORE, THE BOARD OF THE DISTRICT DOES HEREBY FIND, DETERMINE, DECLARE AND RESOLVE AS FOLLOWS:

1. The District hereby declares its official intent to reimburse itself with the proceeds of the Obligations for any of the Expenditures incurred by it prior to the issuance of the Obligations.

APPROVED BY THE BOARD OF DIRECTORS OF UMPQUA COMMUNITY COLLEGE DISTRICT, DOUGLAS COUNTY, OREGON THIS 11th DAY OF JANUARY, 2012.

**UMPQUA COMMUNITY COLLEGE DISTRICT,
DOUGLAS COUNTY, OREGON**

By: _____
Chair

ATTEST:

By: _____
President

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

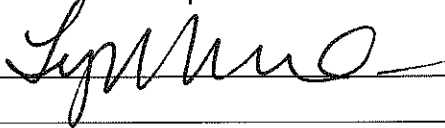
Subject: Recommendation for Exemption
 from the Competitive Bidding Process

Date: January 11, 2012

It is recommended by staff that the college use an alternative contracting method for the Allied Health & Science Center Building project. The Request for Proposal, (RFP), utilizing a Construction Management/General Contractor (CM/GC) method with a Guaranteed Maximum Price (GMP) is the recommended method to be utilized. The use of this method requires that a specific exemption from the standard competitive bidding process be granted by the Board.

Findings for the exemption are included.

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



Approved for Consideration:



U.C.C. President

UMPQUA COMMUNITY COLLEGE
Umpqua Campus — Allied Health & Science Center Building
January 11, 2012

**Findings in Support of an Exemption from Competitive Bidding
For a Public Improvement**

BACKGROUND

The findings herein support a resolution authorizing the Umpqua Community College (college) Board of Education (board), acting as the Local Contract Review Board, to exempt the Campus — Allied Health & Science Center Building from the competitive bid process and instead use an alternative contracting method consisting of a Request for Proposals (“RFP”) for the selection of a Construction Manager/General Contractor (CM/GC).

The selection process will include an evaluation of potential general contractors through the issuance of an RFP. The proposals received in response to that RFP will be evaluated based upon the criteria stated in the RFP. The criteria to be evaluated may include, but not be limited to: proposer’s pricing proposal; labor rates; equipment rates and charges; overhead; profit, fee and mark-ups; proposer’s experience with the construction of academic buildings and experience in multi-phase construction projects; experience in constructing multi-story buildings; proposer’s experience in sustainable construction; previous experience of the firm, as well as key personnel (e.g., superintendent and project engineer), for projects of similar complexity; references; success with value engineering; the performance history of the contractor and key personnel demonstrating an ability to deliver projects on time and within budget; demonstrated ability of the contractor and key personnel to work in a harmonious and non-adversarial manner with the College and stakeholders, including neighbors, utilities, local governments and regulators; ability to maintain a drug-free workplace; compliance with environmental regulations; and ability to maintain a safe, healthful and accident-free workplace.

The Allied Health and Science Center (the Project) is planned to be a three-story building with a basement and a total area of about 57,130 square feet. It will be located on the north side of Jacoby Auditorium. The building will be a technologically advanced, complex project housing a variety of classrooms, laboratories, skill centers and offices that will provide space for nursing, dental assisting/hygiene, biology, anatomy, physiology, chemistry, geology, physics and general science. The design and construction of the building will be the second college building to meet or exceed the Silver level certification requirements of the Leadership in Energy & Environmental Design (LEED) using the Green Building Rating System. The construction documents preparation phase will begin in May of 2012 followed by the site preparation phase with the final completion expected by September of 2014.

STATUTORY REQUIREMENTS

Oregon statutes (ORS) 279C.330 and 279C.335 require all public improvement projects to be procured by competitive low bid, unless an exemption is granted by the state or the public contract review board of a public agency. These statutes provide that an exemption allowing other contracting methods may be used based on the following:

- A. That it is unlikely that such exemption will encourage favoritism in the award of the contract or substantially diminish competition for the contract; and
- B. The awarding of public contract by exemption will likely result in substantial cost savings to the agency.

For public improvement projects, agency findings must address certain additional factors, defined by ORS 279C.330. These include, but are not limited to:

- (1) Operational, budget and financial data;
- (2) Public benefits;
- (3) Value engineering
- (4) Specialized expertise required
- (5) Public safety;
- (6) Market conditions
- (7) Technical complexity; and
- (8) Funding sources

In reviewing this exemption from competitive bidding, the board has considered the following factors:

A. FAVORITISM/COMPETITION

The process anticipated by this exemption is a competitive RFP process resulting in the selection of a CM/GC. Competition will be based not merely on price but on a variety of factors designed to deliver a quality project on time, for the least overall cost to the college. Evaluation factors used for selection are intended to result in a source selection process that is objectively neutral, transparent, and reviewable. Such a process is unlikely to substantially diminish competition or result in favoritism. Moreover, the process chosen places no restriction on the proposer and does not prohibit partnership arrangements. This expands the opportunity for small and medium-sized contractors to participate. The introduction of evaluation elements that permit evaluation of the quality of the contractor's team/partnership and the ability of the team/partnership to deliver the work for the price promised increases the pool of potential proposers. All contractors, including Oregon businesses, are able to compete either as named proposers or as members of a construction management team/partnership (ORS 279C.335(2)(a)).

To foster competition among prospective proposers, the project will be advertised electronically on the college's website, on the State of Oregon Procurement Information Network (ORPIN), and in at least one trade newspaper of general statewide circulation (e.g., the *Daily Journal of Commerce*).

The proposal evaluation committee will include a representative from the college's procurement office, as well as several staff and independent consultant(s) involved in the

execution of the project. This composition and cross-section of evaluators further assures integrity in the selection process. The evaluation committee will develop scored criteria and procedures that will be published in the RFP, and the college will provide a protest procedure for aggrieved parties.

Based upon the foregoing, the board finds that it is unlikely that this exemption will encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts.

B. COST SAVINGS

The college's mission is to provide a spectrum of educational opportunities to students in Douglas and surrounding Counties. It is funded through a combination of state and local funds, taxes, grants, bonds, other debt obligations, and tuition revenue. In determining the overall cost of a project to the college, on time delivery and minimum disruption to ongoing academic activities, so that the flow of revenue from existing programs is not curtailed, must be taken into consideration. It is also critical that the project be delivered within budget. Unless these needs can be met by the delivery system chosen, the college faces increased costs in the form of lost tuition revenue that must be replaced from existing resources. This, in turn, further reduces the ability of the institution to provide classes. The cost of the project as a whole, and not simply the amount of money paid to the building contractor, must be considered in the life-cycle cost of the project. Additionally, the release of early bid packages by the CM/GC to their subcontractors will avoid inflationary increases in construction materials and potential conflicts that could arise if the various phases were independently awarded to general contractors.

The CM/GC project delivery method with source selection based on a competitive RFP offers the best opportunity to deliver the project on time and within budget. To meet its fiscal responsibilities and academic objectives, the college requires occupancy by fall term 2014. The project must be bid in phases to meet this occupancy date. The participation by the CM/GC will allow: value engineering to occur, working with the concept designs and continuing throughout the project; assistance in evaluating the best and most cost-effective approach to construct the building; and more opportunities for the early release of bid packages. The early involvement of the contractor and the "give and take" of the CM/GC process provide the best opportunity for "on-time and on-budget" delivery of the Project.

The college's experience with the traditional design-bid-build method has resulted in contracting with firms for the construction of major projects that have passed the statutory requirement of bidder responsibility and who have been able to secure bonding, but who have lacked in experience, quality, and/or the ability to manage a complex project effectively. The traditional delivery method has resulted in disputed claims, late deliveries, and compromised quality that may not be apparent immediately, or that in one case has led to expensive and time consuming claims-settlement procedures. This is of particular concern on phased projects, where disputes can arise due to a contractor on a subsequent phase alleging adverse impacts caused by work completed in previous phases of the project.

The ability to begin holding classes in the Allied Health & Science Center during the fall term of 2014 not only affects the enrollment for that term, but for the entire academic year. While the "hard bid" model provides an adequate prediction of final project cost for "simple"

projects or for equipment purchases, it is not a good predictor of final cost on more complex, phased projects. A RFP process that includes a detailed evaluation of the proposer's cost and pricing data affords the public owner an opportunity to determine if the proposer's numbers are realistic and reflect the cost of the work. The hard bid model provides no opportunity to see how the proposed amounts were actually generated. The CM/GC process, as used by the college, provides a structured comparison and reconciliation of detailed project estimates provided by the contractor and a professional estimating firm retained by the college's contract with the architect, prior to finalization of the bidding documents and the release of sub-bids, further assuring cost control and realistic cost expectations.

ORS 279C.335(4)(a) allows local contract review boards to direct the use of alternate contracting methods that take account of market realities and modern practices consistent with the public policy of encouraging competition. These alternate contracting methods are better able to address the short comings of the "hard bid" or "low bid" (i.e., traditional design/bid/build), delivery method.

These factors will likely result in substantial cost savings to the college and to the public by using a Request for Proposal process to select a Construction Manager/General Contractor (ORS 279C.335(b)).

FINDINGS, AS DEFINED IN ORS 279C.330 AND LISTED UNDER "STATUTORY REQUIREMENTS," ABOVE

1. OPERATIONAL, BUDGET, FINANCIAL

The construction of the new Allied Health & Science Center Building will require particularly close coordination between the contractor, design team, and the college. The RFP process and the CM/GC delivery method will provide the maximum opportunity for the college to obtain a contractor that is experienced in multi-phased, multi-story, construction on an occupied site. This selection process, which will include demonstrated successful, similar previous experience, will result in less impact on college operations and significant benefits to the college. There will be a higher likelihood of avoiding delays in occupancy by allowing earlier student enrollment and earlier re-assignment of staff engaged in the project, due to the ability to engage in early constructability discussions with the contractor that will build the building, and increased ability to issue multiple, early-bid packages. Budgets will be more accurate due to contractor participation in their establishment. The selection of a CM/GC, partially based on the quality of their prior projects, will increase the possibility of completing a higher quality-built building than if a traditional low bid process were used, resulting in lower operational and long-term fiscal impacts. Additionally, the release of early bid packages by the CM/GC to their subcontractors will avoid inflationary increases in construction materials.

Criteria used to evaluate proposals will help ensure the college will be working with a contractor that: will take a team, rather than adversarial, approach to the project; will have the necessary technical and managerial skills to optimally organize, and ultimately complete this complex project; has past experience and knowledge to meet the construction schedule; and provides a quality-built building at a reasonable price, both in terms of actual dollars, and staff resources.

Based on the foregoing, the board finds that the operational, budget, and financial needs of the college would be best satisfied through this proposed alternative contracting method and that any impact on the college budget and financial situation would be positive.

2. PUBLIC BENEFIT

The use of this process will allow a more collaborative method for the project to remain on schedule, reducing the anticipated period until occupancy. This process will increase the chances of staying within budget, due to providing the ability to score proposals in part on the prior history of the contractor, the participation of the contractor in constructability review, value engineering, and in establishing a Guaranteed Maximum Price. The public will benefit from adherence to a completion date that allows students to enroll in classes, leading to high-paying job opportunities earlier than would otherwise occur with a bid/build method. In addition, the project will very likely be built to a higher level of quality using this process, again, maximizing the public benefit.

Based upon the foregoing, this proposed exemption and contract process will benefit the public by providing a contract method, which results in the most likely opportunity to achieve completion of a high-quality project within schedule and within budget.

3. VALUE ENGINEERING

Value engineering experiences and successes will be scored criteria in the selection process. This practice will initially begin with the involvement of the selected firm during the construction document design phase of the project and will continue through project completion. The CM/GC process provides a much more favorable opportunity for effective value engineering in comparison to the traditional design-bid-build method due to the ability to select a firm based on their skills in this area, and in their much earlier participation on the project.

Based on the foregoing, the board finds that value engineering has been considered, or will be adequately considered, in the construction process for this project.

4. SPECIALIZED EXPERTISE

It is important for the college to work with a contractor that has: specialized expertise in multi-phased, wood and stone, sustainable construction and experience working safely on an occupied, constrained site with minimal impact on operations. The project will require experience in building state of the art, medical and science structures in an educational environment.

Based on the foregoing, the board has considered and finds that any specialized expertise required for this project will be best achieved through issuing a RFP to select a CM/GC firm, which is authorized by an exemption from competitive bidding.

5. PUBLIC SAFETY

The construction for the project will take place on an occupied site. There will be opportunities for conflict between construction activities and personnel, including students, neighbors and patrons of Jacoby Auditorium attending public events. It is particularly important to select a contractor that has adequately trained safety personnel and solid

safety programs and practices to provide for public safety throughout the construction process. The CM/GC selection process will provide the best opportunity to select a contractor that is better qualified to provide public safety.

Based on the foregoing, the board finds that a RFP process to select a CM/GC is the best method for the college to assure selection of a firm that will provide maximum safety for the public.

6. MARKET CONDITIONS

The ability to bid the project in phases, at earlier dates than could be achieved in a single bid package, is not only the only way to achieve occupancy by fall term of 2014, generating tuition and state reimbursement revenue, but also best assures bidding at a time when construction costs are low, ahead of economic recovery in the construction sector. The longer the college waits to bid the project, it appears the chances for construction costs to rise increases.

Based on the foregoing, the board finds that the market conditions are more conducive to a qualifications-based, enhanced selection process rather than the traditional design-bid-build method.

7. TECHNICAL COMPLEXITY

This project has several aspects that add to its technical complexity. First, there is very limited space in which the contractor can mobilize and stage for construction. This can create conflicts with college operations, residential areas and general safety. Secondly, the project consists of several technically sophisticated spaces such as dental, nursing and science laboratories. Third, this project will incorporate many sustainable-design aspects. There is a possibility of challenges of discovery of unforeseen construction situations and the resulting scheduling challenges necessary to perform the work while minimally disrupting College activities.

Based on the foregoing technical complexity, the college finds it is in the board's and public's interest to proceed with an exemption from competitive bidding for the selection of a CM/GC, utilizing a RFP, which will allow the college to select a qualified contractor with the necessary technical experience and demonstrated history of success.

8. FUNDING SOURCES

This project is financed by the proceeds of a local, taxpayer-approved construction bond and a state contribution. This creates a particular obligation for the college to provide the best value not only to the college's district but to the state. It is important for the board to be able to confidently expend these funds with a qualified contractor for the least amount of cost. This goal can be best achieved by using the CM/GC delivery method for the reasons that have been described in prior sections.

Based on the foregoing, the board has considered the funding source and has determined that the best use of those funds is to issue a RFP to select a CM/GC.

CONCLUSION

The enhanced selection process of issuing a Request for Proposals for the selection of a demonstrated successful Construction Manager/General Contractor, assures that several important goals are addressed in a manner to best meet those goals: 1) that the college responds to the support of the local college district demonstrated in the passage of the 2012 bond measure by bringing the first major-funded project on line as soon as possible; 2) that the college selects a delivery method that minimizes the negative effects of the predicted escalating cost of construction materials; 3) that the college selects a process that provides for competition and assures quality construction to the greatest possible degree; 4) that the college utilizes the best selection process to assure the least disruption and earliest completion of the Project; 5) that the college selects a contractor to complete the project that will perform the work safely; and 6) that the college is taking into account market realities and modern practices that are consistent with the public policy of encouraging competition. (ORS 279C.335(4)(a))